Attendees:
UAF   Libby, Lael, Caty, Crystal
UAS   Deema
UAA   Peggy, Al
Mat-Su Fran
SW   Mary, Patrick
Kodiak-Jenny

*1) Yvonne-***Yvonne unavailable today**

Discussion of graduate student codes used in Banner
How does each campus admit use the AI/SI admit incomplete codes?
Primary and secondary codes

Libby will invite Yvonne to the Jan 7 audio

2) Peggy

Review the verbiage at the top of the Previous College screen in the web application
(must be the same for all applications).

The wording from our catalog on current requirements for college transcripts is:

*Undergraduate

Official transcripts from all regionally accredited colleges and universities and all institutions attended outside the United States.

*Graduate

Students must submit official transcripts showing completion and conferral of all baccalaureate degrees and any transcripts reflecting graduate level courses.

I don't think the wording is detailed enough because we are receiving applications where students only put in the last college they attended and not all of them. Could everyone come to the next meeting with their current requirements and see if we are close enough in policy to edit that wording and make it more specific.

Discussion regarding how to be generic enough but have the requirement remain clear to the student
Peggy will propose wording and Patrick will adjust uaonline at the top pf the previous college page
Wording to be sent and approved via email (Thanks for volunteering Peggy!)

3) Lael

Transfer to RO process

Spring 07 tranfer will be a manual process   Run the cold report and begin working through the list   Then report any issues and refine the process for the Fall 07 semester. See Lael's notes regarding the transfer to RO process   Read over notes and ask Alicia to discuss at next Onbase meeting (Dec 18). Discussion about previous applications that had been sent to the error queue (those not re-indexed when postponed for instance). Need to have as many of those errors fixed before running the cold report or they will go to the transfer to RO error queue. (?) Ask at tomorrow's OnBase meeting

4) Crystal G   (Sample email text for web app workflow)

Thank you for applying to the University of Alaska!

Welcome <<FIRSTNAME>>!

Thank you for submitting an application through our online web application process. We have received your application data and the application information indicates you applied to the <<CAMPUS>> campus, in the <<MAJOR>> degree program, for the <<ENTRY TERM>> entry term.

We will begin processing your application and will let you know shortly if we are missing any documentation needed to complete your application file. You can check the status of your application at uaonline.alaska.edu, using your web id <<WEBID>>.

If you have any questions, please contact XXXX

Questions: Entry term instead of 200701 should say Spring 2007, campus should say Fairbanks instead of 'F'. (?)
Site campuses would prefer to say Mat-su instead of UAA for instance. (Use campus code)
Provide Crystal with a list of email address you want to print (?)

Patrick suggests a link to the contact page which lists the info for each campus-to start with-agreed to start simple and build from there

5) Al/Peggy

International Residency-What is required when you process an Intl student's file? What do you require for admission and how do you process residency requests?
Each campus to check their catalog policy (except UAA) and email to Libby to include for discussion at next meeting

6) Mary hoping to meet regarding ethnicity coding – she will report back to the group as soon as they meet

Next Meeting Monday January 7 at 10:00 (This is an off week due to the holiday)

Merry Christmas and Happy New Year everyone!