

1 **REGISTRATION ADVISORY COMMITTEE**

2 **Revision Date:** Advisory committee, last revision April 1994, January 2013, April 2024.

3 **Purpose:** ~~To make recommendations regarding registration processes and procedures as well~~  
4 ~~as develop academic calendars for cabinet approval. To review, evaluate, and make~~  
5 ~~recommendations regarding pre- registration, registration, and drop/add processes and~~  
6 ~~procedures and assist in developing academic calendars.~~

7 **Membership:** ~~Voting membership of the committee shall consist of the Registrar, one faculty~~  
8 ~~member actively involved in academic advising from each college as selected by the Faculty~~  
9 ~~Senate (Faculty Senators shall not hold a ~~To review, evaluate and propose procedures related~~~~  
10 ~~to the pre-registration, registration and drop/add processes.~~

11 ~~To review and recommend proposed academic calendars on an annual basis including a~~  
12 ~~tentative calendar for one year beyond the next fiscal year.~~

13 Membership on the Registration Advisory Committee (RAC) is as follows:

14 Voting Members

15 Registrar (votes only in the case of a tie)

16 One faculty member from each college who is actively involved in academic advising  
17 (appointed by the Faculty Senate, but Faculty Senators shall not hold a majority of the college  
18 representative seats)

19 A department chair (appointed by the associate provost)

20 Director of Accounting & Financial Services (or his/her designee)

21 Director of Financial Aid (or his/her designee)

22 Director of Information Technology Application Services (or his/her designee)

23 A representative from the Graduate School

24 A representative from Retention & Academic Advising (appointed by the associate provost)

25 A regional campus representative (appointed by the associate provost)

26 A student representative from each college (appointed by SGA)

27 Non-voting Members

28 President of the Faculty Senate (or his/her designee)

29 A representative from Athletics

30 A representative from Human Resources

31 Faculty members shall serve two-year terms with one-half being replaced each year. Student  
32 members and the department chair shall serve a one-year term.

33 ~~Officers: Chair—Registrar who shall vote only in the case of a tie; a Vice Chair and a~~  
34 ~~Secretary to be selected by the committee from the membership majority of faculty~~  
35 ~~membership on the committee); The Registrar chairs the committee. A vice-chair and~~  
36 ~~secretary are selected by the voting members of the committee. one student from each college~~  
37 ~~as selected by the Student Government Association, one representative from Information~~  
38 ~~Technology with responsibilities in computing services appointed by the Vice President for~~  
39 ~~Administration and Fiscal Services, one representative from the Academic Advising &~~  
40 ~~Retention unit located within College Readiness as appointed by the Associate Provost of~~  
41 ~~Undergraduate Education and Student Success, the Director of Accounting and Financial~~  
42 ~~Services, a Department Chair appointed by the Associate Provost of Undergraduate~~  
43 ~~Education and Student Success, the Director of Financial Aid, a representative for Graduate~~  
44 ~~Programs selected by the Dean of the Graduate School, and an extended campus center~~  
45 ~~Director selected by the Associate Provost of Undergraduate Education and Student Success.~~  
46 ~~The Chair of the Faculty Senate or a designee from the Senate shall serve as a nonvoting ex~~  
47 ~~officio member. Faculty members shall serve two year terms with one half being replaced~~  
48 ~~each year. Student members and the department chair shall serve a one-year term. A~~  
49 ~~representative from Athletics and a representative from Human Resources, each appointed by~~  
50 ~~the head of their respective unit, shall serve as non-voting members. A representative from~~  
51 ~~the Office of the Provost appointed by the Provost shall serve as a non-voting member.~~

52 Frequency of the Meetings: The RAC meets during the fall and spring terms as needed As  
53 required.

54 Reporting Channels: Advisory to the Registrar. Recommended changes in policies and  
55 procedures shall be reported to the Faculty Senate and Staff Congress.

56 Minutes and Proposals Copied to: ~~The University Archives in the Library, Faculty Senate,~~  
57 ~~Student Government Association, Staff Congress, Dean of the Graduate School, Associate~~  
58 ~~Provost of Undergraduate Education and Student Success, Vice President for Student Life,~~  
59 ~~Vice President for Administration and Fiscal Services, and the Provost. To be filed with the~~  
60 ~~Office of the Registrar, Office of the Provost, Faculty Senate, Student Government~~  
61 ~~Association, Staff Congress, and the University Archives.~~

62 Support Services: Office of the Registrar.

63 **MEMBERSHIP**

64 The procedure for resignation from a University Standing Committee is written notification  
65 to the University Standing Committee chairperson, Faculty Senate secretary, and the faculty  
66 member's Department Chair. In the absence of a University Standing Committee  
67 Chairperson, the notification may be sent to the Faculty Senate secretary and the faculty  
68 member's Department Chair.

69 ● Kathy Lewis, COS, 2022-24

70 ● Alana Scott, CCAHSS, 2022-24

71 ● Sara Lindsey, COE, 2023-25

72 ● Vivek Madupu, CBT 2023-25

73 ● VACANT, Student, BUS, 1-year term

74 ● VACANT, Student HUM, 1-year term

75 ● VACANT, Student S&T, 1-year term

76 ● Vacant, Student EDU, 1-year term

77 ● Kerry Murphy, Registrar, Position Filled

78 ● Rusty Thurman, representative from Information Technology with responsibilities  
79 in computing services appointed by the Vice President for Administration and Fiscal  
80 Service

81 ● VACANT representative from the Academic Advising & Retention unit located  
82 within College Readiness as appointed by the Associate Provost of Undergraduate  
83 Education and Student Success

84 ● Kelli Owen (Tena Flannery designee) the Director of Accounting and Financial  
85 Services

- 86 ● VACANT Department Chair appointed by the Associate Provost of  
87 Undergraduate Education and Student Success
- 88 ● Denise Trusty, the Director of Financial Aid
- 89 ● Gera Jones, representative for Graduate Programs selected by the Dean of the  
90 Graduate School
- 91 ● VACANT extended campus center Director selected by the Associate Provost of  
92 Undergraduate Education and Student Success.
- 93 ● Doug Chatham, President of the Faculty Senate, ex officio
- 94 ● Drew Barnette, representative from Athletics (appointed by head of Athletics) ex-  
95 officio
- 96 ● Angie Thompson, representative from Human Resources (appointed by head of  
97 Human Resources) ex-officio