

Academic History Workteam Agenda

Tuesday, June 18, 2013

2:00 – 3:00 PM

Audio info: 1-800-893-8850, PIN 6384637

Attendees: Peter, Mae (UAS), Sandy (Mat-Su), Mayra, Lindsey (UAA), Jane (SW), Crystal, Susan (UAF)

Note taker:

~~6/18/13~~ — UAA
7/16/13 UAF
8/13/13 UAS
9/10/13 UAA

1. UAOnline application for graduation. (Mae)
 - a. All MAUs need to test the online app. We can turn it on independently of one another.

MAUs can begin testing the online grad app in LRGP (Student Services -> Student Records -> Apply to Graduate).

UAF has created a Google doc for grad app submissions. Students must sign in to complete the form. Crystal believes payment is applied to the student account by UAF staff.

UAA created an online grad app form that students must login to. Once a student submits that online grad app, the form is submitted to the Degree Services email box. Degrees staff apply the grad app fee to the student account in SFAEFEE at the time of processing. Students are told the fee will be applied to their student account within the online form they complete (near the submit button).

UAA is very interested in turning this on as soon as we're comfortable with it. May require a task request.

2. Academic standing: Barbara indicated that a student who totally withdraws will receive an academic warning. Why does this occur? It does not seem appropriate.

Academic standing rules are MAU-specific. Jane indicated that the academic warning assigned to students who totally withdraw is part of baseline code. Jane also indicated that academic standing was discussed at the Registrar F2F, as well as USEG. Registrars indicated that it isn't of value to them to have academic standing roll happen system wide; wish to make it MAU-specific. However, it was determined at USEG that it needs to be across the system. Mary has asked if it's possible to calculate both ways. Lots more discussion to come.

3. Parchment: Transition from AVOW to Parchment has been rocky. Multiple unplanned outages recently, with one resulting in canceled orders.
 - a. SSO capability is turned off, but I've noticed a handful of orders with a self-register authentication type. Have since learned self-register indicates walkup order. Mae explained that UAS submits walk up orders for students who do not want to submit their credit card information online. Walk up orders may be appropriate at other times as well; that was just one example. I chatted with Adam in our Records office at UAA after the meeting and learned that he has

submitted a few walk up orders in the past, typically for students who requested an electronic transcript that was never received/downloaded but has since expired.

- b. Verifying mailing addresses students enter (Students entering “Hold for pick up” in one of them mailing address lines). Joe is looking into this. UAF has instructed students to type ‘Hold for pickup’ in the address line since students cannot currently select a pick-up option. UAA sees this occasionally, but it’s not always clear that they want to pick it up (i.e. student enters ‘hold for pick up’ on one line but then a street address on a second line). Verifying addresses wouldn’t work unless we provided students with an alternative option to specify ‘hold for pick up.’
 - c. Kodiak recently received a transcript request via Parchment from the NCAA. This is not something we can ‘turn off,’ but we can choose not to process the orders. UAA hasn’t received any. If we do, we’ll contact the student and provide instructions on how to request an official transcript. Just FYI.
 - d. Mae submitted a tech ticket requesting the names of all students impacted by the outage in which orders were canceled, but she has never received anything. Lindsey to follow up with Joe.
4. One step download: Jane and her team are looking into the McAndrews transcript issue. It’s been moved up on Jane’s priority list. Hopefully good things to come soon.
5. TR 184 – Grade Roll Process Modification
Added the language Jan suggested. Can I get approval from each MAU?

Next meeting is July 16, 2PM.