

## Registration Work Team Agenda

March 27, 2008

### Attending

UAA: Patty

UAF: Brigitte, Colleen

UAS: Diane

SW: Patrick, Mary

Kenai: Shelly

Kodiak: Jenny

### Task Requests

- 1) Pending Team approval
  - a) [SFR2GRD](#) – Missing Grade Report. Current version was approved to move to PROD.
    - i) Will need a new task request to address recommendations made during testing:
      - (1) UAA – add parameters for course start and end dates.
      - (2) UAS – add parameter for Department; omit college description column from report.  
*Diane will submit another task request after this one moves to PROD.*
    - ii) Will need to establish security classes. In TR: SI\_MISC\_DEPT\_CLS; MSX\_DEPT\_C; SI\_REG\_RECORDS\_MGR\_CLS; MSX\_REC\_MGR\_C; SI\_REG\_REGISTRAR\_CLS;  
*Should go to PROD on Sat.*
- 2) Approved
  - a) [SFR2APS](#): Modify so simultaneous runs are not allowed
  - b) [Mandatory payment agreement on UAOnline](#)
  - c) [UAOnline Address Verification](#)
  - d) Workflow: Change in meeting pattern (days/times/building/room).
  - e) Detailed Class Info
  - f) Web Look Up Classes for Faculty
  - g) Grade Mode Key help text
- 3) In progress
  - a) [Class Standing for FacWeb pages](#) – Include class standing for mid term grading
- 4) In Testing
  - a) [Registration menu infotext addition](#) - \* required steps to complete registration on UAOnline
    - i) UAA -
    - ii) UAF – *Brigitte will look at this.*
    - iii) UAS – approves
  - b) [Registration Status Code Workflow addition](#) - Add reg code DN to Change in Reg Status workflow. In Workflow PREP. *Diane will test.*
- 5) Now in PROD
  - a) [SFR2LGR](#): (Freshmen Progress Report) Student Campus parameter

### Old Items

1. Reg Dates Pending
  - i. UAOnline: Fall 2008 view only now enabled.

- ii. Reg opens: UAA 4/4, UAS 4/7, UAF 4/14
  - iii. Prerequisite Planning 4/3: UAF on, UAA & UAS off ( after 4/3, will need to code SCADETL, "Supplemental Data" "Element2" = NPREQ)
2. Duplicate IDs – our recommendations will be forwarded to the (soon to be resurrected) Duplicate PIDM team.

*Mary is working on compiling the list of members for the Duplicate PIDM team. Should be in the next couple weeks.*

## **New Items**

- 1) Registration updates
  - a) *UAF: going good.*
  - b) *UAS: busy preparing.*
  - c) *Kodiak: will be interesting opening summer and fall both on the same day (4/7). Expect it will be busy.*
  - d) *Kenai: Also opening for summer and fall on 4/7.*
- 2) Procedures for setting up a new term for registration (Colleen). There are some conflicts between semesters. See Face to Face notes (F2F Reg 102307.doc) for our last review.

*Patrick: please turn web reg on*

*Need to set up max hours to 99*

### **SOATERM.**

*Set Registration Error Checking*

*Fall:*

*Not checking for duplicates. Will be checking prereqs.*

*For section options, not checking repeat hours or repeat limits.*

*Reg is set through 12/15/08*

*Summer:*

*Not checking fo duplicates or prerequisites.*

*For section options, changed Program to fatal. Not checking repeat hours or repeat limit.*

### **SFARGTC**

*Can set up priorities for registration by levels, or by pins. If you set pins on the top part, they override any rules on the bottom part. If you have start times by level only, leave the Starting and Ending PIN sections blank.*

*Global one for pins, priority 10, starts 4/14. Any one with a pin with a 0 in the first position can register on 4/14.*

*UAA: uses pins for new admits whose applications are still incomplete and for athletes, who register early.*

*Send a message to Patrick to make any changes to this form.*

### **SFAESTS**

*Extend end dates*

*200803:*

*WT end 12/31/09*

*EL end 12/31/15*

DN end 12/31/08  
200802:  
EL 12/31/10  
WT 12/31/09  
DN 12/31/08

### **SFARSTS**

*Set up for parts of term. Business Office sets up refund rules*

### **SFAROVR**

*UAF set up a new code this year for prereqs for some of the departments to use. Term-specific. PREREQ*

### **SPAAPIN**

*Diane's nemesis.*

### **SFAFMAX**

*Business offices set min and max charges*

### **SFAAFEE**

*Business offices will need to do set up for special fees*

### **SFARGFE**

*Another Business office one*

### **SAAQKER**

*Set up defaults for quick admits here every term.*

#### 3) Registration start time (Patrick, 3/26 email):

The job that opens up registration for PIN numbers has always been scheduled for 5am. When you don't use PIN numbers (UAA's practice), the registration start time is 12:00am (because a time hasn't been supplied). Does anyone mind if I change the job to make the registration opening time consistent?

*If you set pins to start on prior day, they'll start at 12:01 am.  
Patrick will just set job to 12:01 am.*

#### 4) Call for workflows. What's next? Are there others?

- a) Total withdraw
- b) Change in fees –  
*We'll do this one next. Trigger: change in SFADETL, SSRFEES. Change in amount or addition in new record. Notify students. We would like to invite representatives from the Business Office.*
- c) Change in instructor  
*Let's add this to the Change of Meeting Pattern workflow. Need to notify department (if possible – Colleen is not sure if all UAF departments have a generic "office" email address) and new instructor (trigger would be on add).*
- d) Payment notification – *reminder that student hasn't paid yet.*
- e) Grade change, including incomplete to F  
*This one is going through Acad Hist*

- f) Veterans registration hours change
- g) Notification of incomplete grades to department  
*to notify departments who have incompletes. Should be a batch process.*
- 5) Tracking release of information requests. See notes from Patty: Authorization to Release.doc (UAA), FERPA release.pdf (UAS), GUA2ARF Draft.doc  
*Tabled until next meeting.*

**Other Items**

Next meeting: 4/10/8 at 2:30.