

Records and Registration Meeting Minutes December 13, 2005

Concurrent Curricula Training

Linda Dorn presented training on Banner 7.2 concurrent curricula (multiple programs). Linda distributed a handout which outlined the changes resulting from the upgrade of software and demonstrated the use of the various screen.

Advisor Assignments

Wood Foster Smith announced that he had created a routine that will inactivate advisor assignments, when students have completed their programs. Coordinators should check to make sure that the students beginning a new program have an active and correct advisor assignment.

7.2 Regression Testing

Linda Dorn reminded everyone of the importance of doing regression testing. This will help to assure that the new software will be working the way it is expected. Randy Sauter gave a progress report and indicated that Banner 7.2 was scheduled to be activated the weekend of January 7th, with a go live date of January 9th. Randy mentioned that there were still a number of issues that need to be resolved before we can go live. In the event that the issues are not resolved there is a possibility that the go live date could be delayed. He will keep us informed.

Alternate Name Requests on Diploma

Paul Simmons announced that student name change requests, on diplomas, need to be recognizable with the student's legal name. For example: A change from Mike Williams to Michael Williams would be recognizable to the legal name. However, a change of name from Mike Williams to James Williams would not be recognizable to the legal name and would not be allowed without an acceptable legal documentation of a name change. Please keep this in mind when students make name change requests.

Reminder of Admission & Registration Statistics

Beginning this Friday, Admission and registration statistical information will again be forwarded to Academic Affairs. Please try to stay current with adding admissions and registration information into the Banner system. This will help keep the information forwarded to Academic Affairs accurate.

Graduate Policies

Dr. Angie Barretta-Herman, Associate Vice President of Academic Affairs, announce that academic affairs was in the process of reviewing Graduate and Professional program student handbooks for consistency with the University's established minimum policy guidelines (as listed on the University Registrar's web page under Graduate Academic Policies Library). When drafting new policies, please consult this resource. Dr. Barretta-Herman will be meeting with each of the graduate and professional schools to review and discuss policies. Feel free to consult with Paul Simmons or Dr. Barretta-Herman if you have questions about graduate policy requirements.

Next meeting Monday, February 13, 2006, in Murray-Herrick, room 155.