

## **Records and Registration Meeting Minutes**

### **October 8, 2007**

#### **Reporting**

Jim O'Connor demonstrated how to use Query Studio to view a package he has constructed for extracting recruit and admissions records information. Jim also demonstrated the use of Report Studio to construct a report of admitted records. Jim indicated that if you need assistance with a report or in creating a report to contact him.

- Users who are currently set up with Query Studio access

Akervik, Jill S.; Ambe, Brenda L.; Battis, Deborah J.; Cohen, Diana I.; Cornell, Deborah L.; Dalsin, Lisa M.; Darling, Sharen L.; Davis, Catherine C.; Eakins, Corey M.; Gikling, Margaret H.; Haenggi, Barbara J.; Johnson, Mary M.; Martin, Douglas W.; Mass, Nicole W.; Parsons, Jeanne M.; Rasmusson, Vicky L.; Sauro, Kathryn K.; Taylor, Joyce A.; Trulove, Milyon A.

#### **Mandatory Health Insurance Holds**

Pam Peterson announced that holds have been placed on students that have not responded to the required health insurance survey and asked that the holds not be removed by the programs to register a student for a class. If a student is full time they do need to have health insurance and must verify that with the University.

#### **Degree Posting and Transcripts**

Paul Simmons requested the programs assist by informing their graduating students that it generally takes about three to four weeks following the last day of the term for degrees to appear on the student transcripts. This allows the programs and the University Registrar time to check requirements before posting. Students are often under the misconception that degrees are posted immediately at the time they have completed their requirements or at the end of the term. This can lead to a student requesting a transcript prior to the degree being in the system and on the transcript. Their knowledge of this timeline will be of assistance in preventing misunderstandings.

#### **Data Integrity**

Paul Simmons asked that programs request and enter Social Security Numbers for all students that are being registered. This is required by University Policy. The SSN is required for financial aid and for enrollment reporting purposes. Programs should also watch to make sure that state at time of Admission is entered for all new students from out of state and county at time of Admission is entered for all new students from Minnesota.

#### **Registration and Applicant Record**

Paul Simmons reminded that a SAAADMS record with a Program Code and Latest Decision Code indicating the student has been accepted and a Matching SGASTDN record are required in order for the applicant and registration to be accurately reflected on the Graduate Admission Report. Please watch to make sure that the SAAADMS and SGASTDN records are accurate and complete for new students.

#### **Net ID**

Jim Olson gave an update on the new NET ID project and distributed a hand out showing the Account Claim screens. Everything appears to be progressing as planned. Jim will be sending out a web address that will provide additional information. If you have questions concerning Net Id please feel free to contact Jim Olson.

### **Commencement**

Linda Dorn announced that she is coordinating the Office of the University Registrar commencement responsibilities. The Action Plan and calendar of deadline dates have been forwarded. If you have not received your action plan please contact Liz Pojar at 2-6437.

### **Term Drop Down Menus on Classfinder and Murphy**

Linda Dorn requested input concerning a request to reduce the drop down terms that are available and appear on the Classfinder and the Searchable Class Schedule. The current proposal is to reduce the available terms to the current term and terms into the future. There was some concern expressed that this did not allow perspective students the opportunity to see what had been available and give them an idea of what might be offered in the future. An alternate proposal was presented to reduce the drop down to the future offerings, the current term, and one academic year of history. This alternate proposal seems to meet the needs of the graduate programs more effectively than the original proposal.

### **Time Ticketing an Part of Term**

Linda Dorn explained the process of assigning time tickets for students registering with Murphy online for the next term. Time ticketing assigns the dates and times that students are allowed to register and make changes to their registrations. Time tickets need only be assigned to student using Murphy Online to register. If student registrations are processed by the program office time tickets are not required. Part of Term requests are required prior to the roll for terms 200840-200930. The course roll will take place on October 31<sup>st</sup>.

### **Banner Upgrade 7.4**

Linda Dorn announced that there will be an upgrade of Banner to 7.4 to include some problem resolutions and patches. The upgrade will include security which allows the assignment of permission at the tab level. The Upgrade is schedule for sometime in December. The exact dates will be announced at a later date.

### **Next Meeting Time and Location:**

**November 12**

**Minneapolis Campus TMH 301**

**10am-12:00pm**

**Respectfully submitted,  
Paul Simmons**