

Registration Work Team Minutes for May 12, 2005

Group: Registration Work Team

Topic: Work Team Meeting

Date: May 12, 2005 1:30 pm – 3:00 pm

Place: Audio-conference number 1-866-393-8073

Conference id - \*2373049\* Moderator \*9429\*

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Attendees: Colleen, Jan, Jackie, Saichi, Patty, Kenny (helpdesk), Patrick, JJ, Libby (admission), Sandy, possibly others-I forgot to ask

Agenda:

New Items:

- . New Banner form for Pin Resets – with guests from HR, etc.  
Was discussed at the last BST meeting
- . Agreement on standard questions for student and/or HR which would be displayed on the Banner form.  
When the form is saved, then the password would be reset and userid of the person viewing the information would be recorded with date and time.

Saichi will send out lists of questions used by UAA/UAF. We want to develop form to help ensure that a cluster of questions are correctly answered before resetting PIN over the phone. Goals for this form are:

- Make this inclusive so that HR, Student, HelpDesk people can all use (with special security class)
- Have answers to ?s on the form (tab feature in Banner 7 may help)
- Make this a quick and easy process for the staff member
- Be able to reset UA Online passwords and Enterprise Directory passwords (although this is not currently a real time connection)

Issues: UAA does not reset someone with a confidentiality flag

Should there be a limit to the number of resets or can this be a customer service issue handled at the campus level.

Ideally, we should all utilize the same policies for performing this function

Saichi will check with Legal on resets with confidentiality flag-are we mandated to do this? Procedurally, is this a good idea for extra security? Patty will check with Mary Howard on rationale.

- . Recording of International Students – Non-degree (from NRA work team)
  - . See attachment to this agenda in the email message

Libby from Admissions spoke about coding Non degree seeking students. J2's F'2 are spouses of J1,F1's and are free to register as NDS. Need to be coded on GOINTL.

GOINTL is used by admissions, HR, registration so we all need to follow same entry procedures

- . Minutes taker-Sandy

Task Requests:

- . SFR2APS – New parameters that enhance student identification by campus
  - . Status – ready for testing on 3/29/05
  - . See Item #1 below

Process updates alternate PIN. Colleen will send suggestion to programmers to have report automatically print errors (no pin reset)

- . bwskoacc – Reformatting of Hold information page on UAOnline
  - . Status – is ready for testing on 4/06/05
  - . See Item #2 below

This looks good. Approved for PROD

- . QAdhoc – Add 'Education Goal' to 'Enrolled Students by Term' view
  - . Status – ready for testing on 1/18/05

4/4/05 Charese tested. Looks good. Approved for PROD

- . SFR2ESR – Add counts for first time freshman/graduates
  - . Status – ready for testing on 1/18/05
  - 4/1/05 Patty tested but problems sent and recvd by Programmers. They will fix the counts later.
- . GLR2PS1 – New parameter for email addresses
  - . Status – ready for testing on 4/19/05
  - UAS tested. Approved for PROD
- . QAdhoc – Section Status clone view
  - . Status – Assigned to a programmer on 5/2/05

Per Patrick, not quite complete

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

Can be taken off agenda.

- . Web Reg – waitlist - error message
  - . Status – available for testing on 3/16/05
  - . See Item #3 below

Tested. Approved for PROD

- . SFR2LST – Updates to parameter list – include multiple parts of term, for example
  - . Status – assigned to a programmer on 4/19/05

Per Patrick, work in progress

Per Jan no scheduled days, times, etc printing on rosters. Problem occurred with last correction. Fix may be in PREP. Patrick will check.

- . SFR2LST – Correction on ordering of Alpha Sort
  - . Status – assigned to a programmer on 5/10/05

- . SPP2RMV – Update address cleanup capabilities (Not really ours but assigned as our responsibility)
  - . Status – Assigned to a programmer on 4/14/05

Admissions is working on this. Really slow run: 20 hours but just for initial run  
lan doing internal testing s/b done by end of month

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

Per Patty. This is pending.

- . Update on "Account Summary by Term" error on UAOnline
    - . Cheryl found a new problem in that they get in a loop in the Health Insurance area when they have an A/R hold
- No update

- . Dropping on web within certain time frame
    - . Needs testing – Has anyone done anything on this?
- Possible date in June to group test...June 17 looks good

- . Positives/Challenges with this registration

Per Jackie, UAS student schedules not printing from the collector. Also, problem with occasional runaway report runs. Working with Patrick on this. Is MatSu okay?

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](http://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 26, 2005 at 1:30 pm

June 9, 2006 1:30

**\*\* ITEM #1 \*\*\*\*\***

Colleen's comments after testing this process on 5/11/05:

I have been testing SFR2APS today and have observed the following:

The total rows selected is the number of students in the population who meet the criteria for updating. It would be nice to have one number for the number of people who could not be updated from the population due to invalid programs.

I requested the full report (parameter 13 = Y) and got a report that said "No records updated." but the counts on the control page told me that 299 rows were actually updated.

Suggestion for the totals on the control page:

- Total rows in population (if applicable)
- Total rows selected
- Error - existing pins
- Updateable rows
- Rows actually updated

Colleen

**\*\* ITEM #2 \*\*\*\*\***

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**View Holds**

May 11, 2005 03:42 pm



These are the holds on your record. For further information, [click here](#).

Administrative Holds

Processes Affected	Hold Type	From Date	To Date	Amount	Reason	Originator
Registration, Transcripts, Graduation, Grades, Accounts Receivable	Accounts Receivable Hold	Apr 06, 2005	May 30, 2005	\$10.00	Owes money	

Help text that appears when you "click here" from the area shown above.

**View Holds**

Hold(s) have been listed with the process(es) they affect noted in the "Processes Affected" column. Holds may affect more than one process.

\* If no processes were noted in this column, the hold is an informational hold only at this time. It will not prevent you from registering, viewing your transcripts, etc.

\* If processes exist, then their associated actions cannot be performed until the hold has been resolved and removed.

Process	Effect
Registration	Not allowed to register at this time
Transcripts	Not allowed to view your transcript or have transcript request processed at this time
Grades	Not allowed to view either mid-term or final grades at this time
Accounts Receivable	Not allowed to pay your account by credit card on-line at this time
Graduation	Not allowed to receive your diploma at this time
Enrollment Verification	Not allowed to have an enrollment verification request processed at this time
Application	Admissions application can not be processed at this time
Evaluation	Not allowed to view or generate an unofficial degree evaluation at this time

[Exit Help](#)

[Skip to top of page](#)

Release: 6.2



\*\* Item #3 \*\*\*\*\*

[Registration Errors](#) -

- If you wish to have displayed class(es) removed, Press the **submit changes** button.
- If the **change box** will allow you to waitlist for the class and you desire to be added to the waitlist, click on **wait list** in that box and then press the **submit changes** button.

<a href="#">Error</a>	Change?	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
CLOSED- 000 WAITLISTED	Change? <input type="text" value="Wait List"/>	73222	ACCT	F330	F01	Undergraduate - UAF	3.000	Letter Grades	Income Tax