

Registration Team and Admissions Team joint meeting - Thursday March 12 at 2:30 pm

Colleen, Jane, Sandy, Fran, John, Charesse, Peggy, Pat, Lora, Mary, Diane, Barbara, Libby, Caty, Crystal, Jenny, Deema

1. The discussion regarding the **non-degree application** was quite lengthy. The Reg team will work on ideas to the wording and distribute via the list. We cannot globally call it intent to register as not everyone uses it as such. The email message from Crystal is included in these minutes with her first stab at the wording.
 - **Technical issue:** Non degree seeking record will move to the top of your degree seeking record and could cancel your financial aid.
 - **Wording will be crucial so that students understand what they are about to do.**
 - **All campuses do use the same process - all emails are generated the night they register.**
2. Crystal started the task request to come up with a better acknowledgment for the various application types. **This would use the email address they supplied.**

Note – Recruit team has a TR – to put non-degree seeking applicants into EMAS and then into a communication plan. (this could be used for the additional notifications discussed)

3. **Placement test scores** –The discussion on how long are scores active. This is a bit challenging to pin down since it is different at all MAUs for example: this is a departmental decision at UAA; pre-req checking requires the placement scores; [Mary Gower is working on collecting this data.](#)
4. **Transcript request between campuses** – Caty is receiving official transcripts from students applying from other MAUs who are requesting official transcripts be sent to the new institution. This seems rather wasteful since the transcripts will not be scanned into Onbase because they are in the database.
 - typically a graduate school issue
 - Not sure if there is anything we can do to prevent this

Thanks for taking the time to meet together! Crystal's email on the next page

(From Crystal)

Hi everyone!

I am working on the non-degree seeking work flow task request, and I need a little assistance. I need the **APPLICATION TYPE** that shows on SAAEAPS when a student submits a non-degree seeking app for your areas. At the last meeting I got XA and XS

for UAA and UAS, but those are the level codes, not the application type on SAAEAPS. I think the level code shows up when that application is pushed to I started looking in STVWAPP and saw Anchorage had A3 and AI for non-degree seeking, but then started seeing a bunch other non-degree seeking codes. So, if you could provide me with the code or codes actively used for your non-degree seeking applications from your areas, that would be great.

Second thing on this task request is the wording for the email message. Below is my first draft.

Thanks!

Crystal G

Welcome Olivia!

We received your request to register as a non-degree seeking student for the following campus and term:

Campus: UAF - Tanana Valley Campus

Term: Summer 2009

Just as a reminder, this form is for students taking classes solely for the purpose of recreation, personal interest or professional development. Non-degree seeking students are not eligible for financial aid. If you were in a program, the completion of this form could have removed you from your program. To begin your registration process, go to [UAOnline](#) and click on Class Schedule to search and register for classes. If you have any questions, please visit our [Records/Registrar Contact](#) page and get in touch with the office at the appropriate campus.

(the Records/Registrar Contact will link to

https://uaonline.alaska.edu/banprod/owa/bwsk2ctc.P_DisplayContacts?pDept=Records)

(UAOnline would be a link to <http://uaonline.alaska.edu/>)

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