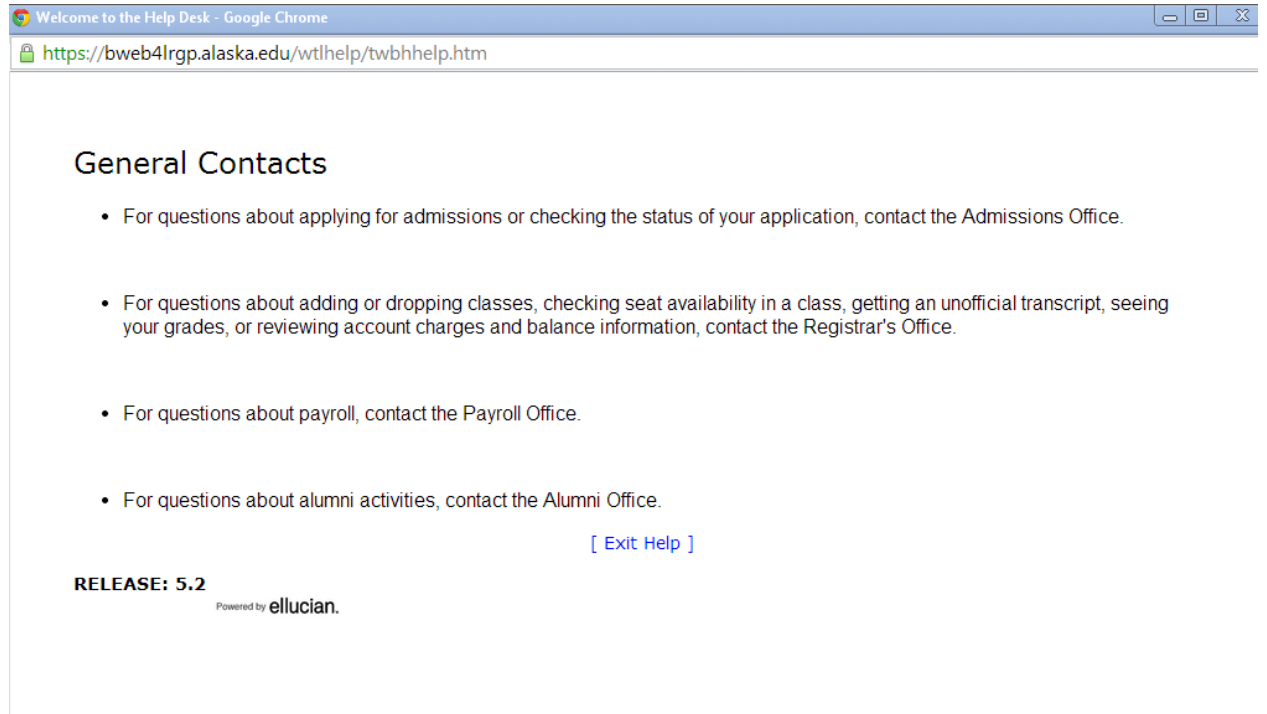


Reg Team Meeting Minutes  
October 3, 2013

Present: Jane Vohden, Susan Culley, Lindsey Chadwell, Alyona Selhay, Mae DelCastillo, Eric Elsehohn, Fran Russell, Lora Volden, Jennifer Pedersen, Mike Earnest

1. Set up SOATERM for 201401. We set up all the parameters in SOATERM and related forms to allow for reg for spring 2014. Susan Culley did data entry, with everyone following along referring to Patty's notes.
2. TR #211 submitted by Lora Volden. This TR is to document the fact that we will be moving forward with the vendor on implementation of College Scheduler. EAS has been involved in the discussions thus far. (College Scheduler will give students more flexibility to define the parameters of the schedule they want to build, and will return to them "package" schedules that fit their parameters.) NOTE: TR was approved by all present.
3. Discussion of how phone numbers display for faculty on class lists at UAOnline: Basic Banner functionality requires that a phone type be tied to an address type to be pulled and displayed. In particular, Jennifer (from Kodiak) has been asked about the numbers that display on "Class List with Student Contact Information and Grade Mode." Updates that the student makes at UAOnline may not be visible on the first page that displays on that link. However, if the faculty member clicks on an individual student's name, more detail is available.
  - a. After discussion, it was agreed that there is not a pressing need at this time to request any local mods to change this functionality. We hope that there will be improvements in future Banner releases.
4. Language for "Help" links on registration-related pages of UAOnline.
  - a. Currently, the Help links which you get to from clicking the "Student Services and Account Information" tab, as well as several of the pages that you get to from that tab, gives generic, canned info from ellucian.
  - b. We suggest a simple link that will take the user to our existing Contacts page:
    - i. [https://bweb4lrqp.alaska.edu/banlrqp/owa/bwsk2ctc.P\\_DisplayMaus](https://bweb4lrqp.alaska.edu/banlrqp/owa/bwsk2ctc.P_DisplayMaus)
    - ii. Since this would be the same across multiple workteams, we will make a recommendation to the BST for what to put there. Mike will do a mock-up of what this might look like. (See attached.)
5. Next meeting is Thursday, 10/17, @ 2 PM.

## Current Help Page:



Welcome to the Help Desk - Google Chrome  
https://bweb4lrgp.alaska.edu/wtlhelp/twbhhelp.htm

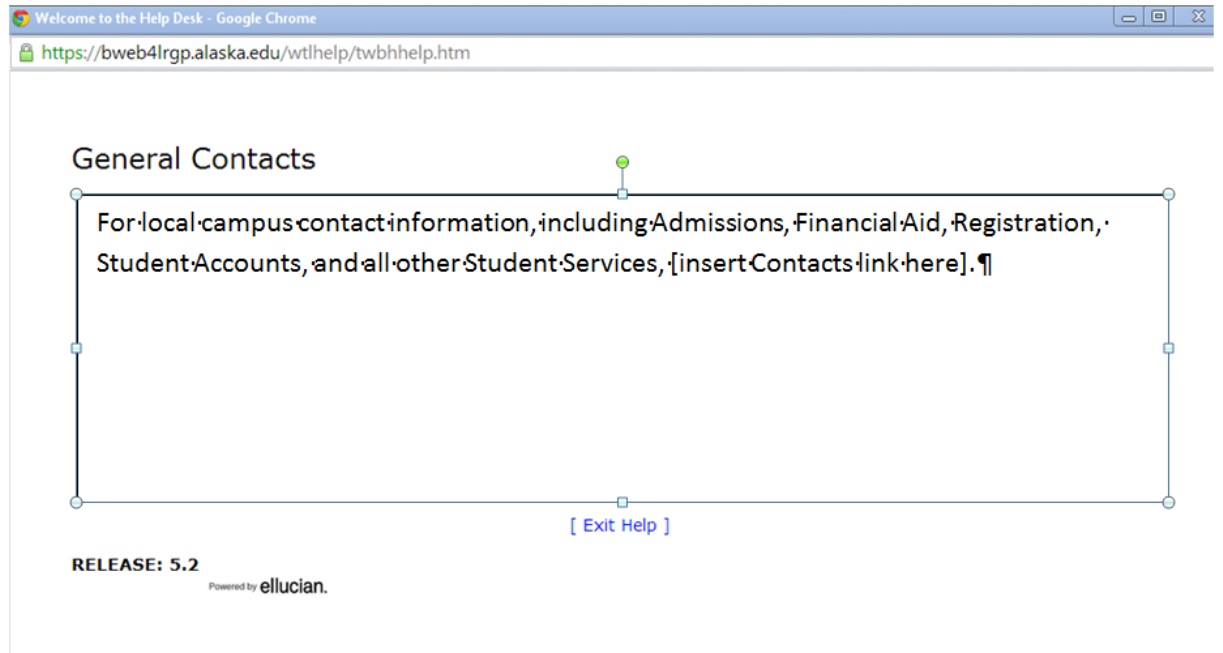
### General Contacts

- For questions about applying for admissions or checking the status of your application, contact the Admissions Office.
- For questions about adding or dropping classes, checking seat availability in a class, getting an unofficial transcript, seeing your grades, or reviewing account charges and balance information, contact the Registrar's Office.
- For questions about payroll, contact the Payroll Office.
- For questions about alumni activities, contact the Alumni Office.

[\[ Exit Help \]](#)

**RELEASE: 5.2**  
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## Suggested Help Page



Welcome to the Help Desk - Google Chrome  
https://bweb4lrgp.alaska.edu/wtlhelp/twbhhelp.htm

### General Contacts

For local campus contact information, including Admissions, Financial Aid, Registration, Student Accounts, and all other Student Services, [\[insert Contacts link here\]](#). ¶

[\[ Exit Help \]](#)

**RELEASE: 5.2**  
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Note that Contacts need to be updated at least annually (see next page)

Some of these are long outdated....

 <b>Admissions</b>	UAF - All Campuses	(907) 474-7500 (800) 478-1823	admissions@uaf.edu	
	<b>Book Store</b>	Fairbanks Textbooks	(888) 280-8500	uaf@bkstr.com Rebecca Phillips
	Main (Fairbanks)	(907) 474-7348	uaf@bkstr.com	Rebecca Phillips
	Bristol Bay (Dillingham)	(907) 842-5109	bnbja@uaf.edu	BJ Alexander
	CRCD Bookstore	(877) 651-4002	rycdebks@uaf.edu	MaryAlice Short
	Chukchi (Kotzebue)	(907) 442-3400 x104	znryn@uaf.edu	Byrd Norton
	Community & Technical College (TVC)	(907) 474-7348	fybook@uaf.edu	
	Northwest (Nome)	(907) 443-8408	rhlorin@alaska.edu	Rita Lorin
<b>Business Office</b>	Main (Fairbanks)	(907) 474-7384	uaf_business_office@alaska.edu	
<b>Calendar</b>	Main (Fairbanks)			
	Chukchi (Kotzebue)			
	Northwest (Nome)			
<b>Disability Services</b>	Main (Fairbanks)	(907) 474-5655	uaf-disabilityservices@alaska.edu	
<b>Financial Aid</b>	Main (Fairbanks)	(907) 474-7256 (888) 474-7256	financialaid@uaf.edu	
<b>Housing</b>	Main (Fairbanks)	(907) 474-7247	housing@uaf.edu	
<b>Graduation</b>	Main (Fairbanks)	(907) 474-7523	graduation@uaf.edu	
<b>UAF Northern Military Programs</b>	Eielson AFB Branch	(907) 377-1396	mkgale@alaska.edu	Marla Gale
	Elmendorf AFB Branch	(907) 753-0204	myoung3@alaska.edu	Mark Young
	Ft. Richardson Branch	(907) 428-1228	anmlk@uaa.alaska.edu	Mel Kalkowski
	Ft. Wainwright Branch	(907) 356-3826	mkgale@alaska.edu	Marla Gale
<b>Records/Registrar</b>	Main (Fairbanks)	(907) 474-7500 (800) 478-1823	registrar@uaf.edu	
	Bristol Bay Campus (Dillingham)	(907) 842-5109 (800) 478-5109	bbcinfo@uaf.edu	
	Chukchi Campus (Kotzebue)	(907) 442-3400 (800) 478-3402	znmb@uaf.edu	Mary Booth Barger
	Community & Technical College (TVC)	(907) 455-2800 (877) 882-8827	fytvc@uaf.edu	
	Interior-Aleutians Campus	(907) 474-5207 (888) 474-5207	hsroyce@alaska.edu	Holly Royce
	Kuskokwim Campus (Bethel)	(907) 543-4562 (888) 474-5207	kekristof@alaska.edu	Kevin Kristof
	Northwest Campus (Nome)	(907) 443-8403 (800) 478-2202	metozier@alaska.edu	Marie Tozler
<b>Branch Campus/Service &amp; Info</b>	Bristol Bay (Dillingham)	(907) 842-5109 (800) 478-5109	bbcinfo@uaf.edu	
	Chukchi (Kotzebue)	(907) 442-3400 (800) 478-3402		
	Community & Technical College (TVC)	(907) 455-2800	fytvc@uaf.edu	
	Interior-Aleutians	(907) 474-2472	iacinfo@uaf.edu	
	Kuskokwim (Bethel)	(907) 543-4500		