

## POLICIES AND PROCEDURES

Registration Duties:  
Subject: Faculty/Staff Assignment Reference: E-XVI  
Source: Vice President, Instruction Eff. Date: August 29, 1997  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: This policy replaces previous policy dated September 1, 1994.

Date: August 29, 1997

In general, all administrators, faculty, and office personnel shall be expected to work in registration unless the President or appropriate Vice President excuses them. To insure efficiency and equity, the President shall monitor the practice of excusing personnel within the different administrative areas. Initially, each Vice President shall submit a list of his/her area personnel to the President for approval, designating those who are available for registration duties and those who are not available. After the initial approval, the Vice Presidents shall amend the list as appropriate, adding new employees, etc., except designation of any person as not available for registration duties shall require approval of the President.

The Assistant Registrar shall maintain a master list of persons available/not available for registration duties and shall prepare a Registration Assignment Plan for Last chance registration and class changes sessions. This plan shall be distributed to Vice Presidents and division directors at least three weeks prior to each registration.

When, in the judgement of the President or appropriate Vice President, a person designated as available should not or cannot work in a particular registration (temporary situation), the President or appropriate Vice President should notify the Vice President, Instruction at least one week, if possible, prior to the registration period concerned.