

Banner Student F2F
Registration Team
February 26, 2013 1-5pm

1. SOATERM setup for Fall 2013

(Only a few folks have access to make changes to this form)

- a. **In the registration block**
 - i. Check – in progress (fine if WEB registration dates have been set up March for fall 2013 March 17 – Dec 15, 2013).
 - ii. Re-Admit term is 5 years back.
 - b. **Set Registration Error checking (the button in the Registration block)**
 - i. Check all Student Options as **Fatal**
 - ii. Section Options – Department, Repeat Hours, Repeat Limit = No check. All others = **Fatal**
 - c. **In Registration Fee Assessment:**
 - i. Check Online Assessment and Reverse Non Tuition/Fee Charges
 - ii. Leave blank the Effective Date block for spring and summer (enter July 1 of that term for fall - impacts Finance if left blank). On July 1, SW Programmers or Finance will change this back to blank.
 - d. **Gradebook Parameters**
 - i. Nothing is checked
 - e. **Title IV Date Source**
 - i. Term Date is checked
 - f. **In the Web Self-Service, Voice Response and Partner Systems:**
 - i. Check online Assessment
 - g. **Control Settings**
 - i. Nothing is checked
 - h. **Process Web Controls**
 - i. **Class Option Change Controls** – check change grade mode and change credit hours (Someone will have to uncheck change grade mode when audits are no longer permitted)
 - ii. **Grade Display Controls** – check display midterm grades and display final grades
 - iii. **Faculty and advisor controls** – Display schedule, display class list, allow approval/overrides
 - iv. **WebCAPP Controls** - check Web Catalog Term (to make catalog term available in the dropdown)
 - v. **Catalog Search Controls** – check all
 - vi. **Schedule Search Controls** – check all **except** Search by Duration (open learning only)
 - i. **Parts of Term need to be set up** – Each campus sends these to their registrar to set. This is where grading for faculty is checked.
 - j. **Control Settings**
 - i. Check – Master Web Term Control to make UAOnline schedule open for viewing at the agreed upon date (Jane).
2. Banner 9 modules – When and what do we want?
- a. The following are Banner 9 modules. We do not need to implement all at once: Web for faculty (web grading updates), Course Catalog, and Event Management

Banner 9 implementation is waiting on structural pieces to be conducted prior to installation.

- i. Faculty web grading – fall 2013 testing and February 2014 go live date.
 - ii. Course Catalog (INB – internet based) – changes in web architecture for Banner. Currently requires 2 banner sessions open to access both – OIT working on a single sign on. Wait for Catalog/Schedule.
3. UAOnline Registration Page Wording/ Non-Degree Seeking
 - a. Purpose - making it more straightforward for students who get confused by the terminology “Apply for admission”. Patty and Lindsey proposed an addition to the menu “Registration Access for Non-Students” and showed mock-up. Acknowledgement that submitting the non-student application will remove them from their degree program, if they were in one. Discussion about what to call them “non-degree” or “non-student” or “Registration Access for the purpose of personal interest...”, “**Just want to take a class?**” Recommend wordsmithing, add sentence at the beginning that clarifies that this is only for students who are not currently enrolled.
 - b. Barbara will bring back to next Registration Team meeting.
4. Registration Schedule/Bill –
 - a. SFAREGS – what happens when a student registers in person? If the Student Schedule Bill is checked to print, does it come from TSRBIL from TSASPAY? Matsu, Kenai, and Homer and several other campuses are using the Schedule/Bill page. In a perfect world, this bill would match what the student sees in UAOnline and what shows in TSAAREV. **Jennifer will ask Curt Wallace at KPC what needs to happen to match them up and follow up with the team.**
5. Registration page – Review processes.
 - a. Click on Senior Citizen Tuition Waiver (update needed – last revision 2008). Online registration or paper form needed – enter registration on day class starts.
 - b. How to register for a class – review tutorial (audio volume inconsistency?). Look at Register/Add/Drop wording. Add a Document of the video transcript for students who cannot stream or have low bandwidth?
 - c. Waitlists need to be purged at end of add/drop so students don’t accidentally withdraw and get charged.
 - d. **Notification of registration** – How can we let students know they have been registered? email? Popup message? Bells and whistles?
 - e. Barbara and team edited register/add/drop classes text page. Will revisit these edits in future registration team meetings and send to Jane for final approval.
 - i. **Mary Gower ACTION ITEM** - Communication with finance needed re: removal of text from register/add/drop page.
 - ii. Change the Change? field to Drop/Re-register/Withdraw.
 - iii. **Action item for Jane** – investigate whether we can have an error for anyone who attempts to WW (withdraw web) if registration status of WL (wait list).
 - iv. **Underline** Waitlist FAQ rather than have a colored hyperlink. (some folks cannot see colored hyperlink)
 - v. Review RS code – reinstatement web. Is this still valid? **ACTION ITEM - Lindsey will ask Lora.**
 - f. **ACTION ITEMS** – Review Waitlist FAQ at future Reg team meeting.
 - i. Change Waitlist FAQ to include e-Learning (instead of distance education).
 - ii. Update Waitlist FAQ #3 – Wait list/Waitlist – update for consistency.

- g. **Change class options** – looks fine
 - h. **Registration Fee Assessment** – Green text. Change to: You are responsible for payment of tuition and fees. Barbara will send changes.
6. **Blackboard name change** – what is the process to change name in Blackboard? Core Apps for UAF, UAA = IT services. Create alias with new name? **ACTION ITEM – sd core apps** (Bill Wakefield address: ua-oit-ca-cms-team@alaska.edu) name changes in Blackboard. Barbara will investigate.
 7. UAOnline login page – temporary directions are confusing – provided edits to Mary.
 8. Timeframe for assigning UA Username and ID – Jane and team is investigating