

Registration Work Team Minutes

May 8, 2008

Attending

Diane (UAS), John (UAA), Brigitte and Colleen (UAF), Jenny (Kodiak), Mary, Janet (SW), Sandy (MatSu)

New Items

- 1) Registration updates
 - a) UAA: going well.
 - b) UAF: doing good. Summer 1619, fall 1765. First summer session next Mon. Comencement this weekend.
 - c) UAS: Fall headcount 727 (up 30%), credit hours 5624 (up 19.5%)
 - d) Kodiak: summer session first time this year: Math and English.
 - e) MatSu: reg going well.
- 2) Approvals needed to update scheduled SFRSLST and SFR2LST jobs
 - a) Run 200704, 200802, 200803 and 200804 in update mode
 - b) Remove scheduled runs for 200603, 200604, 200701, 200702, 200703

Prevents class list for terms showing in alpha order.
All MAUs approve. Colleen will send request.

- 3) Release notes for Banner Student 7.4, Self-Service 7.4, Faculty and Advisor 7.4, General 7.5 posted (Colleen, 5/7 email). In Prep, LRGP tomorrow, 5/9.

See second message Colleen sent. Files wouldn't open in the first one. Noticed that telephone type had an error – couldn't be changed; a fix should be pending, but not included in release notes.

Other items of note:

tab-level security can be placed (might be relevant to SPAIDEN, for ex.).
In General: auto search on SSN if we set it up. Won't have to go to GUIALTI
Changes to ACT processing
Not many changes on Student side.

- 4) Any other workflows?

Nothing at this time.

Task Requests

- 1) For discussion
 - a) UAOnline U generated email address list – see TR

UAOnline is not displaying university-generated email, counter to policy. Appears to be pulling the preferred email address. Only those students who have a preferred email checked will be displayed on class lists. Currently, not all generated accounts are marked as preferred. Include language to also list all university generated accounts as the preferred one. If multiple campus accounts, needs to look for campus affiliated with the course. Also add waitlist to URLs.

Approved with changes.

For future discussion: faculty email accounts.

Discussion on a single university email account. ITC has met. Proposal: every student would have an email addressed based on 30-million number@alaska.edu. There is a controversy about that – the number would no longer be private. Also, if staff/faculty send to the class lists, would have to do a bcc. Still looking for alternatives, such as UA Username (First Name – Middle Initial – Last Name). One possibility is to use UAID as a key and alias it to the UA Username, but goal was to use just one email address with no aliases.

The UA Username is system-generated. If someone in EDIR has already created a vanity email, the system can't use the one that was already created.

2) Pending approval (aka Diane's To-Do List):

- a) [SFR2GRD](#) – Missing Grade Report.
Need to revise TR to include columns for Subject, Course number, and Section.
- b) Registration Menu infotext subtraction - * required steps to complete registration on UAOnline
Submit a TR to take the asterisks off again.
- c) Look Up Classes to Add
Submit a TR for different versions of the help text for the secure side and unsecure side. On unsecure side, remove text saying you can search for all classes taught by an instructor. For both versions, add info text:
 1. *explaining how to select all subjects*
 2. *bullet items*
 3. *provide a key for days of the week abbreviations*
 4. *explaining prefix(campus) letters in course numbers*
- d) Register/Add/Drop Classes infotext for students not permitted to register
Submit a TR to:

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

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

Fall: Uaf.edu/reg/schedule/

Summer: www.uaf.edu/summer/schedule

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

3) Approved (Stage 2)

- a) [SFR2APS](#): Modify so simultaneous runs are not allowed (medium priority)
- b) [Mandatory payment agreement on UAOnline](#) (medium priority)
- c) [UAOnline Address Verification](#) (medium)
- d) Detailed Class Info - Change text from "View Catalog Entry" to "View Detailed Course Description" under Detailed Class Information approved 2/28. Not listed on Requests site. See TR Detailed Class Info

Listed under catalog and schedule

- e) [Faculty Lookup Classes Mod](#) (high priority)
- 4) In progress (Stage 3)
 - a) [Grade Mode Legend](#) (medium priority)
 - b) [SFR2FRF](#) (JAF Personal Data Form) – Remove SSN and add cell phone (high priority)
- 5) In testing
 - a) [Class Standing for FacWeb pages](#) – continued testing needed. (Listed as Stage 3).
- 6) Now in PROD
 - a) [Registration Status Code Workflow addition](#) -reg code DN added

Other Items

Next meeting: 6/5/8 at 2:30.