Registration Work Team Minutes
November 6, 2008

Attending

Diane (UAS), Brigitte, Colleen, Susan, (UAF), Alicia, Jane, Janet (Statewide), John, Lora, Patty (UAA), Jenny (Kodiak)

New Items

1) Registration dates
    i) Spring 2009
        (1) UAA: open reg 11/17
        (2) UAF: program 11/17, open reg 11/24
        (3) UAS: open reg 11/24
    ii) Summer 2009
        (1) View: 2/2/09
        (2) Registration: 2/23/09
    iii) Fall 2009
        (1) View: 3/23/09
        (2) Registration: 4/06/09
2) MAU contact list for registration questions:

UAA: Lora Volden, anllv@uaa.alaska.edu, 786-1560
UAF: Brigitte Mayes, fnbrm@uaf.edu, 474-6227
UAS Juneau: Diane Meador, diane.meador@uas.alaska.edu, 796-6259
UAS Ketchikan: Brenda Hurley, brenda.hurley@uas.alaska.edu, 228-4513
UAS Sitka: Randy Nutting, randy.nutting@uas.alaska.edu, , 747-7701
MatSu: Sandy Gravley, sgravley@matsu.alaska.edu, 745-9712
Kodiak: Jenny Myrick, jmyrick@kodiak.alaska.edu, 486-1235
KPC: Shelly Blatchford, insrl@uaa.alaska.edu, 262-0311

3) Inactivate terms from SFRSLST (Colleen, Jane). Currently active: 200704, 200802, 200803, 200804, 200901.

Inactivated 200704. **Jane will also inactivate 200802.**

4) RO document retention schedule in OnBase (Alicia). See AD Draft Retention Schedule and RO transfer.xls and the last version of the retention schedule we worked on as of 4/12/07, RO Retention Schedule 04122007.xls

From 4/12/07 meeting minutes:

In practice, the MAUs retain certain documents as follows:
    a.   Degree audits - UAA keeps all of them, but is considering keeping only the most recent. UAF and UAS keep the most recent.

b. *Registration forms - UAA has been keeping all of them, but will now hold 1 year; UAF has been keeping for 5 years, will now hold 1 year; UAS has been keeping indefinitely, but will now hold 1 year.*
c. *Grade reports - Except perhaps for rural campuses, no one is mailing grade reports, so does not appear to be an issue for retention.*
d. *Transcripts from other institutions - UAA, UAF, and UAS hold them permanently. Students tend to return after an average of 7 years or so.*
e. *Petitions - UAA, UAF, and UAS hold them permanently.*
f. *Graduation applications, checksheets, graduate plans of study - UAS and UAF hold permanently.*

In general, we agree that:
a. *Records that can be re-generated in Banner do not need to be retained at all (such as class schedules and schedule bills), regardless of AACRAO recommendations.*
b. *Some documents on the schedule are not an issue for retention. For example, no one mails grade reports any more.*
c. *The practice of retaining records indefinitely may be a liability issue, especially for those documents with an AACRAO- recommended limited retention. For example, registration forms kept longer than a year allow for registration petitions or lawsuits more than a year later. We agree to follow AACRAO recommendations for all Registrar documents on the retention schedule except transcripts, petitions, and graduation documentation.*
d. *Despite AACRAO recommendations, we wish to continue to keep transcripts, petitions, and graduation documentation indefinitely. For these, we need to assess the risk of liability and determine how best to archive them once they are past their retention limits and are no longer active documents in OnBase.*

John and Lora have gone over AD Draft Retention Schedule and RO transfer.xls in some detail, and will send their notes to the list. **Please review and comment.**

5) Set up a timer on the NOB queue in OnBase (Susan Culley).

Once a student gets a SGASTDN record, they don't leave the NOB queue. Have to go through the queue one by one. Can we get a timer to do this for us? Admissions has a timer on their NOB queue, which pulls a record out of the queue.
There are also a lot of students who have IDs, but haven't registered. These don't leave the NOB queue, and even if you attempt to move them out, they end up going back to NOB. So instead of looking at current registration, perhaps we could look at SPAIDEN.

Perhaps the timer can trigger off the autofill. It appears to be an issue with our workflow. **Alicia will do some research and inform Janet. Susan will give Alicia some example IDs.**

6) Wording on prerequisite error message (Lora).

Prerequisite or test score error. **Please change that to: Prerequisites not met.**

It's hard-coded, and will need to go through the migration process.

7) UAF needs to have the current prerequisite checking verbiage changed to the following for this semester (Colleen, Tim, Mae and Brigitte):

At UAF, prerequisite checking is in place for registration for the following courses: all DEVE courses, all DEVM courses, and all Core courses (course number ends with X). Students attempting to register for these courses without meeting a "pre req" or "placement" requirement will receive a registration error message and will be prevented from registering for that course. Advisors or instructors may grant registration approval in certain circumstances.

Please replace the text on the Select Terms screen. Essentially eliminates reference to a particular term, adds the part about not being registered in the course. **Please list courses in red.**

Old Items

1) Issue with Withdraw from Waitlist option via UAOnline
      i) Info text is on UAOnline LRGP.
      ii) Approvals
          (1) UAS approves move to PROD.
          (2) UAA approves
          (3) UAF approves

Please move to PROD.

2) RO doc types in OnBase that need to mirror the AD doc types. See 78_TR_OnBase_RO_Doc_type_Worfklow_Update.doc

UAS has reviewed and approves. **UAA and UAF will go over the list to see if there are any missing docs.**

3) Order books from UAOnline Registration page (Colleen). See bookstore active linking 081028.doc. Recap:
   a) From the courses on UAOnline, link to current bookstore website. Goal: implementation in the spring for the fall semester.
   b) UAA, Kenai offer books on site and via MBS. UAA websites:
   c) UAS websites:

i) For course sections UJ%, JD% and T%, we'd like to link to
http://uasbookstore.uas.alaska.edu/SiteText.aspx?id=2340.
ii) For J0% course sections, we'd like to link to
http://uasbookstore.uas.alaska.edu/SelectTermDept.aspx.
iii) For K% course sections, do not link out.

Please place text and links (if possible) on bookstore contact page.

4) APPWORX Proposals (was workflow).
   a) Distance Course Registration notification. Task request still needs to be written.
      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 (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."

      i) See course nearly full notification TR.doc and course nearly full dept coord.xls. Please add to the coordinator email list.

UAA and UAF won't be able to compile an email list. OK to go with current list. Diane will submit the TR as is to the BST.

5) 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) See revised Confidentiality notification TR.doc.
      ii) Possibilities for limiting who we send to:
         (1) Only those students who have placed a confidentiality hold since the last time a batch notification was sent. For the first batch, those students who placed a hold within the prior 4 months (or pick a time).
         (2) Those students who have a confidentiality hold and have an enrollment status of 'EL'.
         (3) Students who have a confidentiality hold and have registered by the time the batch is scheduled (2 weeks before class start).
         (4) Don't limit. Colleen (11/15):
There may be people who are wanting transcripts, etc. who do not remember that they have the hold on their account and cannot remember their password. Then when they do call, they are told that we cannot help them. This is just another form of heads up for them.

Rejected emails do not cost us anything so I think we should send them to every email we have on file for the students with the confidentiality hold.

I do believe that the institution responsible for sending the email should be the institution of the student's primary degree program. At least that way, a student would only get one message regarding this.

Proposal: send to all email accounts of record. That would be problematic, since we are confirming their existence as a student. Proposal: if email is inactive, send snail mail. If we did that, we'd have to make the message more generic.

It appears to be more of a problem at the UAF campus.

BST and USEG are looking into this. Further discussion with the Registration team tabled.

    b) Proposal to MyUA portal work team to place verbiage on MyUA inside a channel and as an announcement sent 11/13/08. Initial response: they will look into whether they can target an announcement only to those students with the confidentiality hold.

This may be outside the scope of the Reg team, too. Diane will ask Mary to confirm whether we are still charged with alternate delivery methods of the message.

6) Duplicate section registration. Recap:
    a) UAA wants to permanently set Registration Error Checking on SOATERM for Duplicates to fatal to prevent registration in two or more sections of the same course number.
        i) SFASRPO overrides. From Lora (11/14):

http://bannersi.uaa.alaska.edu/SFP2RPO.pdf- this link will give you instructions for entering mass approvals in SFASRPO.

We have created an approval "Duplicate" which will allow duplicate section enrollment only. In SFASRPO, you would enter student ID number, term, the approval code "Duplicate" and then the CRNS for which they should be able to register. This works for individual students on case by case basis.

SFP2RPO could be used for large groups of students or all students for particular subjects, courses, etc.

    b) UAS offers a number of sections with the same course number but differing in content. However, processing students needing to register in these duplicates is

not as extensive as UAA's processing to prevent duplicate registration, and agrees to the permanent setting.

    c) UAF brought the issue before their curriculum committee. Discussion (Tim)?

No feedback yet from Tim on the outcome of the discussion with the curriculum committee. UAF won't be able to take on for spring, but perhaps could for fall.

Task Requests

1) Approved
    a) SFR2APS: Modify so simultaneous runs are not allowed
    b) UAOnline Address Verification
        i) Clarification of status (Sandy)
            (1) From 10/23 minutes: "Emergency piece will be split off existing TR."
            (2) Does existing TR need to be re-rewritten?

    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.
    10/23: Brigitte requested parameter 3, Campus, be changed from single to multiple.

Other Items

Next meeting: 12/04/8 at 2:30.