

Registration Work Team Meeting Minutes for March 4, 2004

Group: Registration Work Team

Topic: Team Meeting

Date: March 4, 2004 at 1 pm

Attendees: Ann Tremarello, Carolyn Hanthorn, Colleen Abrams, Kevin Kristof, Sandy Gravely, Elizabeth Belknap, Brenda Hurley, Karen Hamer, Dana Dodds, Mary Booth-Barger, Janet Johnson, Beth Bruder, Holly Royce, Brigitte Mayes

Topics to be discussed:

- . Web grading - experiences by UAF Rural Sites
 - . Beth Bruder (Bristol Bay)
 - . 2 out of 6 on time - others had to be reminded
 - . 10 minutes not long enough and makes them uncomfortable
 - . Withdraw not posted when student said withdrawn
 - . Audit left blank since AU was not an option and the AU had not been posted
 - . One instructor wanted two incomplete options: I - people behind, I* - not attending
 - . Wondering about return of NB grade
 - . Suggested with hard copy returned - why hard copy had to be returned,
 - . P for passing or C for passing rather than post accurate grade. Takes too long to do more accurate grades
 - . All students - not just freshman
 - . Did not know if they could repost after time expired
 - . Kevin Kristof (Kuskokwim)
 - . 1 instructor did - smooth
 - . 50 notices sent out
 - . 1 more may be trying today
 - . Doing only D or below by one instructor
 - . Elizabeth Belknap and Holly Royce (Interior Aleutians)
 - . Rosters sent before knew about
 - . 1 did it - loved it, easy
 - . Mary Booth-Barger (Chukchi)
 - . 1 out of 4 full-time
 - . Received no paper grades either
 - . Takes too much time to do mid-term grades
- . Help message when student cannot register over Web (see below)
- . Message associated with Holds (see below)
 - . See the changed text below.
 - . For holds that do not affect any processes, it was decided to change those so they do not view on the web and that the standard message when there are no viewable holds would be changed from "Holds on your record may not be viewed on the web." to "You have no restricting holds on your account."
Note: I found when testing that if they have at least one other hold on their account that does display it will display that hold and says nothing about the hold(s) that are not displayed. Colleen
- . Other topics
 - . Testing LRGX.
 - . How much have people done?
 - . On UAOnline for LRGX, goes straight to secure login page.
 - . Status of upgrade will be available from PROD UAOnline during the upgrade time.

Next meeting:

. Friday, April 9, 2004 at 1:30 pm

Colleen

Approved text of message concerning why you cannot register at this time:

You are not permitted to register at this time.

You may not be able to register because:

. Your account has a hold that does not allow you to register. Please click on View Holds. It appears at the bottom of the Register/Add/Drop Classes page or the Check Your Registration Eligibility page.

. Your campus does not use Web registration, so your account has not been set up for registration purposes. Please contact your local Registrar's office for additional assistance.

. Priority registration is in effect and it is not yet your turn to register. Please check your campus registration information for priority registration information.

. You have not attended recently and have not filed an Intent to Register (UAF and UAS) or have not applied for admission. If you have applied for admission, your application may still be in process. You may be able to check the status of your admissions application by clicking on Student Services, Financial Aid & Account Information --> Admissions.

For UAF (Fairbanks area) students:

. If you are a first-semester graduate student or a degree-seeking undergraduate student, you must complete a Registration Form, have it signed by your advisor and then return it to the Registrar's office or another office that is designated to accept the Registration forms (Academic Advising Center, Rural Student Services, TVC at 604 Barnette). The Registration Form can be printed by clicking on Student Services, Financial Aid & Account Information --> Registration --> Select Term (select the current registration term and click on Submit button) --> Check Your Registration Eligibility (click on Print your UAF Registration Form Here. If this option does not appear, then you are not eligible to register for another reason.)

. If you are a high school student, you will not be able to register using UAOnline. You must complete a Secondary School Student Enrollment Form which can be found on the Web at www.uaf.edu/reg/forms/secondary.pdf.

Current holds message when click on View Holds in UAOnline:

These are the holds on your record. If you have a registration hold you will not be allowed to register. If you have a grades hold you will not be able to view your grades. A transcript hold will prevent you from viewing your transcript.

List of Processes:

Registration Transcripts Graduation Grades Accounts Receivable Enrollment Verification Application Evaluation

Proposed hold message - first cut:

These are the hold(s) on your record. On the far right is a column labeled: Processes Affected. Possible processes affected are described below.

- . Registration - not allowed to register.
- . Transcripts - not allowed to view your transcript or have transcript request processed.
- . Graduation - not allowed to receive your diploma.
- . Grades - not allowed to view either your mid-term or final grades.
- . Accounts Receivable - not allowed to pay your account on-line.
- . Enrollment Verification - not allowed to have an enrollment verification request processed.

- . Application - cannot be admitted to the institution.
- . Evaluation - not allowed to view an unofficial degree evaluation.

If you have questions or comments, please contact the appropriate office. (link "appropriate office" to the existing contact list.)