

Admissions Work Team Audio Conference
Monday, January 31, 2005
Meeting Minutes

Attending: Peggy, Patty, Al (UAA); Fran (Mat-Su); Shelly (Kenai); Patrick (Statewide); Mike & Libby (UAF)

1. SAR2ASR issue: report is currently including student types W, P and N in the Totals, but there is no category to put them in. The team agreed to replace the "Exchange" column with an "Other" column which would include student types W, P, N and C. We would also like a footnote added to the report explaining the types that "Other" counts. **Mike will write up task request.**
2. UAOnline – Apply for Admission – Admissions Login screen is vague. People don't know if they should try to log in to the secure area, or if they are "returning users" or not. Patty suggested that we change the layout & verbiage on this page to be more clear. **She will come up with specific suggestions for the next meeting.** Also, work team members are encouraged to look at websites of other Banner schools & see what they've done here.
 - Anyone entering a valid UA ID and PIN in the "returning users" spot gets a Break-In Attempt message. We need to put a link for those who "have past or present coursework within the UA system" to log in to the secure area.
 - New applicants who have a SGASTDN would be able to log in to the secure area and could therefore see the entire student services menu.
 - New applicants without a SGASTDN would have to login using their chosen ID and would only have access to Application for Admissions options. Clarification: they CAN see the checklist for SAAADMS and their admission status.
 - The Help link here is the generic SCT verbiage. Perhaps we could make this more specific??
3. Peggy and Patty will be investigating how QuickStart can create a SGASTDN as part of the application push process. Patty will test and report back to the group. [Question from Colleen: is this using Auto-Decision?] Positives: applicants could see entire student services menu as soon as SGASTDN is created. Negatives: having to go in and clean up/re-code SGASTDN when the student is admitted. Also, what if the student is coded on SGASTDN for a program they can't be admitted to? **Patty will report back on the results of testing from LRGP.**
4. Many students are still choosing the wrong application from the drop-down list on "Select an Application Type" screen. This leads to a lot of confusion and requests for refunded application fees. Patty suggested to first ask which campus/MAU they want to apply to, and then have them choose from only the application types associated with that campus. Currently there are 5 and the application type naming convention on STVWAPP can group them: A% for UAA; F% for UAF (Fairbanks and all its campuses statewide); I% for Kenai; J% for Southeast; and P% for Mat-Su. This would require functionality changes to SCT product. **Patty will write something up for programmers & see what the possibilities are.**
5. Is it possible for applicants to pay processing fee with online check? It seems possible, since SAAWADF has choices for "Allow Credit Card," "Require Credit Card," and "Do Not

Allow Credit Card" under the Application Credit Card Fee Rule. Patrick will check on this & report back to the work team.

6. Patty will request an option for the Agreement on the web app to make it a Yes-only (required) field. This will prevent people from submitting an application while answering "No" to the Agreement question.
7. It would be worthwhile to request nightly scripts to correct some of the address problems we encounter with web apps. This would cut down on time it takes for staff to process/clean up SPAIDEN. Examples:
 - PO Box standardized from po box, P.O. Box, P O Box, etc.
 - Remove all periods
 - Capitalize first letter of all words, lower case for all other letters.
 - If OE address does not already exist, create one using the city state and zip from the PR address submitted by applicant.
 - Correct phone numbers for ones entered using the extension for last 4 digits

Send any additional suggestions to Patty. She is compiling a list.

Next meeting: 2/14 at 10:00 AM.