

Registration Work Team Minutes  
September 27, 2007

In attendance Colleen Jenny Patrick  
Jan Carolyn Cheryl P  
John Mary G Susan

**Task Requests Status Review**

1. Approved:
  - a. SCA2PRE: [Pre-Requisite Checking](#) is still working on it – in testing mode, the name is changed (Patrick) Note: LRGP is to be refreshed Mon, Oct 1.
  - b. SFR2APS: [Modify so simultaneous runs are not allowed](#) – it's still in the queue
2. In Progress:
  - a. SGP2S PT: [Constraint error](#) (Patty) already migrated
3. In Testing:
  - a. SGR2MJR: [Performance review](#) testing shows that instead of 45 min it takes 45 sec, depending on the combination parameters that are used
  - b. [Faculty Class List adjustments](#) (Colleen) looks good per UAF, UAS  
  
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 5/18/06.  
  
Status: testing (should produce results now) no testing reports yet – UAF is to follow-up on this testing
  - d. SGR2 EXP: [Expired Program Report](#). Requested 9/26/06.  
  
Status: comment - testing needs follow-up (checked with Charese and she stated she found the report to be brilliant and she approves, whole heartedly – love it just the way it is. Different combos that could be thought of were tried and nothing was found to be amiss.)

**New Items**

1. Manual Registration Add/Drop/Withdraw activity across campuses and MAUs
  - a. Can one campus complete activity for another campus?
    - Under what circumstances
  - b. How to obtain information for giving students accurate choices
    - the Add/Drop/Withdraw timeframes
    - contact number, fax or office
    - contact person(s)

Concerns:

Credit level  
Monies back or not

Academic eligibility  
Differences in dates  
Awkward situations  
Build a contact list at the F2F  
For UAS go to [uas.alaska.edu/schedule](http://uas.alaska.edu/schedule) then click registration information  
then click course changes  
Options:  
Call somebody at that campus  
Have a Phone list – mark it internal or student available option (to  
be completed at the F2F  
Concern

## 2. Registration updates

ITS over – well almost, sort of

- a. SW: headcount and credit hour notes:
  - UAA HC .4 CrH -.1
  - UAF HC .8 CrH .1
  - UAS HC -1.6 CrH -2.9
- b. SW: Across the system: HC 0.0 CrH -.3 We're better than we thought  
we might be –
- c. Freeze date today – September 27

## 3. UAOnline Student Feedback

- a. Any updates

Jan – we (Catalog/Schedule Team) have done extensive changes to improve the  
search for classes to add and the class schedule. And the changes look good.  
On Oct 3, or there about (when the programmers get the restructure done), the  
changes should be visible on LRGP

## 4. Other new items

From Patrick

I have applied a mod to prerequisite checking that hopefully fulfills the objectives of  
Patty's original Prerequisite Task Request (TR). It is in PREP/LRGP for your review and  
testing.

I won't detail out how the Task Request has been changed (see the Change history thru  
the link below if you need that), but rather just how I envision things will work:

- 1) Prerequisite Checking needs to be turned on for the term thru SOATERM (done for  
200703 in PREP/LRGP)
- 2) Checking is done at the Catalog (Course) level by effective term. By default, checking  
will be ON for the course. **See attachment for example.**
  - a) To turn checking OFF: Thru SCADETL, go to the Supplemental Data tab, and add  
'NPREQ (No Prerequisite Checking)' for Element 2. (done for all UAA current catalog  
courses, [A%])
  - b) To enable checking: remove the 'NPREQ' from element 2 of the courses  
Supplemental Data tab on SCACRSE.
- 3) All existing forms/reports/processes should remain the same
- 4) The mod specifically targeted the prerequisite checking area of registration and thus  
this is where functional user testing needs most attention. Both Banner as well as  
UAOnline [need thorough testing of any registration processes.](#)

5) Refer to the Sungard Bookshelf Documentation for further info about Prerequisite checking.

[http://bweb4lrgp.alaska.edu/banlrgp/owa/bwsk2rqs.P\\_DisplayRequestDetail?pRequestID=268](http://bweb4lrgp.alaska.edu/banlrgp/owa/bwsk2rqs.P_DisplayRequestDetail?pRequestID=268)

For this request, a fairly different approach from the original idea was taken so that we don't have to modify 8-9 processes. It does need adequate testing – NOTE –(Jan) to toggle (2) it's so-o easy on SCADETL

You code it once and it's an on off switch – Colleen recommended checking for the 'end' button, especially if you want to check pre-reqs on for summer but not for fall. For historical purposes we should retain the information as it's hard to tell what a law suit may bring. We're hoping to get a broader view of the driving forces at the F2F, particularly from the management level

Items to to be discussed at F2F

- 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:
- How registration works at each MAU.
- Practice of including suffixes (eg., Jr, Sr, III, etc.) in the Last Name field Populated on tables, but not pulled on any reports
- 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.

Added 2 things to the agenda (Colleen)

Feedback on grade codes – can there be a drop down for clarification (from faculty)

Note: From faculty – cant look at classes to add with the best information. Recommendation is to give them access for look up classes to add. Current Problem: if faculty, dean or director has not been a student, access to the good looking presentation of it is not possible. Can the restriction be eliminated for the faculty, etc.,? Remove the must be a student qualifier out if possible.

Another item: For people that want to do deferred grading – they have to turn in paperwork for DF grading.

### Old Items

#### 1. Anything missed

Senior Tuition Waiver – when students go to UAONLINE – there's a notification of important information available to be read.

Can we have a check off box on the registration form, Juneau is planning to do that

UAF has had more senior than in the past register too early only to be told they are not qualified at the time to use the waiver

Mary noted that we're considering re-sending the senior letter out again – the team will get a draft for feed back. Recommendation was made to send the letter every year.

**Other Items**

None

Next meeting: 10/11/07 at 2:30.

**Example:**

To turn prereq checking off, you add as "Institutional Reporting Element 2" the attribute "NPREQ".

