

Registration Work Team Meeting Minutes for May 13, 2004

Group: Registration Work Team

Topic: Weekly Team Meeting

Date: May 13, 2004 at 1:30 pm

Attendees: Colleen Abrams, Elizabeth Belknap, Jacque Christiansen, Jan Crichton, Karen Hamer, Carolyn Hanthorn, Barbara Hegel, Mary Howard, Patty Itchoak, Janet Johnson, Kevin Kristof, Holly Royce, Patrick Tilsworth, Ann Tremarello

Topics to be discussed:

- . Change to Audit message during registration on UAOnline (see attached note below from Dana Dodds)
 - . Will be a modification since it is not info text. Can be done with 6.0 and will have the text and link wording consistent. No task request needed. Will put the message with the 6.0 local modes. Will reference the link below with appropriate wording.
 - . Building a drop down box for this option is not something we can have done at this time. It is a major change to the system.
- . Alternate Pin sets – Carolyn Hanthorn
 - . Defer this topic to the August face-to-face meeting. Determine current methods for setting pins. May need to look at a consistent method across all units of pinning students.
- . Bookstore access from UAOnline – Patty Itchoak
 - . Status
 - . Sent e-mail message yesterday of the information she currently has.
 - . No information for Kenai (no website, will use a phone number), Kodiak (no website, will use phone number), Ketchikan (no website, will use campus phone number for Records and Registration), Kuskokwim (will email website to Patty), TVCC uses UAF bookstore website, need to get remaining UAF information for Patty
- . Planning for no Telephone options - grades, registration, etc.
 - * Need to do extensive testing on SHR2GRM.
 - . Status
 - . Jan had done testing prior and sent comments. These need to be rechecked and the ones that are still valid need to be communicated to sdsit@email.alaska.edu. Inconsistent reporting. Message lines problem. She will send a message outlining the items she has identified since there appeared to be many more.
 - * Need to check out the SUAMAIL functioning within SHR2GRM.
 - . Status
 - . Still needs looking at.
 - * Currently notifying students that telephone will not be able after October 21, 2004 through publications.
 - . Status
 - . UAS – eliminated phone option from published schedule.
 - . UAA – announcing the elimination in Spring and Fall schedules.
 - . UAF – noted in fall schedule that it will be gone after October
 - . Kodiak – stopped publishing last spring.
 - . Will be included in the CRA Fall schedule that has not been published yet.
 - * May want to add a note on the schedule bills.
 - . Status
 - . UAF – may do an insert with the bills since the current messages are already long
 - . UAS – already has it on bills.
 - . UAA – no plans at this time.
 - . Kodiak – no plan to do a message at this time.

- * Add notice to the beginning of the voice telephone welcome message or ... to let the student know that VR will not be available after October 21, 2004.
 - . Status
 - . Have found documentation and message number. Just looking for someone to do the recording – 1 refusal already.
- * Produce mailing labels to send postcards to those using VR to register.
 - . Status
 - . UAS – none of the campuses will do this.
 - . UAA – unknown plans at this time.
 - . UAF – unknown plans at this time.
 - . IAC – unknown plans at this time.
- * Send e-mails to those using VR to register.
 - . Status
 - . IAC – no one registers using VR/Web registration available. Might send mass email to all IAC students.
 - . No other units have any plans at time
- * When someone calls, let them know that VR will not be available after October 21, 2004.
 - . Status
 - . IAC – letting students know when they call in
 - . Kodiak – giving students notice that is included on bills
- * Let the rural students know they can contact their local campus for more information. (How or is this really necessary?)
 - . Status
 - . Students should already know that
- * Look into having a recorded message on the published numbers for 6 months to 1 year after VR has been shutdown. (Optional)
 - . Status
 - . UAS – talked with IT and they did not know how that could be done. So they are just going to shut it down on October 21, 2004.

- . Face-to-face to look at and test 6.0
 - . Update from Saichi
 - . Tentatively scheduled for August 9-13. Need to get further information from Saichi including information about funding.
 - . Rural sites conference tentatively scheduled for October 4-8.
- . Update on Summer and Fall, 2004 registration (so far)
 - . Problems, general comments, etc.
 - . UAS – just student problems
 - . UAA – it's moving along – over 5000 registered for fall and over 4500 for summer
 - . UAF – it's moving along
 - . IAC – no problems
 - . KUC – all ok
 - . Kodiak – nothing for fall yet, some for summer, everything going fine.
- . Update on the message for Holds (see approved information below)
 - . Status
 - . Suggest that the affected processes column be moved to be the first column on left instead of the last column on right. (Package change but not major.) Message to say no processes. Replace suggested message with a message to press help for more information. Revisit at next meeting.
- . Update on the message concerning cannot Register at this time (see approved information below)
 - . Status
 - . Has been added to the website.

- . OE address consistency
- . Next agenda
- . SSN to generated id
 - . Will be done on June 5th. Will begin with a 3 and will be an 8 digit number.
 - . On transcripts, test id and sequence number combination to see if a blank is needed after the id before the sequence number. Check all reports for dashes in the id field. Send all comments to sdsit@email.alaska.edu. Testing is to be completed by May 21st.
- . Next meeting:
 - . May 27, 2004 at 1:30pm

Colleen

My two cents. The instruction that say "to change ... to audit use the change course options **form**" should say **below** or something to that effect so students don't think they have to come in for a form. And Cheryl Page's two cents are that the option should be placed in the drop down menu that allows you to drop the course.

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Hold approved information:

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.)

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.