**Date:** 12/13/2007  

**Project Title:** KCELT Registration Process  

**Sponsor or Approver:** Al Rowe  

**Contact Information:** Institutional Effectiveness - Ext. 7613  

**Project Description and Scope:** In order to ease the registration process for KCELT course offerings, allow for ease of adding/dropping learning sessions and to collect data regarding KCELT success we would like to move the current registration process moved to Colleague. Lauri Hughes has met with Peg Julius, Dena Campie, Jill Horn, Jane Snook & Michelle Cherrier about making this process happen. Currently our registration process works within Website Manager. However, it's very limited in the software capabilities for registering as the number of our learning offerings increase and the need to keep accurate records, and collect data and justify the learning success increases. It's our understanding that Colleague has a wider range of capabilities that would not limit our ability to collect data, ease the registration process and reduce the current tedious time contraints within the current processes. It is our understanding that we would need a new "layer" added to Colleague of which Michelle believes it wouldn't be too difficult. Jill Horn has informed us that it may be a bit time consuming to get things set up but wouldn't take nearly as long as the other registration processes as the experts are more aware of how the software works.

**Most Important Requirements:** To model the current Continuing Education registration process and tracking capabilities.

**Colleague Module:** Student  

**Additional Information:** I'm meeting with Jill Horn and Michelle Cherrrier today to determine these. I believe we are wanting to develop this new "layer" of Colleague by utilizing a lot of what currently exists within Continuing Education.

**People or Departments Impacted:** This would make a college-wide impact as it would ease the registration process for participants and ease the data tracking component for the KCELT staff.

**Project Dependencies:** Project Risks: