

## **Agenda for HSS Department Chairs Meeting**

Wednesday, November 04, 2009

4:00 p.m. in CN 233

1. Jared Wilcken – Distinguished Scholars handout  
This event either gets the highest or the lowest rating based on the student's involvement with the Interactive Academic Experience which is the tours through the departments.
2. Dean's Council Items – No Dean's Council this week
3. Major's Web Page – This will replace the HSS purple brochures. Only Political Science and Criminal Justice are complete. All other programs need to get theirs completed. Jennifer will e-mail the template out to the department chairs and secretaries.
4. Board of Trustee Scholarship – each department needs to submit a student's name from their department at the next department chair's meeting. Criteria is at least a Junior in good standing with a 3.5 GPA, please also include any and all activities that the students are involved in on campus and their communities. Those students not selected from HSS for the Board of Trustee scholarship will go into the pool for the HSS Everyday Leadership Scholarship.
5. New automatically generated wait list in banner– handout
6. Left Over Items
7. Department/Other Items
8. Reminders
  - a. Majors Meetings in Oct/Nov
  - b. Academic Focus Day Wednesday, Nov 11 from 11-1 in the Living Room
9. Next Meeting: Wednesday, November 11, 2009 at 4:00 p.m. – CN 233

# Automated Waitlists (things to remember)

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- Do not override registration errors when putting students on the waitlist; it will not bring up that error again when the student transfers from the waitlist to the class.
- If you put a student on a waitlist, make sure that the student knows to check his/her email frequently, as that will be the way they are notified that a seat has opened up.
- If a student does not register by the deadline noted in their email, they will automatically get dropped from the waitlist (they will not receive an email telling them that they have been dropped).
- If a seat opens up, and a student who was not notified tries to register, they will not be able to.
- After the waitlisted student receives an email, s/he can either register online for the course (as long as there are no errors), see an advisor, or contact the registrar's office to be registered.
- If a student tries to register online and an error comes up (time conflict, instructor's signature, etc.), the student still only has until their printed deadline to get the necessary permission and register for the class.
- An email will also be sent to [registrar@suu.edu](mailto:registrar@suu.edu) so that they can be printed out and scanned into BMI for record purposes.

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## SAMPLE Student Email

Dear Kristin ,

You are currently on the waitlist for GEOG 1300 Globalize: World Regional Geog (CRN: 11731 ) for Spring Semester 2010 .

A seat has recently opened in this class. If you are still interested in registering for this class you must do so before 29-OCT-2009 10:34 AM .

If you do not register before this deadline, you will be dropped from the waitlist for this class.

Thank you,  
SUU Registrar's Office

# *Distinguished Scholars Day*

November 6, 2009

**3:00 PM**

## **Workshops**

**FINANCIAL AID & SCHOLARSHIPS** - Starlight Room

*Explore the financial resources available to help pay for school.*

**ON-CAMPUS HOUSING** - Sterling R. Church Auditorium

*Discover the many benefits of living in one of SUU's many housing facilities.*

**GETTING INVOLVED** - Brian Head Room

*See the different ways you can get involved, and why it's important*

**HONORS PROGRAM** - Escalante Room

*Learn how SUU Honors provides unique learning opportunities for students.*

**RURAL HEALTH SCHOLARS** - Cedar Breaks Room

*Discover why SUU students do so well entering the medical field.*

**3:25 PM**

**Restroom Break** - Sharwan Smith Student Center

**3:45 PM**

**Campus Tour** - Sharwan Smith Student Center

**4:50 PM**

**Interactive Academic Experience** - Various Locations

**6:00 PM**

**Concluding Banquet** - Great Hall, Hunter Conference Center



*Donna M. Eddleman came to SUU with 20 years of experience in student service operations on several different college campuses, most recently as the Dean of Students at Christopher Newport University, in Newport News, Virginia. She has worked at CNU for ten years.*

*She is a native of New York and began her career as the Director of Residence Life at Mount Saint Mary College in Newburgh, New York and has also served as the Director of Student Life at Colorado Northwestern Community College, and the Director of Orientation and the First Year Experience at Michigan Technological University.*

*Eddleman received her bachelor's degree in Psychology from the State University of New York at Albany, a master's degree in Human Resource Management with an emphasis in Student Services from Utah State University and has completed her doctoral degree in Educational Policy, Planning and Leadership at the College of William and Mary. She has been married to Jerry L. Eddleman for 16 years.*

**7:30 PM**

**Depart Campus** - Great Hall, Hunter Conference Center