

Registration Work Team Agenda for November 9, 2006

Group: Registration Work Team

Topic: Work Team Meeting

Date: November 9, 2006 2:30 pm – 4:00 pm

Attendees: Colleen Abrams, Susan Cully, Carolyn Hanthorn, Diane Meador, Patrick Tilsworth, Lora Volden

Task Requests:

- . bwsk2lst [SFR2LST Web Page](#) – Item #1 below
 - * Create a new task request that will address the following issues with this report:
 - * Eliminate heading line for each student.
 - * Add instructor name(s) to the heading information for the class.
 - * NOTE: Email option for this webpage was previously disabled.
- . QADHOC [Qmenu 'Section Status' Clone](#)
 - . Ready for testing - 07/08/2005
 - * Patrick will work with Charese to get this testing done.
- . sfp2cap – [New Alternate Pin Reset process](#) (reset first position of the pin)
 - . Ready for testing – 7/17/06
 - * UAF will test this
- . sgr2mjr – Performance Issue
 - . Programmers notified on 7/25/06

New Items:

- . SFRSCHED change to add comment lines
 - . Approved – task request will be created by Diane with a priority of 2
- . Confidentiality flag update process for UAOnline
 - . See included task request
 - * Desire to have a separate table created that would maintain a history of the confidentiality flag changes. Create a new Banner form to show this information. UAA wants webpage and table – does not need to have the banner page available immediately. UAF and UAS agrees with UAA. Report may be a more possible option for this viewing quickly than the form.
 - * Each institution will write up an explanation of the meaning of the confidentiality flag for BST meeting on November 30, 2006.
- . Registration open time
 - From Mary Gower: Please add to the next agenda a discussion about registration timing. I'm seeing on student feedback responses from students that stayed up for the 12:01 opening, yet found that they had a problem and were upset that the course they want will be filled by the time they can reach us at 8:00am. We need to look at the pros and cons of opening first day registration during business hours.
 - * UAA has resolved their problems
 - * Other campuses have not seemed to have trouble with this.

Registration update

- * UAA – going well – have over 40% of students registered at this time. Numerous closed classes
- * UAS – going good – not same volume as UAA – no problems

Other Items:

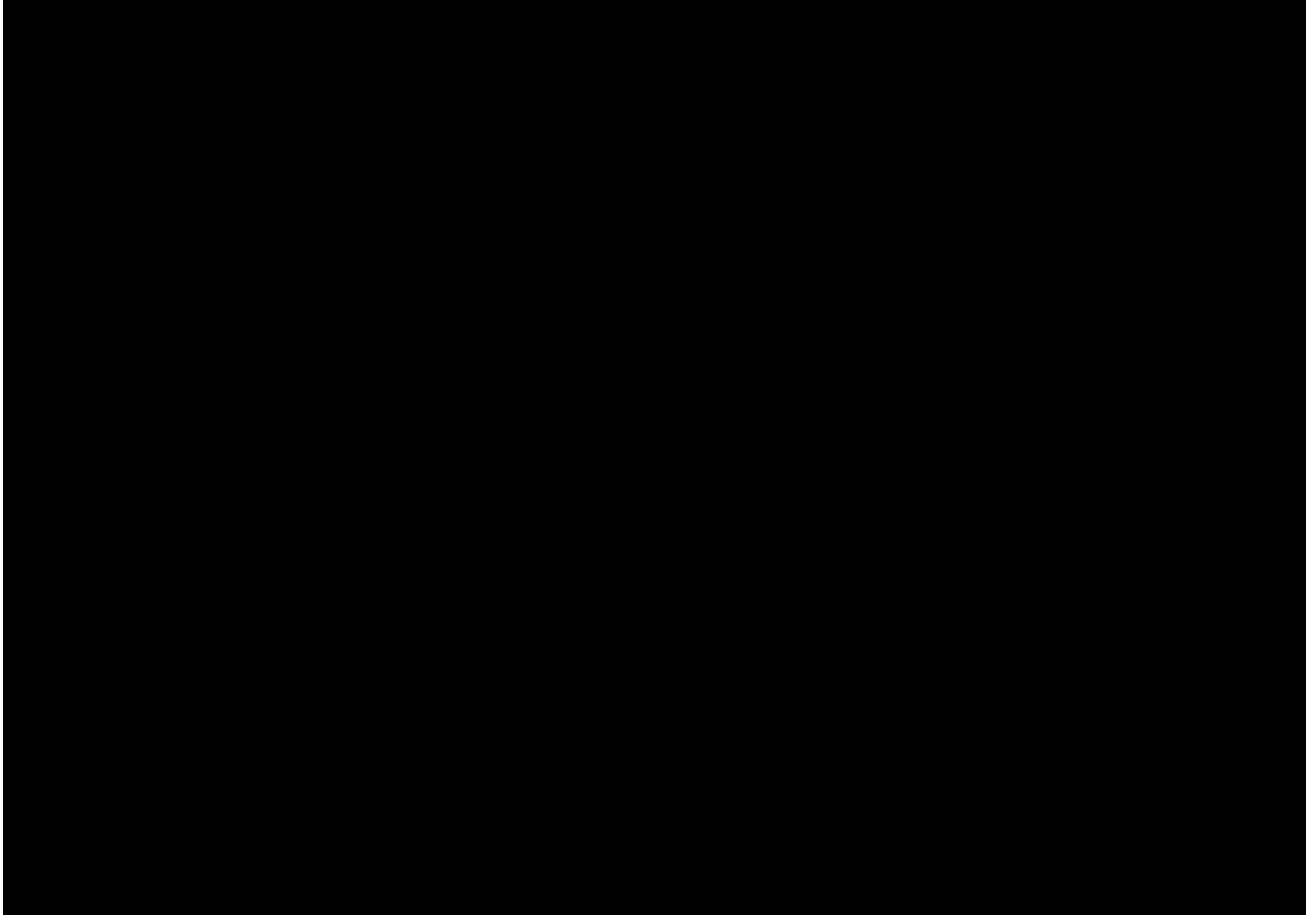
Public calendar available through MyUA – Patrick

- * Links for current webpages through institutional website is preferable. Calendar may get to hard to read if we get all information on it.
- * Patrick had created a sample on LRGP for us to look at. The following suggestions were made:
 - * Move menu option to just be Registration menu option
 - * Change name to Important Registration Dates and Deadline

Next meeting: December 7, 2006 2:30 pm

Item #1

Sample of current webpage



Mary Gower:

One note, I clicked on the "Email class" icon at the bottom of the UAOnline report page. It opened up an MS Word window as the default email and auto filled only the last student email address into the Bcc. It did not auto fill in any of the other six emails from that same class I looked at. Let me know if you need more details on this.

Bob Metcalf (Northwest):

It's great to see it up. Thanks. Faculty will like it. It's not a big deal but since the faculty I work with will probably print this list, I was wondering if the column header is needed above each student name. It would probably be sufficient for the header to appear once at the top and have the list shorten.

Kevin Kristof (Kuskowkim):

In looking over the class list in lrgp, is it possible to include the instructors name? Please advise. Thanks, Kevin

Item #4

UAS uses SFRSCHED to print students a copy of their schedule at time of registration. We would love to be able to add a programmed comment to the bottom of the printout, much like the comment line at the bottom of a grade roster or class list.

For example, "Payment due by Dec 15."

or "Deadline to drop full-term classes with a full refund is Sep 20."

or "Convenient credit card payment available at uaonline.alaska.edu"

or "For refund questions contact Student Accounts, MB 101, 796-6267"

or "Registration for Spring 07 opens Nov 6 for program students, Nov 20 for all students."

This would require an added line or two in the parameters, like on the Class list.

Other campuses may also be interested in having a comment line available.

Thanks.

Jan Crichton or Diane Meador

UAS Admissions & Records

796-6100