

Records and Registration Meeting Minutes

September 8, 2008

Graduate Address Verification

Ann Burke explained how the undergraduate address verification process has been modified to work for the Graduate Business Program and could be used for other programs if they desire. Please let Ann know of your interest in using the process and any suggestions you may have concerning modifications required to allow the process to work for your program.

Net ID - Deprovisioning

Ann Burke explained the process by which recruits, applicants, and continuing students have their email accounts deactivated when they become inactive. The accounts are deactivated if they are inactive for 365 days. A notice announcing the inactivation of the e-mail account is sent to inactivated persons at 90 days, 30 days, and 7 days prior to the inactivation. If a request to continue the account is not received the e-mail account and "My storage" are inactivated. The status of an account can be determined by reviewing the status on SPAIDEN under the e-mail tab. Please note that the inactivation does not impact access by the former student to Murphy on-line. Please contact Ann if you have questions.

Admissions Processing

Doug Stubeda reviewed the following processing issues: 1.) Using the appropriate Admissions Decision, code 53 rather than 55, when the applicants have a prior decision or registration activity 2.) Review of the correct way to delay the start term for an applicant. 3.) How to handle a student requesting to attend an earlier term than currently requested. 4.) Reviewed the problems with using the * grades and how these grades do have the advantage of not being calculated into cumulative totals but can create a complication because courses with * grades do not satisfy requirements in CAPP. CAPP views the * grades as an unsatisfactory grade much like an "F." This complication can also occur if you use the "S" grade if your program requires grades of "C" or higher for the satisfaction of requirements in CAPP. Please contact Doug if you require additional information concerning these processes.

Reporting Training

Jim O'Conner reviewed his work with creating a report with the Student portal in Cognos. He will be making the example report available to those who are interested. Please contact Jim if you questions or require additional information.

Application Deadlines

Paul Simmons asked the programs that have not provided application deadline dates for January Term and Spring Term to please forward the information to him as soon as possible. The missing programs are: Catholic Studies, Healthcare MBA, Software Engineering, Education, Engineering, Law, and Professional Psychology. If you do not admit for these terms, please indicate this as an alternate to the deadline date.

Missing Data in Banner

Paul Simmons requested that the programs review their data processes to eliminate the possibilities of missing student data in Banner. For example, recently, there has been an increase in the number of missing Minnesota counties of origin at application and state of origin at application. This information should be entered for all new entering students. Paul also reminded the programs that a student should not be registered without a Social Security Number or a "fake number" assigned for international students. All students must have either a SSN or the "fake number" to be registered. Paul indicated the importance of entering complete and accurate data for all students and that this will

assist with accurate student records and institutional reporting. Contact Paul if you have questions or require additional information.

Topics Equivalency

Linda Dorn delayed discussion until the next meeting due to time constraints.

Next Meeting: October 13 10am-12pm in St. Paul (location TBD)

**Respectfully submitted,
Paul Simmons**