

Records and Registration Meeting Minutes

September 11, 2006

GRE scores Paul Simmons discussed the conversion of GRE score reporting from the current paper to electronic means. The questions are: What location on campus should receive the scores? Should the scores be sent to the departments? Should the scores be sent to the Office of the University Registrar? There is no consensus as to how the scores should be processed. Paul will do some additional research and report back at the next meeting.

Adjunct instructor orientation survey Paul Simmons announced that a survey concerning how adjunct instructors are oriented to policies and procedures and to the campus will be distributed. It is a short survey. So, please take a few minutes to complete the survey and return copies of your adjunct instructor orientation materials to the Office of the University Registrar. Thanks in advance for your assistance.

N Level course clean-up Richelle Wesley explained that the Office of the University Registrar is in the process of correcting student courses that were incorrectly assigned as N-level to remove them from the student's GPA. N-level is used only for consortium courses (i.e.: ACTC, etc). The courses will now appear on the student's appropriate transcript (undergraduate or graduate) with a grade assigned using the X grade mode. Grades assigned using the X mode appear with an * behind the grade and do not calculate in the GPA.

Audited courses and faculty course lists. Students taking an audit course now appear on the class lists. However, the student is not reflected in the course totals. This problem occurred as a result of a correction made to the process which reports University enrollment data to the Student Clearinghouse. In the past, audit courses had been incorrectly counted in the student's course total which determines full/part-time status. This problem has been corrected. But the correction has created a new problem with the class registration totals. The problem has been referred to SCT for resolution.

Remember to update SGASTDN Richelle Wesley reminded everyone that when a student completes a program and begins another program, SGASTDN needs to be updated to reflect the new program.

SHACATT Discussion has been postponed until Linda Dorn is present.

Future training opportunities Richelle Wesley announced that training will be offered for the following: Grading and probation, catalog/schedule, and SGASTDN. The dates, times, and locations will be announced at a later time.

Entering courses titles Richelle Wesley announced a reminder that the course titles in Banner need to reflect the course titles as they have been approved by EPPC. Also, check that the short course title is representative of the longer course title as the short title is the title that appears on the transcript and is used by external parties.

Demo on ReportNet Jim O'Conner shared reports that he has developed for the College of Business using ReportNet and also demonstrated its utility.

Submitted by,
Paul Simmons

Next meeting Monday, October 9, 2006, Minneapolis location TMH 301