

Records and Registration Meeting Minutes August 13, 2007

Optix

Amy Schwartz announced that Marie Aho will be the new person to contact regarding Optix issues. The change in responsibility will be effective on September 4th. Various additional graduate programs expressed an interest in using Optix. Amy indicated that once Marie is more versed with Optix, she will be able to answer program questions and assist with getting the programs started. Richelle Wesley indicated that she would be willing to have programs contact the University Registrar with processing questions. Richelle also indicated that the scanner in the University Registrar's Office could be made available for larger scanning jobs on an appointment basis.

Admissions

Doug Stubeda discussed a number of questions concerning admissions processing. 1.) How should an applicant be added if they want to take a course in a program in a semester prior to finishing in another program? Doug indicated the applicant should be added to the new program as a secondary program and the original program that the student is continuing in should be maintained as the primary program. This will allow appropriate processing for graduation to continue in the primary program. 2.) Doug indicated that each time a new application is added, the student's information must be reentered as the information does not roll from the previous program. 3.) Can you use SUAMAIL to send students information letters. Yes, but, the appropriate coding structure must be created. This also allows for the tracking of when and what information was sent to the student. 4.) Doug demonstrated the ability of inserting recruit records into SAAADMS, which allows the creation of an application from the recruit record. If you have questions concerning these processes, please contact Doug for details. Paul Simmons announced that a meeting to discuss and develop admissions procedures will be held on Tuesday, August 21, 2007, 1 - 3pm in MHC 155 (August 20th was announce in error, the correct date is August 21, 2007).

Reporting

Jim O'Conner demonstrated the utilities of Report Studio and also demonstrated how reports are created in ReportNet. Randy Sauter indicated that if you are interested in learning more about using ReportNet to contact him and training could be arranged. Jim indicated that if you need assistance with a report or in creating a report to contact him. Reports are also available through the report request process on the IR & A web page and by using the pre-built reports on ReportNet in the public folder titled "Student Information Reporting." If you have suggestions for additional reports for this folder, contact Fred Capuzzi in the Office of the University Registrar

GRE Scores in Banner

Jim Olson demonstrated the GRE scores formats in Banner. The scores are now electronically loaded to Banner. Jim also demonstrated the format of the report that shows the recently received scores. The report can be retrieved by date range. Jim requested suggestions for how often the scores should be uploaded and also concerning suggestions about the score format on the report. Please contact Fred Capuzzi in the Office of the Registrar with your suggestions.

Net ID

Jim Olson distributed a sample letter for the activation of a UST account (for log on and e-mail activation) using Net ID. Jim promised to e-mail out additional information concerning the web link location and implementation. Jim indicated that the IRT Help Desk may be contacted for missing claim codes. If you have questions concerning Net ID please feel free to contact Jim Olson.

Address Verification

Linda Dorn presented a request by Brenda Ambe, suggesting that some of the Graduate Programs would like to begin using the on-line address verification and address change process for graduate students. Randy Sauter suggested that Graduate Programs that are interested should contact him and he will begin moving ahead with implementation. Randy indicated it was too late for a Fall 2007 implementation but, it may be possible for Spring 2008.

Importance of Data Integrity Reports

Paul Simmons reminded everyone that they should be working to correct the errors on their Data Integrity Reports. The correction of this information is not optional, it is required. If you have questions concerning the reports or how to complete corrections, please feel free to contact Wood Foster-Smith in the Office of the University Registrar.

Next meeting Time and Location TBD