

**Admissions Workteam Audio**  
**Meeting Minutes**  
**February 12, 2007**

Present: Patty, Peggy (UAA); Libby (UAF); Fran (Mat-Su); Patrick (Statewide), Brian, Claudia (UAS).

1. **Split screens on SAAADMS, SGASTDN, and SFAREGS:** We discussed different possibilities to combine Curriculum and Field of Study into one screen display to save processing time. We agreed that Patty and Peggy will create a preliminary sketch with the information we would like to see in one single screen and present it to the team for further discussion.
2. **Editing SFAREGS:** We are not able to make changes in SFAREGS without deleting and re-entering all the information again. In addition, we are not able to save the changes without having to override registration. Patrick will bring this up to Sungard.
3. **Editing SOAPCOL:** In order to delete a school we are forced to delete the Degree details (lower portion of the screen), save and then delete the Prior College (upper portion of the screen) and save again. We would like to delete and save once for then entire screen.
4. **Overwriting college code in SOAPCOL:** We do not need to implement this change.
5. **SOAHSCH:** We agreed that we want to add the function "Review Checklist" under Options, in the same way it is currently available in SOAPCOL. We discussed the possibility of having two separate fields for Partial and Final High School transcript, with separate Received Date. Both fields will populate the Checklist, the Complete would be checked as "not required" while the Partial would complete the Checklist allowing an Incomplete/Conditional admission. We will research if other schools have asked for this functionality and how it affects the admission process.

\* Next *Special* Admissions audio to be held February 19 @ 10:00 AM to discuss Banner issues.

\* Next *Regular* Admissions audio to be held February 26 @ 10:00 AM.