

**Admissions Workteam
Meeting Minutes
February 27, 2006**

1. Application fee waiver for UA Scholars

UAF determined that it would waive the application fee for all current (not expired) UA Scholars. Beginning Fall 06, there is a separate UAF application type F7 for UA Scholars Class of 2006. This application type allows the student to submit an application without the \$40 processing fee. All apps that come in this way are checked against the list of Scholars provided by Statewide.

UAA and UAS are not interested in waiving the application fee for Scholars at this time.

Recently one student filled out the UAF (F7) and UAA (A2) applications on the same day. Later, staff pushed both applications on the same day. Somehow, the payment information did not push for the UAA application. It's likely the student supplied her credit card information, but somehow it is not showing up in Banner. Peggy is going to check with AI and see if there is a payment sitting out there that is not attached to a student record.

2. Admission Decision Codes (Significant Decision)

This is a continued discussion of UAA's suggestion from a couple of months ago to make Complete (but supplemental) decision codes "Significant" decisions. This would flip the "Status" field to "D" whenever one of these decisions is entered. Incomplete decision codes, including 'AI' should all have the "Significant" indicator turned OFF. This will leave the status as "I" to allow us to track who has been admitted conditionally.

UAF and UAS: agree, but wants to test a little further. Mike will test this week and report back next week.

Larger issue still lurking out there – how does each MAU define "admitted"? UAF and UAS consider a student admitted even if the admission is incomplete. UAA does not consider the student to be admitted until it is complete (or clear).

UAF conceded last fall to change the way it awards financial aid to match UAA and UAS. This means that students who are admitted incomplete cannot get aid. They must be admitted complete in order for their aid to disburse.

Do you admit to an AA or CT2 program without transcripts? UAF – yes. UAS – yes but they ask the student to supply transcripts. UAA – no. Considering this for certificates.

Although there are still some philosophical differences among the MAU's, the end result (student experience) of our use of accept codes is the same. Admit incomplete: student can register for classes but cannot get financial aid. Admit clear: student can register for classes and can get financial aid. Students who are admitted incomplete and do not supply the items by the deadline: UAA and UAS withdraw their admission; UAF puts a hold on their registration.

3. Common request (ADMR) codes

Since we will be "sharing" documents (transcripts) across campuses, it is necessary to adopt one set of ADMR codes. This way, a transcript received at one campus will satisfy the same requirement at other campuses within the system. Colleen suggested that the codes all start with the same letter (X or U, for example) so they will be grouped together within the table. All agreed this was a good idea. Mike will work out a draft list of new codes and will distribute to the team this week.

4. Common definition of "official" transcripts

As we are accepting as official any document received and certified as such by any other campus, it is important that we all agree on a definition of “official” transcripts. While this is already fairly standardized, it would be helpful to have this information written out for training purposes. This common language could also be incorporated into websites and publications. Peggy will send UAA’s definition out to the group as a starting point for discussion.

5. When we push web applications can we use the field Status to show APPLIED rather than IN PROGRESS (Peggy)

What Peggy was getting at here was finding a way to identify, at a glance, someone whose application has been pushed but not yet reviewed. Often times the status shows as “Complete” (which may or may not be accurate) yet it will be several weeks before the file will be reviewed. This would be helpful from the staff (Banner) side and also the student checking status on UAOnline.

We agreed it would be preferable to have a status that would say “Received but not yet reviewed.” Patty will check into this and come to the group with a proposal.

6. Has anyone looked at Start Date and End Date (on curricula tab on SAAADMS) – Peggy.

Is this a tool we can use to automatically ‘expire’ someone’s admission after 5 to 7 years? There is currently no way to automatically remove students from their degree programs. However, it’s possible UAA could use this as a tool to identify who should be removed.

7. Suffixes

At BST last week, Mary Gower mentioned that suffixes (Jr., Sr., III, etc.) are populating Banner and this is causing some problems with matching & sorting. These should go into the LNAME field after the last name. One source could be the web applications. We would like to take SUFFIX out of the NAME element altogether. Mike will write up a task request. In the meantime, have your staff watch for suffixes, and to re-format them as part of last name.

8. Miscellaneous

Watch for OLD status dates on readmit web apps. Libby has noticed that status date is coming over from previous applications. This is new with Banner 7.

Thanks to everyone for their work on the OnBase project. We are on schedule for Workflow training March 21 (Admissions) and March 22 (Registrar).

Next Audio: Monday March 6 @ 10:00 AM