

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