

## ADMISSIONS WORK TEAM AUDIO

Monday, April 13, 2009

10:00 am

### MINUTES

#### Attendees:

UAA-

Kenai-Shelly

Kodiak-Jenny (snow)

Mat-su-Fran (snow, slush and mud)

UAF-Caty, Libby, Kara, Colleen, Crystal G

UAS-Barb, Deema (sunny!)

SW-Linda, Buffy, Bonnie, Jane

#### 1. **Automatic postponing of UA Scholars? (Deema)**

Question of process-does everyone require an actual postpone form or email?

Students may postpone their award for up to one year. Students must attend full-time to receive their award. Status of award can be seen on **SOA2USP** in banner.

Each campus requires some form of communication from the student (phone call, email or completing an actual 'postpone' form) before making the changes to Banner.

*Thank you to the UA Scholars office for signing in today.*

#### 2. **International school codes-ICCA, ICCA1 (Libby)**

How do we assign codes when one does not exist in Banner? US and Intl schools

UAF-notify Libby/Caty-check for existence of ACT or SAT code in their data base (Attempt to assign banner code to match the ACT code if US school)

UAA and its sites contact the main campus (Suzanne ?) for the creation of a new code

UAS notifies UAA contact person (?)

International College codes should be generic on SOAPCOL ie, ICSW and ICSW1 (Intl College Sweden). Specific school name can be manually entered under item description on checklist.

Or create an ICSW0\_ code for the INTL schools you regularly receive students from (see example at end of this document).

Agreed we should draft a document with general guidelines to follow when creating a school code as these procedures were put in place many years ago, and many are not familiar with how to go about this. Suggest joint meeting with transfer credit when we begin drafting of the guidelines.

#### 3. **Retention of International transcripts-How are you keeping these documents? (Libby)**

UAF-considering retaining the International transcripts separate from Document Imaging-needing input from other MAU's

UAS-Keeps Intl documents with the SEVIS file

UAA-?

Mat-Su-also kept with SEVIS file

#### 4. **Review Placement test score grid from Mary-review and send your comments to Mary**

#### 5. **Peggy's 4/2/09 email re: Field of study priority matching curricula priority for double majors (Peggy)** **TABLED until next meeting**

6. "I'd like to discuss the possibility of only allowing a student one application per semester for the system and creating a change of campus process" (Peggy)  
**TABLED until next meeting**
  
7. **Additional Item from Crystal:** SPAIDEN data entry issues-cannot access GOEMAL via spaiden Use GOAEMAL directly. Tied to clean address migration to PROD. SW Programmers have been notified and are working on it. Clean address approval at the next BST. Can turn on for a certain address types (MA, PR) and for a given area (web for prospect, web applications). Discussion regarding testing clean address. No one has time before Thursday's BST except Crystal. She'll continue to test and report her findings to the group before Thursday.

**NEXT MEETING MONDAY APRIL 27 @ 10:00**

Intl School Codes Example:

