

Student and Enrollment Services Project Profile December 2008

Active Faculty Check

Current web products permit faculty access even if they are retired. This means that a retired faculty member who returns to take classes as a student, or has access as an alumnus, continues to have access to other student records. This is unacceptable and violates FERPA guidelines, as that retired faculty member does not have a "legitimate educational interest" and therefore does not have a "need to know". The function f_student_faculty_ind in SOFSFAY.SQL checks only for the existence of a faculty record in the SIBINST table. It should also check that the faculty record in SIBINST indicates an active faculty status.

Banner 8

Banner 8 will be applied to PROD Oct 29-Nov 5. Significant time will be spent by Student functional users and EAS programmers to prepare for, implement, and test this upgrade.

CLEAN_Address

CLEAN_Address is a development component that works as an attachment to Banner for easily verifying and standardizing Global addresses through Oracle database applications. Addresses can be verified real-time or batch using a simple PL/SQL procedure call. This saves data entry time, protects against fraud, reduces costs of re-shipping, and allows duplicate address detection.

Clearinghouse College to College Transcript Exchange

EAS is researching methods for producing a secure PDF transcript directly from Banner. This will enable UA to electronically send and receive transcripts via the National Student Clearinghouse transcript exchange. This project is slated for early 2009.

Clearinghouse Report Modifications

The Clearinghouse provides a single, reliable source for verifying academic credentials. Problems with the data were initially recognized by UA Student users. EAS conducted significant research and worked through the issue to discover the incorrect inclusion of specific data sets.

DataBrowser

The University needs to identify and migrate to a replacement product for Oracle Query Builder (aka DataQuery, Data Browser) because it is no longer supported by the vendor and has been holding back maintenance of the computing environment for the university's institutional performance ad hoc reporting repository (aka RPTS). Barbara Hegel, Registrar at UAS, led a Data Browser discovery team over the past year to identify system requirements and explore solution options. Currently Patty Itchoak, UAA's Electronic Student Services Director, is leading the RFP team. The new solution must be procured and implemented by April 1, 2009 in order to meet other system criteria prior to the next Banner upgrade slated for October 2009.

DegreeWorks

DegreeWorks provides a comprehensive set of web-based academic advising, degree audit, and transfer articulation tools to help students and their advisors negotiate UA's curriculum requirements.

DegreeWorks has robust academic planning tools and real-time counseling capabilities to help advisors provide consistent and meaningful direction to students. SunGard scribed one catalog for each MAU; MAU staff validated, verified and modified catalog data. EAS programmers provided full support. UA went live in PROD on Dec 19th.

e-Transcript

UA is live with Lower Kuskokwim School District, Juneau-Douglas School District and Fairbanks North Star Borough School District. Ketchikan, Kodiak and Northwest Arctic have all signed contracts and are in the process of implementation this academic year. UA renewed its contract (year 2 of 3) with Docufide and the new terms allow schools to send any transcripts electronically, regardless of destination. UA hopes to work with Anchorage, Mat-Su and Kenai Peninsula districts to get them on board sometime in the third year of our Docufide contract. EAS has written a process that downloads transcripts from a secure FTP location and places it on UA server. From there the files can be swept into OnBase and indexed with existing key words found in the file. EAS will be automating the transcript download process from Docufide to OnBase after a series of tests can be coordinated and completed.

Emergency notification in UAOnline

In light of an increasing emphasis on campus security, the lack of a valid emergency contact for each student is a security concern for the university. SES has worked with EAS to implement a popup window immediately upon entering the Student Services, Financial Aid and Account Information menu that will be used to collect and/or verify contact information for anyone with a SGASTDN record. As students increase their use of online services, they interact with registration staff less frequently. A consequence of this is that addresses and phone numbers are often incorrect in the system. Also, emergency contact information is often blank or incorrect.

Federal Data Collection Requirements for Race and Ethnicity

UA is implementing changes in race and ethnicity requirements to comply with federal regulations that were finalized in the fall of 2007. This affects UA's federal data collection and reporting requirements for the Integrated Postsecondary Education Data System (IPEDS), EEO and other interfaces with Federal agencies. Based on the guidelines, UA student and employee data collection and Banner forms must allow for the selection and recording of:

RACE & ETHNICITY:

- A) Hispanic or Non-Hispanic ETHNICITY.
- B) One or more of the following races, with each respondent having the option to identify up to five RACE categories at the same time.
 - (1) American Indian or Alaska Native
 - (2) Asian
 - (3) Black or African American
 - (4) Native Hawaiian or other Pacific Islander
 - (5) White

UA will complete the conversion of the existing data, conduct the necessary communication to students, staff and faculty, and will implement a Sungard delivered web interface for the verification/collection of this information by mid February 2009.

FERPA – Confidentiality

FERPA is the Family Educational Rights and Privacy Act. Awareness of the FERPA regulations and the obligation to respect a student's right to confidentiality has reached new heights in recent months. Student and EAS have researched, discussed and developed significant processes to help us to serve students, while adhering to FERPA. These processes include modifications to baseline Banner to place a confidentiality notice on UAOnline, the ability at UAOnline for a student to toggle their confidentiality selection on or off, and an Appworx scheduled notification to those with FERPA on their account is in discussion.

Financial Aid Emails to Students

A newly delivered a banner finaid 7.12 allows for mass emails to populations of students pulling variables from the student record in banner. EAS worked with the directors to set up the parameters to make it work and identified a scenarios to make it work. It has been placed into automated jobs where a population is identified and the email process is run to notify students of some change on their account. This is for situation where workflows would have previously been implemented, now this process can complete this notification.

Health Center Extract

UAF Health Center has purchased an application called Point-n-Click. They will need a Banner extract on a daily basis. Without the extract, much manual data entry will be required and system will be difficult to keep up-to-date.

National Student Clearinghouse Conversion

National Student Clearinghouse has issued new requirements regarding how schools connect to their server. The student's secure Web browser session is established first between the institution's server and the Clearinghouse server. The institution's server must authenticate to the Clearinghouse server and then pass the student's credentials. Once the server and student authentication is established, all interaction between the student and Student Self-Service occurs directly between the student's browser and the Student Self-Service application. The Clearinghouse uses multiple layers of security, which are regularly updated and tested, to protect its secure server and database. This new methodology is especially important in environments where students share computers, like college libraries. EAS will implement programming to convert UA's Student Self-Service to the server-side approach in early 2009.

OnBase

Hyland Software's OnBase product is UA's document imaging solution to enhance the business processes at UA. Student has implemented OnBase, and EAS recently became appointed to conduct the programming support for the product. This has had a significant impact on the work Student programming queue; sixteen task requests were added to the list this December, four of which are needed immediately. We are also looking at the possibility of using "Application Enabler" to allow for integration between OnBase and Banner forms, until a true integration (Banner-OnBase Button, or "BOB") can be accomplished.

PFD Verification

Board of Regents changes were made in FY09 regarding the policy and regulations regarding residency requirements for purposes of tuition. Programming described below will provide a more automated method of verifying residency. SES and EAS are working to add a field next to the "Residency" field on SGASTDN and SAAADMS that is "PFD Eligible". If the student was eligible to receive the PFD, as indicated on the most recent PFD data load, the field will be set to a "Y".

Pre-Requisite Checking

Prerequisite checking functionality in Banner went live in 2008. Not all campuses want to immediately utilize this functionality; some want to only have their 100-200 level courses set with this functionality; while others want to try the functionality on a small group of courses to realize the types of adverse impacts this functionality will have on student registration and staffing resources; and finally some of the data residing in the existing forms may need additional work to ensure they are set up properly. The prerequisite functionality of Banner feeds off of the data found on SSAPREQ which is fed from SCAPREQ. The idea is to remove the prerequisite data that resides on SCAPREQ so SSAPREQ is not populated when sections are created and only leave those course prerequisites on SCAPREQ that the prerequisite checking functionality will work against. The existing data residing on SCAPREQ & SSAPREQ is heavily relied upon for catalog and schedule publications as well as prerequisite reports that have been developed by Statewide IT and are currently in use by the campuses.

Prospect Portal

The prospect portal provides a forum for the MAU's to target recruitment of potential students interested in the University of Alaska system. The portal will be based on the MyUA portal, where the MAU's can maintain and manage specific content to these prospect students informing them of what the University of Alaska or MAU can offer to them as students. The need for a self provisioning front end and authentication differences between LM 3 and LM4 have change the current direction of this project. LM 4 should be in PROD in Oct 2009. Phase 1 - Create a process to manually enter prospective students into our authserv DB as well and create LM 3 credentials and assign roles of prospect student guest. The recruitment offices at each MAU would them be able to sent out invite information to these prospective student giving them their login information. This is a short term work around to the lack of a self provisioning front end needed, but will create a working portal by invite. Phase 2- design and create a self provisioning frontend that allows prospective student so create their own account into the prospective portal.

Scholarship Application Process

A long-standing problem has been the inability of students to get into the secure area of UAOnline to access financial aid and scholarship forms, until they have been admitted and a SGASTDN record created. The financial aid team has worked with Terry Hartman to implement two modifications to UAOnline that help alleviate this problem. First, upon submission of a scholarship application, a ROASTAT (financial aid) record is now created for the person if one did not already exist. This gives them the ability to access the financial aid tab in UAOnline, even if they have not yet been admitted or enrolled. Additionally, a link to the scholarship application has been placed inside the non-secure "Apply for Admission" page of UAOnline.

UA is moving to a scholarship “pooling” process in order to comply with Federal Title IX regulations. The financial aid and foundation scholarship officers are working with Terry Hartman to modify our Scholarship processes in Banner to 1) administer the pool management and 2) auto-score applicants on certain objective criteria available in Banner.

Teach Grant

One of the ways by which a student can qualify for the TEACH Grant is by scoring higher than 75th percentile on any standardized admission test. Banner delivered functionality to load this information for SAT and other test types, but not for the ACT. UA and other institutions submitted this as an RPE, but were told by Sungard that it was not a high priority and would not be delivered in the foreseeable future. EAS worked to develop a solution.

UAOnline Address Update

Build a popup window to display immediately upon entering the Student Services, Financial Aid & Account Information menu that will be used to verify contact information for anyone with a SGASTDN record. Money and time is wasted mailing to wrong addresses. Faculty and staff are not able to contact students for enrollment, payment, and/or retention activities.

UAOnline Schedule Search

Students can search their course options online at UAOnline. Programmers worked to modify UAOnline Look-Up Classes to Add to show SCATEXT notes at the top with the subject heading. This will make the UAOnline Look-Up Classes to Add more user-friendly. Currently there is information not being provided to students that is highly relevant. This information currently appears on our printed paper schedule (downloaded from SCATEXT), but it should also appear on UAOnline. Students who do not see the notes (such as those on the mock-up example) are at risk for being dropped from their classes without being notified, and could incur expenses associated with the drops or suffer complications with their financial aid.

Virtual Bookstore Interface

Interface with online textbook ordering so that once a student has registered for classes, they click on a online button that will take them to a webpage where they can select the appropriate bookstore for purchase of textbooks. Upon choosing a bookstore, the student will be taken to appropriate website and their course list will be prepopulated with their currently registered for courses for the term that is active in UAOnline at the time.

UAOnline Catalog Coreqs and Prereqs

Restructure the UAOnline Course Catalog Search primary results page "Catalog Entries" to include the corequisites and prerequisites found on the secondary "Detailed Course Information" page. The corequisites and prerequisites from the secondary page should be added to the primary "Catalog Entries" page directly above the Credit Hours; for UAF and UAS, following the existing corequisite and prerequisite text. For UAF and UAS this will mean duplicate listings. This will make the corequisites and prerequisites easier to find for UAA students, without having to click on the course title and move to a second page to view them; and to display them along with related information about course requirements. The functionality currently is to "hide" the corequisites and prerequisites on a secondary page. This results in students not being aware of them, and potentially registering for classes for which

they are unprepared. This may also result in instructors asking students to leave the class, resulting in unfilled classes; or with qualified students being unable to register for full classes because some seats are taken by unprepared students.

Workflow

Drop below full time notification – PROD

This notifies the student and varies department if a student's enrollment drops below full time status, as it may affect their housing financial aid and athletic standings.

Change of registration status – PROD

This notifies the student if they have been withdrawn from a course for various reason, Instructor initiated drop, or course cancelled.

Web Application for Admission Notification – PROD

This is the newest WF that has been moved into PROD. This WF sends an automated response to a person submitting a web application informing them that we have received their application and will contact them if more information is needed to complete the process.

Schedule Change notification- PREP

This workflow will notify the student if something has changed to any of the enrolled or waitlisted course's schedule (Location, time, instructor, etc.). This WF is in PREP for User testing and should be moved to PROD shortly after the New Year. In developing this workflow, the EAS programmers assisted with creating an appropriate database trigger, wrote code for a procedure that query and return data from student information, email address and course enrollment information to CRN data, location and schedule information changes. With the programming complete the WF was designed in the modeler and emails formatted in HTML. Currently user are testing to verify all scenario's will fire the trigger as expected and the emails are formatted to their liking.

ACG review- TEST

This WF is for financial aid to assist them in the ACG review process. This workflow will gather information needed to assess them for eligibility, then auto fill a form with Banner allowing the processor to manually complete the rest of the form and print to be scanned into OnBase. After the user completes this form WF will guide them through the Banner forms to complete the data entry. We are currently working on the task request for the trigger, and will continue development in the spring semester.