

## Registration Work Team Minutes for October 14, 2004

Group: Registration Work Team

Attendees: Colleen Abrams, Jacque Christensen, Jan Crichton, Shira Crowell, Ruth Evern, Sandy Gravley, Karen Hamer, Barbara Hegel, Mary Howard, Patty Itchoak, Janet Johnson, Brigitte Mayes, Holly Royce, Tim Stickel, Patrick Tillsworth

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Agenda:

Task requests:

GTVSDAX parameters

WLTIMECON – Should waitlisted classes recognize time conflict errors? (New with 6.2)

- . Need to test this to see if the time conflict functionality for a waitlisted course works.

MAXREGNO – Maximum registration number

- . Lots of discussion as to who is doing the large number of attempts
- . Planning form with schedule
- . Get names and degree report of students with more than 300 attempts for both semesters
- . Leave the setting at current setting until review done
- . Report numbers for Spring 2004 and review their retention
- . Will review this at the next meeting

GRDISPNUMB - Use this concept to specify the maximum number of student records to be displayed on grade-related Web pages

- . Idle time is 10 minutes.
- . Faculty should have their grades calculating before attempting to post grades.
- . Reset this to 25 in LRGP to see presentation for faculty
- . Will review this at the next meeting

AUTODROP –

- . Will test this as a group on Friday, October 22<sup>nd</sup> from 9 am til 11 am

ADMINDROP

- . Will test this as a group on Friday, October 22<sup>nd</sup> from 9 am til 11 am
- . Patty will coordinate this testing

Test Plans:

Detail test plan for testing in LRGP

- . All have been signed and turned in
- . Each campus tested at least part of the total process

Cursory test plan for testing in PROD

- . See attached document Reg-ProdCursoryTestPlan
- . Made some changes to this document and the changes are noted in the document

Comments about items found when testing

- . Testing together worked well
- . Liked being able to share information during the testing process
- . Issues that one found could be shared immediately with the others
- . If having problems, could compare notes
- . Very useful for testing specific items
- . Speeds up the testing process
- . Devoting full attention during the audio-conference time
- . Forced to take the time to do the testing
- . Face-to-face helpful for an overview and invaluable in getting to know counterparts
- . Maybe using part of meeting time for testing – expand meeting time
- . Test plans helpful for knowing the direction to go when attempting to test

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 3<sup>rd</sup> option (just prior to Register/Add/Drop Classes) in the Registration menu.
- . Proposed order is:
  - Select Term
  - Check Your Registration Eligibility
  - Look-up Classes to Add
  - Register/Add/Drop Classes
  - Change Class Options
  - Registration Fee Assessment
  - Week at a Glance
  - Student Schedule by Course
  - Active Registration
  - Registration History
  - Education Level and Goal
  - Bookstore
  - Return to Homepage/Log Out of Secure Area

. Approved as recommended

Changing campus or part of term on course with existing enrollments

Part of term change works

Campus change does not work

. Would like to have campus change work in the same way – need task request – to be done about 12/15/04

. SSR2PTU – allow update of PT as long as all students are DD status – need task request – to be done 12/15/04

Positives/Challenges with this registration

. No comments

Allow students to change their permanent address

Need to review new text that was approved for UAOnline in this area (see BST approved notes about this at the end of this agenda

. Suggested changes to this area are:

- To **update** a mailing address, click the **link** next to the corresponding address.
- If you do not have a mailing address, select the address type from the pull-down list at the bottom of the page and then click Submit.
- **Note:** Entering overlapping dates may change the effective dates on existing address records.

For change of address information and USPS forms, [click here](#).

Suggest that the 3 bullets and the USPS line are the only things listed in the text area. Add a brief description of what each address type is used for. Example: HR – Payroll and benefits correspondence, MA – student correspondence, i.e. financial aid, billing; PR – student communications

Status of alternate pin sets for Spring 2005

. UAS – completed

. UAF – completed

. UAA – unknown; may be completed now; maybe waiting to do catch-all process later

. Mat-su – waiting for UAA to finish

SFR2LST – if multiple room definitions exist, then there are multiple room records on the list

. Colleen will create a task request to look at the room record that is in effect for the registration term

Next meeting: October 28,2004 1:30 pm