

Registration Work Team Meeting Minutes for June 10, 2004

Group: Registration Work Team

Topic: Weekly Team Meeting

Date: June 10, 2004 at 1:30 pm

Attendees: Colleen Abrams, Brigitte Mayes, Patrick Tilsworth, Carolyn Hanthorn, Patty Itchoak, Mary Howard, Tim Stickel, Shelly Love, Barbara Hegel, Jacque Christensen

Topics to be discussed:

- . Update on the message for Holds
 - . Status
 - * Patrick will e-mail us the status. With regard to whether place the processes after the holds, UAS and UAF desire this sequence so this is what we will try at least for a while.

- . Planning for no Telephone options - grades, registration, etc.
 - . Need to do extensive testing on SHR2GRM.
 - . Status
 - * Multiple grade mailers if student is taking more than 1 class. This is in addition to the information that Jan had sent earlier.
 - * Will include all courses for a requested student regardless of course campus.
 - * Patrick will check with Jan on the address placement. Might be a good idea to send Patrick the measurement of the window placement on envelopes.
 - . Need to check out the SUAMAIL functioning within SHR2GRM.
 - . Status

- . Test Plan
 - * List screens, operations, reports that are done
 - * Skeletal plan as well as a detail plan. Divide the detail plan into a categories so groups can be assigned to test specific categories. Prioritize the categories.
 - * Send partial test plans to Colleen by June 30, 2004 and I will compile them to date.

- . Update on Summer and Fall, 2004 registration (so far)
 - . Problems, general comments, etc.
 - * Problem with one student with max hours at 99.99.
 - * Positive feedback on change over to generated id.
 - * Reports do require the generated id. SSN's will not work. Cosmetic changes have been made and if checked out today will be available in PROD tomorrow.

* UAS has 5 job openings in Records and Registration.

Next meeting: July 8, 2004 at 1:30

Colleen