

## Registration Work Team Minutes

Group: Registration Work Team

Topic: Work Team Meeting

Date: August 4, 2005 1:30 pm – 3:00 pm

Attending: Brigitta, Colleen, Tim, Shelly, Jenny, Patty, Carolyn, Jan, Jackie, Barbara, Sandy

### Agenda:

#### Old Items:

- . Canceled class Registration Error message
  - . Status – from Patrick – whether we need a task request

Patrick was out today; follow up on this later

#### New Items:

- . Letter after registration is completed (UAA – Patty)

This change is being requested by Distance Ed at UAA. They would like a message or link to appear after a student registers online that tells the student what they need to do next. It would be tied to a particular section. Colleen suggested that maybe this could be accomplished via MyUA instead or use UAOnline's syllabus section with a generic message that directs the student to go there.

If we use the syllabus section, we need to decide where the text (generic message) appears. General agreement on wanting the message to appear after the student registers.

Patty will write up a task request.

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Task request seeking to add the search capability of 'Start' and 'End' times on the 'Class Schedule' component of UAOnline (non-secure side).

- . See the task request attached to the agenda email message

Approved. Send to BST

#### Old Items:

- . Banner 7
  - . Release notes
    - . Please review at least the Registration portions of them before Friday, August 5<sup>th</sup> testing
  - . Online review of Banner 7.0
    - . Scheduled for August 5, 12, 19 and September 9, 16, 23 from 9 am to noon
  - . Planning and testing strategy
    - . Review of the test plan (see attached plans)

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Banner 7.0 looks very different. Takes a bit to get used to. Look at registration release notes. Most local mods are not complete yet...indicated by "2" in name of form, ie. SFI2RAT. Don't work on large prep just yet.

Testing tomorrow (Friday) will be in PREP. Each person will need to download the J initiator through Internet Explorer (not Netscape)

Log on to <https://ban7prep.alaska.edu> and follow directions

Friday's open review is just to get on it and look around. Look at online version also.

To log on to PREP use S and the SSN and type PREP

A 17 inch monitor is recommended for good viewing. 1024 X 768 is the pixel setting you need. Rural sites may be able to utilize monitors from UAF if needed.

Test plans: Go ahead and test screens and processes listed in all 3 columns, not just your MAU. We may need to add more things to the test plan, including checking accounts receivable related things.

Sept Face-to-Face meeting: Check with Saichi if you have questions about travel arrangements. Most people are staying at Sophies.

If you have agenda items for the face to face at the end of September, please email them to Colleen or Saichi.

Need to look at changing the student type from "FTFR to Cont" during f-to-f.

. Recording of International Students – Non-degree (from NRA work team)

. Update from the NRA work team meeting on Wednesday, July 27, 2005 (Cip Codes)

Finalized copy of instructions for recording on GOAINTL is available. Colleen will send it out. Start entering data ASAP. May need to change registration forms to collect nation of birth and nation of citizenship for non-citizens.

. Positives/Challenges with this registration

Residency issues are slowing things down. Just yesterday, UAA changed web apps so that RESID is posed as a question: Are you eligible for a PFD? If answer is Yes, they will automatically be designated as residents. Also added an acknowledgement that says they will, if requested, provide proof of PFD eligibility.

UAF codes student NR until they provide proof of residency.

UAS just had state auditors in on residency. Per Barbara it went pretty well. Six files were audited.

Next Meeting: August 18, 2005 1:30 pm