

Registration Work Team Minutes

April 10, 2008

Attending

Patty, Donna, Lora, John (UAA), Jenny (Kodiak), Patrick (SW), Pat Y., Diane (UAS), Colleen, Brigitte (UAF), Shelly (Kenai), Mary

Task Requests

- 1) Pending Team approval
 - a) [SFR2GRD](#) – Missing Grade Report. Task request to address recommendations made during testing (SFR2GRD TR.doc):
 - (1) add parameters for course start and end dates.
 - (2) add parameter for Department;
 - (3) omit college description column from report.
 - (4) Omit instructor ID
- 2) Approved
 - a) [SFR2APS](#): Modify so simultaneous runs are not allowed
 - b) [Mandatory payment agreement on UAOnline](#)
 - c) [UAOnline Address Verification](#)
 - d) Detailed Class Info
 - e) [Faculty Lookup Classes Mod](#)
 - f) [SFR2FRF](#) (UAF Personal Data Form) – Remove SSN and add cell phone
- 3) In progress
 - a) [Class Standing for FacWeb pages](#) – Include class standing for mid term grading
 - b) Workflow: Change in meeting pattern (days/times/building/room) – handed over to CCS team.
 - c) [Grade Mode Legend](#)
- 4) In Testing
 - a) [Registration menu infotext addition](#) - * required steps to complete registration on UAOnline
 - i) UAA – *approves move to PROD*
 - ii) UAF – *approves move to PROD*
 - iii) UAS – *approves move to PROD*
 - b) [Registration Status Code Workflow addition](#) - Add reg code DN to Change in Reg Status workflow. In Workflow PREP.
 - i) UAA – *approves move to PROD*
 - ii) UAF – *approves move to PROD*
 - iii) UAS – *approves move to PROD*
 - c) Registration menu option Select Term infotext addition (Colleen via Patrick email 4/9) –
 - i) UAA – *approves move to PROD*
 - ii) UAF – *approves move to PROD*
 - iii) UAS – *approves move to PROD*
- 5) Now in PROD
 - a) [SFR2GRD](#) – Missing Grade Report.

Old Items

- 1) Change in Fees Workflow. Feedback from the business offices sought. The discussion so far:

Trigger: change in SFADETL, SSRFEES. Change in amount or addition in new record. Notify students.

Donna: at UAA, once the publication is published (before registration), no changes are made. There could be decreases in fees, but no increases.

Brigitte doesn't believe any changes would not occur after the catalog is published at UAF.

At Kodiak or Kenai, fees might go down, but no increases. If there is an error made, those costs are absorbed.

Pat Y: fees can change at any time at UAS.

It appears that notification to students for fee changes benefits UAS only. We agreed that we should propose the workflow, but that it shouldn't be our next priority. When we do pursue it, we'll want to ensure that only changes to dollar amounts trigger notifications.

New Items

- 1) Registration updates
 - a) UAA: Main reg opened 4/7. *Reg is going good. 4000 for fall, 3000 for summer (degree seekers).*
 - b) UAF: Reg opens 4/14. *Everything is running smoothly.*
 - c) UAS: Reg opened 4/7
 - d) Kodiak: Reg opened 4/7
 - e) Kenai: Reg opened 4/7

Everyone has noticed Banner slowdowns. That could be due to the Oracle upgrade, although the slowness was more noticeable after registration opened. Response time seemed to be faster in general right after the upgrade. However, other processes are much slower, such as Common and the Clearinghouse report. If it's the upgrade, will need to investigate and report to SGHE. Meanwhile, Patrick will send out an announcement to postpone batch jobs. If the slowness continues, please report specifics to the list serve.

- 2) Any issues with prerequisite checking?

UAA: a student was not able to register for a course with prereqs. It was a course added after the script was run. Reminder: when you're adding a new catalog course, need to add the NPREQ attribute.

UAS: no problems.

- 3) Tracking release of information requests. See notes from Patty: Authorization to Release.doc (UAA), FERPA release.pdf (UAS), GUA2ARF Draft.doc

The idea was to create a Banner form so that we can verify for whom and whether FERPA releases were granted. The idea was first proposed several years ago; since then, we are scanning the release forms in OnBase.

There are different policies between MAUs and between departments for how long a release is good, and we should look at alignment.

At UAA, releases never expire for Account, but are good for only one year for Registration. AACRAO recommends a one-year document retention for FERPA releases. If a student graduates, releases should no longer be active.

*At UAS, releases are in effect until changed by the student.
Registration at UAF does not authorize releases of information. Accounting does.*

Kenai is entering release information on SPACMNT, because not all counter staff have access to OnBase.

The work team's consensus is that

- We really don't need a new Banner form. We are all consistency scanning releases into OnBase*
- For those offices without widespread Onbase access, SPACMNT entry is fine.*
- A new comment type code was created: REL with the description, "Release of Information."*

Other Items

None. Next meeting: 4/24/8 at 2:30.