

# Registration Checklist

Pweb	P web declare	06-Feb-08	Fsearch	28-May-07	F Search for classes	Q2class	Q2 class start	02-Jan-08	
Pmail	P mail out	08-Mar-08	Freg	19-Jun-07	F reg	Ftuit	F tuition due	18-Sep-07	
Pttrggu	P tt reg guide	05-Mar-08	Fmail	06-Jun-07	F mail out	Q1tuit	Q1 tuition due	09-Oct-07	
Preg	P reg	13-Mar-08	Fclass	04-Sep-07	F class start	Wtuit	W tuition due	21-Jan-08	
Pclass	P class start	05-May-08	Q1class	25-Sep-07	Q1 class start	Q2tuit	Q2 tuition due	16-Jan-08	
Psearch	P search for	05-Mar-08	Wttrggu	19-Oct-08	W ttprt/post	Ptuit	P tuition due	12-May-08	
Q3class	Q3 class start	31-Mar-08	Wweb	03-Oct-08	W web declare	Q3tuit	Q3 tuition due	14-Apr-08	
Q4class	Q4 class start	25-Jun-07	Wreg	07-Nov-08	W reg	Stuit	S tuition due	11-Jul-07	
Sclass	S class start	04-Jul-07	Wmail	28-Oct-08	W mail out	Q4tuit	Q4 tuition due	09-Jul-07	
Fweb	F web declare	11-Apr-07	Wclass	07-Jan-08	W class start				
Fttrggu	F tt reg guide	28-May-07	Wsearch	23-Oct-08	W search for classes				

Term Affected	Date (Comment)	Start Prep or Start Date	Completion Date	Initiates Action	Action	Link/Procedure	Action - Important Dates	Performs Action	Done
2007ALL	Daily all year round	01-Jan-07	31-Dec-07	StuRec	Generate Batch Deposit Allocation (BDAL) for each registration day.	BDAL - Curriculum Management Manual		StuRec	
2007ALL	Daily all year round	01-Jan-07	31-Dec-07	StuRec	Generate Batch Deposit Allocation (BDAL) for each registration day.	BDAL - Curriculum Management Manual		StuRec	
2007ALL	Daily all year round	01-Jan-07	31-Dec-07	StuRec	Generate Batch Deposit Allocation (BDAL) for each registration day.	BDAL - Curriculum Management Manual		StuRec	
2007ALL	Daily all year round	01-Jan-07	31-Dec-07	StuRec	Generate Batch Deposit Allocation (BDAL) for each registration day.	BDAL - Curriculum Management Manual		StuRec	
2007ALL	Daily all year round	01-Jan-07	31-Dec-07	StuRec	Process web payments - tuition (E-Commerce).			StuRec, Cashier	
2007ALL	Daily all year round	01-Jan-07	31-Dec-07	StuRec	Process web payments - tuition (E-Commerce).			StuRec, Cashier	
2007ALL	Jan 2nd of each year	02-Jan-07		StuRec			Run Catalogs (CTLG), Campus Calendars (CMPC), Reporting Yeats and Terms (RYAT). Should be at least 2 years in advance. i.e. Jan 2/07 add 2009, Jan 2/08 add 2010 etc.		X
2007ALL	Jan 2nd of each year	02-Jan-07		StuRec			Run Catalogs (CTLG), Campus Calendars (CMPC), Reporting Yeats and Terms (RYAT). Should be at least 2 years in advance. i.e. Jan 2/07 add 2009, Jan 2/08 add 2010 etc.		X

Dates that are shaded in grey are approximate dates based on last year's dates. Items in pink font are changes and/or updates

# Registration Checklist

Term Affected	Date (Comment)	Start Prep or Start Date	Completion Date	Initiates Action	Action	Link/Procedure	Action - Important Dates	Performs Action	Done
2008ALL	Jan 2nd of each year	02-Jan-07		StuRec			Run Catalogs (CTLG), Campus Calendars (CMPC), Reporting Years and Terms (RYAT). Should be at least 2 years in advance. i.e. Jan 2/07 add 2009, Jan 2/08 add 2010 etc.		X
2007ALL	Once a year in January (1 wk range).	03-Jan-07	06-Jan-07	StuRec	Add new catalogue year to Colleague using Catalogs (CTLG), keeping the future years at 3.	CTLG - Student System Set-Up Manual		StuRec	X
2007ALL	Once a year in January (1 wk range).	03-Jan-07	06-Jan-07	StuRec	Add new catalogue year to Colleague using Catalogs (CTLG), keeping the future years at 3.	CTLG - Student System Set-Up Manual		StuRec	X
2007F	1 day after "I" grade conversion date (Jan 19/07)	22-Jan-07		StuRec		MIEG - Curriculum Management Manual	Run Missing/Invalid/Exp Grade Report (MIEG).	StuRec	
2007Q1	1 day after "I" grade conversion date (Jan 19/07)	22-Jan-07		StuRec		MIEG - Curriculum Management Manual	Run Missing/Invalid/Exp Grade Report (MIEG).	StuRec	
2007P	Begin Web Declare open, end last date to add classes	06-Feb-07	04-May-07	StuRec	Generate Student Record Creation (SRCR).	SRCR - Registration Manual		StuRec	X
2007Q4	Begin Web Declare open, end last date to add classes	06-Feb-07	22-Jun-07	StuRec	Generate Student Record Creation (SRCR).	SRCR - Registration Manual		StuRec	X
2007S	Begin Web Declare open, end last date to add classes	06-Feb-07	29-Jun-07	StuRec	Generate Student Record Creation (SRCR).	SRCR - Registration Manual		StuRec	X
2007Q4	Beginning of reg to fee deadline	13-Mar-07	09-Jul-07	StuRec/InfoReg	StuRec initiates the prerequisite reports and scans them for anomalies before giving to Info/Reg for checking.			StuRec/InfoReg	X
2007S	Beginning of reg to fee deadline	13-Mar-07	11-Jul-07	StuRec/InfoReg	StuRec initiates the prerequisite reports and scans them for anomalies before giving to Info/Reg for checking.			StuRec/InfoReg	X

**Dates that are shaded in grey are approximate dates based on last year's dates. Items in pink font are changes and/or updates**

