

**Charges for the Advisement and Registration Council
2009-2010**

Standing Charges:

1. Review advisement and registration policies and procedures, and recommend revisions and/or new policies as needed.
2. Identify problems and recommend means for improvement in advisement and registration procedures.
3. Work with administrators involved in areas of Advisement and Registration to recommend ways to facilitate policy implementation.

Additional Charges for 2009-2010:

1. Follow up on the recommendations of the Council in its 2008-2009 Year-End Report not yet addressed by the appropriate offices.
2. Work with the Office of Student Accounts and the Office of Student Services to make the billing process more user-friendly for students.
3. Work with the Office of Testing to establish an effective system of communicating Basic Skills and Foreign-language placement exam schedules to the Office of the Registrar and academic departments.
4. Continue to work with the Advisement Office to ensure that all advisers are clear on how to guide transfer students based on the new community college transfer agreement and that programs in Banner have been adjusted accordingly.
5. Encourage the administration to propose an integrated advisement system that can be reviewed by the Council and the Senate.

Please note:

The Additional Charges are listed in order of priority.

Please keep minutes of each meeting and forward them, once approved, to the Vice Chair of the Senate for posting on the Council's page. Please follow the format which the Vice Chair will distribute to the Council at its first meeting. [Copies of the minutes for meetings held in 2008-2009, if available, would be appreciated.]

Please prepare an oral report, not to exceed 10 minutes, for the Senate meeting of Tuesday, March 23, 2010, on the Council's accomplishments for the year.

Please submit a written Year-End Report to the Vice Chair of the Senate no later than May 10, 2010. Please follow the format which the Vice Chair will distribute to the Council at its first meeting.