

## **Records and Registration Meeting Minutes December 10, 2007**

### **Active Students and Library Use**

Conie Borchardt announced that graduate students that had completed all course work and were in an “all but thesis or dissertation” status and need to continue the use of the Library services will be allowed to do so by having an active status in Banner, even without course registration. Conie indicated that this system was working well for continuing student with Library services. However, she did request that each program send a list to her of the students needing library services and have completed all coursework or are taking a break from coursework and still need library services. The list should include name, UST ID, and the reason for keeping them active. If you have questions, please contact Conie.

### **Commencement**

Linda Dorn indicated she had received the required information for commencement.

### **Admissions**

Doug Stubeda demonstrated how to handle admits that were going from non-degree to degree or changing programs. Doug indicated that the use of code 53 (Consecutive program) was best to use. He also mentioned that it was not only important to enter the new curriculum, but to also make sure that the new curriculum was changed to priority 1. Questions concerning this process should be directed to Doug Stubeda. Linda Dorn indicated that this procedure would be included in the admission procedures that are in current development.

### **Banner Password Expiration**

Amy Schwartz passed out a handout that outlined the Banner Password Expiration procedures. She summarized that the password would be required to change every 120 days. Questions concerning the password expiration should be directed to Amy.

### **Reporting**

Jim O’Conner demonstrated the use of the list generator functions in Query Studio and Report Studio. He distributed a handout demonstrating how to get into the system and information concerning the packages that are available and how to create and save reports. Questions concerning this training should be directed to Jim.

### **Next Meeting:**

**Monday, January 14 10:00am-12:00pm  
Minneapolis Campus MOH 105**

**Respectfully submitted,  
Paul Simmons**