

## Academic History Workteam Agenda **Minutes**

Tuesday, March 18, 2014

2:00 – 3:00 PM

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

### Attendees:

### Note taker:

2/18/14 — UAA  
3/4/14 — Canceled  
3/18/14 — UAF  
4/1/14 — UAS  
4/15/14 — UAA

1. Need status update from Jane on updating this message (from February 12<sup>th</sup> email). Remove “You must have a ssn on file with the University to automatically logged into the Clearinghouse.”

[https://uaonline.alaska.edu/banprod/owa/bwsk2css.P\\_CallCLHWebPageUAA](https://uaonline.alaska.edu/banprod/owa/bwsk2css.P_CallCLHWebPageUAA)

[https://uaonline.alaska.edu/banprod/owa/bwsk2css.P\\_CallCLHWebPageUAF](https://uaonline.alaska.edu/banprod/owa/bwsk2css.P_CallCLHWebPageUAF)

[https://uaonline.alaska.edu/banprod/owa/bwsk2css.P\\_CallCLHWebPageUAS](https://uaonline.alaska.edu/banprod/owa/bwsk2css.P_CallCLHWebPageUAS)

The screenshot shows the UAOnline website interface. At the top, there is a navigation bar with links: Personal Information, Student Services & Account Information, Financial Aid, Faculty Services, Employee, and Finance. Below this is a sub-menu with links: RETURN TO ENROLLMENT VERIFICATION MENU, SITE MAP, HELP, and EXIT. The main content area has a heading: The Clearinghouse Self-Service site provides access to enrollment verification and printing of the Enrollment Verification Certificate. Below this is a paragraph: Click the SUBMIT button to go to the UAA Enrollment Verification Clearinghouse website. You must have a ssn on file with the University to be automatically logged into the Clearinghouse. At the bottom, there is a button labeled Submit Enrollment Verification and a link labeled Return to Enrollment Verification Menu.

Jane notified the meeting that the update was in LRGP for viewing.

2. Verifying dates of attendance and degrees for one another  
All campuses agrees that Any verification was being done just for the degrees or attendance at the specific campus being contacted. We do not confirm for other campuses.  
UAF adds a comment in the NSCH request site for degree information for the requestor to contact other campuses for more information.
3. Common App (Susan)  
None of the UA campuses reply to any electronic requests, but if a student brings in a form and signs a release, the office will complete the form and forward it to the Dean's office for completion. Transcript requests must be initiated and paid for by the student.  
Lindsey noted that there is a location at the Common Aps web site where the electronic requests can be turned off for a campus.
4. Course start/end dates on unofficial transcript in UAOnline (Mae)

| Credit Hours | Quality Points | Start and End Dates | R |
|--------------|----------------|---------------------|---|
| 3.000        | 12.00          |                     |   |
| 3.000        | 12.00          |                     |   |

Students are occasionally asking for specific Start and End dates on unofficial transcripts. There is a column in UAOnline for the dates, but it has not been utilized by UA. Each campus will do some research to see if there is

- A. a place to turn on the dates for UAOnline in Banner; and,
- B. if there is any reason or background or concerns that might preclude doing it.

5. Next meeting – Someone else lead or cancel?

Lindsey will be out of town for next meeting, so Mae has agreed to send out a request for agenda items, and if no response, cancel the next meeting. April 15 would be the next meeting.

Lindsey brought up a request from Jane Vohden regarding a previous request from Patty Itchoak to modify parameter (2) in SHR2TRS to add a wildcard (%) that would simplify searches. We need to check with transfer Eval to see if there are problems or concerns. It will be in LRGP soon.

**Pending Business**

1. TR 184 – Nightly grade roll. UAA, UAS and UAF have all confirmed this process is not working in PROD. Matt is researching to determine why as time allows.
2. Parchment
  - a. Update expedited processing paragraph on main ordering portal page to indicate expedited shipping isn't included
  - b. Add primary campus description to order options page ("Primary campus: Select the campus at which you've completed a majority of your coursework and/or earned your most recent degree.")
  - c. Numbers Joe reported for January don't match the billing statement
3. TR 198 – Special characters. With Joe/Jane to add additional characters to the process.
4. TR 257 – Delimit SFR2CLH. Waiting to receive confirmation from Jane on exactly what I should be requesting (i.e. delimit or add parameter with option to pull .dat file).