

Admission Work Team Audio Agenda/Minutes

Date: April 16, 2003, Wednesday
Time: 1:00 pm - 2:00 pm
Outside Fairbanks 1-877-751-8040
In Fairbanks 474-8050
Pass code 471595

<http://lrqp.alaska.edu:9220> (LPrp on the Web)

Attendees: Sandy, Patty, Saichi, Marie, Becky, Nancy Dix, Sue, Dawn, Al, Charese, Libby, Shelly, Sue Siebels, Colleen

New item) Credit card payment issues (Sue Siebels from Finance joined us per Saichi's request)

Patty: easy for us to manipulate the rule table, but Gateway needs something to allow processing.

Per Sue: Banner, Web Tailor, Gateway all need set up

The test payment portion of Gateway is not fully functional. Should be soon. Can then link to LRGP for testing purposes.

Students not necessarily in Banner so different than registration (use Miscellaneous fee table w/ no student attached? Harrisburg CC uses this method.

Patty will contact Harrisburg CC for more details.

Q: Will the fee show on the student's account? No, not right away but will show on the payment Gateway. Harrisburg uses a follow up process to add info to student account. JJ/Saichi will help Sue access Banner set up resources.

1. State Qualifying Exam test scores: are we going to put this on Banner? Students will rcv certificate rather than diploma if they don't pass. As of Feb 1 2004 students required to pass test to rcv diploma. Scores not posted to transcript. Transcript says passed or not passed.

Becky will propose codes to be added to Banner for use of SOATEST. These may be useful for advising purposes (statistical data?). Whether this test requirement changes our admission policies will need to be addressed. Expect to hear more about this issue!

2. Web4Admission: update on application

Previous college page: working now but 2nd page info overrides first page info, known defect

Contact info: add info area, ask relationship first, still needs some testing

Perm address: required, student may have to do double entry, need country

Requested materials (ltr gen): use campus designator

Is the verbiage complete?: looks good

Need to agree on what to call the "I agree to these terms" portion. Moved to essay information checklist area. New title of that area is: Terms of Agreement

All applicants must read the following...Patty will send exact verbiage to JJ for addition to A1 app.

In Netscape 7.0 defaults to "no" rather than "no response". Can we then give them a message saying app will not be processed? Troubling issue.

3. SSN issue:

Per Saichi/Raye Anne cannot require a SSN for tax purposes on an admission app. Once a student enrolls and pays tuition, we can require a SSN for tax reporting purposes.

Choices: 1) Do require SSN as part of the web app. Tell students who don't want to use their SSN, they have the option of applying on paper

2) Don't require SSN but ask for it saying it speeds processing, enables tax benefit reporting, etc. Tell student if left blank we will assign an ID.

Need to look at this from processing side. What would we have to do differently on an app that didn't come in with a SSN?

4. SARETBL : Patty will send a PDF of current report and a possible new version.

Sandy has requested OSU send specs on a report they use that shows only data that is not pushed into Banner.

5. SARETMT: automated push process: tabled for next meeting

6. Processing issues:

Previous last name (where does this go, where do we want it to go) tabled

Do we want to allow students to pay by check or just credit card?: CREDIT CARD ONLY FOR NOW
(Path of least resistance, BUT may not meet enrollment management goals)

How can we best start to pin down processing issues? For now, KEEP Testing so we identify processing issues!!!

Next audio April 30 1:00 pm

Thanks, everybody. SG