

**MINUTES**  
**ADMISSIONS WORK TEAM**

*Monday March 31<sup>st</sup>, 2008*  
*10:00 am*

Attendees:

UAA-AI  
UAF-Lael, Caty, Libby  
UAS-Deema, Barbara, Amanda  
SW-Mike, Mary, Patrick  
Kodiak-Jenny  
Kenai-Shelly

Snow, snow, and more snow!

AGENDA:

- 1) Continued discussion regarding on line pin resets, passwords etc.-Mike  
Students get partway through the application online and then exit for whatever reason. When they try to get back in they get their PIN locked. Getting the PIN reset through the Registrar's Office is a burdensome process and is not even an option after hours, when most kids do their online business. It would be great to have an online PIN reset option.

*Try to eliminate confusion for the students as much as possible*

*Three potential PINS*

*Unsecured side-applying on line*

*Secure side at uaonline*

*PIN to register for classes*

*Suggest '**Admission application password**'-code change will need a task request  
(multiple pages may be affected) Libby and Patrick will review which pages need changing*

- *See today's email regarding this issue to the Admissions list*

*Also provide a Link to UAOnline contact page      UAA, UAF and UAS approve above*

Question from Jenny: Process to re-set PIN on a web application-

*Go to SAAEAPS, pull application into context, under options click 'Change PIN'*

- 2) Old task request regarding SAT Verbal scores-should convert to Critical Reading on tape loads and in soatest. (Attached) Crystal G.

*Patrick Crystal and Libby will review this and get back to the team. May just need clarification on the t.r. to push this through.*

- 3) GER Issue: Caty    Page 34 of the 2007-2008 UAF catalog says "If you are a transfer student from either UAA or UAS who has completed all general education requirements prior to transferring to UAF, you will have completed all requirements for the UAF baccalaureate core."

QUESTIONS:

1. UAS will only certify that a student has completed the GER if they received an AA from UAS,

however it is clear in our catalog that receipt of a degree is not necessary to have our core waived if the GER has been completed.

2. Do the other campuses do something similar to this (i.e., if a student has completed the core requirements at UAF, is the GER waived for them at UAA or UAS)?

3. What is the best way for our evaluators to receive certification that a student has completed the GER at UAA or UAS? So far, Barb Hegel has been our contact at UAS, but we have a request for UAA now and would like to know who our point of contact should be.

*AI will provide the UAA contact name to the team*

*Unless the student has an Associate degree it's labor intensive to verify the GER's as being met as a degree audit needs to be done. When degree works is in place this will be much easier.*

See BOR policy: <http://www.alaska.edu/bor/policy/10-04.doc>

#### **P10.04.062. General Education Coursework Transfer.**

- A. The general education requirements for each university and community college will include a common core of coursework constructed in part to facilitate transfer of general education credit among the universities and community colleges.
- B. A student who has completed the general education requirements at one university system university or community college and transfers to another system university or community college will be considered to have completed the general education requirements at all University of Alaska universities and community colleges.
- C. A student who has completed some of the general education requirements at one university system university or community college will have those credits count toward fulfillment of the same categories of general education requirements outlined in the common core at all University of Alaska universities and community colleges. This applies even if there is no directly matching coursework at the institution to which the student transfers. This statement will be published in each university and community college catalog.

- 4) Reminder to check lists of members on work teams (attached) Libby

*Remove Debbie Settle add Brian McDermott anbpm@uaa. 786-1540*

- 5) Additional item:

*For UAA scan requests please contact Karen's Severson [ankjs4@uaa.alaska.edu](mailto:ankjs4@uaa.alaska.edu)*

**Next meeting April 28<sup>th</sup> @ 10:00 due to Banner Summit meetings April 13-16**

**Thanks everyone!**