

Registration Work Team Minutes

June 5, 2008

Attending

Diane (UAS), John (UAA), Brigitte, Amanda (UAF), Melody (SW)

New Items

- 1) Registration updates
 - a) UAA: summer 5884, 29591.5 credit hours. Fall 8246 hc., 87633 credit hours
 - b) UAF: 2410 summer, 2610 fall
 - c) UAS: 974 students for fall; up 28%, 550 students
- 2) Setting time period for scheduled update runs of SFRSLST (Colleen)
 - a) Advantages of shutting it off about 1 to 2 weeks prior to the end of the semester

When anyone does a name change, names are resorted. Can accidentally post a grade to the wrong person. UAS prefers auto alphabetizing, but it is not possible to schedule the run by MAU. We'd like to discuss scheduling more at the next meeting.

Task Requests

- 1) For discussion
 - a) [SFR2GRD](#) – Missing Grade Report (SFR2GRD TR.doc)
Revised TR to include columns for Subject, Course number, and Section.

All MAUs approve

- b) Registration Menu infotext subtraction - * required steps to complete registration on UAOnline (UAOnline Registration mod 2 TR.doc)
Take the asterisks off again.

All MAUs approve

- c) Look Up Classes to Add (UAOnline Look Up Classes to Add TR.doc)
 - i) *Create 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.*
 - ii) *For both versions, add info text:*
 1. *explaining how to select all subjects*
 2. *bullet items*
 3. *provide a legend for days of the week abbreviations*
 4. *provide a legend explaining prefix(campus) letters in course numbers*

We liked Melody's suggestion for using legends instead of info text.

All MAUs approve with revisions

- d) Register/Add/Drop Classes infotext for students not permitted to register (UAOnline Register Add Drop Classes TR.doc)
Add info text to consult course schedules or Registrar's office.

UAA will not be printing course schedules or posting .pdf versions shortly, so there won't be a UAA schedule page to link to. So as to avoid confusion, we agreed not to link to any of the current schedule pages.

All MAUs approve with revisions

- 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 - 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
 - e) [Faculty Lookup Classes Mod](#)
 - f) UAOnline U generated email address list
- 3) In progress
 - a) [Grade Mode Legend](#)
 - b) [SFR2FRE](#) (UAF Personal Data Form) – Remove SSN and add cell phone
- 4) In testing
 - a) [Class Standing for FacWeb pages](#) – continued testing needed.
 - i) Class standing should display correctly now on the Summary Class List, Mid Terms Grades, and Final Grades pages.
 - ii) We will continu

Other Items

Next meeting: 6/19/8 at 2:30.