

## Registration Team Minutes June 4, 2009

Attending:

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

- Review wording for non-degree seeking application work flow automatic response

Final version:

Thank you for completing the non-degree seeking application. You are now non-degree seeking. Just as a reminder, non-degree seeking students are not eligible for financial aid.

Please be aware that all official university communication, including student billings, course changes, correspondence, etc., will be sent to your university student generated email account.

If you have any questions, please visit our Records/Registrar Contact page and get in touch with the office at the appropriate campus.

To begin your registration process, go to UAOnline and click on Class Schedule to search and register for classes.

At UAA and UAF, the web aps are pushed. Most of them go through the quick start process successfully, and the applicants are ready to register. For those few that error out, a dialog pops up requesting they contact the Registrar's Office.

SAR2ADM does not pull these applications; they create only a general student record. Need a popsel to identify who has applied as non-degree seeking recently.

**Janet:** please include verbiage about the university communication on the Register/Add/Drop classes menu. Place it add the bottom, in red bold under the bold statement about accepting financial responsibility, and before the current schedule that they see. **Tim** will send a screen shot with the verbiage and its placement.

- Other

John:

Regarding recent discussions about International documents: John proposes a new doc type, RO transcripts (International), so they can be retained longer than what's set up for RO transcripts. All agree. Diane will request of Alicia.

Look into printing to database from Banner directly, instead of going through Secure Shell? This is a feature available in Banner. Would need to discuss how to purge the documents. Recommend as an agenda item to the BST.