

Registration Work Team Minutes

October 23, 2008

Attending

Diane (UAS), Brigitte, (UAF), Mary, Robbie, Jane (Statewide), Lora (UAA), Jenny (Kodiak)

New Items

1) Registration preparation

- a) From Patty (10/22): "...UAF and UAS have their open registration starting Nov 24th and should control appropriate student access into their courses by turning on and off campus restrictions, processes SFP2ICR and SFP2DCR."

To restrict registration for students from other MAUs during priority registration, you can insert campus restrictions on sections with SFP2ICR, and remove them again using SFP2DCR on the first day of open registration.

If restricting other MAUs' students from registering in your campus' courses isn't an issue during priority registration, these processes aren't necessary.

Registration is controlled as usual via the dates on registration status codes on SFARSTS,

b) Registration dates

- i) Spring schedule viewable on UAOnline 10/27/08
- ii) Priority registration
 - (1) UAA: athletes 11/07, program students 11/10, open reg 11/17
 - (2) UAF: program 11/17, open reg 11/24
 - (3) UAS: program 11/10, open reg 11/24
- c) Other preparation issues/comments?
 - i) In SSASECT, where the meeting time and room set up. At the end, when you hit complete, it brings up auto room scheduling - which no one uses. Can this be by-passed?
 - ii) **Diane will pass this on to CCS.**

2) Issue with Withdraw from Waitlist option via UAOnline

- a) From Diane (10/1): "...if a student is placed on a waitlist, and then selects the option on UAOnline to withdraw from the waitlist, that student is charged."
- b) From Colleen (10/3): "...After the waitlist period is over, Brigitte DL's all the students still with the WL status. That might reduce the problem."
- c) From Jan (10/20): "...The waitlist problem we found happens when:
 - 1- a student is waitlisted WL.
 - 2- the student goes online and chooses Withdraw (WW), thinking that will remove them from the waitlist.
 - 3- the result is that although WL status has no tuition & fees, WW status DOES, and so it then assesses a tuition & fee charge to that student (in error) even though they were never enrolled.

This has nothing to do with the institution purging the waitlist at end of term; and nothing to do with DL status, used by registration employees at the campuses.

We have replicated this dependably in LrgPrep.

We may want to add a cautionary message to the WW code warning that if you are only waitlisted, do not Withdraw online. Instead, contact your local campus to be removed from the waitlist in order to avoid being charged for the class in error.

UAA doesn't do waitlisting, and UAF doesn't allow withdraw on the web, so this is only an issue for UAS. UAA and UAF approve putting a cautionary message on UAOnline regarding withdrawing from waitlisted courses. **Diane will write up a TR.**

Old Items

- 1) Workflow Proposals
 - a) Distance Course Registration notification workflow.
 - i) 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.
 - ii) Reminder: submit what the emails should contain and any links to appropriate web pages for your MAU by campus & instructional method.
 - b) Course nearly full notification workflow (Shelly Blatchford 9/16)

"...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."

Recap from 9/25 meeting:

- i) limit to one email sent per course
- ii) Will need to do business process analysis for triggers and outcomes.
- iii) Send notifications to department coordinators, even though tables would need to be built and maintained for specific email addresses.
- iv) Diane will bring the request to the Workflow work team and seek their recommendations.

Robbie recommends that we send batch emails through a Banner process. Once we understand the process better, these two workflows might better be implemented through App Works, especially since these are batch processes, and not an immediate reaction to a trigger.

We'd need to put together TRs to proceed.

- 2) Confidentiality flag notifications
 - a) 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.
 - i) Approved through Registration work team 9/25
 - ii) Modified version approved through Academic History workteam 10/13
 - iii) Modified version approved through BST 10/16/08.

- b) Use an App Works process to send emails through a scheduler in a batch to students who have a confidentiality flag.
 - i) Link to Statewide website:

From Robbie (9/24): <http://www.alaska.edu/student-services/ferpa/>

From Jane (9/26): "...a batch process to generate emails to students with the confidentiality flag set is possible. You will need to fill out a Task Request form to proceed."

- ii) Verbiage to go in email: see Confidentiality notification TR..doc
- iii) When should the emails be generated?

We agree that it should be sent two weeks prior to registration.

Verbiage: Saichi recommends change to:

"This hold means information from your educational record will be withheld..."

Would have to set date each semester. **Jane will research** that and what happens to bounce-backs.

Diane will update the TR and seek approvals via the list serve.

- c) Place verbiage on MyUA.
 - i) From Diane (9/26): "...I contacted the MyUA coordinator for UAS, who told me to send a proposal to Mary Gower and to cc: him, and he will forward the proposal to the coordinating team that is, in turns out, still in existence. Possibilities include making a "permanent" announcement (i.e., one that doesn't expire) on the main MyUA tab for all students, or as text inside a channel available on the Student tab. What does the team prefer?"
 - ii) Verbiage for channel text/announcement?

The team prefers text inside a channel that links to the FERPA page.

- 3) Turn on override functionality in UAOnline.
 - a) UAA and Kodiak support
 - b) UAF needs more time to discuss with faculty.
 - c) UAS will support if turned on after UAS classes start
 - d) Testing results?

Tabled until UAF can respond.

Task Requests

- 1) Approved
 - a) [SFR2APS](#): Modify so simultaneous runs are not allowed
 - b) [UAOnline Address Verification Status?](#)

Possible to put an "Alert Me" on UAOnline. Need to determine frequency of notice, which will take some time and effort. Discussed using existing template on UAOnline.

The current records are used by staff/faculty, too.

Can we add a button/flag that says “verified”?

Emergency piece will be split off existing TR.

- 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.

Brigitte would like to change parameter 3, Campus. It’s currently single. Could we make it multiple? **Brigitte is sending a request to Jane.**

- 3) Moved to 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.
 - c) [Grade Mode Legend](#)

From Melody (10/10): “...The outstanding issue is Brigitte's request to enhance wording of the menu description (see notes below) that leads to this screen. Please let me know if it should be changed and, if so, what is the exact phrase I should use?”

From Brigitte (): “...I wonder if the title on the MENU should match the title on the page. The title of the page is Student Contact Information and Grade Mode, the MENU title is Class List with Student Contact Information. Can we add Grade Mode to the end of the MENU title?”

Approved phrasing: “Class List with Student Contact Information and Grade Mode”.

Other Items

Question for UAF. Turned on prereqs for some 200901 courses. In testing, NPREQ, noticed that set for on for 200803 and previous.

UAF hasn’t noticed any problems. They have seen instances of the pre-req error. Most of the time it was legitimate.

Duplicates IDS should still be sent to sdsit.

Next meeting: 11/6/8 at 2:30.