MINUTES
ADMISSIONS WORK TEAM
Monday, June 8, 2009

Attendees:
UAA-Peggy, Charese, Al
Kenai-
Kodiak-Jenny
Mat-su-Fran
UAF-Caty, Kara, Libby
UAS-
SW-Jane, Alicia Wyse

1. *Active duty military who are permanent residents-what is your process?*
    All campuses ask for permanent resident card in addition to the military ID

2. *Cross walk tables for ADMR codes from UCT1 to UC1T and from UCP1 to UC1P etc*
    Check past script that Pat Tilsworth wrote to correct this issue. Libby will send email with specific requests to Jane.

3. *Citizenship not pushing on web apps-known issue?*
    Yes known issue. Some push and some do not. Peggy mentioned a missing citizenship report that she's been working on. There is also a report (GOR2STU.csv) comparing spapers/goaintl that need errors corrected. Libby will invite Michelle Pope to our next meeting to discuss these reports and request changes to the way the GOR2STU report is displayed.

4. *OE addresses-added to SPAIDEN when a SGASTDN record is created?*
    Most are manually entering the OE address at the time an application is received rather than waiting until a sgastdn is created. Peggy will resurrect task request to create an OE address at the time an application is entered on SAAADMS. This would be a separate process from the OE address that is created from a SGASTDN record.

5. *Updating MA and PR addresses from PFD data file*
    Ability to update MA and PR address from the PFD file-do we want this? The PFD application address provided may be outdated? Currently in progress-reminder to students to update their addresses (this would be done via UAOnline every six months) Discussion regarding the reliability of the address if given 6 months ago. Unsure if processing wants this, would be helpful for recruit. Crystal will talk to Registration team and Recruit team, get their input and report back to our group.

6. *UAA non degree seeking email-is this a workflow or a campus specific procedure*?-Libby
    Set up through the web app process. Messages sent via email based on the type of error (matching error, verify error, push error) Designed so each error sends a particular message to the student. See Patty's web app instructions, page 14.

7. *AD-change of major-AD Change form and Retention of Intl transcripts*
    Alicia and Peggy discussing an Ad Hoc that was requested. Looking at AD Change form, not AD Change of major. Alicia will contact Melissa for revision. Create button called 'Admission Decision Made' in the AD processing queue. ***Additional item***. request to hold INTL documents indefinitely? Does this change the retention schedule previously agreed upon by Reg and Adm teams? Is there a compromise or work-around that can be done instead?

    Next meeting Monday April 22 @ 10:00am