

COMMUNICATION CALENDAR
FOR
CURRENTLY ENROLLED AND NEW STUDENTS
FROM
OCTOBER 30, 2006 – JANUARY 19, 2007
(REVISED NOVEMBER 16, 2006)

- Monday, October 30, 2006** Formal letter from Registrar sent to all current students informing them of ‘Priority’ Registration starting on Monday, November 13, 2006.
- Monday, November 6, 2006** Letter went out to all students registered in Fall from AMS Tuition Plan announcing the new five payment plan and the first due date of November 17, 2006.
- Thursday, November 9, 2006** ‘Call Out’ to Prospect Database directing them to November 16 Open House.
- Friday, November 10, 2006** Postcards going out to all registered students advertising the Spring Payment Plan.
- Friday, November 10, 2006** Student billing information was distributed to Student Services Offices explaining payment options and due dates.
- Monday, November 13, 2006** E-mail via Portal and Personal to all current students announcing the beginning of ‘Priority’ Registration.
- 2 separate e-mails:
1 to those with Faculty Advisors
1 to those assigned to Advising Center
- Also
- ‘Call Out’ to all current students announcing the beginning of ‘Priority’ Registration.
- 2 separate ‘Call Outs’
1 to those with Faculty Advisors
1 to those assigned to Advising Center

Monday, November 20, 2006

Postcard to all current students not yet registered directing them to register as soon as possible.

2 Postcards

1 to those with Faculty Advisors

1 to those assigned to Advising Center

Monday, November 20, 2006

First billing of Spring and thereafter new Registrations will be invoiced daily.

Tuesday, November 21, 2006

'Call Out' to all new students directing them to make appointment with Advising Center to start registering on November 28.

Tuesday, November 28, 2006

E-mail via Portal and Personal to all current students not yet registered directing them to register before the Holiday Break.

2 separate e-mails:

1 to those with Faculty Advisors

1 to those assigned to Advising Center

Also

'Call Out' to all current students not yet registered directing them to register before the Holiday Season.

2 separate 'Call Outs'

1 to those with Faculty Advisors

1 to those assigned to Advising Center

Monday, December 4, 2006

Postcard to all current and new students directing them to register before the Holidays.

2 Postcards

1 to those with Faculty Advisors

1 to those assigned to Advising Center – both current and new students

Tuesday, December 12, 2006

Quinsigamond Community College
Ad Book to be mailed

E-mail via Portal and Personal to all current students not yet registered directing them to register before leaving for the Holidays.

2 separate e-mails:
1 to those with Faculty Advisors
1 to those assigned to Advising Center

Also

‘Call Out’ to all current and new students not yet registered directing them to register before the Holidays.

2 separate ‘Call Outs’
1 to those with Faculty Advisors
1 to those assigned to Advising Center –
both current and new students

Tuesday, December 19, 2006

Postcard reminding students of the January 5, 2007, due date and to make arrangement to get the payments in.

Friday, January 5, 2007

‘Call Out’ and E-mail to all returning and new students not yet registered directing them to register at the One-Stop Event Registration starting January 10, 2007.

Friday, January 5, 2007

Postcard to all returning and new students not yet registered directing them to the One-Stop Registration starting Wednesday, January 10, 2007.

Friday, January 5, 2007

Letter – Warning letter that payment was due January 5, 2007, and classes will be reviewed for non-payment on January 10, 2007.

Week of January 8, 2007

On January 9, and 10, 2007, Call – Personal calls to as many as possible asking when we can expect payment.

Friday, January 12, 2007

‘Call Out,’ E-mail, and Postcard to all returning and new students not yet registered directing them to the One-Stop Registration from Tuesday, January 16, 2007, through Friday, January 19, 2007.

Friday, January 12, 2007

Letters to students explaining Financial Aid

Bookstore Vouchers and time and location of
Bookstore.

Friday, January 19, 2007

'Call Out' to all returning and new students not yet
registered directing them to register up until Friday,
January 26, 2007.