

Registration Work Team Minutes

January 17, 2008

Attending

UAA: John, Lora

UAF: Brigitte, Deanna

UAS: Diane

SW: Mary

Kodiak: Jenny

MatSu: Sandy

Task Requests

1. Pending approval
 - a. Tracking release of information requests.
 - i. Patty will retrieve notes on a Banner solution.
 - ii. Diane sent TR to OnBase workteam 1/15/8 to create a new document type, RO Directory Release, with RO_VIEW access. Requested assignment to ROP Registration workflow queue in anticipation of a Banner solution.
 - b. Workflows
Change in meeting pattern (days/times/building/room).
Diane sent proposed workflow 12/20/7 to Workflow team.
Their question: do we want notifications sent out by batch (every 24 hours, like drop below full time, or by trigger – submit in Banner for each meeting pattern change?

Mary: Multiple transactions (saves) would send multiple email notifications if sent by trigger. Would a batch at night be sufficient?
John: Or, notifications could be delayed for a period of time, like 30 minutes.

We agree to batch every 24 hours, at night.

Add reg code DN to Change in Reg Status workflow
Diane sent TR to BST 1/16/8
 - c. Updated contact information on UAOnline
Sandy wrote TR; submitted to BST 1/17/8.
 - a. * required steps to complete registration
Diane sent TR to BSIS 1/17/8
2. Approved
 - a. SFR2APS: [Modify so simultaneous runs are not allowed](#)
3. In progress
 - a. [SFR2LGR](#): (Freshmen Progress Report) Student Campus parameter
4. In Testing
 - a. SFP2CAP: [New alternate PIN reset process](#).
All approve move to PROD
 - b. [SGR2STN](#)

New Items

1. Registration updates
UAA: middle of add/drops. Started Mon.
UAF: start on the 24th. Started in-person yesterday.
UAS: Started Mon. - no problems
MatSu: up about 5%.
2. Nominations for the next team moderator.
No nominations made yet. Diane will continue to moderate if no nominations are submitted.
3. Two new Registration Status Codes (Patty, email 1/16)
 - a. RS = Reinstate Course Reg – Web
 - b. DR = Web Drop – 50% Tuition only

Lora: drop/swap not currently working. There is a parameter on SOATERM, “swapping” – being tested.

Colleen: it’s fee assessment, not web, so likely won’t work.

UAA uses holds for faculty signatures for second week’s online registration.

4. MAU contact list for registration questions:

UAA: Lora Volden, anllv@uaa.alaska.edu, 786-1224

UAF: Brigitte Mayes, fnbrm@uaf.edu, 474-6227

UAS Juneau: Diane Meador, diane.meador@uas.alaska.edu, 796-6259

UAS Ketchikan: Brenda Hurley, brenda.hurley@uas.alaska.edu, 228-4513

UAS Sitka: Robin Garnick, robin.garnick@uas.alaska.edu, 747-7701

MatSu: Sandy Gravley, sgravley@matsu.alaska.edu, 745-9712

Kodiak: Jenny Myrick, jmyrick@kodiak.alaska.edu, 486-1235

KPC: Shelly Blatchford, insrl@uaa.alaska.edu, 262-0311

Please send any updates to the contact list to the listserv.

5. UAOnline updates
 - a. Add verbiage informing UAF students of mandatory placement (Colleen, email 1/9/8).

Colleen: Need information text on UAOnline, Registration Menu to inform students that UAF is implementing mandatory placement beginning Spring 2008. It should say something like, “Prerequisite checking will be in place for Spring 2008. Click here for more details.” Also need to display registration error message if student doesn’t meet prerequisites.

Colleen will write up what the “more details” will say, and what the reg error message should say, and send to Patrick.

- b. Link to class/teacher/syllabi info. Excerpt from F2F notes 10/26/7:
 - i. On the page listing Sections Found after initiating a search, include in the help text the statement, “More course information is available by clicking on the CRN and on Blackboard or UASOnline”, with hyperlinks to those sites.

- ii. SSASYLB – can link a URL, can also enter course requirements. Although this option is available, the team agreed that it's not likely that staff building the schedule will have timely access to syllabus information.

Colleen – can post at the course level, SCASYLB, so it rolls to schedule every term. If faculty don't like what's out there, they can change it themselves. Primary instructor can access. Faculty can't change the title, but they can change the URL.

- iii. Under Faculty Services, faculty can input the syllabus data, including URL, learning objectives, required materials, tech requirements
- iv. Patrick: where does URL link show on UAOnline (from Syllabus Information in Faculty tab)?

No link is displayed with other syllabus information when the "Syllabus Available" link is selected (upon looking up classes to add and clicking on a CRN).

- v. Would like faculty to address linking this themselves using menu option Syllabus Information
- vi. Can also get to syllabus from Faculty Detail Schedule from Faculty tab
- vii. Under Detailed Class Information, change text from "View Catalog Entry" to "View Detailed Course Description"

The path is the Look up Classes to add option on the Registration menu, then search, then click on CRN. That page is called Detailed Class information."

Diane will write TR.

- c. Add/edit Campus list on unsecure side. Excerpt from F2F notes 10/26/07:
 - i. On unsecure side for Campus List, add College of Rural Development, under UAF and change Center for Distance Ed to Independent Learning (pending approval and contact from Ruth for the latter).

Diane emailed Ruth for confirmation.

- ii. Change format for each of the Main campuses. For example, change "Main (Anchorage)" to "Anchorage (Main)" .

The reason for changing the format does not appear to be because of a frequent comment in UAOnline feedback. There was a related student feedback item – a complaint against listing Prince William Sound Community first in the campus drop-down list given that the majority of students attend elsewhere. The order of campuses is alphabetic. Alphabetic ordering cannot be changed without getting creative with ascii ordering.

We will not pursue either the format of the campus listings on the campus contacts page or the ordering of campuses in the drop-down lists.

- d. Edits to Faculty Services menu. Excerpt from F2F notes 10/26/07:
 - The problem with the existing Look Up Classes to Add option on the Faculty menu is that it navigates to the Student Services tab and forces faculty to navigate back, and the option under Student Services requires that the faculty member have a SGASTDN record (they may or may not have one).
 - i. remove the Look Up Classes to Add option;
 - ii. Change the “Class Schedule” title to “Class Schedule/Look up Classes”; and
 - iii. Add the same search fields that are available under the Look Up Classes to Add option on the Student Services | Registration menu.

Unsecure side doesn't list numbers. Doesn't give any cross-list information. Does give breakdown on fees and restrictions on prerequisites.

It's possible that we can't add the same search fields, since the search options require determining student eligibility (and hence, SGASTDN record). Diane emailed Patrick to confirm.

Remaining items tabled until next meeting.

Other Items

John requests confirmation for whether summer and fall terms will be aligned across MAUs, and if so, when registration periods will be. John will submit his request as an agenda item to the BST.

Next meeting: 1/31/8 at 2:30.