Automatic Admission Authorized Adders Meeting Summary

Bachman 203 w/VTC to all CCs

Wednesday, October 30, 2013

2:00 p.m. to 3:00 p.m.

Present: Kanoe Lambert and Kenoa Dela Cruz (HAW); Carla Rogers and Charles Whitten (WIN); Larry Andres (LEE); Michele Katsutani and Shane Payba (MAU); Sharon Fowler (KAP); Maggie Templeton and Rona Wong (HON); Joy Nishida (STAR); Joanne Itano, Susan Nishida (System)

Each community college campus is allowed to have up to two individuals allowed to manually add students to be eligible for Automatic Admission. This meeting was held to ensure all the campuses are following the same procedures when manually adding students.

A summary of the approved changes to the Automatic Admission timeline and Operating Guidelines effective Spring 2014 were reviewed along with the data on Automatic Admission acceptance, enrollment and success (persistence/graduation). Highlights of the changes are: moving the offer/deadline up 15 days to be February 1 and September 1; reoffering students Automatic Admission the following semester instead of waiting one semester; and allowing students a maximum of three offers, regardless of type or time.

Some of the common ways identified when a student would need to be manually added:

- Transfer credit not in Banner at time of data pull
- Substitutions not in STAR at time of data pull
- Student in their first semester, enrolled in at least 12 credits and eligible to transfer the following semester
- Student in the wrong major in Banner at time of data pull
- Student with less than a 2.0 GPA at time of data pull, but may have had a grade change or late withdrawal after that time

An ongoing issue identified was the need to provide these students with earlier registration. Also, there is a known issue if a student applies, accepts and pays their tuition deposit prior to being offered Automatic Admission. These students will have a four-year SGASTDN (general student) and not receive an Automatic Admission offer. In these situations, the advisor should contact the four-year campus.

The four-year campuses identified the following as their point of contacts for Automatic Admission:

UH Mānoa – Sean Tomlinson
UH Hilo – Curtis Nishioka
UH West O‘ahu – Craig Morimoto