

## **Records and Registration Meeting Minutes February 12, 2007**

**Collecting county and state of origin** Paul Simmons reminded everyone about the importance of the collection of county and state of origin for new students. The information must be entered on SOASUPL (Application Supplemental Information) for all admitted students. State of origin must be collected for students originating from a state other than Minnesota. County of origin and state should be entered for students from Minnesota.

**International Admissions TOEFL Code** Ann Burke announced that the TOEFL (Test of English as a Foreign Language) code will now be displayed as English Proficiency in Banner. The changes will be made in March or early April with the next upgrade.

**Reporting Assistance** Jim O'Conner indicated that he would be happy to assist anyone in developing Report Net reports. He suggested meeting in a subgroup to review and development reports for common usage. Once the reports are developed, they may be placed in the Student Information folder in Report Net. Ad hoc reports are still available by using the Request for Services forms found on the Institutional Research & Analysis web page.

**New Request for Services Form** Nancy Shoen reviewed the new Request for Services forms that are now available on the Institutional Research & Analysis web page. There are two forms that are available. The list form is utilized to request lists. List requests are generally routed to the University Registrar's Office for completion. Aggregate data may be requested using the research form. Aggregate research is generally completed by Office of Institutional Research & Analysis.

**SHACATT – Commencement Ceremony data entry and reporting** Linda Dorn demonstrated how to find the documentation on Blackboard that explains how to enter data on SHACATT. This form is used to enter height, weight, head size and pick up located for caps and gowns. She also reviewed SHACATT and the data fields that are available. Reporting of the data that is entered into SHACATT is available on Report Net. Linda will be checking on the process of how the Bookstore is notified of this information. She will report that information at a later time. If you have questions concerning the instruction, SHACATT, or the Reports please feel free to contact Linda Dorn.

**Next meeting Monday, March 12, 2007, Minneapolis location TBA**