Date: June 18, 2003, Wednesday
Time: 1:00 pm - 2:00 pm
Outside Fairbanks 1-877-751-8040
In Fairbanks 474-8050
    Pass code 471595

    Attendees: Saichi, Charese, Libby, Lynn, Colleen, Peggy, Sandy, JJ, Dawn

1. Additional issues:

SAT/ACT data load process, processors have been sending info to Saichi, UAF will provide a diskette that they currently have and will test it in LRGP. Will we be creating a recruit record? Yes. It will try to match the record, push those that match and report on suspect matches. We can receive a CD after each test date and after someone later requests their data be sent to us. Can get them from Web but one person responsible for retrieving and if on vacation, may lose data so better to use CD.

UAF will be working on this and JJ will take a look at it.

We need to make a list of issues to be addressed.

Identified Issues:
Is there a report printed out also?
Is there a code applied (for SOATEST) telling where the data came from?
What about students sending scores to all campuses. What happens?

Agenda:

1. Discuss continued testing and issues, previous names, multiple types, reports

SAR2TMT patch has been applied and is working correctly. Three cheers!

A student entering from the secure side can update their address, ethnic code appropriately (inactivates old MA address).

Names cannot be changed by the student. Each campus will need to follow procedures for securing name change documentation (similar to current manual procedures.)

Removed previous last name question as an element question b/c rule is not working properly. This is a known SCT error. We can make them into questions w/o element routines. To compensate, we added 2 questions: to "Additional Name Information" ask for previous names. To "Personal Information" ask have you previously attended UAA? This is a successful work around and each application type can add the questions or not and put them whenever.

Peggy: EA suggest changing ? from "Any previous names"? to "Please list all previous names?" Good idea.

Duplicate college codes on code list (used by transfer credit people) not a huge issue for us, but weird for students. Processors would have to check this and make changes as appropriate. Would be better if only one choice per school on the list.

2. Can access the template for web site lead in page at
www.uaa.alaska.edu/bannersi/admissions

Look this over and send comments to Charese.

3. Discuss Quick Start -- timing of implementation

Originally planned to work on this in mid July, but implementation of web app may not get done by June 30. Colleen stated that Quick Start does not add the SPAAPIN code so there is still a manual process involved in reg access.

4. Change to shared verbiage on Admission Log-in page was APPROVED.

On the admissions log-in page, non-secure side, put

FIRST TIME USER, in bold letters, and "click here to create your account"
Then a blank line
Then "RETURNING USERS…" log-in boxes.

JJ will check on if possible. Do we need more verbiage? Think about whether we need to define what we mean by first time or returning.

5. Update from JJ on credit card processing issues: Process works. Saichi will continue to work on getting new merchant Ids. Can't test multiple merchant .ID's on prep, LRGP. But with UAA only being implemented first, this shouldn't be a problem right now.

Additional issues:

Agreement question: Ideally this would have one checkbox only and student would have to mark it before submitting the app. JJ will check to see if possible. Or we will have to address this as a processing issue (like we do now w/ apps recvd w/o signature). Or maybe we can make the agreement question part of the credit card authorization.

SSN: Can link to a disclosure statement from a question. Peggy looking for the state law that says we cannot deny a person a privilege just b/c they refuse to give us their SSN.

Date of Birth: can we have a drop down box. Decided against it, don't want to have to update it. Mistakes still happen even w/ a drop down box.