

MINUTES
ADMISSIONS WORK TEAM AUDIO
Monday, July 16, 2012

CALL IN NUMBER 1 (800) 893-8850 PARTICIPANT PIN 6384637

Attendees:

UAA-Charese, Patty, Peggy
UAF-Crystal, Libby
UAS-Deema, Barbara
SW-Mary

1. Docufide transcript submission and download issues

If you receive calls from students saying Docufide told them that the transcript has been sent to UA but you don't see it in OnBase, **please ask the student for the DID # they received from Docufide** when they placed the transcript order. We are finding that students will type in the name of the institution instead of selecting from the drop down. We don't get notification that the transcript is available to download or don't know it's there until the student calls to ask why we haven't received it. It is difficult to get help from Docufide without the DID identifier.

2. Task request to 'gray out' old ethnicity on SPAPERS. **Task Request submitted to BST Tuesday afternoon.**

Additional issue: UAOnline displays the 'tape load' under ethnicity. We need programmers bring GORRACE into SOAWDSP. Patty submitted email request and Jane will be taking care of this today.

3. Academic advising holds (lift hold or delete?)

End the hold and put your initials in the description field. And change origin code.

4. Test PFD changes-LRGP down Monday. Testing will be done as soon as LRGP is available.

5. Peggy will be in and out of the office for the next two weeks-if you have an admission question please email admissions@uaa.alaska.edu

6. Create an Unaccredited high school code and two additional diploma codes on SOAHSCH

Under diploma type add:

Add NG-non high school graduate

And HC-High school completion suggestion: certificate of attendance. See screen shots below

NEXT MEETING MONDAY JULY 30 @ 10:00

Suggested code for high school completion:

[illegible]

Record: 1/2 <OSC>