

## Registration Work Team Minutes

April 24, 2008

### Attending

Lora and John (UAA)  
Colleen, Susan (UAF)  
Shelly (Kenai)  
Pat (SW)

### Task Requests

- 1) Submitted for BST 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
  - b) Jan: Diane, What would really help is to include the course ID: Subj, No, Sec. Could this be added to this mod, or are you past that point and it would have to be another new mod?

*Approved by team, if additions keep columns to one page.*

- 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
  - g) [Registration Status Code Workflow addition](#) - Add reg code DN
- 3) In progress
  - a) [Class Standing for FacWeb pages](#) – Include class standing for mid term grading
  - b) [Grade Mode Legend](#)
- 4) Now in PROD
  - a) [Registration menu infotext addition](#) - \* required steps to complete registration on UAOnline

*The addition has resulted in negative comments. Students are confused and unhappy with the change. Because that is counter to the intent behind the change, we will revert back to the state before the change.*

- b) Registration menu option Select Term infotext addition (UAF courses with prerequisite checking)

### Old Items

1) How to check on prerequisite checking – SFRRGAM may or may not work, and needs testing in LRGP (Patrick and Deanna, see email 4/17)

*SFRRGAM should catch who got graded but didn't get grades. It probably won't provide stats for how many students were blocked from registration. Colleen will work with Deanna.*

*Prerequisite checking in general seems to be working well. Not all of the error messages have occurred yet, but it's working well so far.*

## **New Items**

- 1) Registration updates
  - a) UAA: 4223 summer, 6064 for Fall. Fall up about 300 students.
  - b) UAF: smooth; some (typical) problems with freshman students. Always questions for students attending more than one MAU. Increasing as expected.
  - c) UAS: up 10% in HC, down slightly in credit hours, average credit hours dropped 3.5%
  - d) Kenai: Up between 2-3% in both HC and CH. Going fairly smoothly. More in sync with UAA dates, which has helped.
- 2) (Jenny, email 4/17) Look-Up Classes to Add for all subjects.
  - a) CCS submitted task requests ([secure side](#) and [non-secure side](#)) to do something similar, and were approved last September by the BST.
  - b) Do we want to modify the CCS TRs?

*For now, add info text explaining how to select all. CCS will prioritize TRs; we'll get a time estimate for their TRs after they've done so.*

3) (Lora) Academic disqualification holds

*Students who have been disqualified can't register. UAA doesn't want to manually process registration forms, but also doesn't want to override.*

*Academic disqualification prevents reg online, but not at counter. Staff should contact UAF; they will lift hold. Ask for Susan, Brigitte, or Marlene at UAF Registration. 474-6856. General 474-6300.*

- 4) Student Feedback Report items
  - a) (From Mary) This comment was in the 4/3/08 Student Feedback:  
*It took a minute to do the work arounds for a particular situation. May want to consider adding the registration dates to the list of reasons as to why a student isn't able to register instead the generic "priority" statement. It would make the system more user friendly.*

Please discuss this as an option with the Reg team. It would be a lot of maintenance to constantly update the dates, but possibly links to the MAU websites where the reg dates and info are posted?

*Align text to other messages: "Please contact your local Registrar's office"  
Add two links: where to find the individual schedules, and another to the contacts page.*

UAS: [www.uas.alaska.edu/schedule](http://www.uas.alaska.edu/schedule)

UAF: schedule has 2 URLs, one for summer and fall

Fall: [Uaf.edu/reg/schedule/](http://uaf.edu/reg/schedule/)

Summer: [www.uaf.edu/summer/schedule](http://www.uaf.edu/summer/schedule)

UAA: <http://www.uaa.alaska.edu/records/catalogs/schedules.cfm>

b) (From 4/17)

*I would have liked a little more information on what the abbreviations on the class registration schedules mean.*

Course level under Look-up Classes to add?

Week at a Glance building locations?

Student Detail Schedule day of week?

*Add infotext to Look Up Classes to Add. Because students have often been confused about the TR =Thursday abbreviation in the past, we assume this student is requesting infotext for days of the week abbreviations.*

c) (Juneau Registration counter, 4/17)

*Please include Records Office contact information on the first log in page*

*Student didn't navigate through to Records/Registrar Contact List from Login Help page. Bold the link for "campus Records office (students)"?*

d) (From 4/24):

*You're new prerequisite checker is not working correctly. I cannot register for certain classes next semester because the computer says that I have not yet completed the prereqs...however what the computer doesn't seem to understand is that I am currently ENROLLED in the prereqs and will have them completed in a matter of weeks.*

*The in-progress term needed to be turned on so prerequisite checking can see those courses. Colleen has done that, so the problem has been remedied.*

e) *I was trying to look up a class so plugged in the course number only to get a response that there is no class when I knew there was....finally figured out that you have to add an 'F' in front of the numbers...would be nice to have that explained on the site since we don't usually say "I'm taking F227". Thanks!*

*Schedule had the F but catalog didn't. Add text at the top of Look Up Classes to Add. There is already information on how to select the course number. CCS has a TR requesting that once a campus is selected, the second page has information appropriate to the particular campus.*

f) *The registration form which I need to print so that my advisor can sign and clear me for registration is really buried and i am having a hard time finding it. Having it either more available or a shortcut or link to it somewhere would be really helpful.*

*Under Check your eligibility, include a bullet item: registration forms here. Colleen will write up text.*

5) Any other workflows?

Tabled until next meeting

## **Other Items**

*Jenny: The help text says you can search for all classes taught by an instructor, but you can't on the unsecure side. Need to tailor the help text for secure/unsecure side versions.*

*Bullet the items on the help text to make it more readable.*

*Request different versions of the help text. Will need to test in LRGP to see if secure side changes affect non-secure side changes.*

Next meeting: 5/8/8 at 2:30.