<div align="center">
MINUTES
ADMISSIONS WORK TEAM
Monday, February 14, 2011
</div>

Kenai-Shelly-cold
Kodiak-Jenny-windy
Mat-Su-Fran-cold
UAA-Charese, Peggy-cold
UAF-Colleen, Crystal, Kara, Libby-really cold
UAS-Deema-rainy, snowy, windy
SW-Jane

1.   Change to the terminology at the top of the college section on the web applications-changes noted below.

2.   Scanning student score reports into OnBase. Someone handed me a printout of one that may be a good discussion ▮▮▮▮. At the bottom it says a printout of this page will not be accepted by colleges as an official score report and I thought ACT and SAT don't want us using student score reports. Discuss entering unofficial scores on SOATEST-this may be confusing for other campuses that require the official scores for admission. All agree that we will accept ACT/SAT scores as official if they are included on the official high school transcript.

Previous College (Checklist item 6 of 9)

Enter your College code. If you don't know your College code, click **Look Up College Code** to search for it. If you don't find your College code, enter your college information in the fields provided. To enter information on additional Colleges, click **Enter or View another College.** When you're finished, click **Continue** to navigate to the next section.
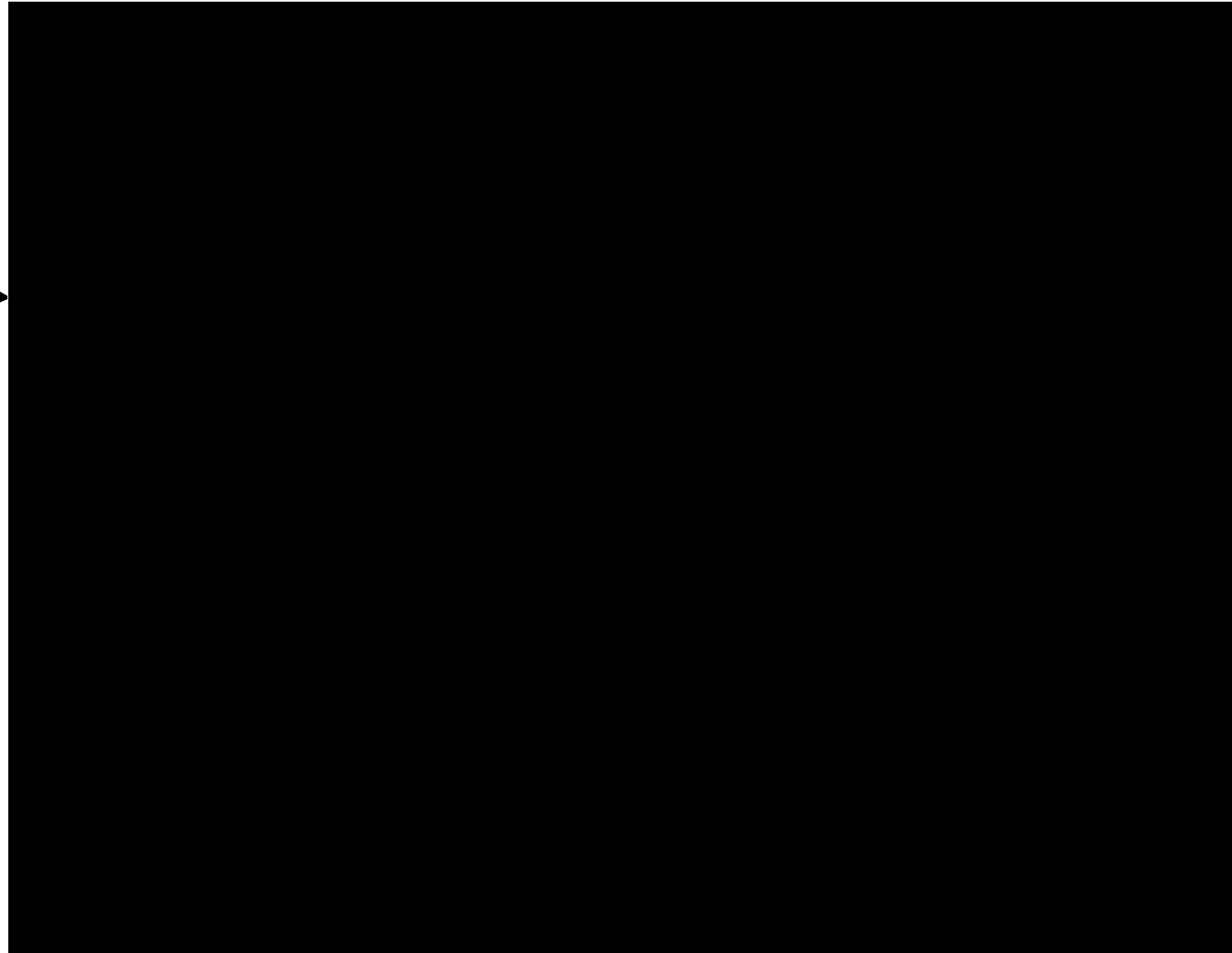
TO:

You MUST list ALL colleges and universities that you have attended. This information will be verified utilizing the National Student Clearinghouse and other resources. Excluding any college or university you have attended **WILL** delay the processing of your application.

Search for your college by clicking **Look Up College Code** below.

- If you don't find your college code, enter your college information in the fields provided.
- To enter information on additional colleges, click **Enter or View another college.**
- When you are finished, click **Continue** to navigate to the next section.

It is important to include the information on all degrees that you have earned.

Libby will send text to Jane. Jane to verify if the link at 'Lookup College Code' should be 'Look up College Code'. If this requires changing at each upgrade then change approved new text to say 'Lookup' instead of 'Look Up' so the explanation text will match the text in the link. Jane will get into LRGP today for approval by the team today. (Jane-have we told you lately that you are totally awesome?!)

Each of us will get an account set up in the National Clearing House to use for verification. In cases where clearing house reports a student as having attended but the student insists they haven't, ask for letter from school verifying the student did not attend or cannot provide a transcript.

Additional question from Peggy-status of the test score loading task request?-It's approved.

Next meeting will be Monday February 28 @ 10:00am