

Records and Registration Meeting Minutes October 13, 2008

Graduate Address Verification

Marie Morzenti presented and distributed the screens for the address verification process being used by the Graduate Business Program. Marie also presented and explained the Emergency notification system and the collection of cell phone number and provider to supply the needed contact information of the system. The cell phone number and provider are collected in a separate program apart from Banner and are maintained by the student if they wish to participate. Please let Marie know of your interest in using the address verification process and any questions you may have concerning the process by e-mail at mcmorzenti@stthomas.edu

Commencement

Linda Dorn announced that post cards announcing information about the Fall Commencement will be mailed on October 27, 2008 and the information concerning commencement is now available on the web at www.stthomas.edu/commencement/. Linda reminded everyone that cap and gown measurements must be entered into Banner no later than October 31, 2008 for the Fall commencement. Graduation codes for students must be entered in SHADEGR by October 31, 2008 for students graduating this term. Linda also requested that Dissertation Titles be entered by October 31, 2008. Please contact Linda if you have any questions concerning Fall 2008 Commencement.

Reporting Training

Jim O'Connor reviewed the reports he has created and placed on Cognos. If you have any problems accessing the reports, please contact Jim. Jim also requested volunteers for people to assist with creating documentation for the reports he has created. Please contact Jim if you questions or require additional information.

**Next Meeting:
November 10, Minneapolis Campus TMH 350**

**Respectfully submitted,
Paul Simmons**