

**Proposed Enrollment Fee Collection Process &  
Academic Calendar Timeline of Events for Summer/Fall 2010**  
*(These dates are tentative & subject to change)*

<b>Summer/Fall 2010</b>			<b>Date Completed</b>
March 5	Friday	Rollover DSPS, EOPS & VETM students from Spring 10' to Summer/Fall 10'	
March 5	Friday	The new verbiage for the schedule of classes regarding the Enrollment Fee Collection Process needs to say, <i>"Please note: Students who enroll before the beginning of the term must submit your payment or your registration WILL be cancelled two (2) weeks before the beginning of the term. Students who add after the beginning of the term are required to pay their fees immediately or a hold WILL be placed on your account and your debt will be sent to collections."</i>	3/5/2010
March 8	Monday	Batch Term Activation & Create Enrollment Appointment Times & Assign Enrollment Appointments.	
March 8	Week of	<ul style="list-style-type: none"> <li>• IT will have to make sure that the batch process for removing holds after a student pays their fees runs either every 1/2 and hour (30 minutes), hour, 2 hours or nightly. (Minh Lam has suggested that Tharun will do this task)</li> <li>• IT will also have to redesign the payment process in the student portal (see steps above).</li> <li>• Per Diane Hughes the system is not ready to do a drop process and will take a few months to implement. She will send an email describing step by step what needs to be done to implement this process. In the meantime, Minh will use the Attendance Verification process that we currently have to drop students that have not paid their fees two weeks before the beginning of the term.</li> </ul>	
March 12	Friday	Notifications/emails need to be sent to staff, faculty, managers and students informing them about this new process that will be enforced for Summer/Fall 2010. Advertising and word of mouth is key to making sure that this process is successful (i.e. Marketing post fliers, banners, teachers put this information in their syllabi/handouts in classes, ambassadors make announcements in various class rooms and in the welcome center, front page of the CCCApply application, email blasts to students & information in roster letters from the Assoc. Vice Chancellor of Student Services, schedule of classes & catalog need to have detailed information, data mailers need to have this information, etc...)	
March 12	Friday	Data Mailer List Run & Addresses mailed to PDQ	
March 15	Monday	Data Mailers/Emails sent to Students about appointment times	

## Summer/Fall 2010

**Date  
Completed**

March 15	Week of	Continue working on the notifications/emails & advertising	
March 29	Week of	Summer/Fall Schedule of Classes distributed and posted on the web	
<p><i><b>NOTE:</b> Ideally the students should be informed about all of the changes and updates on their Data Mailers (when told about their enrollment appointments), campus &amp; personal emails, in the schedule of classes, instructor syllabi or handouts in classes, signage on campuses, etc... They should be notified about:</i></p> <ul style="list-style-type: none"> <li>• <i>Health Fees</i></li> <li>• <i>Easy Pass Fees</i></li> <li>• <i>Enrollment Fee Payments after 10 days</i></li> <li>• <i>Holds</i></li> <li>• <i>Activating Peralta Email Addresses</i></li> <li>• <i>Warning letters for non-payment of fees</i></li> </ul> <p><i>Also, Student Ambassadors and A&amp;R staff should begin to inform students about the new changes.</i></p>			
April 9	Friday	Hard holds need to be placed on student accounts no later than this date.	
April 12-13	Mon-Tues	Priority Registration for "DSPS, EOPS & VETM begins	
April 14- May 2	Monday	Continuing Student Enrollment begins	
May 3	Monday	Open Enrollment begins for ALL students (New, Returning, H.S., etc...)	