

Admission Work Team audio, April 2, 2003

Present: Sandy, Becky, Libby, JJ, Patty, Charese, Dawn, Marie, Peggy

Reviewed progress so far:

A2 up and running in Irgp web. Rules and routines set up except for test score/prior College.

Discussed if a student tries to return to the checklist w/o completing required fields they get stuck. Can use the exit w/o saving changes. "Help" explains this pretty well.

Problem with test score table: removing most of the fields messed up the "push". Decided to not use test score section. Just added question to high school section instead.

Prior college table issue: JJ has discovered that the EMAS crosswalk causes the problem. JJ will work on this.

Need more discussion on requiring SSN. We still use it as the SID. If we were to state that we are requiring it only for IRS reporting that would not be true (at this time).

Some options: don't require it (hard to confirm identify in Banner)

Require it, disclose we use it for taxes, SID

Give option of changing to another # for SID

Make the comprehensive change to not using SSN as SID (when is this likely to happen???)

Need more guidance from Saichi and/or Enrollment Managers.

Discussed shared verbiage:

On Admission Login – New User

Add "Login ID is case sensitive. Make note of your login and PIN for future reference."

On Apply for Admissions

Select the term you want to apply for and then enter your "full legal name"...

On "Additional" Name "Information"

Enter your "full legal" name...

On current Mailing Address/Phone

"Provide your current mailing address and phone information"...

On Permanent Address/Phone

"Enter your address and phone information"...

On High School

"Enter the code for the high school from which you graduated or from which you plan to graduate."

Delete sentence "to enter information...?"

On Contact information

Use the new SCT default referring to a contact. Remove reference to yes button

Note: there is a system defect re: moving data from contact section to SOAFOLK. The work around for now is to eliminate the fields that don't work and substitute an added question on how to best contact the person listed. Patty will play around with this.

On Agreement

Works well but better to use another section (not additional information) in case another campus wants to use additional information and keep the verbiage in tact.

Need to revisit this next time. Note: OSU adds this information on the checklist page along with a checkbox that students click to certify agreement.

SARETBL (printed batch report). JJ was able to produce this report in PREP. Not available in LRGP.

We will need to add a parameter for "type" so that we don't print everyone's applications

Need to submit a complete application in PREP, print a SARETBL report and look at it to determine what changes need to be made. Patty will work on this and send one out for review before the next audio.

Many thanks to Patty and JJ for work they have put into this.

Next audio April 16 at 1:00 pm

Sandy