Registration Work Team Minutes
September 25, 2008

Attending
Diane (UAS), Colleen, Brigitte, Tim (UAF), Jane (Statewide), John, (UAA), Sandy (MatSu)

New Items

1) Registration updates
   a) UAA: final petitions, a few add/drops. Up about 1%.
   b) UAF: doing good.
   c) UAS: 3565 HC (+2%) , 20397 CH (+0)
   d) MatSu: up about 1% in CH and 4% in HC

2) From Shelly Blatchford (9/16):
   This probably is not possible, but can/could Banner have an alert for when a class either fills or gets within 2-3 seats of the maximum and then the dept chair, instructor and director can get an automatic email? This would be very helpful for enrollment management so we could look at adding sections as courses fill.

   We'd want to limit to one email sent per course – registration activity fluctuates widely just before classes start.
   Will need to do business process analysis for triggers and outcomes.
   It should be straightforward to send to primary instructor, but instructors –especially adjuncts – are not necessarily the ones who would need to take action. If we don't use instructor, it would entail having to build tables for specific email addresses, and would be harder to maintain. But, department coordinators would be a more appropriate recipient.

   Department administrators could look at SSI2AVL instead, but smaller campuses really don't have any, and monitoring is left to registration staff.

   Diane will bring the request to the Workflow work team and seek their recommendations.

Old Items

1) Distance Course Registration notification workflow proposal.
   a) Recap: Create different email versions based on the MAU, campus and instructional method of the course. Possibly include text from SSATEXT into the body of the email.
   b) Reminder: submit what the emails should contain and any links to appropriate web pages for your MAU by campus & instructional method.
2) Confidentiality flag notifications
   a) Use an App Works process to send emails through a scheduler in a batch to students who have a confidentiality flag.
      i) Verbiage to go in email:

ii) Link to Statewide website:

From Robbie (9/24): *http://www.alaska.edu/studentservices/ferpa/*

Jane will check with Robbie/Janet on how to initiate this.

b) Provide a reminder via UAOnline for students with a confidentiality flag, with a link to a page with info, right when they log in to the secure area.
Approvals/comments for task request, Confidentiality Flag task request.doc:
   i) UAA: approved
   ii) UAF: approved
   iii) UAS: approved

All MAUs approved with modification: add text for ramifications. Diane will search for text.

c) Place verbiage on MyUA.

Diane will determine how to proceed.

3) Turn off ability for student to register in multiple sections of the same course
   a) UAA: approves
   b) UAF: Tim would like to see what impact it would have on students and scheduling staff. Have a number of music courses, etc, that permit multiple registrations. Perhaps run a report to see how many courses they're talking about.
   c) UAS: approves

We will revisit in early spring for fall registration.

4) Turn on override functionality in UAonline.
   a) UAA and Kodiak support
   b) UAS will support if turned on after UAS classes start
   c) Testing results?

Discussion tabled until testing can be done.

Task Requests

1) Approved
   a) SFR2APS: Modify so simultaneous runs are not allowed
   b) UAOnline Address Verification
   c) Faculty Lookup Classes Mod
2) In Progress
   a) SFR2GRD – Missing Grade Report: include parameters and columns for Subject, Course number, Section, Course start date, Course end date. Include parameter for Department.
3) In testing
   a) Grade Mode Legend
      i) UAS approves move to PROD
      ii) UAA:

   iii) UAF:
4) Approved for PROD
  a) [Look Up Classes to Add help and legends](#)- clarify help text and add legend explaining prefix letters in course numbers.
  b) [Info link for not permitted to register](#) - For students not permitted to register, info text to consult course schedules or Registrar's office.

Other Items

Next meeting: 10/9/8 at 2:30.