

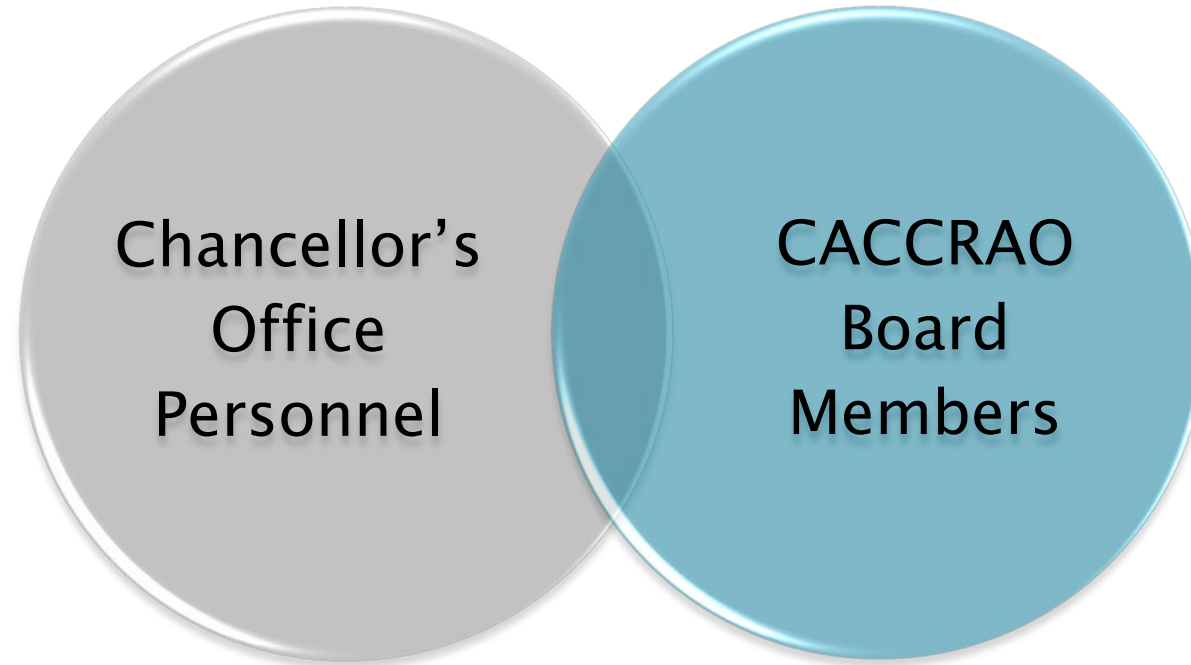
# A&R New Director's Training

Rita Grogan, CACCRAO President  
Michael Quiaoit, Chancellor's Office  
September 13-14, 2016

# Today's Agenda

Time	Description	Presenter(s)
8:30am – 9:00am	Registration & Continental Breakfast	
9:00am – 10:00am	<ul style="list-style-type: none"> <li>❖ Welcome &amp; Introductions</li> <li>❖ Role of the Chancellor's Office</li> <li>❖ What is CACCRAO?</li> <li>❖ How do you protect yourself? – Resources you need</li> <li>❖ Hierarchy of Legal Requirements –               <ul style="list-style-type: none"> <li>❖ Ed Code, Title 5, Board Policy, Advisories &amp; Legal Opinions</li> </ul> </li> </ul>	<p>Rita Grogan, West Hills CCD &amp; CACCRAO President</p> <p>Michael R. Quiaoit, CCCCCO</p>
10:00am – 10:45am	Education Planning Initiative (EPI) Update CCCApply	Victor DeVore, San Diego CCD Pat Donohue, CCC Technology Center
10:45am – 12:00pm	Student Enrollment Process <ul style="list-style-type: none"> <li>❖ Admissions Requirements/Conditions</li> <li>❖ Enrollment Priorities</li> <li>❖ Adding/Dropping/Withdrawal</li> <li>❖ Refunds</li> </ul>	<p>Arleen Elseroad, Irvine Valley College</p> <p>Kathy Lucero, Chaffey College</p>
12:00pm – 1:00pm	Lunch	
1:30pm – 3:00pm	<ul style="list-style-type: none"> <li>❖ Student Attendance Accounting (320s)</li> <li>❖ Reporting Update</li> <li>❖ Introduction to Dual Enrollment (CCAP &amp; non-CCAP)</li> </ul>	<p>Elias Regalado, CCCCCO</p> <p>Sonya Horn, Yuba CCD</p>
3:00pm – 3:15pm	Break	
3:15pm – 4:00pm	Residency Determination & Visas	Jasmine Ruys, College of the Canyons
4:00pm – 5:00pm	Evaluation & Articulation <ul style="list-style-type: none"> <li>❖ Challenges with CSU and UC Deadlines</li> </ul>	Bob Quinn, CCCCCO

# Welcome and Introductions



# Role of the Chancellor's Office



# What is CACCRAO?

California Association of Community College  
Registrars and Admissions Officers

Non-Profit Professional Association

Representing 113 California  
Community Colleges from 72 Districts

Serving more than  
2.8 Million Students

# How do you protect yourself?

- Use your resources – provided for you here and always expandable
- Plan ahead – changes are likely and more on the horizon – be aware of what they are before they happen
- Prioritize – not everything is important or critical – choose your battles
- Know your topic – take every opportunity to learn your field
- Ask questions – as many as needed to as many people as needed – there is no such thing as a “dumb” question!



**THERE WILL BE OBSTACLES.**  
**THERE WILL BE DOUBTERS.**  
**THERE WILL BE MISTAKES.**  
**BUT WITH HARD WORK,**  
**THERE ARE NO LIMITS.**





**Remember –  
reduce the  
stress in your  
life:**

**Family is  
important!**

**Your health is  
important!**

**Do  
something  
fun!**



# Resources you need

A&R Director's  
Manual

Chancellor's Office  
website  
[www.cccco.edu](http://www.cccco.edu)

Student Attendance  
Accounting Manual

CACCRAO Website  
[www.caccrao.org](http://www.caccrao.org)  
& listserv

Student Fee  
Handbook

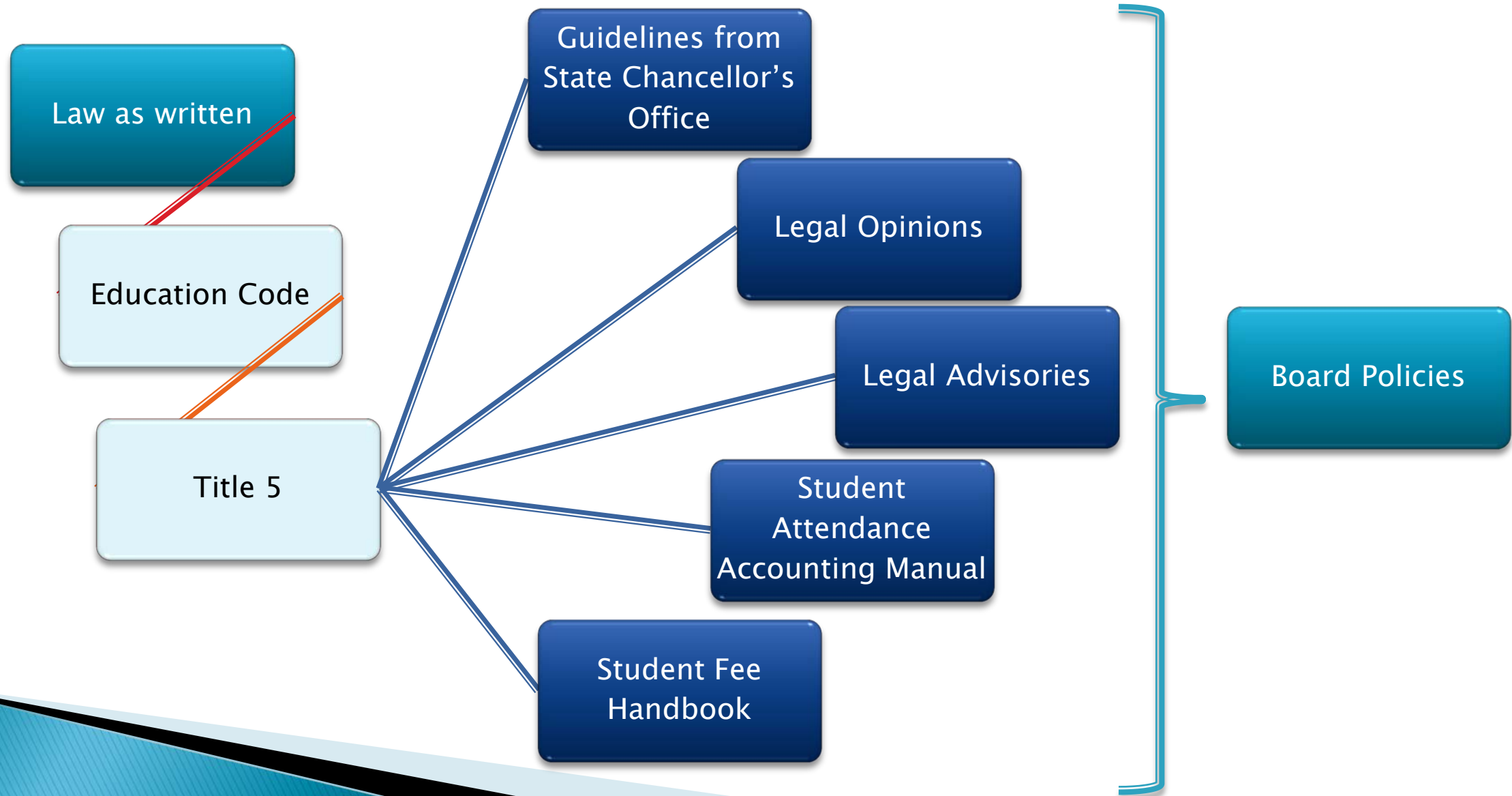
CACCRAO Annual  
Conference &  
Regional Trainings

Ed Code  
&  
Title 5

Advisories  
&  
Legal Opinions

Board Policies &  
Administrative  
Procedures

# Hierarchy of Legal Requirements



# Questions or Comments?

Break for 5 minutes

Next Up: Admissions  
and Enrollment Priorities

- Presented by Arleen Elseroad  
and Kathy Lucero