

## Registration Work Team Meeting Agenda for November 24, 2003

Group: Registration Work Team

Topic: Weekly Team Meeting

Date: November 24, 2003 at 1:30 pm

Attendees: Colleen Abrams, Mary Booth-Barger, Beth Bruder, JoJo Ducharme, Ruth Evern, Mary Gower, Carolyn Hanthorn, Barbara Hegel, Patty Itchoak, Janet Johnson, Kevin Kristof, Cheryl Plowman, Chris Truncali, Robin (Sitka), Jan Critchon

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Topics to be discussed:

- . Other agenda items?

Alternate pin setting guidelines

- Comments \*\*\*\*

Registration and general reminders from Carolyn (See attached messages below.)

Student Site code (Serving campus)

- . E-mail sent - copy of it is attached below.
- . Approved with the deletion of "paying audio-conference fees".

Mailing address via the Web?

- . Some students are putting multiple addresses.
- . Using the Mailing address hold on the report helps to know whose hold to remove.
- . May need to tell student that if the address is correct that they do not need to update it.
- . Report may have a problem.

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?
- . No one has had a chance to look at this

Active task requests

- . SHR2GRM update
  - . Testing results
- . SFRSCHD
  - . Testing results?
- . SFAALST - Class Attendance Roster Form
  - Tabbing from the Grade field moves the cursor to the Grade Comment field. The Hours Attended and Date Last Attended fields are skipped.
- . Move to PROD
- . SFASLST - Class Roster Form
  - Clicking on View Summary of Section option produces the same display as clicking on Course Section Detail option
- . SFIRGRP - Student Registration Group Query Form (Batch Registration form)

Version 5.4.0.1 of the form shows the total count of people in the group but does not list the people. We cannot query on an individual ID. Version 5.0 of the form allows us to see the total count for a group and the list of people in the group.

- . Move to PROD - Not used here
- . SFP2OVR - Insert rows into SFRROVR and SFRMHRS
  - Setting up a new term maintenance processes
  - . Needs to be tested. - new process
- . SFR2xxx - UAF Course Finder extract
  - Added to queue on 11/20/03
- . SFR2ESR - Semester Executive Summary Enrollment Status Report
  - . Will be tested
- . SFR2HMC - Unduplicated Headcount of Students and Valid Majors
  - . Will be tested
- . SFR2LCT - UALC and Cross-regional Courses
  - .dat file added at the request of the budgeting people. When they approve it will go to PROD
- . SFR2LGR - Freshman Progress Report
  - . Change functioning to ignore level when population selection is used; add parameter for serving campus
  - . Added to queue on 11/20/03 but was already in queue
  - . Janet will send a message about why it currently is in PREP.
- . SFRFASC - Batch Fee Assessment
  - . Accounts Receivable will check out.
- . SFRSCHD - Student Schedule Report
  - Added to queue on 11/20/03
- . QAdhoc change for Enrolled Student View
  - Change field labeled age to actually reflect age rather than birthdate
  - Added to queue on 11/20/03

Reminder: Registration for UALC and cross-regional courses begins on December 1, 2003. Sections beginning with U in the section number must be registered for in person at the local campus.

Alternate pins - UAS is also wanting to control registration for their students - may want to use 3 in the first position of the alternate pin for their degree seeking student who still need to see an advisor.

Colleen

Carolyn reminder messages:

1) Reminder of reason for names listed as \_\_\_\_\_\*

They are names listed with **unresolved** ID issues, generally duplicate PIDMs

They require documentation, record movement and data cleanup

Note on SPACMNT as to what the second id is. Some people are just removing the \* thinking that it is key error.

2) Potential concerns brought about by the assigned ID process to be implemented

Social security number as the primary number and a different social security number in the alternate (previous) ID field – how will we then determine which soc number is the correct one

- Possible solutions:
- a) Remove the soc sec number(s) located in the Alternate ID field and place on SPACMNT with notation – addl ID used = \_\_\_\_\_
  - b) IF the soc sec number in the Alternative ID field AND the current soc sec number are both conversion numbers, delete the one in the Alternate ID field

3) When a soc number is made BAD – be certain to delete that number from the SSN/SIN/TFN: field. A new FA employee has been loading FA tape info and when there was a question about the number, began creating new PIDMs with the FA information ‘because I wasn’t sure what to do’.

Colleen –

In addition to some of the other reminders, it might be good to have a reminder concerning dob and the data base system. Examples:

1) If there is a potential name match, however the dob is listed as 01-JAN-1970, it would be smart to see if there is a previous PW (Valdez) connection. In the past, if a dob was unknown when a student was signed up for a course, the dob was entered as Jan 1 and the decade of anticipated dob or the decade of the course.

That name may be the exact person now to be entered. **Investigation is in order.**

2) If there is a potential name match, however the dob is listed as 07-SEP-1981 and the person that is being worked with has a dob of Jul 9, 1981, **investigation is in order.**

July is the 7<sup>th</sup> month and September is the ninth month. Data entry may be based on an individual’s written information, which can be month-day-year or can be day-month- year.

3) If there is a potential name match, however the dob is listed as 01-JAN-1900 or 01-JAN-1901, **investigation is in order.** Conversion added those dates (depending on the timing of the data capture from SIS).

--Carolyn

01011901 - indicates that the birthdate was blank in the

02021902