

Records and Registration Meeting Minutes

June 9, 2009

Banner 8.1.1 Upgrade

Amy Schwartz provided an update on the continuation of the upgrade to Banner 8.1.1. She provided information concerning the location of the links containing information about what is being upgraded in the system and information about regression testing. The link is located at:

<http://www.stthomas.edu/irt/support/enterprise/Banner8>. Amy also distributed a handout providing project highlights. Amy asked that everyone continue the process of regression testing in order to continue the project on schedule. It is anticipated that the installation of the new version will be completed July 31 through August 4. This will include having the system down for Friday and Monday. Please contact Amy for further details or if you have questions. Amy also provided this link with an overview of the project:

<http://www.stthomas.edu/irt/portfolio/showcase/Banner%208%20Upgrade.html>

E-billing, Automated Payment Agreement Process & Credit Card payment of tuition

Pam Peterson announced that beginning in August the University will begin the process of e-billing, which will eliminate the need to send out paper billing statements to most students. The Business Office will also begin accepting payments by credit card (Mastercard, Discover and American Express only. Visa is not accepted) The vendor (TouchNet) will inform the student/parent at the time they go to make the credit card payment that there will be a fee (2.75%, I believe) that will be added to their credit card—they then accept this additional fee and continue on processing their credit card payment. UST will not be involved at all with the assessment or collection of the credit card fee. In October most refunds will begin to be processed by direct deposit. Some exception may need to be made for international students. The Payment agreement process will also be automated and this will allow students to complete the Payment agreement without submitting a paper form. Please contact Pam Peterson if you have questions or require additional information.

Centralization of the Course Catalog Maintenance

Paul Simmons reviewed the plan to centralize the maintenance of the course catalog beginning on July 1, 2009. The centralization is being implemented to improve accuracy and to assure that the course information is being added only when it has been passed through the required University processes. The centralization will be the same as the current system used for the maintenance of undergraduate courses. There was some concern expressed regarding the turnaround time of data entry and the inconvenience of having the information entered at an office outside of the graduate departments. The University Registrar's Office will keep turnaround to acceptable levels and will continue to work with the departments to make sure that processing is continued in an efficient manner. The process will be monitored and adjusted as required. Questions and additional information concerning the centralization of the course catalog maintenance can be directed to Paul Simmons.

AACRAO and UMACRAO Annual Memberships

Richelle Wesley provided information concerning the benefits of membership in AACRAO, the national association and UMACRAO, the regional association for admissions and registrar personnel. Richelle is the membership coordinator for AACRAO and asked that membership requests and the funding be sent to her for forwarding to AACRAO in order to facilitate membership processing through the University billing process. Please submit your check request by July 15th to Richelle. If you have question concerning membership or required dues please contact Richelle Wesley.

G.I. Benefits

Richelle Wesley announced that the University will be participating at the undergraduate level in Yellow Ribbon, a program for providing educational benefits to veterans. A decision concerning the

participation at the graduate level will be made very soon. A meeting will be schedule to discuss details. If you have questions or require additional information, please contact Richelle Wesley.

Portal Demonstration

Kevin Knutson provided a demonstration of the facilities available through the new portal. The portal allows the combination of various user services (e-mail, news, calendar, courses, research, GPA calculator, etc.) to be placed in a central location on the University web page. The portal can be accessed by going to the tool tab on the University Web page. There are plans for additional facilities in the future directed to staff and faculty. Please see the attachment with screen shots and feel free to log into <http://portal.stthomas.edu/> to interact with features. If you have questions or require additional information, please contact Kevin Knutson.

GPA Calculator

Wood Foster Smith demonstrated the capabilities of the GPA calculator that is available to students that are currently enrolled through the Portal. The calculator allows students to enter an anticipated grade or grades for the current term and receive information concerning the GPA they will receive if they attain these grades. The calculation excludes courses that are audited, taken with X grade mode, etc, The calculator is not available to students that are taking classes in more than one level in a term. Questions concerning a graduate student's GPA or the calculator may be directed to the student's department coordinator.

Graduate Tracking System (GTS)

Wood Foster Smith reviewed the availability of the weekly GTS reports and the information contained within the reports. Wood asked if there were any suggestions for improving the reports or the processes for tracking graduating students to assist in clearing the students by commencement. There was one suggestion concerning separately reporting graduation clearance and the student commencement participation. If you have any suggestions please forward them to Wood Foster Smith.

Commencement

Linda Dorn shared information regarding the upcoming commencement ceremonies. The fall commencement ceremony will take place on December 18th, 2009 and will be held at the River Center in St. Paul. The commencement website www.stthomas.edu/commencement will be updated later this week with basic information (date, times, and location). Alumni Constituent Relations will update the website with more details in late August. A location has not been secured for the May 2010 ceremony. Linda Dorn will inform the R & R group of commencement information as it becomes available. If you have questions or require additional information, please contact Linda Dorn.

Next meeting will be July 6th at 10:00am on the Minneapolis campus, location TMH 301 (We have moved the meeting to the first Monday of the month to avoid a conflict with the undergraduate orientations)

**Respectfully submitted,
Paul Simmons**