

Reg Team Audio
May 17, 2012- 2 p.m.

Attendees

Lora, Mary Jean, Jennifer, Fran, Mike, Shelly, Jane, Mae

Agenda Items:

Waitlisting- overall is going well. There are issues with students understanding process and also with notification. Apparently there are well over 37,000 students who do not have a preferred email checked. Jane will run process to add a preferred email indicator to the .alaska.edu email if another email is not checked.

We also discussed adding language to UAOnline.

If you are waitlisted at any of the campuses at UAA or UAS, you will be notified by email when a seat becomes open. If you did not get added to a course, you will be automatically removed from the waitlist by the end of the semester with no charge. DO NOT use the "Withdrawal - Web" option to attempt removal from the waitlist. This option will add class charges to your account. “

Lora will send this to Jane. We will also revamp Matsu's FAQs and add a link.

We are ready to move forward with waitlisting for fall. Once preferred emails have been set Lora will set rules for fall waitlisting in Prod and then ask Jane to begin batch process.

We will shut down summer batch process from 4 p.m. this Saturday – 4 p.m. Sunday to coincide with outage.

After summer term is underway, all campuses must run purge process to purge waitlist for the term. SFP9AIT. This will remove all remaining students from waitlists for a particular term.

Deceased Students- Make sure to notify HR if there is an HR process. Our agreed upon deceased student processes are attached.