

Registration Work team Minutes
February 15, 2007

Group: Registration Work Team

Topic: Work Team Meeting

Date and time: February 15, 2007, 2:30

Place: Audio-conference number 1-800-893-8850
Conference 6384637

Jenny (Kodiak), Peter (Juneau), Diane (Juneau), Colleen (UAF), Patrick (SW), Brigitte (UAF), Tim (UAF), Susan (UAF), Tim (UAF)

Task Requests

Under discussion:

Bwckreg1: [Change Class Options](#)

Approved:

SGR2EXP: Expired Program Report

Bwlk2ls1: Faculty Class List adjustments

SFRSCHD: Add comment lines

SfR2SOL: Add a Y/N parameter for student email address

SFR2APS: Modify so simultaneous runs are not allowed

SGR2MJR: Performance issue review

In Progress:

Public calendar through MyUA

Workflow – Student drops below full time status

Registration Status Change

QADHOC QMenu Section Status clone

Concurrent Curricula Update

In Testing:

SFP2CAP: New alternate PIN reset process. Requested 5/18/06, release to users for testing 7/17/06.

New Items

- Diane M.: **Deceased students**

Southeast has not made a practice of removing deceased students from their degree programs. We've noticed that the names of deceased students appear on reports, such as SGR2STD, unless they are inactivated (example, Donald Carlo Jr, 30041731, just inactivated from UAS degree, still active in a UAA degree). What steps are the other MAUs taking upon notification that a student is deceased?

Kodiak, UAF, and UAS are not currently actively removing deceased students from their degree programs.

- Patrick, 2/7: **SOATERM**

We found that 200803 for PROD was completely setup on SOATERM (lots of switches were on), but 200703 has less for the setup. My guess is someone was attempting to turn things on for 200703 but got mixed up. 200803 has been turned off.

If you will be updating something on SOATERM that affects things other than your MAU, please send a message to the list.

- Patrick, 2/7: **Catalog/Schedule on UAOnline**

Since 200703 isn't on at this time, are all teams ready for the Catalog/Schedule to be shown on UAOnline? Seems like we've had some problems with when we're opening this up in the past.

Registration opens for Fall 2007 as follows:

UAS: 4/2

UAA: 4/9

UAF: 4/16

View-only display on UAOnline:

At the registrars' meeting, the registrars agreed to view-only display on 3/19. Tim will circulate dates.

[What is the date for 200801, 02, 03.....etc?](#)

The registrars also discussed future view-only schedule and registration dates. The three MAUs will be coordinating dates beginning 200801.

The registrars agreed to set the last Monday in October for the view-only schedule online and the second Monday in November for registration. We'll see how well it works, review, and adjust as necessary.

There is a concern about system slowdowns; we discussed whether a staggered schedule would be preferable. It was noted that there were complaints about system slowdowns even while we were on a staggered schedule. It was suggested that IT research system capacity before a decision is made. Regardless of whether we're staggered, the registration date for UAA, with its larger volume, is probably the issue for systems slowdowns.

- **Student Feedback Report 2/8**

[I am unable to see the course I just registered for.](#)

No one was able to discern why this might be the case. No other complaints have been heard.

- Mary G., (through Linda Lazzell, Saichi Oba, Mike Driscoll, and Rick Weems)
2/12: **Pre-requisite checking**

From Linda Lazzell, Vice Chancellor for Student Affairs, UAA:

I am forwarding this to Provost Driscoll. I think the faculty would likely be supportive of Banner Student-driven prereq checking in concept. Some issues would need to be resolved. Some of those are academic and others are technical processes. Here are a few technical questions I have heard:

How would Banner consider transfer student records?

Banner can see transfer courses. CAPP would pick up attributes; SCAPREQ wouldn't. We'd need a combination of both, to pick up attributes or to capture complex prerequisites. We couldn't use student-particular adjustments (like you could for CAPP degree evaluations). We probably wouldn't be able to accommodate everyone, but we could use overrides to handle exceptions.

How would/can Banner consider campus-based placement test scores if placement test scores (ACT, SAT) are prereqs?

SOATEST needs to be populated, and the scores coded in SCAPREQ. UAS and UAF already populate SOATEST with test scores. We can't code test dates in SOATEST, so date-limited tests can't currently be captured.

How would Banner consider lifelong learners who already have conferred degrees (blocking an enrollee out of an English course with an ENGL 111 prereq when the enrollee has a bachelor's degree)?

These would need to be handled individually – waivers coded in CAPP aren't picked up in prerequisite checking.

I know there are other questions.

Departments need to consider whether items are truly prerequisites, or just recommendations. At UAF, recommended prerequisites are not necessarily enforced. At UAS, prerequisites would need to have a minimum grade specified. Currently, a passing grade for a UA student is usually a D, whereas only courses graded C or higher are counted at UAS or UAF for students transferring in from an outside institution. Developmental classes would need to be transferred at 0 credits, so that they could meet prerequisites. We discussed whether SCAPREQ can see what a student is currently registered for. For example, a student can pre-register for the spring term while fall courses are still in progress. SCAPREQ can be set to consider current enrollment; it assumes that current courses will be passed. Instructors can select on UAOnline "course with prereqs" to see who actually passed. We discussed faculty interest in the possibility of doing prerequisite checking. There seems to be a general interest overall at UAS and UAF. As with any new module, there would probably be some bugs we'd need to address.

- Diane M., 2/13: **Dropping for nonpayment**

UAS is reviewing our procedures for dropping for nonpayment. We understand that UAA and UAF do not drop for nonpayment. The UAS Vice Chancellor and Director of Finance would like to know:

- Do you have a mechanism for collecting non-attendance lists from faculty?
- Do you have a consistent procedure for dropping for non-attendance?
- Did you use to have a drop for nonpayment policy?
- If so, what impact has there been to the opening freeze numbers now that you no longer drop for nonpayment?

This is the first semester UAF is not dropping for nonpayment. Kodiak ceased dropping for nonpayment a couple semesters ago. Kodiak did have problems with faculty not dropping at first, but they were able to educate them, so that's not much of a problem any more. Kodiak and UAF publicized that students would no longer be dropped for nonpayment with printed materials such as fliers.

Faculty can initiate a drop. At the end of the semester, Kodiak handles on a case by case basis. There were only a couple cases where students thought they'd be dropped for nonpayment. UAF, Kodiak and

UAS all enter a withdraw period after two weeks from the semester's start. The general consensus is that there is no impact to opening freeze numbers. At Kodiak and UAF, faculty-initiated drops follow the same drop dates that students have (2 weeks), which is prior to the freeze date.

UAF has seen positive feedback has mainly been on the Finance side. There haven't been many comments one way or the other on the academic side. UAF issues a late fee after the payment deadline.

Old Items

- Patty I., **Capacity Overrides** on SFASRPO,1/25:

Patrick has added the following text to UAOnline under Secure Login -> Student Services -> Registration -> Lookup Classes to Add:

"If you have been granted permission to add a closed class, you must do so under the Register/Add/Drop option. Add the 5-digit CRN in the Add Class table."

- Mary G.: **Add a link in a separate window to the Distance Education Gateway** from Register/Add/Drop Classes menu on UAOnline.

Patrick has added the following text to UAOnline under Secure Login -> Student Services -> Registration -> Lookup Classes to Add and under Unsecure -> Class Schedule:

"Our Statewide Distance Education Website will assist you in locating distance delivered classes."

- **System slowdowns**

Patrick reported our observations on system sluggishness to the BSIS and OIT Support Center. He will send out reminders to avoid intensive processes before the first day of classes this fall.

- **Confidentiality flag:** registrars' meeting 2/13

There should be an opportunity to update once per semester. On the opening menu, display a message showing that the user has confidential records with an info icon to provide information on what that means, and to give the user the opportunity to update confidentiality. Once information has been updated, the message should no longer display for that semester. Further discussion is pending at BST, and a task request is pending.

Students registering for fall in the spring may want to change confidentiality status before the semester starts. In that case, they'd have to use current methods to change their status.

Registration update

Going good.

Other Items

None.

Next meeting: March 1, 2007 at 2:30