

Registration Work Team Minutes  
April 12, 2007

Group: Registration Work Team

Topic: Work Team Meeting

Date and time: April 12, 2007, 2:30

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

Attending: Lora, Carolyn (UAA), Cheryl, Brigitte, Colleen (UAF), Diane (UAS), Patrick, Mary G. (SW)

### Old Items

### Task Requests

1. Under discussion:  
Bwckreg1: [Change Class Options](#)
2. Approved (not yet assigned):  
Bwlk2ls1: [Faculty Class List adjustments](#)  
SFR2APS: [Modify so simultaneous runs are not allowed](#)  
SGR2MJR: [Performance issue review](#)  
SGR2STD: [Query adjustment on academic major parameter](#)
3. In Progress:  
Workflow – [Student drops below full time status](#). Ready for testing soon.  
[Registration Status Change](#). Ready for testing soon.  
QADHOC [QMenu Section Status clone](#)  
SFRSCHD: [Add comment lines](#)  
SFR2SOL: [Add a Y/N parameter for student email address](#)
4. In Testing:  
SFP2CAP: [New alternate PIN reset process](#). Requested 5/18/6.  
SGR2EXP: [Expired Program Report](#). Requested by UAA 9/26/06.

### Registration Schedules

- Fall 2007  
UAF – 4/16/07
- Spring 2008  
Courses viewable on UAOnline 10/29/07 (last Mon. in Oct.)  
Priority registration at all MAUs: 11/09/07 (second Mon. in Oct.)
- Fall 2008  
Courses viewable on UAOnline 3/24/08 (last Mon. in March)  
Priority registration at all MAUs: 4/07/08 (2 weeks later)
- Summer 2008: coordination will need to be further reviewed.
- Review alignment of calendars after one year, in April, 2008.

## New Items

### Registration update

UAA: 4134 fall, 2943 summer. Going well, except that students were able to register for fall when UAS opened. Recommendation is to set registration status codes by part of term. UAA did that, but the filtering didn't work. Because UAA doesn't use pins, need to rely on SFARSTG. Reg was opened to everyone who had a pin. Patty is looking into how to manage. Also, there appeared to be a load problem Monday (on opening). Students were seeing error messages and couldn't get in to UAOnline. There may have been a batch job run late at night. Patrick will research and look into UAF to see if there was a similar issue.

UAF: 1120 for summer.

UAS: 209 summer, 314 fall. Down 16% from this time last year – didn't publish schedule in newspaper this year.

## Other Items

1. Banner 7.3.1 and 7.3.2 upgrade

We reported to the BST that the Registration work team supports the upgrade, but has no business case either for or against.

Recommendation is to look at additions for Clearinghouse that would allow us to move WD credits to attempted in history but not on registration screen, since students are not actually enrolled in withdrawn courses. May help those looking at reg screens that they're not counting toward credits. May mean changes to the Clearinghouse reports.

Tentative schedule for upgrades: 5/10 – 11 LRGP, 6/3 PROD. Refresh LRGP 5/11.

2. Document retention schedule. The EM work team would like our recommendations for Registrar documents. Lora has updated the February '05 draft according to the latest edition of AACRAO's Retention of Records: Guide for Retention and Disposal of Student Records"

In practice, the MAUs retain certain documents as follows:

- a. Degree audits - UAA keeps all of them, but is considering keeping only the most recent. UAF and UAS keep the most recent.
- b. Registration forms - UAA has been keeping all of them, but will now hold 1 year; UAF has been keeping for 5 years, will now hold 1 year; UAS has been keeping indefinitely, but will now hold 1 year.
- c. Grade reports - Except perhaps for rural campuses, no one is mailing grade reports, so does not appear to be an issue for retention.
- d. Transcripts from other institutions - UAA, UAF, and UAS hold them permanently. Students tend to return after an average of 7 years or so.
- e. Petitions - UAA, UAF, and UAS hold them permanently.
- f. Graduation applications, checksheets, graduate plans of study - UAS and UAF hold permanently.

In general, we agree that:

- a. Records that can be re-generated in Banner do not need to be retained at all (such as class schedules and schedule bills), regardless of AACRAO recommendations.
  - b. Some documents on the schedule are not an issue for retention. For example, no one mails grade reports any more.
  - c. The practice of retaining records indefinitely may be a liability issue, especially for those documents with an AACRAO- recommended limited retention. For example, registration forms kept longer than a year allow for registration petitions or lawsuits more than a year later. We agree to follow AACRAO recommendations for all Registrar documents on the retention schedule except transcripts, petitions, and graduation documentation.
  - d. Despite AACRAO recommendations, we wish to continue to keep transcripts, petitions, and graduation documentation indefinitely. For these, we need to assess the risk of liability and determine how best to archive them once they are past their retention limits and are no longer active documents in OnBase.
3. Task Request Testing Results  
Brigitte: SFP2CAP: [New alternate PIN reset process](#).  
Lora: SGR2EXP: [Expired Program Report](#).

Testing is not yet complete.

4. Student Feedback Report 4/5/07: mostly favorable reporting on registration.

Next meeting: April 26, 2007 at 2:30