

**ADMISSIONS AND RECORDS COOPERATION AGREEMENT**

The Admissions and Records departments of the Colleges of Contra Costa, in accordance with Board Policy 1013, agree to standardize processes in the following areas in order to serve students more effectively:

**1. Information Dissemination**

Admissions and Records staff will receive cross training on a regular basis with uniform information about Districtwide admissions and registration processes.

Consistent, accurate, and timely information about the admissions and registration process will be available and communicated to all prospects, applicants, and students Districtwide.

Common Districtwide forms, such as those for adding and dropping courses, incomplete grade contracts, grade changes and other forms necessary for administrative purposes, will be available to students and/or faculty both electronically and in paper form.

Scheduled monthly meetings will be held with all college Admissions and Records leaders to gauge and plan effectiveness of services, set dates and priorities, and communicate current and future department and college practices.

Each college Admissions and Records leader will communicate results of monthly meetings with department staff and other necessary college or District administration and staff.

When necessary, other District and college staff and administrators will be requested to attend monthly meetings either as information liaisons or to assist in the goal-setting and decision-making process.

**2. Application Processing**

A single Districtwide application for admission to every college of the District will be accepted either electronically or in paper form.

**3. Transcript Processing**

A single Request for Transcript form will be available so that students who have attended multiple colleges within our District may request any one or all transcripts at a single stop within any of our colleges. The request for transcripts will also be available online.

**4. Registration**

Students may register, add, and drop classes at any of our colleges regardless of the course location.

To streamline the registration process, common dates for registration will be applied. Spring registration will begin the last week of November. Fall registration will commence the first week in May. For 2003, summer registration for CCC and DVC will begin the first week in April; LMC will begin registration the first week of May. For 2004 and forward, summer registration for all colleges will commence the first week in April.

(over)

**5. Fee Collection**

Students may pay for all outstanding fees at any of our colleges regardless of the college at which the fee was incurred. Payments may also be made online.

**6. Approvals**

Approval Date: June 4, 2002

Helen Carr  
CCC, President

Josue Hoyos  
DVC, Director of Admissions and Records

McKinley Williams  
CCC, Vice President

Peter Garcia  
LMC, Representing President

Jeanette Moore  
CCC, Dean

Peter Garcia  
LMC, Vice President

Mark Edelstein  
DVC, President

Gail Newman  
LMC, Director of Admissions and Records

Diane Scott-Summers  
DVC, Vice President of Student Services

Revised Date: November 8, 2002

McKinley Williams  
CCC, Vice President

Carol Maga  
DVC, Senior Dean

Jeanette Moore  
CCC, Dean

Dan Henry  
LMC, Interim Vice President

Diane Scott-Summers  
DVC, Vice President of Student Services

Sandra Trujillo-Holman  
LMC, Senior Dean

Catherine Fites-Chavis  
DVC, Senior Administrative Analyst

Emerson Holliday  
LMC, Interim Director of Admissions,  
Records and Relations with Schools