Registration Work Team Minutes
November 6, 2008

Attending

Diane (UAS), Brigitte, Colleen, Tim (UAF), Alicia, Jane (Statewide), John, Lora (UAA), Jenny (Kodiak)

New Items

1) Registration dates
    i)   Spring schedule viewable on UAOnline 10/27/08
    ii) Priority registration
         (1) UAA: athletes 11/07, program students 11/10, open reg 11/17
         (2) UAF: program 11/17, open reg 11/24
         (3) UAS: program 11/10, open reg 11/24
2) Set start dates for web registration (Colleen).

    Reg dates have been corrected on SFARGTC. UAS dates should be on this afternoon.

3) Should RO doc types in OnBase mirror the AD doc types (Alicia)? Eg., RO Test → RO SAT and RO CLEP?

    Easy to create doc types.
    They're all going to type RO Admission.
    ADC Conversion documents workflow would need to be changed.
    Alicia needs a TR to list out docs.
    Alicia will send out a list of docs that need to be mirrored.

4) How are total withdraws on the web currently being monitored for all students?
    a) Fin Aid has an APPWORX process, RFP2EHW, that notifies staff of total withdraws for students with financial aid. Can this process be modified to code SFAREGS with a WT code for all students who completely withdraw?

        Deanna runs RFPP2EHW,daily after 5 pm for Fairbanks. For students with Title IV funds with 0 hours.
        Ted Malone runs reports at Anchorage. UAA doesn't code WT.
        Campuses interested would each need to request inclusion in the process.

5) Banner server slowdowns (Diane)

    Slowdowns have been experienced in Kodiak. UAF has seen slow response or missing keystrokes. UAS has extremely slow refresh rates. Colleen recommends sending notices to the helpdesk.

6) Order books from UAOnline Registration page (Colleen). See bookstore active linking 081028.doc.

From the courses on UAOnline, link to current bookstore website. Goal: implementation in the spring for the fall semester.
Sandy: uses MBS. So does Anchorage. Both offer book sales on campus.
UAA and UAS will discuss TR with their respective bookstores.
John: By July 2010, any new schedule an institution puts out needs to have ISBN attached to the course. One problem is that faculty do not provide book info until very late.
Colleen: SSASYLB has a field for required materials. Primary advisor and instructor can populate this field from UAOnline.
When you create a new course, syllabus info does not automatically populate. from catalog. We should see if there's an RFP that addresses this.

Old Items

1) Issue with Withdraw from Waitlist option via UAOnline
   a) See revised TR, UAOnline Register Add Drop Classes infotext TR.doc and UAOnline Register Add Drop Classes infotext mockup.doc
   b) Approvals?
      i) TR not necessary. **Diane will send request.**
      ii) UAF, UAS, UAA approves.
2) APPWORX Proposals (was workflow).
   a) Distance Course Registration notification. **Task request still needs to be written.**
      i) Recap: Create different email versions based on the MAU, campus and instructional method of the course. Possibly include text from SSATEXT into the body of the email.
      ii) Reminder: submit what the emails should contain and any links to appropriate web pages for your MAU by campus & instructional method.

   b) Course nearly full notification (Shelly Blatchford 9/16).
      "…have an alert for when a class either fills or gets within 2-3 seats of the maximum and then the dept chair, instructor and director can get an automatic email? This would be very helpful for enrollment management so we could look at adding sections as courses fill."

      i) See course nearly full notification TR.doc and course nearly full dept coord.xls. Please add to the coordinator email list.

Need to look at cross list field and what total enrollment is.
Add section number and college code to table in order to determine who to email to.
Campus P MatSu <any> info@matsu.alaska.edu

D for Kodiak <any> studentservices@kodiak.alaska.edu
UAA and UAF will submit department coordinator email addresses by course department, section number, and/or college code.
Diane will compile the table and update the task request.

3) Confidentiality flag notifications
   a) Use an App Works process to send emails through a scheduler in a batch to students who have a confidentiality flag.
      i) See revised Confidentiality notification TR.doc.

      Diane will revise so that the consequences are bulleted.

      ii) Jane: Will we need to specify future dates each semester, or does "two weeks prior to registration" sufficient?

      Leaving it stated as two weeks prior works better. (Yay).

      iii) Jane: What happens to bounce-backs?

      Has inquired; awaiting a response.

      iv) Approvals

      Initial approval by all campuses, but we realized we need to limit who we're sending to. (Don't really need to notify a student who last attended 10 years ago). **Suggestions needed for how to limit. Please send suggestions to the list.**

   b) Revised Proposal to MyUA portal work team to place verbiage on MyUA inside a channel and as an announcement

The Registration work team would like to help alleviate the frustration of students who have elected to place a confidentiality hold on their records without realizing what ramifications the hold has. Staff are unable to assist these students over the phone, and students must physically visit campus and display photo identification before obtaining information regarding their student account. The work team has helped implement notification to students via email and UAOnline, and, for as broad a coverage as possible, we request notification via the MyUA portal as well.

We'd like to request inclusion of the Change Confidentiality Option (at https://uaonline.alaska.edu/banprod/owa/bwsk2inf.P_DisplayConfid, the last menu item under "Student Services, Financial Aid & Account Information on the secure side of UAOnline), placed under the Admissions option and above the Registration option, in the UA Online Student channel on the Student tab.

We'd also like to request the following **permanent** announcement, titled

"Confidentiality Hold Notification", be displayed to students who have elected confidentiality (SPBPERS_CONFID_IND = 'Y' in Banner) ~~from the second Monday in November to the last Monday in January, and from the first Monday in April to the second Monday in September~~:

You currently have a directory hold on your University of Alaska student account. The University respects your right to privacy and limits release of information about you to third parties except for "directory information." The directory hold further restricts the release of information about you and may limit your ability to conduct business with the University by telephone. You are advised to carefully consider the consequences of your decision to elect this hold:

- With the hold on your account, the University cannot acknowledge your dates of attendance to potential employers.
- It cannot confirm honors or degrees received. No services, including PIN resets, will be available to you via telephone.
- Your only option for conducting business transactions with the University would be in person, after presenting a valid photo ID, or through secure login on UA systems.

You can change the directory hold by selecting the "Change Confidentiality Option" on the UA Online Student channel on the Student tab.

    i) Approvals?

UAS, UAA, UAF approves

Tim: asked FERPA expert at PACRAO about our phone policy. We are well within our guidelines to help students with a confidentiality hold on the phone by identifying them through a list of questions. Our interpretation and policy is currently more strict than what is minimally required.

Task Requests

1) Approved
   a) SFR2APS: Modify so simultaneous runs are not allowed
   b) UAOnline Address Verification
      i) Clarification of status (Sandy)
         (1) From 10/23 minutes: "Emergency piece will be split off existing TR."
         (2) Does existing TR need to be re-rewritten?

   c) Faculty Lookup Classes Mod
2) In Progress
   a) SFR2GRD – Missing Grade Report: include parameters and columns for Subject, Course number, Section, Course start date, Course end date. Include parameter for Department.

    i) 10/23: Brigitte requested parameter 3, Campus, be changed from single to multiple.
3) Moved to PROD
  a) [Grade Mode Legend](#)
    i) 11/5: Menu title changed to "Class List with Student Contact Information and Grade Mode".

Other Items

Lora and John question to Tim: Reg opening on Monday. Anything on preventing students from registering for 2 sections of the same class?
  Not yet.
  Tim will bring it up to a Curriculum meeting on Monday 11/17.

Prerequisite checking: when you turn on checking and a student comes in with transfer work, does it check for the original grade or the transfer grade.
  Looks at institutional grade.

Any objections to turn off ability to register for two sections for one week?
  None.
  Turn it back on night of 11/16.

Jane needs to run SFR2LST nightly. That way, SFA2LST will be in alphabetical order the next morning. (Otherwise will be listed in order of registration).

Next meeting: 11/20/8 at 2:30.