

Registration Work Team Meeting Minutes for July 8, 2004

Group: Registration Work Team

Topic: Work Team Meeting

Date: July 8, 2004 at 1:30 pm

Attendees: Colleen Abrams, Mary Booth-Barger, Jacque Christensen, Jan Crichton, Ruth Evern, Mary Gower, Sandy Gravley, Carolyn Hanthorn, Mary Howard, Janet Johnson, Brigitte Mayes, Saichi Oba, Cheryl Plowman, Patrick Tilsworth

Topics to be discussed:

- . Update on the message for Holds
 - . Status
 - . *A programmer will look at this as soon as the changes for the 6.x upgrade are completed.*
- . Testing of items in PREP
 - . Testing needs to be done prior to July 19th.
 - . Items to be tested (only those related to registration work team are noted) are:
 - . sfr2clh – Clearinghouse report (*Brigitte is working on this*)
 - . shr2grm – Grade Mailers (*UAS will check this out when the programmers are finished with the changes*)
 - . spp2cmt – Mass Student Comments (*UAA will test*)
 - . sfp2ovr – sfrrovr and sfrmhrs roll (*Colleen has tested and it will go to PROD after the adjustments are made*)
 - . sfr2act – Registration Activity Report (*UAS will test*)
 - . glp2lmp – Create Population Selection from flat file (*Is ready to go to PROD*)
 - . sfr2int – International Student Report (*Do not test until 7/9/04 as changes are still being made*)
 - . sfr2esr – Enrollment Status Report (*UAA will test*)
 - . sfr2lfr – UAF Registration Form (*Janet/Patrick will check to be sure the address correction has been done*)
 - . sfr2hmc – Headcount by Major (*UAA will test*)
 - . sfr2lct – Add .dat file to Distance Education (*CDE should be testing*)
 - . sgp2spt – Student Sport Term Roll (*Colleen has tested; once 2 cosmetic changes are made it will be moved to PROD*)
- . Draft agenda for face-to-face August 9-13
 - . *Discussed the agenda and made some minor adjustments to it. See the updated agenda that will be set with these minutes.*
- . Test Plan
 - . *Need a test plan for the move to PROD as well as for PREP. The test plan for PROD will be more cursory and much less detailed.*
 - . *Need to bring detailed test plans for your area of knowledge and responsibility to the face-to-face meeting in August.*
 - . *Be sure to include all functionality in the test plan, not just the main functionality.*
- . Update on Summer and Fall, 2004 registration (so far)

- . Problems, general comments, etc.
- . *CRA Schedule is just about ready.*
- . *Problem with WT in enrollment status block and the student is still registered in courses.*
 - . *Financial Aid is entering the information – wondering if they should be doing this at all.*
 - . *Will be discussed at the face-to-face with the Financial Aid staff.*
- . *Programmers still assist in the combining of duplicate pidm records.*
- . *Download of CDE courses – courses not being offered by individual UAF campuses – no longer only offered by campus 1.*
- . *Asked about method and/or place to record the fact that a letter (i.e., id change, name change, etc.) had been sent – Put on agenda for the face-to-face meeting.*
- . *Can now enter the same SSN on multiple ids – Janet will check into a report of these.*
- . *SPR2SSN report is not available for use.*

Next meeting will be August 5, 2004 at 1:30. New phone number and passcode will be given in the agenda for that meeting.

Colleen
