

MINUTES
ADMISSIONS WORK TEAM
Monday, September 20, 2010

Attendees:

UAA-Peggy, Patty, Charese
Kenai-Shelley
Kodiak-Jenny
Mat-su-
UAF-Colleen, Libby, Kara, Crystal
UAS-Barbara, Deema
SW-Mary

1. Can we trust SHATERM to show Academic Disqualification? What happens that may make that unreliable?

If dq is posted and then student takes courses the system will change student to 00 standing. Shainst should be reliable. You can see status term by term on this form. Screen shots of SHAINST are attached.

2. What to do when a student has applied to multiple campuses and postpones for one campus and attends the other.

Discussion regarding how a program is 'ended' when a new application is put on. Causing UAA students fin aid to not pay. Perhaps an issue with financial aid rules? UAF has only mildly experienced this problem-the rules for payment are written differently. Peggy to give Libby some examples. Since our meeting I did test UAF's postpone procedure in LRGP. Not sure what we are doing that could be causing the problem. Will look at specific examples as soon as possible and try and determine the root issue.

3. STVSBGI college codes-add UC1T to the table to auto populate the checklist
UAA will assign UC1t code to all colleges in STVSBGI.

4. From last USEG-Students should be able to designate an email of choice, either a University generated email **or** a personal email. How do we implement this? Need to notify all stakeholders and identify banner processes that will be affected by this change

History: official university email communication is done via the ua generated email account. Many students don't check this account and don't forward their personal acct to the UA email. Discussion at last USEG was to allow students to indicate their preferred email (UA email acct or a personal email)

Discussion regarding FAFSA loads and auto-processes that automatically check the preferred box. This issue is far-reaching and beyond the scope of just the Admissions team. Committee will be formed by Mary and initial conversations will be started with IT staff at UAA, UAS and UAF. Libby to lead the discussions later.

5. Missing checklist items Work Flow

Workflow team wants to begin on this one. Workflow would send an email to students notifying them of missing items based on what is checked into the checklist on saadms. Would look for blank field in rec'd date and print item description. Email would be application specific. Sample text to follow. Once

student has matriculated what can be sent to them in an email? Send daily or weekly? Confirmation of something rec'd? or verification of what is still missing? Or both?

NEXT MEETING MONDAY OCTOBER 4 @ 10:00am