

Registration Work Team Minutes for April 14, 2005

Group: Registration Work Team

Topic: Team Meeting

Date: April 14, 2005 1:30 pm – 3:00 pm

Attendees: Colleen Abrams, Shelly Baumann, Shelly Blatchford, Jacque Christensen, Carolyn Hanthorn, Barbara Hegel, Brigitte Mayes, Cheryl Plowman, Tim Stickel, Patrick Tilsworth

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Agenda:

Task Requests:

- . SFRRGAM - [New Parameters for Level, Campus, Subject, and CRN](#)
 - . Status – Moved to PROD on 4/1/05
 - * Carolyn has submitted it and it has been running about an hour. Knows she has one student signed up for 3 ENGL 213 classes so this will make a good check.

- . SFR2LST – Report only most current room definition; name sort problem
 - . Status – Moved to PROD on 4/1/05
 - * Still appears to have a problem – reported by Karen Hamer

- . SFR2APS – New parameters that enhance student identification by campus
 - . Status – ready for testing on 3/29/05

- . bwskoacc – Reformatting of Hold information page on UAOnline
 - . Status – is ready for testing
 - * Continue testing

- . QAdhoc – Add 'Education Goal' to 'Enrolled Students by Term' view
 - . Status - assigned to programmer - 1/18/05

- . SFR2ESR – Add counts for first time freshman/graduates
 - . Status – in testing – 1/18/05

- . GLR2PS1 – New parameter for email addresses
 - . Status – Approved by BST on 2/10/05 – not yet assigned to a programmer

- . QAdhoc – Section Status clone view
 - . Status – Approved by BST on 2/10/05 – not yet assigned to a programmer

- . Dynamic Schedule does not require campus even though the comments said that campus is required (bwckgens)
 - . Status – Moved to PROD on 4/1/05

- . Look up Classes to Add clarification (bwckctlg – new version for unsecured area)
 - . Status – Moved to PROD on 4/1/05
 - * Patty Itchoak sent a message about changes to the unsecured area to include the 9 counts
 - * Needs a task request, if we really want it done
 - * Hard to read if add the counts
 - * Suggestion to just add the available seat counts
 - * If waitlist being processed, may think there is a seat available
 - * Can drill down to the information
 - * For complete and accurate information can go into the secure area
 - * Can bring it up at a later time if this is really needed

- . Web Reg – waitlist - error message
 - . Status – available for testing on 3/16/05
 - * Needs testing
- . Faculty request for pre-requisite checking of waitlisted students
 - . Status – Moved to PROD on 4/08/05
- . Advisor request for pre-requisite checking
 - . Status – moved to PROD on 4/08/05
- . SFR2LST – Updates to parameter list – include multiple parts of term, for example
 - . Status – approved by BST on 4/07/05 – not yet assigned to a programmer

Old Items:

- . SFRSCHED – Add .dat file to process
 - . Patty is going to do the task request for this – see task request attached to the email
 - * Patty not at this meeting
- . Update on "Account Summary by Term" error on UAOnline
 - . Carolyn was going to verify that the problem has been fixed
 - * Karen W not in attendance, Cheryl thinks this has been fixed
 - * Cheryl found a new problem in that they get in a loop in the Health Insurance area when they have an A/R hold
- . Dropping on web within certain time frame
 - * Needs testing
- . Processing of Drops and Late Adds – just comparing notes about different methods at each institution/campus
 - * Kenai – Turn off all courses at beginning of first day of instruction \$3.00 per class/dropped, \$5.00 one time late fee to add after classes begin
 - * UAS – Keep web turn on through 100% refund period (5 days) – late registration fees added if remembered; residency determined before first day of class. If register late, accept residency student has on their registration form. Senior citizens do not get charged
 - * UAA – Keep web on through 4 PM on last day of 100% refund period, do not charge fees for things done on Web; if done in person during an instructional period, charge \$50.00 late fee (if first time to reg for semester) or \$5.00 per drop or add per CRN; no charge late/add/drop fees to senior citizens who must wait for late registration period to register; adjuncts treated the same as senior citizens; residency rules cut off the day before the first day of instruction; conflict with people who are registering for the first time on or after the first day of instruction; either need to allow residency changes to be done later or to change when registration can take place. Late start classes do not incur late fees as long as they are registered before the start of instruction; late or add/drop are charged as appropriate. As long as taking under 4 credits, residency is not a problem. Drop for non-payment; \$100 reinstatement fee.
 - * UAF – Keep web on through 100% refund period, no drop/add per course fee, do late fee of \$50; do drop for non-payment; \$100 reinstatement fee.
 - * Reason for talking about this is the dropping on the web during the 50% refund period

Withdrawing after the semester ends

- * UAA – must write a letter to the Registrar explaining the extraordinary situation – Registrar determines approval or disapproval – same process for total withdrawal or single course(s) – no time limit – more often denied. Can they drop when a hold exists? They can go to Accounting to get permission to override hold. If A/R hold, then sign a Promissory Note. Carolyn will send their policy to the list.
- * Kenai – everything sent to Director

- * UAS – petitioning for any academic, financial or financial aid activity after a deadline, committee including Registrar, director of financial aid, business manager. Allow to withdraw with a hold.
- * UAF – after deadline or semester over, complete paperwork with documentation that is then sent to the Dean of Enrollment Management or Dean of Students. Petition for refund sent to Business Manager. Degree seeking doing total or late withdrawal form, must get the signature of the dean of their school/college. Holds do not affect a total withdrawal because they have to have the form signed by the Business Office. When withdrawing from a single course when the student has a hold, the student is supposed to see the Business Office before the withdrawal is processed.

. Address Cleanup software

- . Was approved by BST to be forwarded to General Function Committee

. Positives/Challenges with this registration

- . On SFAREGQ, if course was established with multiple session codes but an instructor was not assigned to each session, the meeting pattern does not display. Is a known issue with SCT.
- * UAA – fall enrollment – 105 closed classes – 20 over – 4 cancelled with students – 4216
- * - summer enrollment – 85 closed – 24 over – 2 cancelled with students – 3553
- * UAS – overload on work – summer schedule just gotten back for review for printing but registration started on Monday
- * UAF – fall enrollment (began 4/11) – 685; summer enrollment (began 3/21) – 1073
- * Closed with cross-list rather than co-requisite – Human error in creating schedule – need to be aware of different places to look for reasons a student cannot register
- * Kenai – will have summer classes (about 12) – registration going pretty well. Will not start registration for fall until July

Other items:

Tabled items:

- . Enforced prerequisite checking

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

Next Meeting:

- . May 12, 2005 at 1:30 pm