



Project Proposal

Project Name: Non-credit Payment when Registering		Submission Date: 7/31/2008
Submitting School: Broward College	System: Student	Subsystem: Registration
Project User Sponsor Contact Info: Jerry Enloe	Project Executive Sponsor: AVP – IED (Norm Seavers)	Institutional Rank: 7
When do you expect to implement this project? <input checked="" type="checkbox"/> Upon Completion <input type="checkbox"/> With the port <input type="checkbox"/> At a separate time, outside of the port		
Is this a state or federal mandate? No		
Project Description: Continuing Education (CE) requests a way to insure registering students pay at the time of their registration. Most students registering for Continuing Education classes expect to pay when registering, similar to purchasing a product online. Continuing Education is seldom eligible for Financial Aid. Presently, significant staff time is consumed attempting to reach those who have registered and not paid. CE professional staff often have to guess if the registered but non-paid students will pay when determining class "make or "cancellation" decisions. CE registers thousands of students annually. Note: there may be a few exceptions that require the present process of spacing between registration and payment, therefore the ability to choose payment timing on the reference screen level is desired.		



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<p>Benefits and Goals: How will this project benefit the consortium institutions?</p> <p>Less confusing process and makes the registering of non-credit students easier.</p> <p>Saves considerable work hours by continuing education support staff now spend in calling non-paid students.</p> <p>Provides concise information for CE professional staff's "make" or "cancellation" decisions.</p>	
<p>Project Risk: What risks are associated with this project?</p> <p>Not completing this project means we will continue to:</p> <ul style="list-style-type: none"> • have students attend cancelled classes when we are unable to reach them about the class cancellation. • ½ day a week is spent communicating with students who have registered but not paid to verify paid students for class make or not make purposes. • registration/payment with different timelines is a "credit" design. "Non-credit" does not require this time gap between registration and payment. 	
<p>Additional Comments and supporting documents:</p> <p>Positive comments from registering non-credit students regarding the ease of registering/paying.</p> <p>Positive response from CE support staff regarding the student registration process.</p> <p>Ease of determining "make" or "cancellation" of classes by CE professional staff.</p> <p>BC Project 282</p>	

FCCSC Use Only

Received date	
Received by	
Reviewed date	
Project Number (if approved)	
Submitted to Tech Committee	