<table>
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<tr>
<th>Time</th>
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<th>Presenter(s)</th>
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<td>8:30am – 9:00am</td>
<td>Registration &amp; Continental Breakfast</td>
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| 9:00am – 10:00am | ❖ Welcome & Introductions  
❖ Role of the Chancellor’s Office  
❖ What is CACCRAO?  
❖ How do you protect yourself? – Resources you need  
❖ Hierarchy of Legal Requirements –  
❖ Ed Code, Title 5, Board Policy, Advisories & Legal Opinions | Rita Grogan, West Hills CCD  
                  & CACCRAO President  
                  Michael R. Quiaoit, CCCCO |
| 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  
❖ Admissions Requirements/Conditions  
❖ Enrollment Priorities  
❖ Adding/Dropping/Withdrawal  
❖ Refunds | Arleen Elseroad, Irvine Valley College  
                    Kathy Lucero, Chaffey College |
| 12:00pm – 1:00pm | Lunch                                                                       |                                                  |
| 1:30pm – 3:00pm | ❖ Student Attendance Accounting (320s)  
❖ Reporting Update  
❖ Introduction to Dual Enrollment (CCAP & non-CCAP) | Elias Regalado, CCCCO  
                                           Sonya Horn, Yuba CCD |
| 3:00pm – 3:15pm | Break                                                                       |                                                  |
| 3:15pm – 4:00pm | Residency Determination & Visas                                             | Jasmine Ruys, College of the Canyons             |
| 4:00pm – 5:00pm | Evaluation & Articulation  
❖ Challenges with CSU and UC Deadlines | Bob Quinn, CCCCO |
Welcome and Introductions

Chancellor’s Office Personnel

CACCRAO Board Members
Role of the Chancellor’s Office

- Interpretation of guidelines
- Provides oversight
- Resource for the field
- Resource for legislators
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

Student Attendance Accounting Manual

CACCRAO Website
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

- Law as written
- Education Code
- Title 5
- Guidelines from State Chancellor’s Office
- Legal Opinions
- Legal Advisories
- Student Attendance Accounting Manual
- Student Fee Handbook
- Board Policies
Questions or Comments?

Break for 5 minutes

Next Up: Admissions and Enrollment Priorities
• Presented by Arleen Elseroad and Kathy Lucero