

ADMISSIONS WORK TEAM MINUTES

February 11, 2008

10:00 am

Attendees:

UAA-Peggy, Charese, Al
UAF-Libby, Lael, Caty
UAS-Barbara, Deema, Amanda
SW-Mary, Mike
Mat-su-Fran
Kenai-Shelly

AGENDA:

1. (Lael) Mary - Could we granting residency to Non-Resident Aliens (International Students). We are seeing a lot of international students with residency approval from other MAU's. We are currently not changing this if the student was enrolled for the previous academic year but have concerns that others are granting residency for students who clearly not residents. Lael Students on F-1 or J-1 visa's cannot become residents of the US.

Cannot deny admission because a student has not provided a social security number. Two issues-Admission and the documents required for processing an application and Residency determination and the documents required for that process.

Decided to focus on the Residency issues for today.

UAA-Once INS Notice of Action is presented PP on GOAINTL-but coded as Non-resident for tuition purposes
Start the clock once the card is received-then ask student to show proof for given time period

UAF-Once INS Notice of Action is presented PP on GOAINTL-but coded Resident for tuition purposes
Notice of Action and or PR card must prove the time frame. Could be done retroactively. (?)

UAS-Have only had a couple of students in this category-Not currently giving residency to these students.
Example: Student with F-1 completed ug program admitted to grad program that allowed a waiver of the nonres tuition. But student couldn't be granted the resident rate because they were attending on a student visa even though the program had accounted for the tuition issues.

Can't completely trust the PFD? Check GOAINTL before making a change. Great suggestion-UAF will investigate this.

Peggy contacted PFD-When do they consider someone a resident for PFD? At the point of receiving the PR card and then proving in the bona fide or two year category.

Suggestion to hold a separate audio in the future regarding residency issues and invite the Intl Advisors at each MAU to attend.

Mary sent draft document to the Admissions List to use for discussion at Feb 12 USEG meeting. Review and respond today (Feb 11).

2. (Barbara) Does anyone have end of term processing documentation for admissions that they want to share?
Specifically web applications-Peggy- when turning on new term then turn off current term. Always have three terms live. Peggy will email screen shots to Lael and Barbara.
3. (Libby) Web application purge process-Do we purge those applications that were never completed as well as any that have been completed and processed/pushed?
*UAA-purge all web apps on a regular basis
Mat-su-purge all incomplete web apps
UAS-purge all apps by semester
UAF-has not purged any web applications
Kenai-has not purged any web applications*

*UAA-Their web app does not push if there is a financial hold-had a couple that had to be recreated because the apps had been purged
UAF –has discovered the need to go back and re-print an app that has been received in the past*

4. (Libby) Electronic high school transcripts from Lower Kuskokwim School District-have you seen any in your ADP Processing queue yet? See attached email from Mary/Mike
Mike will send email as he downloads first few batches so we can watch for them and make sure the transcripts are entering the appropriate queues. Mike will also check with EAS regarding an audit report that could be given to each MAU.
5. (Mary) 1) Regarding new Ethnicity Codes-If the official UA cut over date to the new collection requirements is Jan 2009, when should Student begin the new format on web applications, paper apps, etc?

2) What's the current registration procedure for returning students? If they've not been attending an MAU for X semesters, they must _____ (supply an intent to register form, etc). This will tell us how far we have to go back in the conversion - IF we need to limit the conversion, we could contain it to students that are within this range.

1) **UAA** is currently accepting applications for admission for Spring 2009.
2) If a student has been admitted to a degree program and they do not attend for 2 years (6 semesters) they do an admission update to obtain access to registration. Peggy

1) **UAF** is currently accepting applications for Spring 2009.
2) If a student has been admitted to a degree program and they do not attend for 2 years they are required to reapply for admission and pay the processing fee.

1) **UAS** is currently accepting applications for Spring 2009.

- 2) *If a student has been admitted to a degree program and they do not attend for 2 years they are required to reapply for admission and pay the processing fee.*

Convert students admitted to Spring 09 as soon as codes are available. Communicate to students already in the system to ask for clarification and to recode if necessary. Available in August (?)

Discussed the need to have this done as soon as possible as we are already admitting students to the Spring 2009 semester.

6. (Mary/Student Services Council) FYI-Increase of Baccalaureate and Graduate Admission Application fees

Discussion at USEG meeting tomorrow. Question as to when the new fee structure will take effect. Mary will let us know as soon as she hears something.

Due to travel schedule suggest moving next meeting to Monday March 3 (three weeks) and every two weeks after that.

Reminder Opening Freeze on Wednesday February 13, 2008 -fix any errors and respond to Yvonne that you have completed your list.

Next meeting Monday March 3, 2008 @ 10:00