Registration Work Team Minutes for September 30, 2004

Group: Registration Work Team

Attendees: Colleen Abrams (UAF), Jacque Christensen (UAS), Shiara Crowell (UAA), Ruth Evern (College of Rural Alaska), Sandy Gravley (Mat-Su), Carolyn Hanthorn (UAA), Barbara Hegel (UAS), Mary Howard (UAA), Patty Itchoak (UAA), Janet Johnson (SW), Shelly Love (Kenai), Brigitte Mayes (UAF), Holly Royce (Interior Aleutians), Tim Stickel (UAF), Patrick Tilsworth (SW)

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Agenda:
Task requests:
  SFRRGAM – add additional parameters to this new report
    . Add campus code of primary degree program to detail line
    . In addition to the parameters mentioned, add a sort sequence parameter with valid values of 'A' (alpha) and 'C' (campus/alpha)
    . With these changes, it is ready to go to BST

GTVSDAX parameters (explanation of the following at the end of this agenda – taken from www.alaska.edu/as -> Banner -> Banner 6 Bookshelf -> General System-> GTVSDAX Handbook)
  MAXREGNO
    . Need to have a list of the maximums for this semester and then we can decide on a reasonable value
  AUTODROP
    . Will test the various values on October 8, 2004 from 10:00 am - noon
  ADMINDROP
    . Will test the various values on October 8, 2004 from 10:00 am - noon
  WEBEDGOAL
    . Is already set to 'Y' in PROD

Test Plans:
  Detail test plan for testing in LRGP
    . UAS volunteered to develop the test plan for SFAREGS. I have added the following to their list of items:

UAS	UAA	UAF
SFAREGS	SOADDRQ	SGASPRT
SGACLSR	SPACMNT	SGASADD
SOACURR	SOAFOLK	SGAUSDF
SOACTRL	SOAHOLD	SOASRVW
SPAAPIN	SGASTDN	SFAEFEE
SFR2APR	SGASTDQ	SFAMASS
SFR2APS	SGAADVR	SFASLST
SFAREGQ	SOATERM	SFAALST
SFAREGF	SFAMHRS	SFASTCA
SFR2GCU	SFAESTS	SFARQST
SFR2LST	SFARSTS	SFASRPO
SFR2TCA	SFAEPRT	SFARHST
SFRHCNT	SFAMESG	SFI2RAT
SFRSCHD	SFAROVR	SFI2HRS
SFRSLST	SOAORUL	SFP2AGP
SFR2PRC	SFP2RGR	SFP2FID
SFR2PRE	SFP2RPO	SFP2OVR
SFR2PRS	SFR2AID	SFP2STS
SFR2CLH	SFR2AUX	SFR2ACT
	SFR2BBD	SFR2DER
	SFR2BBE	SFR2EVR
	SFR2ENR	SFR2FHC

	SFR2ENS		SFR2FRF
	SFR2ESR		SFR2FRG
	SFR2HMC		SFR2IAS
	SFR2IEF		SFR2INT
	SFR2SCH		SFR2LCT
	SFR2SOL		SFR2LGR
	SFR2PDF		SFR2NRS
			SFRENRL

Cursory test plan for testing in PROD
 . Colleen will develop a cursory text plan for the people testing in PROD
Comments about items found when testing
 . People did testing during our August meeting and will look for the notes that they took during that meeting.

Other items:
Change the order of menu items on UAOnline Student Registration
 . In an effort to get students to plan their schedules, move the Look-Up Classes as the 3rd option (just prior to Register/Add/Drop Classes) in the Registration menu.
Moving Distance Ed courses from one id to another
  . If you are cleaning up a duplicate id situation and the student has an course with an F course number and a section number with U or D in the first position, please contact the Center for Distance Ed (CDE) before dropping that student from the course and registering them in under their new id. CDE needs to be aware of the change so they do not send a second set of books to the student.
 . Also mentioned during this discussion is that there seems to be an increase in the duplicate ids created. If staff will use GUIALTI, they can check for the existence of the SSN on SPAPERS, they can search on birthdate. They just need to be careful when creating a new id.
Changing campus or part of term on course with existing enrollments
 . If you need to move a course from one campus to another, SSASECT will allow you to do so. But… the students also need to updated to get this current information. Currently, one must drop the student from the course, delete the record and then re-enroll them to get the updated information.
Email address changes from Mary Gower
     Could you share this one with the Reg team?

     I rec'd a call from HR - a student sent in an inquiry to them asking how
     to change an email address that's displayed on UAOnline. Could the team
     discuss putting on information directing the student what to do (i.e.
     contact the Registrar) in the event that the email displayed is not one
     they use? Or, if students are required to check their UA assigned
     accounts, possibly some text to that effect?
 . Colleen will create a sample text that can be added to this screen so people can submit updates to their email addresses.
Challenges with this registration
 . One of the better semesters we have had for registration in a while.
 . Some UAA related campuses are not thrilled with the non-degree admit process
 . Duplicate ids have been a problem – as noted above, they seem more prevalent since the switch to the generated id.
 . More parents becoming aggressive involved with their student's enrollment process, especially those with high schoolers.
 . Kenai has been doing an underage orientation and Mat-Su has adopted a similar plan. Kenai and Mat-Su have been asked to send their materials to the list serve as it sounds like something the rest of the campuses may want to do also.
 . UAS had more people using the Web and fewer problems. This is also one of the few registrations recently that they have had a full staff.
 . CRA wants to look at online registration for RD, ED and CCS distance courses
Allow students to change their permanent address
 . Not at this time – unanimous
Planning for alternate pins for Spring 2005

. All current semester enrolled student alternate pins are to be set by 10/11/04.
. Beginning 10/12/04, campuses can start setting the pins for students in rolled in previously semesters who did not attend the current semester.

The next meeting will be the audio conference on Friday, 10/08/04 from 10-12 to test the system with Janet and/or Patrick available to assist when needed.

The next regular audio-conference will be 10/14/04 at 1:30 PM.