

Registration Team Meeting Minutes -4/7/11

Attendees: Lora, Patty, Mae, Colleen, Susan, Fran, Anita, Shelly

Barbara asked for volunteers to hand over the chairing for the Reg team – Lora graciously accepted to do so in June. **THANKS LORA!!**

Added items to the agenda:

- Lora has noticed students who transfer to another MAU (possible degree seeking in 2 MAUs) have their transfer evaluations unrolled. – **It was suggested this go to the Transfer Credit team who will be meeting next Wed at 10:30 and to contact Susanne Browner.**
- Class search – The UAonline new distance education search features are allowing students to see all campuses in one search. Which is GREAT! The problem occurs when they register for classes at other campuses which are hundreds of miles away. – **Resolution – Cathy Ewing is modifying the page with a better explanation for the campus codes (temporary fix) Lora and Patty will write up a task request for a work flow informing students when they have registered for courses that are at other campuses when they are coded a 1, 2, of 3.**
- Waitlist follow up – the team has not had much time to test. Barbara tested – an email was sent but the next person was not given the email notification when the space was not taken. Colleen said we have to run the batch process after the time has elapsed so the next person would be notified. When we are in production the timer would run every 15 minutes.
 - We will continue to test – perhaps we can get this ready before Fall 2011 starts or for Spring 2012 registration in November.