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College of Micronesia-FSM

# Chuuk Site Visit: Registrar's Trip Report

August 8 to 14, 2009

*M. J. G. 8/20/09*

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8/17/2009

## August 7 to 14, 2009 Chuuk Site Visit: Registrar's Trip Report

### INTRODUCTION

The Registrar travelled to Weno, State of Chuuk, Federated States of Micronesia, last August 8, 2009 specifically to oversee the Fall Semester, 2009 registration of COM-FSM Chuuk site. And to remotely direct the Fall Semester, 2009 registration across all COM-FSM sites from Chuuk.

### PURPOSES OF THE SITE VISIT

The purposes of the Registrar's site visit to COM-FSM Chuuk site are as follows: (a) to provide on-site follow COM-FSM SIS user's training to selected student services and instructional affairs personnel who have been granted temporary upgraded COM-FSM SIS security access, (b) to oversee the Fall Semester, 2009 registration of COM-FSM Chuuk Campus, and (c) to address other concerns and issues, such as, but by any means not limited to, unresolved registration records attributed to discrepancies on data entries of registration data, unresolved registration records of students who never completed the registration process during the prior semesters, degree audits for program completion, and others.

### SUMMARY OF ACTIVITIES OF THE COM-FSM CHUUK SITE VISIT

August 8 to 14, 2009

Date and Time	Activities	Outcomes
August 8, 2009 3:00 PM	Registrar left Pohnpei for Weno, Chuuk	
August 8, 2009 3:30 PM	Registrar meets with <ol style="list-style-type: none"> <li>1. COM-FSM Chuuk Campus Director Joakim Peter</li> <li>2. Chuuk Site IT staff John Dungawin</li> </ol>	<ul style="list-style-type: none"> <li>• Discuss the set-up of the Fall 2009 registration</li> </ul>
August 9, 2009 1:30 PM	Registrar meets with <ol style="list-style-type: none"> <li>1. Acting Chuuk Site Student Services Coordinator Inda Maiipi</li> <li>2. OAR-Chuuk Site Betty Park</li> <li>3. FAO Chuuk Site In-Charge Memorina Yesiki</li> <li>4. FAO-Chuuk Site staff Berekita Siver</li> </ol> to discuss the registration procedure, and provide COM-	Selected student services staff were able to <ul style="list-style-type: none"> <li>• familiarize themselves of the registration procedure using the COM-FSM SIS</li> <li>• familiarize themselves of the essential components of the COM-FSM SIS used to register students, e.g., identity search, name and ID, person record, student term record, registration, student schedule, and</li> </ul>

### August 7 to 14, 2009 Chuuk Site Visit: Registrar's Trip Report

	FSM SIS follow-up training	<p>academic history; as such, they were able to efficiently use the COM-FSM SIS to register students</p> <ul style="list-style-type: none"> <li>familiarize themselves on how to handle cases related section registration overrides, unmet pre-requisites, and other registration-related issues or concerns</li> </ul>
August 10, 2009 9:30 AM-5:00 PM	Day One, Regular Registration (Note that the registration actually started at around 9:30 AM because COM-FSM Chuuk Site scheduled its General Assembly on August 10, 2009)	<ul style="list-style-type: none"> <li>Processed registration of about 262 students (headcounts), end-of-August 10, 2009</li> <li>Routines on open/closed sections were sent to academic advisors and other instructors for their references</li> </ul>
August 11, 2009 8:30 AM to 5:00 PM	Day Two, Regular Registration	<ul style="list-style-type: none"> <li>Processed registration of 260 students (headcounts), end-of-August 2009; as such, COM-FSM Chuuk Site OAR registered 529 students (headcounts) during the first two days of the regular Fall 2009 semester registration</li> <li>Routines on open/closed sections were sent to academic advisors and other instructors for their references</li> </ul>
August 12, 2009	Day Three COM-FSM Chuuk Site Director Joakim Peter requested COM-FSM President Spensin James' approval extending the regular registration for Chuuk Campus to another day; as such, specifically waiving the late registration fees. COM-FSM President James	<ul style="list-style-type: none"> <li>As of 2:30 PM, Day Three, COM-FSM OAR Chuuk Site processed registration of 40 students (headcounts); thus, during the first two and a half day of regular registration, the Office had processed registrations of 569 students (headcounts) – i.e., Registrar was not</li> </ul>

### August 7 to 14, 2009 Chuuk Site Visit: Registrar's Trip Report

	approved the request.	able to send update of the Fall 2009 registration as of 5:00 PM, August 12, 2009
August 13, 2009 8:30 AM to 5:00 PM	Day four Add/Drop Period, and start of late registration  A one-on-one training on the use of the COM-FSM SIS was facilitated by the Registrar to the Acting Instructional Coordinator.	<ul style="list-style-type: none"> <li>• OAR Chuuk Site commenced processing add/drop requests, and late registrations</li> <li>• OAR Chuuk site maintains a log of processed add/drop requests that will be submitted to OAR-National Campus, FAO-Chuuk Site, and Fiscal Officer-Chuuk Site</li> <li>• Acting IC was able to familiarize himself on the efficient use of the catalog and schedule and the faculty components of the COM-FSM SIS</li> </ul>
August 14, 2009 10:45 AM	Registrar departs Weno, Chuuk for Pohnpei	

Last check, Chuuk Site OAR has processed registrations of 578 students (headcounts) with 6,548 total registered credits or equivalent to 545.66 full-time equivalent (FTE) students.

#### FINDINGS AND RECOMMENDATIONS

Findings	Recommendations
<ul style="list-style-type: none"> <li>• Chuuk Site scheduled its General Assembly and/or Orientation of Students during day one of the registration; as such this has interrupted the scheduled registration for an hour and a half or more.</li> </ul>	<ul style="list-style-type: none"> <li>• Chuuk Site should follow the activities consistent of their schedules as published in the official school calendar of activities.</li> </ul>
<ul style="list-style-type: none"> <li>• Chuuk Site never facilitated the course selection for Fall Semester, 2009 which was supposedly scheduled sometimes in April 2009; as such, this resulted to a modified registration procedure that may not be consistent with the system-wide registration procedure, and a long queue of students awaiting to course select with their academic advisors</li> </ul>	<ul style="list-style-type: none"> <li>• Course selection is a precondition to registration, and specific schedules of course selection for given session or semester are articulated in the official school calendar of activities. Therefore, course selection should be a required activity facilitated by both Instructional Affairs and Student Services based on articulated schedule.</li> </ul>
<ul style="list-style-type: none"> <li>• Similar to the experiences of the other</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional Affairs should reconsider the</li> </ul>

### August 7 to 14, 2009 Chuuk Site Visit: Registrar's Trip Report

<p>state campuses and the National Campus, typical of two day regular registrations are: long queue of students awaiting the processing of their registration papers, and others</p>	<p>allocated two day of registration</p>
<ul style="list-style-type: none"> <li>• The COM-FSM SIS provided OAR Registration Terminal Operators of several attempts by some students registering for courses with unmet pre-requisites; these students had secured approval from their academic advisors to register for these courses</li> <li>• Additional cases include students in the certificate programs are advised to take degree-level courses which may result to creating wrong precedents that they are to be considered degree bound students</li> </ul>	<ul style="list-style-type: none"> <li>• Some academic advisors should undergo training on effective academic advisement especially focusing on courses and their pre-requisites</li> </ul>
<ul style="list-style-type: none"> <li>• OAR Chuuk Site had encountered dealing with cases of returning students attempting to register without complying with the readmission/admission policy of the college</li> </ul>	<ul style="list-style-type: none"> <li>• OAR Chuuk Site should ensure that the readmission/admission policy and procedure of the college are well communicated to the community, and deadlines or timelines are consistently complied or observed.</li> </ul>

#### OTHERS

Appreciations should be extended to :

1. Amond Inek and his IT staff on setting up the networked computer and printer terminals including VOIP, and consistently providing registration staff technical support required to efficiently facilitating the registration;
2. Memorina Yesiki of the Financial Aid Office-Chuuk Site for helping OAR-Chuuk Site by specifically manning one of the designated registration terminals
3. Chuuk Site Maintenance Division for ensuring continuous and uninterrupted supply of electrical power.
4. Peer guide volunteers for helping student services staff during the orientation and the registration
5. The Acting Instructional Coordinator and all members of the faculty for assisting students in doing course selection, and providing academic advisement to students
6. Campus Security for helping in maintaining order during the registration