

## Workflow Team Minutes

July 28, 2009 2:00pm – 3:00pm  
(☎) – (800) 893-8850 • PIN: 6384637

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### Attendees

Patty, Brigitte, Diane, Jane, Crystal, Mary

### In Progress

1) Expired Admissions WF-

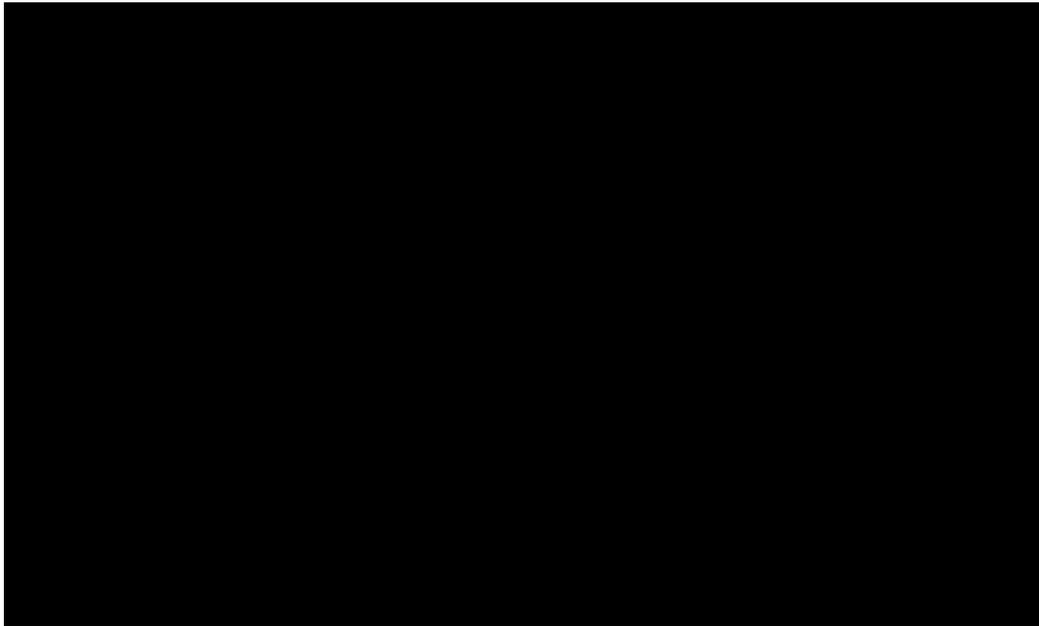
6/30 started workflow process analysis with Lora. Rec'd flowchart from John. Will be started by applying the IE code.

2) Upgrade update –

6/30 Banner 8 PROD moved to Feb 2010, this will help open up the schedule so that a WF upgrade date can be determined.

3) Schedule change notification WF –

6/30 Latest revision to CCS group a week ago. They have add'l requests to it, sorting through new ideas. Ball in CCS court, discussing email layout. Pat will send friendly reminder to collect consensus, looking for a final ye or nea.



7/28 – Pat shared via a prior email that subsequent changes will mean add'l programming for Daniel. Need an expected completion date on this WF.

4) Web application notification –

6/30 Back in PROD with two email addresses removed. Non-degree seeking email being worked on by the Reg team. Wording is done, Mary will send to BST today.

Final (approved) 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.

7/28 Mary will send to Pat. Need ETA of this WF's completion.

- 5) Email student when they perform ANY type of registration function on UAOnline  
6/30 acknowledgement of transaction; Any reg transaction – what to trigger it on? John is looking at this. Is this a batch process instead based on a daily summary, and send the student an updated schedule? Every transaction is preferable to nothing, but it is not a good idea to send one with every transaction.

7/28 Mary will check with John for update.

- 6) Others?

In Discussion

1. If a new subject code is added or changed on STVDEPT, trigger a workflow to staff in charge of maintaining course information in Banner  
These might not end up being workflows. Looking to not make full fledged banner workflows out of these because of the overhead. Finaid has process to send out automated mass emails, or schools have database triggers (demo at past Summit) and using AppWorx to schedule that. It's only batch jobs that would go in the scheduler.

2. If a SSN is created as the UAID rather than a 3##### on SPAIDEN for a student, trigger a workflow to appropriate MAU manager for review and identification of user training  
Could be an email process instead of a workflow.
3. If an equivalency record has been added or changed on SCADETL or SSADETL, trigger a workflow to DegreeWorks staff responsible for maintaining the equivalency tables on DegreeWorks
4. Orientation office – would work with the business office to add a charge for orientation to the students account and send an email to the student.
5. Send email to the students regarding the change in status on their application.
6. As items come in for the checklist and/or if there are existing items still out there, email them what's missing.

**Next meeting: August 25th at 2:00pm.**