

Records and Registration Meeting Minutes

April 10, 2006

Banner 7.2 & ODS Update Anne Burke indicated that Banner 7.2 should be completed by May 11th. She handed out a list of key areas to test. Anne also recommended that we target areas of student self service (ie: grade look-up, schedule look-up, etc) to make sure they are working. Anne suggested that Report Net reports be checked to make sure that they have been converted to ODSP, as DMRP will not be available after the conversion. If you do see problems forward them to Maria Aho in IRT. Richelle Wesley suggested that CAP also be checked very closely to make sure it is working. Richelle indicated that degrees would not be posted until we were sure CAPP was working properly.

Faculty Load Linda Dorn suggested that the codes describing alternate faculty load reasons be reviewed to make the reasons more relevant to the process and that SPACMT be used to elaborate the reasons for the exceptional reasons. The reports will be distributed in early May 2006.

Graduate Student Registration for Undergraduate Courses Linda Dorn reminded everyone that graduate students registering for undergraduate courses outside their departments should be registered with the non-degree students, during the 5 days prior to the term. If the registration is critical and must be registered earlier it is advised that the student seek permission from the courses department for an earlier registration.

Registrar's Website Linda Dorn has been updating the Registrar's Website and provided an overview of the changes. She also requested suggestions.

NR and Incomplete Grade Process proposals Richelle Wesley explained that the Office of the University Registrar is in the process of proposing that NR and I grades be changed to a grade of 'F' at the end of the following term if no grade has been received. This would make the processing of such grades consistent with the current undergraduate incomplete policy. The NR proposal for the undergraduate programs has been approved by UPPC. There is currently a proposal before GPPC. Richelle requested that program managers express support for this proposal to their GPPC representatives. A show of hands indicated that there was majority support for the proposal from those in attendance.

Degree Date Posting Richelle Wesley announced that the Office of the University Registrar has modified the policy of posting degrees. Students that complete coursework or requirements late will have the degree posted in the term of their last enrollment. Previously, the degree had been posted at the time of completion. This practice was often questioned, as a degree was posted in a term that lacked enrollment.

Submitted by Paul Simmons

Next meeting Monday, May 8, 2006, St. Paul location TBA