

Participants: Shelly, KPC; Sandy, MSC; Marie, Sitka; Becky, Colleen, Libby, UAF; Al, Dawn, Patty, Peggy, UAA; JJ, SW

RE: Admission on the Web implementation

#### 1. What is the next step?

Implementation guide is divided into two parts: Application Set Up and Processing Web Admission Applications. During the face-to-face in October we covered steps 1 – 8 of Application Set Up as a group. Steps 9 (Signature page) and step 10 (Quick Start) have not been addressed yet. Steps 11 – 16 have to do with procedures and routines, rules, cross reference tables, etc. Patty, JJ and Colleen worked on sorting these out for us. The A2 application is a good working model with routines etc. established. At this point, it would be good for all of us to work on the second part of the implementation, Processing Apps. Use the web version of Large Prep to submit an application, choosing A2 (**UAA Undergrad**) as your application type. **Do not submit test score data or prior college data as this time.** Then go into Lrgp through Citrix and find the submitted application. Practice manually matching, verifying and pushing electronic applications.

Patty has developed a one-page sheet to guide us through this process. The implementation guide has a longer version of this on pages 4-52 through 4-55.

Contact Patty or someone else if you have problems. We need to test our processing procedures to make sure that rules and routines etc are set up properly. Once we feel the A2 application type is clean, we can easily copy rules etc. to other application types.

#### 2. Access/Clone Issues

Large prep will not be refreshed until mid-February. All work in LRGP will have to be copied to PROD before the refresh (the refresh will delete everything that isn't in PROD).

Check with JJ if you need access to screens now and cannot access them; she may be able to do something. Colleen has requested a new classification so that everyone will have correct access when we move to Prod. She will check on the status of this request.

#### 3. Requests.

Becky suggests listing an instructions (like "select one") at the top of drop down lists, rather than having an actual choice as the top selection. Students would likely pick the top one inadvertently. Colleen will try fixing this.

If you have other requests, send to the email list for comments. Someone may be able to fix or we may have to start making formal requests to JJ.

#### 4. Lead in page

Peggy, Marie, Libby, and Sandy will work on formulating a prototype for a Web page that instructs the student on how to use the Adm on the Web product. The idea here is that each campus will have to develop their own Web page that leads the students from their Web site to uaonline/admissions. But, it would be helpful if there were a prototype or at least a list of recommended items to include on the page.

#### 5. Signature page

Start thinking about what to put on the signature page. Each campus can have its own signature page attached to a type.

Next meeting will have to wait until after the holidays and the brunt of the spring semester start up. Plan to hear from me towards the end of January concerning setting up an audio for the week of January 27.

Thanks,  
Sandy