

Records and Registration Meeting Minutes

March 10, 2008

Work-study Students & Native Banner Access

Ann Burke announced that there had been a breach of security and as a result the remote access to internet native Banner has been suspended for work-study students. Work-study students will now only be able to access Banner at their campus work stations. Ann also requested that departments do a timely notification to IRT of any student employees that are no longer employed. This will allow the accounts to be inactivated in a timely manner. Questions concerning access and inactivation should be directed to IRT.

Emergency Notification System

Richelle Wesley and Tori Svoboda explained the new emergency notification process and that the process was being expanded beyond undergraduate students to include the collection of graduate student cell phone numbers and carrier information. The collection process includes a pop-up menu option that appears when the student 1st enters Murphy on-line. After the initial process, there is a menu option under Personal Information on Murphy on-line that allows the student to continue to maintain the information if there are future changes. The pop-up process is likely to be started this Spring and be repeated in the future at the beginning of each Fall and Spring term. It is suggested that programs modify their admission applications to include the collection of cell phone number and carrier information for new students. At this point, Banner does not have a place to manually enter carrier information. However, IRT will be announcing where that information will be entered in the near future. Tori also mentioned the continued verification of health insurance for graduate students enrolled in 9 or more credits and continued collection of immunization information for all students. If you have questions please contact Tori Svoboda or Karen Lange.

Automated Course Level Correction Process

Wood Foster-Smith described a process that automatically corrects the level of a student's course to match with the student's level on SGASTDN. This process runs nightly. The process does not correct students that are in the dual Law/Business program or Continuing Education (levels are allowed to differ). Wood also indicated that a level restriction error will be displayed on SFAREGS if the student's level and course level do not match during the registration process. There is a report that is sent to administrators that informs them of the students that have been corrected. Wood also described the option of using grade mode X on SFAREGS for the course as a means of excluding course credits from credit totals and GPA, if the administrator determines the course totals should not be included the graduate student's record. Questions concerning this process or the X grade mode should be directed to Wood.

Transcripts Converted from the Prime Database in Banner

Paul Simmons explained that if you see a transcript that has been converted from the old Prime database in Banner with coursework attached than the transcript can be consider as being complete for that student level. However, you also should check to see if the student has an additional optical or microfiche transcript for other levels for which they may have attended. If you have questions concerning the transcript, contact the Office of the University Registrar.

Deleting vs. Cancelling a Section

Paul Simmons explained that once a section has been listed and students have been registered for the section the section should never be deleted. The proper procedure for removing a section after registrations have occurred is to cancel the section. If you have questions, please contact the Office of the University Registrar.

Data Integrity

Paul Simmons reminded that a student should not be registered without a Social Security Number and also to remember to collect and enter the student's other demographic information, including their Minnesota County or State of Origin at the time of admission. Registrations will be removed for students that do not have a Social Security numbers in Banner to prevent the University from being late with data submissions to outside agencies.

International Admission

Paul Simmons indicated that the University is in the process of attempting to increase the number of international students on campus. Please help by appropriately referring all potential international admissions enquiries to the Office of International Admissions. The office can be of assistance to the students in completing visa processes, student transition, and with the admission process. Questions can be directed to the Office of International Admissions.

Registration of Undergraduate Students in Graduate Courses

Richelle Wesley reminded everyone that all registrations of undergraduate students into graduate courses should be processed through the Office of the University Registrar. Approval of the registration is made by the graduate program, but the registration should be processed in the Office of the University Registrar.

Next Meeting Time and Location TBD

**Respectfully submitted,
Paul Simmons**