Registration Work Team Meeting Agenda for October 14, 2003

Group: Registration Work Team

Topic: Weekly Team Meeting

Date: October 14, 2003 at 2:30 pm

Attendees: Mary Booth-Barger, Jacque Christensen, Jan Crichton, Mary Gower, Karen Hamer, Carolyn Hanthorn, Mary Howard, Patty Itchoak, Janet Johnson, Kevin Kristof, Shelly Love, Saichi Oba, Heidi Olson, Cheryl Plowman, Kim Runnion

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Active task requests
. SHR2GRM update
 . Status from JJ and all
   • In PROD now so UAF can run their freshman progress reports.
   • May need to move the address down one line to more readily fit in a window envelop appropriately.

. SFR2ACT - Reporting
 . Add new parameter to say whether to print dropped courses
   • Status - ready to go to PROD. Will be moved on 10/17/03

. SFP2RPO -
 . Test results?
 * Some testing has been done. Patty reported that the attribute piece does not work correctly. Please move to PROD on 10/17/03 knowing that that piece still needs work.

. SFR2TCA (report of SFASTCA entries)
 . Status from JJ?
   • In PREP and LRGP. Needs to have security before testing can be done. Security people approved it to have same access as SFASTCA.

. SFR2CHD (SFRSCHD using CRN as the input parameter)
 . Status from JJ?
   • Added two additional parameters to the existing report SFRSCHD - one for CRN and one for status.

. Printing of Personal Data Forms through UAOnline
 . Status - Janet??
   • Will be in PREP and LRGP on Wednesday for review. The form looks good and UAF is appreciative of the programming staff efforts on the project.

New task requests
. SFR2ACT - Add a parameter to allow the printing of mid-term
  grades on the report
   • Tabled - may not be needed as we have the Progress Report (SFR2LGR)

Student Site code (Serving campus)
. SGASTDN option
. SGAUSDF option
. Other options

- Recommended: That we use the SGAUSDF option. If the student is only taking 500-level courses, the serving campus will not be recorded. This should eliminate some of the multiple serving campus issues. Units will send Colleen their proposed site codes for the STVSUDA validation table that supports the first field on SGAUSDF. Recommend replacing the update access with query access for MSX_DEPT_C and MSX_INTNL_ADV_C classes. When multiple campuses serve the same student, they will have to decide among themselves which one is the primary serving campus for that student. Generally, the primary serving campus is the one who provides audio-conference assistance, registration assistance, etc. -- generally based on location.

Student comments from feedback page
. Help text for why students cannot register.
 . Do not have an alternate pin because …
 . Not their time
 . UAF degree student requirements
 . Holds
- This will be discussed in further detail at the meeting on October 21, 2003.

. Update permanent address via the Web?
- Because of some of the issues with the mailing addresses updated over the Web, this issue will be addressed at a later time.

. Deadline dates posted (withdrawal dates, etc.)
- Was not discussed at this meeting. Can be discussed on October 21, 2003.

. UAA in reviewing their processes and how students are activated for online registration has found that a link to the UAA Registration Wizard would be very helpful to students who might find this page first and be frustrated with not having a pin number. Therefore, we are suggesting that:
 1) a line be placed after the paragraph which starts "If you are a UA student and need help. . . . " which might say something like "If you are a new or returning student click here." This would take them to the help page.
 2) On the help page we would like to add a second paragraph that would state: "New or returning UAA students, not enrolled in the previous semester, need to submit a Registration Access Form. submission of this completed form allows activation for registration access (please allow up to 3 days for the processing of the form). We would then link this to our Registration Wizard where they can fill out and submit the form.
 - I don't know if any of the campuses need something like this to allow for web registration or how your processes work, but we would like to have this discussion and possibly receive permission to move ahead as our online registration begins on the 27th of October.

Thank you,
Mary
- Considerable discussion took place on this topic. It was suggested that the paragraph which starts "If you are a UA student …" be replaced with "If you are a new student, click here." which would take them to the help page. The comments for returning students should be included in the Registration portion of the Web application since the student may want to do something other than registration. Each unit is to discuss what they want to include in both the help section for the signon page as well as the help section for the registration menu page.

Web setting of SFRSRPO by faculty
. Works great - lists available codes, lists first 23 courses (by CRN) for a given instructor
. Posts to SFASRPO with a user of WWW_BAN.
. Any instructor or only primary can post?
. Other discussion
. Can we open it up for spring semester?

- Still not ready to do this. UAA and UAS want to do more testing of this and will not have time for a while.

Transition from Voice Response
. Discuss memo from Ron Illingworth to Bernice Joseph and Ron Slominski
. Definitive dates for VR shutdown is 10/2004
- Need to do something with this. The grade mailer process is only the beginning as we need to find a way to determine who should get mailers and who does not need them. This will be an additional expense to the units whose budgets are already tight.

The next meeting will be Tuesday, October 21, 2003 at 2:30 pm. Colleen will try to call in for that. Main topic of this meeting will be text for the Web registration piece - signon page help text, registration menu help text and denial of registration access text.

Colleen