

Registration Work Team Agenda
September 13, 2007

Group: Registration Work Team
Topic: Work Team Meeting
Time: 2:30
Place: Audio-conference number 1-800-893-8850
Conference 6384637

Attending: Brenda (Ketchikan), Carolyn, John, Lora (UAA), Colleen (UAF), Jenny (Kodiak), Mary, Patrick (SW), Ruth (CRCD), Diane and Jan (UAS)

Task Requests

1. Approved:
 - a. SCA2PRE: [Pre-Requisite Checking](#)
 - b. SFR2APS: [Modify so simultaneous runs are not allowed](#)

2. In Progress:
 - a. SGP2SPT: [Constraint error](#) (Patty)

3. In Testing:
 - a. SGR2MJR: [Performance review](#)
 - b. [Faculty Class List adjustments](#) (Colleen)

Status on 7/30: instructor's name missing from heading info
Status on 8/15: should be there now

 - c. SFP2CAP: [New alternate PIN reset process](#). Requested 5/18/6.

Status: testing (should produce results now)

 - d. SGR2EXP: [Expired Program Report](#). Requested 9/26/06.

Status: testing

New Items

1. Registration updates
 - a. UAA: Late reg done on Monday. Headcount 13368 fall. Want to allow drop/add during second week. Banner doesn't understand drop/swap. Parts of term courses.
 - b. UAF: OK. Headcount 926. Up ~ 1%? End of first week. Have new staff
 - c. UAS: As of 9/12, headcount 1987 (-1.3), credit hours 13821 (-8.6). End of second week; drop period ends today.
 - d. SW: headcount: UAA down .6%, up .3%, UAF down 2.4, UAS -2.7, Juneau 2.8
 - e. Kodiak: up 13%.
 - f. SW: Across the system, flat, just a little down. Headcount as of 9/10/7:
 - UAA -0.6; Anchorage 0.3

- UAF -2.4; Fairbanks -4.5
- UAS -3.7; Juneau -4.8
- SW -1.7

Credit hours:

- UAA, -0.3, Anchorage, -0.4
- UAF, -4.5; Fairbanks, -4.6
- UAS, -4.4; Juneau, -9.2
- SW, -1.9

2. Practice of including suffixes (eg., Jr, Sr, III, etc.) in the Last Name field (Diane, 8/31)

Populated on tables, but not pulled on any reports. Further discussion at F2F

3. UAOnline Student Feedback
 - a. Annual Report (Mary G., 8/29). 94% approval rating. See in particular pages 8-10

We will explore the items listed under “Classes and Registration” on pg. 8 at the F2F

- Error messages: more accurate descriptions, update the current list
- Books required for courses:

Maybe under drop/add , add link to bookstores under Register/Add/Drop. No – too much verbiage. Sungard has plans to link to bookstores’ databases, but plans are about 5 years out or so. Could add at bottom of Register/Add/Drop, where registration completion is.

Lora: the bookstore link is already at the top of the menu. Add the same info too many times, and it makes it difficult to find.

Ruth: Students receive a cryptic error message when attempting to register for CRCD courses online (registration online is prohibited): “Registration changes not allowed. Status codes not allowed for part of term” .

Colleen: perhaps add a link to help text offering further explanation for error message.

This is the same message that occurs when students try to register after web reg is turned off. Suggestion: replace error message with: “Contact your local campus for more information”, with a link to campus contacts page.

- b. Additional feedback item: search for courses

I don t care for the course search engine when looking for classes to register for; the requirement to select a subject from the provided listing is cumbersome. I should be able to type in a partial course name or subject; this list is large and a pain to scroll through

...using the class lookup wasn t as straightforward as it could be. For example, the page gives every appearance that one should fill out all the information in each field. When I

attempted to do this the class was not found. After calling for help at UAA I was instructed to only fill out two fields which then gave the desired result.

Also, when registering, it would be superb if the type of class was listed as a search option. Such as web-course vs. on campus or televised, etc..

...could use a better explanation of the class look-up charts. such as what does tr or mw mean. it wasn't even listed under the help guide.

Could add definitions for these to the terms list (see UAA's Terms and Definitions list from Carolyn)

- c. CSS is making improvements to the Course Schedule and Look-Up Classes to Add functions.

Select term and campuses at top page, individual campuses, or entire MAU/region, which will limit courses to whatever is selected on next page displayed.

Campus drop-down to include distance courses, and broad regional selections, like "All UAA campuses", "All UAF campuses", and "All UAS campuses".

These changes will be made. Proposal: also list all campuses (and consequently, all subjects). This once was an option, but was removed.

Colleen: it was removed, because of potential problem. Students would not always pay attention to section number, for example. Students were selecting impossible to attend schedules (eg., one course in Kenai, one in Fairbanks in the next hour).

One possibility: allow multiple campuses in search, like you can now with courses.

Instructional method is available. Attendance method isn't currently checked as a method for searching.

Student concerns: is it available, and how? Distance students don't care who offers it.

Jan: maybe we can go with broad/regional first, and decide on "All" later. Broad/regional option would serve those students who seek courses from a single MAU.

One problem is that we don't know each others' reg codes/dates, which comes up when distance students are dropping other campus' courses.

UAF has drop dates on their web site. So does UAS.

→ We agree to list broad regions, UAA, UAF, UAS regions, individual campuses, and distance. After this change, review and re-address whether we still want to include "All".

Old Items

1. Face to Face agenda items

From Carolyn 8/21 (with attachment for UAA terms):

As more and more students are using the web, and fewer and fewer students are using the printed schedules, an item that may be desired on UAONLINE under the Registration menu is the Terms and Definitions list for the University of Alaska. This could be done by campus or this may be a good time to work on a collective list for all.

Let's work together with the CCS team at the F2F on this one.

Other Items

Next meeting: 9/27/07 at 2:30. Diane's out then; any volunteers to moderate?
No takers. Diane will make a plea later, and then attempt bribery and foolish promises.

Change of grade mode and credit hours will be turned off at 5 pm 9/13.

Plan to meet through at least Friday morning of the F2F, Oct. 26. We will probably need through the entire day.

Add to F2F how registration works at each MAU.