

Length of time to get a R2T4 Completed 2009-2010

Registration

Day 1 – Student drops all courses (go to Student Financial Services)

Day 1 -Drop sheets due every 30-35 days. (New System will come out beginning, census, mid-term, end)

2 - 7 days - Admissions & Records inputs drops after receiving the Instructor’s drop sheet

Student Financial Services: (3-4-days)

Day 1 – SFS runs FAMs/SIS drop comparison report – every Tuesday.

Day 3 - Purchase Requisition signed – Thursday – delivered to Fiscal Services that day before noon (Fannya)

Fiscal Services: (6-9 days)

Day 1 - Accounts Payable marks them paid and requests a check for deposit. This can only be done Tuesday and Thursday before noon.

Day 4 – receive check. If requested on Tuesday, will receive the check on Thursday.

Day 5 – Deposited into the bank account

Day 6 or 9 – depending on when received the check transmitted to G-5

33 out of 79 drops are within our capability of completing on time	42%
27 out of 79 students are self drops	34%
35 out of 79 drops are instructor drops of 10 days or more	44%
11 out of 79 instructor drops in which we cannot make the 45 day deadline	14%

The 46 drops that are done by instructors which are more than 10 days old, make it very difficult for Student Financial Services to meet the 45 days timeline (backdated by A&R). This is 58% of the people on aid that leave school.