

Hi Team,

We are launching an important and high-priority campaign focused on currently enrolled students who have not yet registered for Spring 2026 classes. The student list is prioritized by DI groups and further separated into four sections. Since Matthew is out for a few days, his portion has been added to the end of the list, as the original order places priority students at the top.

Your role in this campaign will be to call each student assigned to you and assist them with completing their Spring '26 registration support. If a student requires counseling advisement, you may schedule a counseling appointment at any point from 12/15-12/19. Please ensure that we do not exceed 50% of our schedule in appointments so that we maintain availability for phone and in person traffic.

Ivan has been added to this campaign so that he may be able to report out our efforts in assisting students. When working through your list, please be sure to update the following four columns for each student:

These are samples of information- Please use gray shade when completed.

APPOINTMENT	DATE	DE	COMMENTS
NO ASWER-VM NOT AVAILABLE	12/15/2025		no answer /left vm
APPOINTMENT	12/16/2025		with Sara 12/17
NO ASWER-VM NOT AVAILABLE	12/17/2025		
CONNECTED	12/17/2025		ASSISTED W/REGISTRATION
CONNECTED		DE	CONNECTED WITH COUNSELING

Sabrina- Green

Maribel- Orange

David- Blue

Matt- White

 [CHC_ Enrolled FA25 not SP26_ Student Contact List.xlsx](#)

Your thorough documentation is essential to ensuring we support our students effectively and track our outreach accurately.

Thank you for your teamwork and commitment to student success. Please let me know if you have any questions.

Rebecca



Rebecca Abeyta | Senior Student Services

Technician

University Transfer & Career

rabeyta@craftonhills.edu

Office: **909-389-3619**



“A beautiful day begins with a beautiful mindset” – John Geifer