

Records and Registration Meeting Minutes

August 8, 2005

Introductions

Paul Simmons, the new university registrar was introduced to the group. Members introduced themselves

Grading Policy

Each of the graduate and professional programs was asked to provide a copy of their grading structure/ policy. The structures will be reviewed to determine if future modifications to Banner should be made to assist in reducing the input of invalid 'D' grades for those programs that do not use the 'D' grade.

Illegal Grades

Wood Foster-Smith announced that he had sent out the illegal grades lists for correction. A question was raised, if Banner could facilitate a grade of failed for an audited course. Wood Foster-Smith indicated, a grade of audit failed can be entered as a valid grade. There was a question as to if a failed audit course can be excluded from the transcript? It was determined that this instance could be handle on an individual basis.

Optix Silo

Paul Simmons will look at the option of changing silos for Optix.

Collection of Student SSN Policy

Richelle Wesley announced that the Student SSN Policy will be re-written. All undergraduate and graduate students need to provide a SSN to be registered. The exception is international students.

New Diploma Design

Richelle Wesley presented the new diploma designs.

Add/Drop Procedure Distributed

Linda Dorn has e-mailed a copy of the verbiage regarding dropping a class on Murphy Online.

Immunization Forms

It was announced that an Immunization form is required for all undergraduate and graduate students. Health Service does not track if students have turned in the forms. But, all areas should make an effort to get new students to return the forms to Health Services.

Course Numbering Protocol

Wood Foster-Smith indicated that course section numbers at the graduate level should not be used to designate campus or any other designation, as these designations are not supported or protected. Additional discussion will be held after talking with the Business and Financial Aid Office, concerning the use of section designations.

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Special Approval Drop Codes

Wood Foster-Smith indicated that the codes W9 and D9 will be changed to be not gradable and two new special approval drop codes will be added that are gradable. This will resolve the issues of instructors entering a grade by mistake and the course appearing on the web as in progress. The Financial Aid and Business Office will be notified of the changes and the new codes will be e-mailed after the codes are assigned.

Online Address Changes

Wood Foster-Smith described the new address checking and entry process, as explained in Linda Halverson's e-mail. This will result in undergraduate and graduate students having the ability to change their addresses using the web, which could result in some incorrect address formatting. There is a plan to use "scrubbing" software to correct address format issues. However, if the software is not available, there could be some minimal number of graduate student addresses that may need to be review.

Graduate/Professional Program Admission Statistics

Paul Simmons has requested that the Graduate and Professional Program begin submitting admission statistics. The programs were requested to send a contact person from their programs that could provide the statistics. The contacts will be notified of the required format and procedures for submitting the admissions statistics. The contact information should be e-mailed to pmsimmons@stthomas.edu.

Graduate/Professional Program Policies.

The Graduate/Professional Programs were requested to compile a hard copy presentation of their Academic Policies/Procedures to be forwarded to Paul Simmons within the next two months. The purpose is to create a Graduate/Professional Program Policies/Procedures Summary. This will assist in documenting the policies and procedures in one summary and assist in future review of the policies and procedures.

Contact Listing

The Graduate/Professional Programs were requested to send Paul Simmons a list of their Program/Department contacts at pmsimmons@stthomas.edu. The purpose is to update the current contact list with up to date information.

Cross Registration Procedure

Doug Stubeda requested that if you are allowing a cross registration that you override the course registration, but not change the student's program. Changing the student's program results in an inaccurate processing of the student.

Graduate Tracking System

Wood Foster-Smith will be sending out the GTS report soon.

Future Meetings

The question was raised if the current schedule of meetings should be maintained. It was determined that meetings will continue to be held on the 2nd Monday at 10:00am. The meeting will be rotated between the St. Paul and Minneapolis Campuses.

Next Meeting Monday, September 12, 2005, Place of meeting to be determined