

**Cabinet Roundtable  
Enrollment Development & Student Affairs  
November 2, 2011**

**Action Items:** None

**Discussion Items:** None

**Admissions, Records & Registration**

- Waitlisting for the 2012 term is available for BIOL 105, BUSI 105, CINE 105, ENGL 095, ENGL 122, FASH 205, HIST 137, ITAL 102, MATH 145, and SPAN 101. Beyond in-person transactions, students will have access to **“Waitlisting Frequently Asked Questions”** through the “Search for Sections,” Register/Add/Drop Courses,” “My Waitlist” screens in Webadvisor and under the “Instruction and Policies” heading in Webadvisor by selecting “Waitlist FAQs.” The Department has tried to ensure students have the information available to them to understand the process and make an informed decision. If a student was to go to Webadvisor and do a “Search for Sections” (*which does not require log-in*), they would see the following if they select the Waitlist FAQ:

The screenshot shows the Brookdale WebAdvisor interface. At the top, there is a navigation bar with the Brookdale logo and the text 'BROOKDALE WEBADVISOR'. To the right of the logo are links for 'LOG IN', 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT US'. Below the navigation bar, there is a dark blue header with 'CURRENT STUDENTS' on the left and 'Welcome!' on the right. The main content area is white and titled 'Waitlisting FAQ'. It contains six numbered questions and their corresponding answers:

- 1. What is the waitlist?**  
*The waitlist is a way to prioritize the enrollment of students after a class has reached its maximum. There are no guarantees that you will be enrolled from the waitlist.*
- 2. How do I get on the waitlist?**  
*If a class is closed and has a waitlist (not all classes have waitlists,) you will be asked when you register either in person or on WebAdvisor if you want to add your name to the waitlist.*
- 3. Can I place my name on the waitlist if I don't meet the prerequisite(s)?**  
*No, unless your Advisor/Counselor has overridden the prerequisite(s) in our system. Adding your name to a waitlist is like enrolling in the course. All registration rules are enforced (except time conflicts) at the time you place your name on the waitlist.*
- 4. What if the class doesn't have a waitlist?**  
*Not all classes have waitlists. If the class is closed and does not show a waitlist status, then waitlist is not available for that class and you should look for an open section.*
- 5. Why am I being blocked from placing my name on the waitlist?**  
*WebAdvisor checks all registration conditions before your name is placed on the waitlist (it does not check for time conflicts). Time conflicts are verified after you have received permission to enroll in the course at the time of registration. If you have a restriction or do not meet prerequisites, you will not be allowed to place your name on the waitlist.*
- 6. Can I put my name on the waitlist for my first choice class and enroll in another section of the same course as a backup?**  
*Yes, you can register for one section and waitlist for another section. In the event you receive permission to register in the class you have waitlisted, you are required to drop the class you had previously registered for prior to registering for the waitlisted class.*

- **Update on the Graduation Application/Degree Audit E-Mail Pilot:** All AAS (*excluding Fashion Merchandising*) and AFA students currently enrolled for fall 2011 with 45 or more degree credits were sent an email on September 19<sup>th</sup> regarding the graduation/degree audit pilot program. There were 96 students who received the Complete/ Anticipated Complete email and 591 who received the Not Complete email (*see examples below*). This week the Department evaluated the response to the initial email and determined 43 of the 96 students who received the Complete/Anticipated Complete email have not responded with a completed graduation application submission to the Registrar's Office. This group of 43 was sent hardcopy follow-up letters alerting them to check their email for important graduation information and informed them they had an extended deadline until November 15<sup>th</sup> in which to submit their Candidacy for Graduation Application. Students were provided an email address to which they could send comments and/or suggestions regarding the new process and so far the Department has received a few responses.

**NOT COMPLETE EMAIL SENT:**



Dear Paddington:

In an effort to further assist students in achieving their educational goals, Brookdale Community College has chosen you to participate in a pilot for degree audit. In this pilot, students nearing degree completion will receive an email containing their degree audit summary, and advising of next steps to apply for graduation. You have been identified as one of these students. Please read the information below and follow the steps indicated. We appreciate receiving any comments and/or suggestions you may have regarding the pilot of this new process to [degreeaudit@brookdalecc.edu](mailto:degreeaudit@brookdalecc.edu).

Currently we are showing that **you have not yet met the requirements needed to complete your degree**, as indicated below in your degree audit evaluation summary. \* If you plan on completing your degree requirements during the Fall 2011 semester, and you haven't done so already, you must make an appointment with a Student Development Specialist (counselor) to review your academic record and degree requirements (appointment information below). If your counselor determines you are eligible for graduation, you must fill out a Candidacy for Graduation Application with your counselor, which is due by October 15, 2011. The Candidacy for Graduation Application is required in order to graduate, whether or not you plan on attending commencement exercises. Commencement will take place in May 2012 (specific date will be posted on the [Brookdale Portal](#)).

If you will not be completing your degree requirements at this time, you may schedule an appointment with your Counselor during the semester in which you plan to graduate. Graduates of Winterim 2012 semester have until December 7, 2011 to submit a Candidacy for Graduation Application. Graduates of Spring and Summer I 2012 semesters have until February 15, 2012 to submit a Candidacy for Graduation Application.

\* Your degree audit summary does not take into account additional subsequent and/or multiple degree graduation requirements, nor any basic skills requirements, as stated in the [Graduation Regulation 6.1700R](#). These requirements, if applicable, will be assessed after receipt of your Candidacy for Graduation Application.

**YOUR DEGREE AUDIT SUMMARY**

Academic Program: Nursing

General Education Ethical Dimension - **Requirement Completed**

Ethical Dimension - **Requirement Completed**

Nursing General Education AAS - **Requirement In Progress**

General Education - **Requirement In Progress**

Humanities - **Requirement Not Started**

Nursing A.A.S. Program Career Studies Requirement - **Requirement Not Started**

Career Studies - **Requirement Not Started**

Advanced Placement in Nursing [Information Only] - **Requirement Completed**

Advanced Placement - **Requirement Completed**

Elective Requirement - 3 Credits - **Requirement Completed**

Electives - **Requirement Completed**

Please go to Webadvisor through [Brookdale's Portal](#) to view your degree audit for a more detailed description of your requirements. For further assistance and questions regarding your progress, you may make an appointment with a Student Development Specialist using AdvisorTrac through the [Brookdale Portal](#), or call [732-224-2555](tel:732-224-2555). Remember, the deadline to apply for graduation in the Fall 2011 term is October 15, 2011 (no fee to apply).

Sincerely,

Kim Toomey

Registrar

[BROOKDALE COMMUNITY COLLEGE](#)

The County College of Monmouth

765 Newman Springs Road, Lincroft, NJ 07738-1543

**An equal opportunity/affirmative action institution**

**COMPLETE/ANTICIPATED COMPLETE EMAIL SENT:**



Dear Paddington:

In an effort to further assist students in achieving their educational goals, Brookdale Community College has chosen you to participate in a pilot for degree audit. In this pilot, students nearing degree completion will receive an email containing their degree audit summary, and advising of next steps to apply for graduation. You have been identified as one of these students. Please read the information below and follow the steps indicated. We appreciate receiving any comments and/or suggestions you may have regarding the pilot of this new process to [degreeaudit@brookdalecc.edu](mailto:degreeaudit@brookdalecc.edu).

As indicated below in your degree audit evaluation summary, you are anticipated to complete your graduation requirements by the end of this semester upon successful completion of your course(s) (if applicable)\*. **Your next step is to apply for graduation by filling out the online [Candidacy for Graduation Application](#)** (if you have already applied to graduate in Fall 2011, you do not need to apply again). Candidacy for Graduation Applications for the Fall 2011 semester must be submitted by October 15, 2011. You must apply for graduation, whether or not you plan on attending commencement exercises. Commencement will take place in May 2012 (specific date will be posted on the [Brookdale Portal](#)).

If you do not complete your degree requirements by the end of this semester, you may apply at a later date for a future term. Graduates of Winterim 2012 semester have until December 7, 2011 to submit a Candidacy for Graduation Application. Graduates of Spring and Summer I 2012 semesters have until February 15, 2012 to submit a Candidacy for Graduation Application.

\* Your degree audit summary does not take into account additional subsequent and/or multiple degree graduation requirements, nor any basic skills requirements, as stated in the [Graduation Regulation 6.1700R](#). These requirements, if applicable, will be assessed after receipt of your Candidacy for Graduation Application.

## **YOUR DEGREE AUDIT SUMMARY**

Academic Program: Studio Art

General Education Ethical Dimension - **Requirement Completed**

Ethical Dimension - **Requirement Completed**

Minimum 20 General Education Credits AFA - **Requirement Completed**

20 Gen Ed Credits - **Requirement Completed**

General Education A.F.A. Degree - **Requirement Completed**

COMMUNICATIONS [C] - **Requirement Completed**

HUMANITIES&SOCIALSCI - **Requirement Completed**

MATH/SCI/TEC/INFOLIT - **Requirement Completed**

Fine Arts AFA - Studio Arts Option Career Studies - **Requirement Completed**

Career Studies 1 - **Requirement Completed**

Career Studies 2 - **Requirement Completed**

Please go to Webadvisor through [Brookdale's Portal](#) to view your degree audit for a more detailed description of your requirements. For further assistance and questions regarding your progress, you may make an appointment with a Student Development Specialist using AdvisorTrac through the [Brookdale Portal](#), or call **732-224-2555**. An appointment is not necessary to apply for graduation. Remember, the deadline to apply for graduation in the Fall 2011 term is October 15. **APPLY NOW** (no fee to apply)! Congratulations on your anticipated successful completion of your degree!

Sincerely,

Kim Toomey

Registrar

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## **Athletics**

- The women's tennis team placed third at the Region XIX Tournament. The team had one individual champion, Farrah Smoke, at #2 singles and three runner-up finishes, #1 singles, #1 doubles, and 32 doubles. The team then participated and finished fifth in the NJCAA Division III National Championship Tournament which ran from October 25<sup>th</sup> to October 28<sup>th</sup> at the USTA Billie Jean King National Tennis Center in Flushing, NY. Congratulations to Heidi Denn and Farrah Smoke who won the first singles title and earned first team All-American status!
- Both the men's and women's soccer teams ended their Region XIX title search in heart-breaking fashion.
  - The women tied top-seeded Ocean County College in regulation but then lost 3-2 in penalty kicks. The men's team was upset by fourth-seeded Bergen County College 3-2.
  - Congratulations to the following men's soccer players who earned All-Region and All-GSAC recognition:
    - Dave Cornwell – First Team All-Region; First Team All-GSAC; voted second-best player and will be up for All-American consideration
    - Chris Katona – First Team All-Region; First Team All-GSAC; voted fourth-best player and will be up for All-American consideration
    - Justin Gregory – Second Team All-Region; Second Team All-GSAC
    - Pat Holliday – Third Team All-Region; Third Team All-GSAC
    - Ryan Bumbera – Third Team All-Region; Third Team All-GSAC
  - Congratulations to the following men's soccer players who earned All-Region and All-GSAC recognition:
    - Aly Kent – First Team All-Region; First Team All-GSAC
    - Daniella Santoro – First team All-Region; First team All-GSAC
    - Cat Lovallo – Second Team All-Region; Second Team All-GSAC
    - Elyse Umansky – Third Team All-Region
    - Devin Hope – Third Team All-Region

## **Recruitment Services**

- Traditional Recruitment programs targeting high school juniors and seniors included both high school visits and participation at college fairs and night programs.
- High Schools visited to date include Spotswood, Keyport, MAST, Middletown South, Colts Neck, Freehold Township, Communications, Keansburg, Wall, Marlboro, CLASS, Matawan, CBA, St. Rose,

Ocean, Asbury Park, Allentown, St. John Vianney, Shore Regional, Henry Hudson, and Howell as well as the vocational schools in Keyport and Aberdeen.

- Recruitment Services staff participated at the following college night and fair programs: Rahway College Fair, Manasquan College Night, Old Bridge College Night, Monmouth County College Fair, Linden College Night, Neptune College Night, Monmouth Regional College Fair, Calvary Academy College Night, Freehold Regional High School District College Night, and the New Jersey Coastal Community Open House.
- Non-traditional recruitment programs targeting spring term prospects include staffed information tables at the Seabrook Village Benefit Fair, Monmouth County Wellness Day, the ARC of Monmouth County Annual Staff Conference, and Centra State Hospital.
- The Office of Recruitment Services hosted the **Monmouth County Fall College Fair** on Sunday, October 16<sup>th</sup> in the Collins Arena. The event, sponsored by the Monmouth County Guidance Directors Association (MCGDA), attracted representatives from nearly 200 post-secondary institutions. The fair, promoted through Monmouth County High Schools, generated over 4,000 visitors to the Lincroft campus. The MCGDA spring fair - **Monmouth County College Night and Transfer Fair**, is scheduled for Monday, April 23<sup>rd</sup>, 6-9pm in the Collins Arena and is in conjunction with the **National College Fair** which will be held at the Raritan Center in Edison, NJ.
- Angel Howe, Admission Representative, tendered her resignation as of January 3<sup>rd</sup>, 2012. She is preparing for her wedding on November 13<sup>th</sup> and will re-locate at the start of the new year to St. Croix. Congratulations to Angel and we wish her the best in her future.
- The staff was involved in the following professional development activities.
  - Bruce Marich, Director of Recruitment Services, attended the NJ School Counselor Association Fall Conference in Long Branch. Bruce sits on the executive board as parliamentarian and by-laws chair. Bruce also attended the fall meeting of the Monmouth County Guidance Directors Association last Friday and is secretary for the association.
  - Andre Richburg, Admission Representative, was nominated to participate in the College Board's Enrollment Leadership Academy, October 26<sup>th</sup>-28<sup>th</sup> in New York City.
  - Kristen Worthley, Admission Representative, met with the Honors Committee of which she is a lead member.
  - The entire staff participated in an ImageNow in-house workshop.

### Venue Management

- The **Brookdale Basketball Season Kick-Off Night** will be held on November 10<sup>th</sup> (*men's game at 5pm - women's game at 9pm*). Both men's and women's teams will face Atlantic Cape. All BCC students with a valid ID will receive a free t-shirt while supplies last courtesy of Student Life & Activities. The Monmouth Regional High School Pep Band will be performing during the entire men's game. The Hazlet Cub Scout Pack 137 will present the flag during the National Anthem prior to the men's game and will have a chance to meet the players and get autographs after the game.

