

Registration Work Team Minutes

December 4, 2008

Attending

Diane, Barbara (UAS), Brigitte, Colleen, Tim, (UAF), Jane, (Statewide), John, Lora, (UAA)

New Items

- 1) Status:
 - a) UAF reg up. At 2854 compared to 2214 last year.
 - b) UAA numbers up, too.
 - c) UAS also up.
- 2) Prereq errors and UAOnline allowing students in course
 - a) Patty, 11/21: *This is only happening on UAOnline as SFAREGS will not allow this to happen according to my testing unless I manually override the registration errors that appear on SFAREGS. Anyway, we had a student who registered in the prereqs and the course needing the prereqs for Spring 2009 in UAOnline. Then they were able to drop from the prereqs and UAOnline allowed it to happen even though it did try to stop the transaction. I have determined that the 'DO NOT DROP' button on the 'Connected Course Drop Confirmation' is not working correctly.*
 - b) Jane, 11/21: *I have sent Sungard an SRN with the status of High.*
 - i) **Sungard has asked for a screen shot.**
- 3) Colleen, 11/24: *Turn off running of SFRSLST so name changes and late adds do not affect the order of students on SFASLST. Reason: UAF manually posts many of its grades. So turning this off preserves the order on SFASLST the same as that on the printed grade roster.*
 - a) **Approved. Jane has removed 200803 from SFRSLST.**
- 4) UAS has arranged for a new approval code for SFASRPO, "Restrict", that overrides special approvals on SSASECT and restrictions on SSARRES.

5) Old Items

- 1) Turn on faculty override functionality in UAonline. Recap: Discussion tabled since 9/25 until testing can be done.
 - a) UAA and Kodiak support
 - b) UAS will support if turned on after UAS classes start
 - c) Testing results?
No testing has been done yet.
- 2) RO document retention schedule in OnBase. **AD Draft Retention Schedule and RO transfer.xls** has been updated and forwarded to the OnBase team.
- 3) Set up a timer on the NOB queue in OnBase. Recap: docs have to be removed from queue individually once students are assigned a UAID.
 - a) **Status?**
Unknown
- 4) RO doc types in OnBase that need to mirror the AD doc types. **See 78_TR_OnBase_RO_Doc_type_Workflow_Update.doc**
 - a) UAS has reviewed and approves.
 - b) **UAA will review for any missing documents.**
 - c) **UAF has reviewed and approves.**

- 5) Bookstore contact page and button.
 - a) Contact page has been updated.
 - b) Placement of button (Jane, 12/3):
 - the button has been moved
 - the button opens a new window from the Add/Drp page
 - the link remains on the fee assessment page
 - c) **Approved. Please move to PROD.**
- 6) Wording change: Prerequisites not met.
 - a) Changed on SFAREGS. Jane (11/21): *Is there anywhere else you would like to see it changed?*
 - b) From Student Feedback Report: *I find it frustrating when I am given an error on registration that I am not given any guidance on how to fix the error. Also, I received an error that stated I needed either instructor or department approval, but again received no information as to how to go about getting that approval. A link to the contact information would be extremely useful and maybe a list of information that will be required.*
 - c) Lora (11/24):

The error legend below does not yet include the PREQ and TEST SCORE-ERROR description. Probably because we just implemented it.

Also, perhaps we could make it clear that students could click on the words "Registration Errors – " or "Errors" for an explanation of what the error means. Both of them show up as underlined below, but online you have to rest your cursor over the words in order to see that they are links. Only one or two Student Success Coordinators at last Wednesday's meeting knew that you could get a legend of the error descriptions by clicking on the words.

Registration Errors -

- If you wish to have displayed class(es) removed, Press the **submit changes** button.
- If the **change box** will allow you to waitlist for the class and you desire to be added to the waitlist, click on **wait list** in that box and then press the **submit changes** button.

<u>Error</u>	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
PREQ and TEST SCORE-ERROR	42877	ENGL	A111	013	Undergraduate - UAA	3.000	Letter Grades	Methods of Written Communication

Please include “Prerequisites not met” in the Registration Errors legend, with the definition, “Registration for this class requires that you first take a prerequisite course.”

- 7) 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.
- 8) 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. Approval code “Duplicate” via SFASRPO or SFP2RPO overrides registration error.
 - b) UAS approves.
 - c) UAF pending approval.

Tim met with UAF faculty. They were ok with it so far, but Tim needs to hear from one more department.

Will fatal error prevent a student from waitlisting for another section?

Post-meeting notes: Tim tested: it’s possible to register in one section and waitlist for another. UAF approves, and prefers to start with fall registration.

Task Requests

- 1) Pending BST approval
 - a) Course nearly full notification TR
- 2) Approved
 - a) [SFR2APS](#): Modify so simultaneous runs are not allowed
 - b) [UAOnline Address Verification](#). From 10/23 minutes: *Emergency piece will be split off existing TR.*
 - c) [Faculty Lookup Classes Mod](#)
- 3) 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.
- 4) In Prod
 - a) Withdraw –Web option caveat for waitlisted students on Register/Add/Drop Classes

Other Items

Next meeting: 12/18/8 at 2:30.