Registration Work Team Meeting Minutes for April 14, 2004

Group: Registration Work Team

Topic: Weekly Team Meeting

Date: April 14, 2004 at 1:30 pm

Attendees: Colleen Abrams, Elizabeth Belknap, Mary Booth-Barger, Beth Bruder, Jacque Christensen, Ruth Evern, Robyn Garnick, Mary Gower, Sandy Gravely, Barbara Hegel, Tamara Hornbuckle, Mary Howard, Brenda Hurley, Patty Itchoak, Janet Johnson, Shelly Love, Curt Madison, Brigitte Mayes, Heidi Olson, Cheryl Plowman, Holly Royce, Kim Runnion, Tim Stickel, Patrick Tilsworth, Chris Truncali
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Topics to be discussed:
. Bookstore access from UAOnline - see message from Patty (attached below)
  * Comments included in Patty's message.

. Planning for no Telephone options - grades, registration, etc.
  * Need to do extensive testing on SHR2GRM.
  * Need to check out the SUAMAIL functioning within SHR2GRM.
  * Currently notifying students that telephone will not be able after October 21, 2004 through publications.
  * May want to add a note on the schedule bills.
  * Add notice to the beginning of the voice telephone welcome message or … to let the student know that VR will not
     available after October 21, 2004.
  * Produce mailing labels to send postcards to those using VR to register.
  * Send e-mails to those using VR to register.
  * When someone calls, let them know that VR will not be available after October 21, 2004.
  * Let the rural students know they can contact their local campus for more information. (How or is this really
     necessary?)
  * Look into having a recorded message on the published numbers for 6 months to 1 year after VR has been shutdown.
     (Optional)

. Face-to-face to look at and test 6.0
  * Will not be in PREP and LRGP before mid-July.

. Update on Summer and Fall, 2004 registration (so far)
  * UAS – doubled numbers from last year after 3rd day of web registration
  * UAA – number up from both Summer and Fall from last year
  * Ketchikan – numbers up
  * UAF – Summer up – do not know about fall.
  * CRA – Fall schedule not out yet.
  * Need academic calendars (drop and withdraw dates) for each institution
    - Send calendars to Jacque Christensen (jnjdc@uas.alaska.edu)
  * For campuses with students taking cross-regional and statewide distance classes, suggestion that registrars sign up for
     the CRA-L. Colleen will send the instructions for signing for this listserve.

. Update on the messages for Holds and cannot Register at this time
  * Cannot Register at this time message is available now.
  * Programmers will change the message about holds not displayed. We still need to review the additional text. For next
     agenda.

. Item from Mary Gower (comments included in the message below)

. Other items
  * Next meeting - May 12th at 1:30.

Colleen

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All,

We have been in discussion with our Bookstore and we want to explore a
couple of items for UAONLINE in having students access the campus bookstore
sites:

1. Creating a 'Bookstore' link on the main menu of UAONLINE that goes to a website that includes all the campus bookstores urls for the UA system. The student can click on the campus they need books from and it takes them to that BookStore's webpage. NOTE: Would be outside the secure area.
**Create a Bookstore link on the main menu that would bring up a new page that would allow the student to select the appropriate bookstore website.

2. Creating a 'Order your books' link in the registration area, so after
the student registers, they have the option of linking to the site that will
direct them to the correct campus bookstore. NOTE: This would be the same Bookstore link from #1 above but inside the secure area.
** Create a Bookstore link on the main menu that would bring up a new page that would allow the student to select the appropriate bookstore website.
** Task for #1 and #2: Provide Patty with the website for the respective bookstore websites and which campus.

3. Begin discussion and work on having their current MBS system link to
UAONLINE. Apparently this system already has a crosswalk to the Banner system and we understand that most of the campuses are using the MBS system now.
**Needs more exploration including the bookstore management and what the interface (crosswalk) is to the Banner system. Patty will send out the list of users using the interface provided by MBS.

Patty

From: Mary Gower
I heard about this problem and wanted to share it with you for the
registration workteam:

Essentially, a student was trying to register for fall and for summer in
the same UAOnline session. UAOnline directed the student to the term
selection screen since there was not a term selected, but when they went
back in there (in the same session) it defaulted to the term they had
earlier selected and wouldn't present them with that option again (and
they weren't aware that they needed to go find it). Since they had
never gone to the term selection screen, they had no idea that was what
they needed to do so they closed out that session and logged in again.

A solution may be to write some text on the screen that comes up stating
"to change term, go to here..." Another idea is to have the "register
for classes" link always bring up the term selection screen first. I'm
not sure how often we have students trying to register for both terms in
the same session (i.e. and how much work this warrants), but I wanted to
pass it along for the team's review.

Thanks,
~ Mary

* Programming staff will research options and report back to us at the next meeting.