

Admission Work Team

Audio

October 22, 2003

1:00 – 2:00 pm

Attendees: Sandy, Mike, Patty, Charese, Shelly, Dawn, Al, JJ

Web app issues at individual campuses:

KPC is done except for signature page. UAA is 95% done with Graduate app. Patty has been working with Brenda (Ketchikan) on problem with AA. MSC is more than ½ done. Mike needed to request a merchant # from his business office (cost \$750). This may be an issue for Southeast!!

UAA has one merchant # for the MAU, but separate detail codes. KPC detail code is IFWA. Detail codes are not term specific.

Dawn (UAA) encourages processors to edit what student submit, i.e. name all in CAPS, extra characters in addresses, phone numbers in wrong fields. SOAPCOL especially may be incorrect. Look on SOABGTA to check codes that have “do not use” associated with them (outdated codes).

International students may have a SSN so if you use a note in your regular application referring them to an international application it should read, “international students who require an F-1 or J-1 Visa must complete an International Student Application” (or words to that effect).

Dawn also discourages the use of yes/no questions as much as possible. Problem with question “are you currently attending another college or university?” yes/no doesn’t tell us which college they are attending, so we don’t know if the transcript we receive is potentially an incomplete transcript or not. Better to ask them to “name any colleges you are currently enrolled in”

Verbiage change

Problem with data load of college and high school information if search for number is not performed. Approved request to change verbiage on prior college and high school pages. Delete “enter the code”.. and just instruct them to perform the search. Makes better sense anyway. Sandy will send request to JJ.

Priorities for Statewide help

Parent or emergency contact problem was a “known issue” for SCT. It no longer appears on their list. Patty will test to see if this has been resolved. If so, we can then use that section and delete the questions that we had created as a work around.

1. Change “signature page” to “confirmation page” and change button on credit card page to “confirmation page”
2. Change “Application complete” button to “Submit my application”
3. Create agreement checkbox (rather than yes/no question)

Review of task requests:

SARETMT...want to be able to print in last name order. This will mean we will see an extra parameter, #17 “sort by last name? Yes/no

Also...

Fix date entry format

Add spaces between student information

Add header “update/audit” “lrgp/prod”

SAR2TBL...also want to be able to print in last name order, JJ working on long answer formatting fix, so will do this at the same time.

SAR2ADM...add pop select option

Other issues

Agreed to add EMAS people to security access for SRTLOAD

Brief discussion on high school codes. Need to review background and discuss at next meeting.

Next meeting set for November 5, 2003

1:00 – 2:00 by audio.

Sandy