

## **Records and Registration Meeting Minutes February 13, 2006**

**FERPA Reminder** Paul Simmons reminded everyone about FERPA guidelines and also to remember to release only Student Directory Information (and only if the student has not requested record confidentiality). Any other release of information does require the student's written consent. The difficulties of FERPA were discussed. It was pointed out, that it is very difficult to discuss financial information with parents, without the student being present. Parents are often upset by the fact that they pay tuition, but student information will not be released to them without the student's written permission.

**VA Processing** Karen Vivian reviewed the steps for certifying a student for VA benefits.

**Time Ticketing** Linda Dorn reminded that time ticketing (for those who let, their students register on-line) requests for terms 2000630, 200640 and part of term requests are due on March 17<sup>th</sup>. Linda indicated that part of term 1 could not be used for summer. Only 5, 6, 7 (extended), & 8 (double) are available. You may create your own part of term if these terms do not work. If you need to make changes to existing part of terms, please use the online part of term form. Also, go out to SFIRGRP and check the time ticket groupings for any existing terms and check them for accuracy. If you need to delete a grouping, call Fred Capuzzi 2-6713, in the Office of the Registrar.

All documentation for time ticketing is on BlackBoard under the Student Documentation community group.

**End of Term Processing** Linda Dorn announced that the end of term processing for Fall and J-Term had been completed

**Banner 7 Implementation** Linda Dorn announced that the Banner 7 software upgrade was schedule for May 12<sup>th</sup> – 15<sup>th</sup>. Please continue to check the Banner 7 Demo for problems in your processes. Banner 7 tutorials are on the Registrar's web page. If you have questions, please call Linda at 2-6697.

**Concurrent Curriculum** Linda Dorn recommended that end users use DEMO to test Banner 7, especially associated with SGASTDN. Training will be conducted at the April 13, Records and Registration Meeting.

**Zero Credit Report** Richelle Wesley indicated that no problems have been found with the Zero Credit report and processing. We will continue to run the reports. However, we will only be sending the reports indicating the records that have been updated and will reflect processing going back one term.

**Graduate Tracking System** Wood Foster-Smith will begin sending the GTS reports following 10<sup>th</sup> day. If you see any problems please contact Wood at 2-6718. Please remember student records, including program and major codes, must be up to date for GTS to be working accurately.

**AACRAO & UMACRAO** Richelle Wesley indicated that the University has a membership to AACRAO & UMACRAO and that she is the key contact person for the University. The organizations are good source of information (ie: FERPA) and have annual conferences that present many interesting topics related to Higher Education administration. If you are interested, contact Richelle at 2-6705. Membership in these organizations requires a fee.

**Next meeting Monday, March 13, 2006, Minneapolis location TBA**

**Submitted by,  
Paul Simmons  
University Registrar**