

Records and Registration Meeting Minutes

July 09, 2007

Admissions

Doug Stubeda discussed the process for adding and updating an applicant to a new program in SAAADMS, who currently has enrollment or registration activity on SFAREGS. If the student is not registered for courses for the term of admission, then go to SFAREGS and remove the information contained on the central data block (the Enrollment information). Removing this information will allow you to enter and save an admit code of 55 on SAADCRV for the application which will update the applicant's program. However, if the applicant is enrolled in courses for the term, then the applicant's decision code is entered and saved as either 53 Consecutive Prgm Chng Inst Acct or 54 Concurrent Program Inst Accept, whichever code is most appropriate. In addition, you must update the applicant's information on SFAREGS (if the Student Type must be updated you do this on the Student Term tab; the program and priority are updated on the Curricula tab and its sub-tabs). If you are replacing a prior program the new program has priority 1. If you are adding a program and keeping the existing program you will have to make certain to assign priority 1 to the program that is to be the primary program and priority 2 to the secondary program. The previous existing program will not necessarily continue as the primary program. For example, a degree program always takes priority over a non-degree program.

Doug also emphasized the importance of entering all of your applicants and not just the applicants that you plan to be registered. This practice will assist in having more complete admissions data available for review. Also, users should not make any changes to the Application Status field on SAAADMS. Manual changes disable the system processes that control that flag and the result is that the flag may be inconsistent with other data for the application.

Please contact Doug if you have questions about the admissions procedures.

Mandatory Health Insurance

Jane Fredrickson, from Student Health Services, announced that all graduate students enrolled in 9 or more credits will be required to verify that they have health insurance (Undergraduate students are required to verify at 12 or more credits). Students will be required to verify this information on Murphy Online through a specific health insurance link on Murphy. The verification process will be available on Murphy beginning on August 1st. The link to the health insurance information on the Student Health Services web page is:

http://www.stthomas.edu/studenthealth/document/2006_forms/Insurance%20Brochure%20page%20tvo.pdf.

Jane noted that students taking only on-line coursework are not eligible for health insurance.

Questions concerning health insurance options should be directed to Student health Services.

New UST homepage

Linda Dorn presented the new UST Homepage. She demonstrated the tool menu and the updated individual and department search features. Linda noted that the efficiency of finding departments and functions has been improved, as has the appearance.

Net ID

Jim Olson distributed hand outs concerning the implementation of Net ID and went over the FAQ. He also promised to send out some additional information by e-mail. There was discussion concerning the nature of the questions used and the process used for obtaining access if you have forgotten your password. It was explained that although there are many philosophies concerning the nature of the question, it was believed that a good process has been implemented to prevent the possibility of having your online identity stolen. The process has assisted in moving away from social security number dependence to a great extent. Questions concerning Net ID should be directed to Jim Olson.

Reporting was postponed until the next meeting

Next meeting Monday, August 13, 2007, Location Minneapolis TBD

**Submitted by
Paul Simmons**