

## Registration Work Team Agenda

August 14, 2008

### Attending

Diane (UAS), Colleen, Brigitte (UAF), Jenny (Kodiak), Alicia, Robbie (Statewide), John (UAA), Ruth (CRCD)

### New Items

- 1) Registration updates
  - a) UAA: slight increase
  - b) UAF: going ok. No major issues. 4328 for fall, summer 3309
  - c) UAS: up about 15% hc, 11% ch
  - d) CRCD: registration up by about 22.7% head count, 31.9% CH
  - e) Kodiak: 234 registered vs 160 last year.
- 2) Sitka Distance Course Registration notification workflow proposal - Should we broaden the scope of the proposed workflow to include all UA distance courses?
  - a) What web sites currently exist that speak to "next steps" after registration?
  - b) Who maintains these sites?
  - c) Are we sending out information that is not currently available on a web site?
  - d) Should we provide links in the automatically generated email to sites according to
    - i) Section?
    - ii) Subject?
    - iii) Delivery and/or instructional method?

Our consensus is that we'd like to create different email versions based on the MAU, campus and instructional method of the course. It's possible to do that. It's also possible to insert text from SSATEXT into the body of the email.

Please submit to Robbie what the emails should contain and any links to appropriate web pages for your MAU by campus & instructional method.

- 3) Call for any other registration-related workflows.

None at this time.

- 4) OnBase RO document types and associated workflows

From Alicia (7/30) – see file RO 7.2 testing questions.xls (those related to registration are highlighted; there may be additional items of interest):

During the OnBase upgrade I received several comment/questions about some RO document types (list is attached) and what workflows and scan queues they should be going through. I would like to know what should be done with these if anything. Can you bring this up at the next Registrar audio and get back with me on it?

Neither UAA nor UAF are using the Registration lifecycle. UAS is using it for registrations that have to be held for additional information before registration can be completed.

We'd like to keep RO Direct/Independent Study with its current workflow affiliation, Publications/Scheduling.

RO Application (Fresh Start) is not used by UAA, and infrequently at UAS. It would be primarily scanned as a processed document. Its workflow affiliation can remain the same.

RO Confidential should go through the Registrar queue. Alicia will draft a TR.

RO Credit-No-Credit form is going through the correct workflow.

Alicia requests that we send her list of any adhocs needed (to push docs out of queues, for example) – these will be compiled in statements of work for Hyland.

Brigitte noted an issue with the ROP NOB queue. When docs go to the NOB queue, the receiving campus is removed so that everyone can view them. That's how the AD NOB queue works, but ROP NOB needs some work. The problem is that without the receiving campus coded, it's more difficult to work the queue. Alicia will send around a TR for our review. Meanwhile, we agree we can put receiving campus on so that other MAUs docs can be eliminated from a review.

- 5) Review and clarification for processing FERPA release form
  - a) Use of SPACMNT
  - b) For students who do not yet have a SGASTDN record, the form will reside in the ROP NOB queue. When searching the file in OnBase, the form will not appear.
  - c) Excerpt from Reg team minutes 4/10/2008:

*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."*

*UAF's process has changed. They're scanning the release form and coding SPACMNT. UAA and UAS are just scanning the docs and are not coding SPACMNT.*

Any search for FERPA releases should include reviewing SPACMNT, document retrieval in OnBase, and, to catch those students who don't yet have a SGASTDN record, please remember to look in the ROP NOB queue.

## Task Requests

- 1) Approved
  - a) [Info link for not permitted to register](#) - For students not permitted to register, info text to consult course schedules or Registrar's office.

From Janet:

Where should this go in relation to the other info text. I was thinking at the end of the main verbiage but before the UAF-specific verbiage.

Let me know and we can do this pretty quickly.

- b) [Look Up Classes to Add help and legends](#)- clarify help text and add legend explaining prefix letters in course numbers.
  - c) [SFR2APS](#): Modify so simultaneous runs are not allowed
  - d) [Mandatory payment agreement on UAOnline](#)
  - e) [UAOnline Address Verification](#)
  - f) [Faculty Lookup Classes Mod](#)
  - g) [SFR2GRD](#) – Missing Grade Report: include columns for Subject, Course number, and Section.
- 2) In testing
    - a) [Grade Mode Legend](#)
      - i) UAS approves move to PROD
      - ii) Approvals/comments needed from UAA and UAF
    - b) Detailed Class Info: Change text from “View Catalog Entry” to “View Detailed Course Description”
    - 3) In Prod
      - a) [Class Standing for FacWeb pages](#)

## Other Items

Next meeting: 8/28/8 at 2:30.