

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

*Monday September 19, 2011*  
*10:00 am*

Attendees:

Kenai-Shelly  
Mat-Su-Fran  
UAA-Patty, Peggy  
UAF-Kara, Libby, Crystal  
UAS-Deema  
SW-Jane

1. Review Face 2 Face agenda items  
Add SFAREGS issue (double charging accts when you make a change to curricula/program)
2. When student applies and then tries to pay for application-the gateway accepts payment, but then sends it back to the credit card company so the student is charged the app fee and then credited the fee. Daniel and Jeff working on it.
3. New Task Request  
Task request from Peggy-Changes to the SOAPCOL form that would allow Banner to calculate cumulative gpa's of schools that are entered. Discussion about the request-decided to review when we are together at the F2F.
4. High school enrollment policies  
Kenai-underage student packet must be completed- If a junior-requires parents and faculty approval If a senior-no dept approval. Must have accuplacer scores on file and complete an on-line orientation before enrolling.  
Mat-su-department, parent and high school approval required. Limited to 7credits. Available for students in grade 9-12. Must attend an orientation before enrolling.  
UAA-Packet must be completed. Parent and high school approval required. Accuplacer required for English and math courses. Can enroll in 7 credits before the beginning of the semester. After the semester has begun can add up to a total of 19 credits  
UAS-under 16 must have department, parent and high school approval. Over 16 okay to register with parent approval. GPA of 3.0 or higher required and permission of academic advisor. Limited to 2 courses.

Looking forward to seeing you all at the Face to Face.