## **Academic History Workteam Agenda**

Tuesday, October 8, 2013 2:00 – 3:00 PM

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

Attendees: Mae, Shayla, Barbara, Pete, Matt, Crystal, Mike, Susan, Holly, Mary, Jennifer

## Note taker:

6/18/13	<del>UAA</del>
7/16/13	<u>UAF</u>
8/13/13	<del>UAS</del>
9/10/13	UAA Canceled
10/8/13	UAA
11/5/13	UAF
12/3/13	UAS

- 1. Grad app fee not automatically rolling to TSAAREV in summer semesters. Per Daniel Issue with SFRFASC process, which pulls term codes from a query that currently doesn't appear to include summer terms. Automated process runs at 6PM Sun-Thurs.
  - a. Adjust process to also query summer semesters? Approved.
  - b. Include Friday? Approved.
- 2. Help text on our UAOnline pages (mock up coming from Reg team to review)

  Mike will email mock up out to the listserv. Please review and provide approval via email.
- 3. Fed Ex or expedited mailing of paper transcripts What does each MAU offer and what are the charges? (Susan)
  - UAA \$18, priority overnight or USPS Express if it's to a PO Box. We document the tracking number in SPAACMNT. Student needs to call and ask. Receive very few requests for this.
  - UAS Priority mail flat rate \$5.60, Express mail flat rate \$19.95. Documents tracking number on actual request. Approximately 2-3 requests each month. Student needs to call and ask.
- 4. Change the wording for the \$30 charge to "expedited processing." We have a lot of very unhappy people when they realize that the charge does not include expedited mailing. [OR] Discuss increasing the charge to include the expedited mailing fee. (Susan)

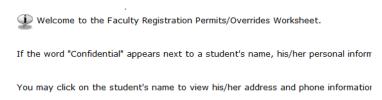
Mae will propose changes to the regular transcript and expedited transcript options language in UAOnline and disseminate to the team for review and approval.



5. Why am I routed to this screen after selecting a new ID for which to enter registration overrides?



## Seems I should be directed back to the screen where I can enter overrides:



## Registration Overrides

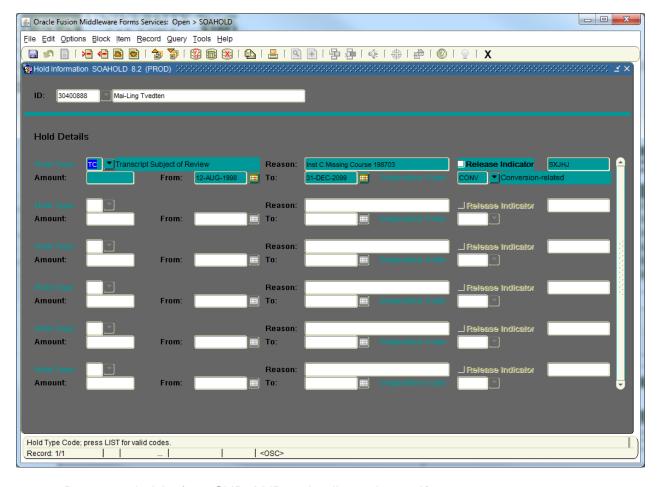


Submit

Unsure of why this occurs. Faculty are often directed back to the Faculty and Advisor Student Menu as they navigate through the Faculty Services options. Lindsey will continue to look into this.

6. Does anyone know what institution C refers to?

Refers to ACC - UC level courses. Thanks, UAS!



- 7. Remove ethnicity from SHR2MJR and pull race instead?

  Approved to update report to pull new ethnicity field and race field from SPAIDEN for .dat file. Lindsey will move forward with TR if Jane indicates it's needed.
- 8. Breaking Parchment analytics down by MAU Past six months of data, broken down by MAU, should be available soon and will be available on an on-going basis in the future. The data won't be available within the user interface. Requests for data will need to go through Joe. Discussed attaching documents to transcripts when ordered via Parchment. Issue: Our morning reports don't indicate that there is an attachment and/or if the attachment needs to be reviewed/signed by our offices. Lindsey will follow up with Joe.
- 9. Possible UAOnline application for graduation task requests
  We'll retain this agenda item moving forward. UAS and UAF are also interested in moving forward with
  this app once the payment piece is worked out. Lindsey will ask Jane if TRs are necessary for the two
  items below.
  - a. Allow students with holds to submit online application. Approved
  - b. Currently, if a non-UAA campus is the first priority in SGASTDN OR student is admitted into programs at multiple levels, curriculum information doesn't appear on final page before submission. Approved.
- 10. TR 198 SGP2CSC process to replace special characters. We need to update the TR and provide greater detail.

How might special characters be introduced into Banner (with the exception of copy/paste)? Prospective students, applications for admission, ISIR loads from financial aid Address clean up, SRP2CLA – Similar TR (TR 64)

Lindsey to update TR.

11. Grade roll (TR 184) – Matt is working on it.

Matt will let us know when he's ready for us to test.

Next meeting is November 5, 2PM.