

## Registration Work Team Agenda for December 7, 2006

Group: Registration Work Team

Topic: Work Team Meeting

Date: December 7, 2006 2:30 pm – 4:00 pm

Attendees: Colleen Abrams, Shelly Blatchford, Jan Crichton, Susan Culley, Mary Gower, Carolyn Hanthorn, Brigitte Mayes, Jenny Myrick, Cheryl Plowman, Patrick Tilsworth, Lora Volden

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### Task Requests:

#### New Items:

- . Add SFASTCA to the options list on SFAREGS. See Item #1 below
  - . Already exists but only when in the Class Information block.
- . Add email to Solomon report. See Item #4 below.
  - . Task request that requests that email be added.
    - . Which email do we give them – just the university generated one
    - . Parameter – Include email - would be required/single with values of Y/N.
    - . UAS will create the task request
- . Address history in Banner
  - . For student this must be saved for legal purposes and for data cleanup reasons.
  - . If the student is toggling between two addresses, do not just update the dates on an inactive record.
    - . Create a new record each time so we have the history of when mail was sent to which address.
- . Using new sequence of CRN numbers
  - . BST Meeting next week

#### Old items:

- . Reformat of the Student Services, Financial Aid & Account Information UAOnline page
  - . This topic was discussed at the face-to-face. See Item #2 for a proposed format.
  - . Send to BST – if a team is not represented
  - . Patrick will create a sample in LRGP
- . Add Distance Ed website link to Look-up Classes to Add webpage on UAOnline
  - . See Item #3 concerning this
  - . New window when link to Distance Education Gateway is clicked.
  - . Distance Education courses – text to be approved via email and then sent to sdsit.
- . Confidentiality flag update process for UAOnline
  - . See included task request
  - . Check registrar's as to status
- . Academic Calendar page
  - . Need to remove additional fields of Phone, Email, Contact Person and Web. Want the campus name to be the link to the academic calendar for that campus.

#### Registration update

- . UAA – Great

- . UAF – Going fine
- . UAS – Going really well

Other Items:

- . Senior waivers
  - . Started discussion of how to minimize seniors signing up for courses before the first day of class when they want to use the senior waiver.
- . Banner 8 additions for registration
  - . Minimum and maximum registration hours – white paper and audio-conference discussions
  - . Fee assessment – additional curriculum options

Next meeting: January 4, 2007 2:30 pm

**Item #1**

Colleen, Yes, we would really like an option added to the SFAREGS Options list; one we very often need to access in conjunction with SFAREGS. We suggest adding SFASTCA (Registration Audit). Could we discuss this at the Reg-L to see if this would also benefit other campuses? Thanks. -jan

J Crichton

UAS Admissions & Records

796-6471

**Item #2****Current Student Services, Financial Aid & Account Information menu**[Admissions](#)

File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

[Registration](#)

Check your registration status; Add or drop classes; Select variable credits or grading modes; Display your class schedule.

[Student Records](#)

View your holds; Display your grades and transcripts; Review charges and payments. Generate and view unofficial degree evaluations.

[Enrollment Verifications](#)

Free service for proof of enrollment through the National Student Clearinghouse.

[Financial Aid](#)

Check overall status of financial aid; review messages, outstanding requirements, award and loan information, cost of attendance, satisfactory academic progress eligibility; email financial aid office.

[Scholarships](#)

Review and/or complete your personal information criteria for University scholarships.

[Account Information](#)

Review charges; Make payments; Review tax (1098T) information; Review account detail of financial aid transactions and refunds.

[Contact List](#)

Department phone numbers and email addresses for Admissions, Book Stores, Business Offices, Financial Aid, Housing, Parking Services, and Record Offices.

[Student Feedback - WIN University clothing!](#)

Provide feedback on this site and your name will be entered to win University clothing.

**Proposed Student Services, Financial Aid & Account Information menu**[Admissions](#)

- . File an application for admissions
- . Review existing applications, their status and status of supporting requirements

[Registration](#)

- . Check your registration status
- . Add or drop classes
- . Select variable credits or grading modes
- . Display your class schedule

[Student Records](#)

- . View your holds
- . Display your grades and transcripts
- . Review charges and payments
- . Generate and view unofficial degree evaluations

[Enrollment Verifications](#)

- . Free service for proof of enrollment through the National Student Clearinghouse

[Financial Aid](#)

- . Check overall status of financial aid
- . Review:
  - . Messages
  - . Outstanding requirements
  - . Award and loan information
  - . Cost of attendance
  - . Satisfactory academic progress eligibility
- . Email financial aid office

[Scholarships](#)

- . Review and/or complete your personal information criteria for University scholarships

[Account Information](#)

- . Review charges
- . Make payments
- . Review tax (1098T) information
- . Review account detail of financial transactions and refunds

[Contact List](#)

- . Department phone numbers and email addresses for Admissions, Book Stores, Business Offices, Financial Aid, Housing, Parking Services and Records Offices

[Student Feedback - WIN University clothing!](#)

- . Provide feedback on this site and your name will be entered to win University clothing.

**Item #3**

Subject: RE: [Fwd: UAOnline Student Feedback]

Date: Thu, 15 Jun 2006 12:14:10 -0800

From: Patrick Tilsworth <[patrick.tilsworth@alaska.edu](mailto:patrick.tilsworth@alaska.edu)>

To: 'Mary Gower' <[mary.gower@alaska.edu](mailto:mary.gower@alaska.edu)>, 'Student User Services' <[sdsit@email.alaska.edu](mailto:sdsit@email.alaska.edu)>

Mary -

The suggestion that is given is technically possible but too much effort as "All UA DISTANCE COURSES" does not connect to any campus. In otherwords...this would be a ton of ugly programming.

Other options:

1) Under our current Banner options, we have the option of turning on "Instructional Method" for schedule searches. However I don't know the status of the data (Colleen might know better). I've turned this on for LRGP. You have to be in the secure area to see it. It doesn't show "UA Distance courses" as an option, but rather let's the student pick the delivery mode.

An example search that returns results is "UAF Main Campus", "Applied Business", "Web-based".

2) add a link to the Distance Ed gateway that opens up their search site in a separate window.

3) add attributes to Distance Ed gateway classes so they can search by those attributes (already enabled in the schedule search box).

-----Original Message-----

From: Mary Gower [<mailto:mary.gower@alaska.edu>]

Sent: Thursday, June 15, 2006 11:31 AM  
To: Student User Services  
Subject: [Fwd: UAOnline Student Feedback]

Please let me know if this student's suggestion is something that is technically possible:

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In the registration section, under look up courses to add , select campus , I would like to have a ALL UA DISTANCE COURSES as an option here (under select campus), so that distance students can search for courses without exiting UAONLINE and searching the distributive ed gateway. It would be very convenient. Thanks for the opportunity to give feedback.

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Thanks,  
Mary

#### **Item #4**

Reg Meeting: SOLOMON report - needs to be updated to include an e-mail address, the military is getting serious about recruiting on the net. Thank you, and take care  
Jacque

#### **Item #5**

I agree with Mae's suggestion. What if we just took out the campus logo - would that require a programming mod? That may be less confusing for all.  
Tim

From Patrick:

[There's not a lot of options for the page....the page that displays the calendar links is the "Contact List" page and was designed with that purpose in mind a few years ago. We can probably open the link in a new window but the can't rename "Web Site" w/o programming mods.](#)

Patrick,

I agree with Colleen. I noticed that if we clicked on the campus logo it leads to the MAU's homepage. Will it be possible to have the word "Academic Calendar" as the link to click on instead of clicking "Web site" further down the column?

Mae

Colleen L. Abrams wrote:

Patrick --

I looked at this and it looks good. The only suggestion that I have is that we have a way to get back to the Student Services menu from the Academic Calendar Contact List webpage without using the Back button. I would also suggest that the specific academic calendar page come up in a new window for the same reason.

Colleen

Patrick Tilsworth wrote:

There is now an Academic Catalog link under the Student Main menu. You get can directly there by clicking:

[https://bweb4lrqp.alaska.edu/banlrqp/owa/bwsk2ctc.P\\_DisplayContacts?pDept=Academic](https://bweb4lrqp.alaska.edu/banlrqp/owa/bwsk2ctc.P_DisplayContacts?pDept=Academic)

I need links if you're campus is missing.

Also need feedback on presentation ....