

## Registration Work Team Minutes

July 17, 2008

### Attending

Barbara, Diane (UAS), Colleen, Brigitte (UAF), Sandy (MatSu), Jenny (Kodiak), Mary, Melody (Statewide), John (UAA)

### New Items

- 1) Registration updates
  - a) UAF: Fall 3311, Summer 3032, Spring still getting late registration 7268
  - b) UAS: 1382 Fall, 1409 Summer
  - c) Kodiak: Fall 160
  - d) MatSu: up about 5% from last year

- 2) PIA review  
Mary Gower wrote (7/14):  
Hi All,

After the initial PIA review, we identified eleven areas that we wanted to explore and possibly tackle in the next twelve months that would also require Sungard assistance. Now that we've received that training, we need to assess which of the items we covered seem like a good UA fit, which now do not, are we still on a 12-month or less time line for these items, etc...

Mary: went through recommendations, and decided which ones to do. Of those, put a timeline on them (next 12 months, 2 years out). 11 will need Sungard assistance that we want to explore in the next year.

Which reg items do we want to go forward with:

- a) Open Learning. Under 12 months. Under discussion with CSS. UAS hopes to use for Spring '09. UAF has no plans to implement that soon.
  - b) Return to Title IV – could expand our use of this function. Student administrators don't have security access to SOATBRK or SFAWDRL (under Fin Aid). The latter contains enrollment information. We recommend that the student side have at least view access. Mary will look into setting up a Sungard training audio. Under 12 months
  - c) Detail Restriction result SFQPREQ. Prerequisites and test scores – message explains why prerequisite checking fails via SFAREGS. Time line 1-2 years.
  - d) Student type update report. Controls and rules that change students' type from year to year. Should work with IR to ensure we're using data standards. Under 12 months.
- 3) Address change info collection. See also Task Request below, UAOnline Address Verification..  
Colleen L. Abrams wrote (6/13):  
The following interested me and might be something we want to consider. We might be able to get code from them even. We might want to do this for both permanent and

mailing or just for mailing.

Subject: Re: Student Permanent Address  
From: Larry Holder <lholder@UTM.EDU>  
Date: Thu, 12 Jun 2008 11:47:11 -0500

We don't allow our students to directly update their permanent address; too often they goof it up, as you have observed. We have a custom Address Verification page that lets them verify the info and send update info (sent via email) to our records office. We put a hold on each semester to ensure that students verify their address.

This will be more straightforward when we have Clean Address in place. Clean Address tabled until Banner 8. We will revisit then.

### Old Items

- 4) 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.

It's ok if you're still manually posting. Anyone who goes in late for a class goes in alphabetically. If we turn it off, the new people are going to be at the bottom of the list. When running rosters in update mode, automatically alphabetic. If we turn it off, what you see on the report matches what's listed on the Banner form.

### Task Requests

- 1) Approved
  - a) Detailed Class Info - Change text from "View Catalog Entry" to "View Detailed Course Description" under Detailed Class Information. Approved BST 2/28/8. (Detailed Class Info TR.doc)
  - b) Register/Add/Drop Classes - For students not permitted to register, info text to consult course schedules or Registrar's office. Approved BST 6/5/8 (UAOnline Register Add Drop Classes TR.doc)
  - c) Look Up Classes to Add- legend explaining prefix letters in course numbers. Approved BST 6/26/8 (UAOnline Look Up Classes to Add revised TR.doc)
  - d) [SFR2APS](#): Modify so simultaneous runs are not allowed (4)  
We agree this is a lower priority. In the meantime, those setting pins should email users on the other campuses to avoid running at the same time. Contacts: John or Lora, Brigitte, and Diane
  - e) [UAOnline Address Verification](#)  
Please do this one third.
  - f) [Faculty Lookup Classes Mod](#)  
We'd like to do this one second.
  - g) [SFR2GRD](#) – Missing Grade Report: include columns for Subject, Course number, and Section.

- We'd like this one to do this one first.
- 2) In progress
    - a) [SFR2FRF](#) (UAF Personal Data Form) – Remove SSN and add cell phone
      - i) Now ready for testing.
  - 3) In testing
    - a) [Class Standing for FacWeb pages](#)
      - i) Class standing should display correctly now on the Summary Class List, Mid Terms Grades, and Final Grades pages.
    - b) [Grade Mode Legend](#)

### **Other Items**

Next meeting: 7/31/8 at 2:30.