Registration Work Team Minutes
December 18, 2008

Attending
Diane (UAS), Brigitte, Colleen, (UAF), Jane, Mary (Statewide), John, Lora, (UAA), Sandy (MatSu), Ruth (CRCD)

New Items

1) Registration status
    a) UAA: good. Pleased with how prereq checking is working. It's opening up a lot of seats. Fine-tuning prerequisite checking now. Have a lot of departments lining up for future terms.
    b) UAF: Reg for spring good. +600 over last year. Posting grades.
    c) UAS: As of Monday, head count and credit count +5%
    d) MatSu: Fast & furious. Up about 10%. No big issues with prereq.
2) Registration dates
    Summer   View   Feb 1, 2010
                Reg   Feb 22, 2010
    Fall   View   Mar 22, 2010
                Reg   Apr 5, 2010
    Spring   View   Oct 26, 2009
                Reg   Nov 9, 2009

Old Items

1) UAOnline allows student to remain in a course after dropping its prerequisite. Still pending resolution from Sungard. No change.
2) 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?
        Need to see set up on LRGP. Can be a menu item. **Jane, please enable on Faculty Services menu on LRGP**
2) Set up a timer on the ROP NOB queue in OnBase. Recap: docs have to be removed from queue individually once students are assigned a UAID.
    a) Status? Diane will consult with Alicia.
3) Registration Error Checking needs to be set to fatal on SOATERM for Fall 2009 for Duplicates. This will prevent registration in two or more sections of the same course number. Approval code "Duplicate" via SFASRPO or SFP2RPO overrides registration error. **Jane will set on Web Tailor. Colleen will set on SOATERM**
    Can extend list of schedule types and code on SSASECT. Diane has requested that the CCS team add this issue to the agenda of their next meeting.

Task Requests

1) For Reg team discussion
   a) Course nearly full notification TR – BST sent back to Reg team to check with other community campuses. Please review course nearly full dept coord.xls for missing email addresses.
      i) From Gary Turner, Campus Director, KPC, 12/15:

From: Gary Turner
Sent: Monday, December 15, 2008 2:22 PM
To: Shelly Blatchford
Subject: FW: Potential Banner Upgrade

Jennifer Carrol, vice chancellor for UAF's Rural, Community and Native Education, states that she and her registrar feel this would be a great service for them. Jenny represents the following campuses: Bristol Bay, Chukchi, Interior Aleutians, Kuskokwim, Northwest and Tanana Valley. Dennis Clark, MatSu director, says that MatSu also wants this service.

This means that all 13 UA community campuses want to see this tool implemented by Banner. I believe this constitutes more than enough rationale for this to become a high priority request.

Need to be able to set a "message sent" flag in Banner somehow so no more than one notice gets sent.

Shelly: please specify on the email table the departments as coded on courses that should trigger notification to the corresponding coordinator. Colleen: please populate UAF branch campus emails.

   b) SFR2PRS Concurrency Parameter.doc

Add a parameter so that it will list those students who have not met prerequisite requirements.

The process is not currently working properly, and needs to be fixed. There was an earlier patch. Was running against all institutions, and need to have a level parameter added to it. Colleen will submit the original TR from 9/2004: add level, campus, subject, course number, sort order, add campus to individual student lines.

There's already a parameter there: report option with 'P' is already there (parameter 10), but not working. P = failed in progress, prerequisite only. Shouldn't pick up registration restrictions.

   c) 78_TR_OnBase_RO_Doc_type_Worfklow_Update.doc: RO doc types in OnBase that need to mirror the AD doc types
      i) UAS approves.
      ii) UAF approves.
      iii) UAA reviewing for any missing documents.

Review complete and forwarded to the OnBase work team.

- iv) Confidentiality notification TR.doc: via scheduled batch email notifications.
- v) From Mary, 12/15: "*…please proceed; USEG's interest in this does not preclude the work the Reg team is doing to regularly notify students of a confidentiality hold on their account.*"
- vi) Recap from 11/20/8 minutes: 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.

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

After much discussion, we determined that an automated email notification really isn't necessary. Active, continuing students will encounter notifications via UAOnline and the MyUA portal. The inactive or returning students who won't have used these systems and who haven't changed the confidentiality election are the remaining target, many of whom we anticipate won't have valid email accounts on record. We think a better idea is to send out snail mail notifications every couple years to clear out the older confidential holds.

2) In Discussion via BST
   a) [Clearinghouse Conversion](#) - Convert Clearinghouse interface from client-side to server-side.
3) Approved
   a) [SFR2APS](#): Modify so simultaneous runs are not allowed
   b) [UAOnline Address Verification](#). – Now mailing addresses only
   c) [Faculty Lookup Classes Mod](#)
   d) [UAOnline-Bookstore Logo](#) - Put the UAF TEXT 2U logo on the bookstore contact page. The students will click on the logo and be directed to the virtual bookstore.
4) In Progress
   [SFR2GRD](#) – Missing Grade Report
   a) Confidentiality notification via MyUA portal
5) In Prod
   a) Very soon: Confidentiality notification via UAOnline

b) Bookstore contact page and button.
c) Prerequisite error wording change and inclusion in Registration Errors legend.

Other Items

1) Virtual bookstore task request.
   CRCD mails all their books.
   TR is to take registration info and populate the order form at the electronic bookstore.
   Diane will resend the UAS grid.
   UAF coordinator: James Schropp.

2) This will be the last meeting with Diane moderating. Any nominations for moderator?

   Can this be shifted to a once a month meeting? If necessary, yes, but we do normally have a full agenda every two weeks.
   John will moderate. THANK YOU, JOHN!

Next meeting: 1/15/9 at 2:30.