

MINUTES
ADMISSIONS WORK TEAM AUDIO
Monday, January 24, 2010

Attendees:

UAA-Charese, Patty, Al
Kenai-Shelly
Kodiak-Jenny
Mat-su-Fran
UAF-Caty, Colleen, Kara, Libby
UAS-Deema
SW-Mary

1. Banner 8 preliminary agenda

SOAHOLD-releasing holds placed on a students record by another campus
High School partial and final transcripts-procedures for recording these in banner
Disqualification policies-attempt to become more uniform
Wording at UA Online to eliminate duplicate applications
TESTING Banner 8

2. Banner 8 audios

LRGP now available

Testing times:

Wednesday January 27 from 1:30-3:30
Friday January 29 from 9-12
Friday February 5 from 9-12
Focus on UAOnline as well

Call in info: 1 (800) 893-8850 PIN 2967390

Check your LRGP ID and password to make sure you can get in prior to testing

INB - <http://banlrqp.alaska.edu/>

SSB - <https://bweb4lrqp.alaska.edu/> (uaonline)

3. 30 million numbers and names in email subject line

I contacted General Counsel regarding the usage of student last names and/or 30 million numbers (UA ID's) in an emails subject line. They stated that it is permissible to use the UA ID in an email subject line. However, they STRONGLY discouraged the use of both the UA ID and a name in the subject line. On this issue their concern is someone who might happen to see a staff person's in-box would be unlikely to recognize a 30 million number without a name.

Affects Scanning requests

Notices to departments that a student's file is ready to be reviewed

Notices to departments regarding additional documents rec'd for a student

Other affected processes or procedures?

Don't change any of your procedures yet-Mary will provide an update on this discussion soon.

Next meeting Monday, February 8 will be cancelled due to the F2F-see you all in Anchorage!