

Records and Registration Meeting Minutes November 14, 2005

Banner 7 Update Progress

Paul Jones presented a progress report on the Banner 7 update. Paul requested that coordinators continue doing regression testing in preparation for the Banner upgrades. It is very important to complete the testing to determine if all of the features and forms that you will be using are working properly. Regression testing should be completed no later than December 20th.

Multiple PIDM Meetings

Paul Jones announced that meetings are being held to define the rules for common matching of PIDM and how to best use the common matching process.

Concurrent Curriculum

The new Banner release includes functionality to create virtually unlimited numbers of programs for a student. However, SCT recommends retaining only a primary and secondary program. UST will honor this recommendation. The concurrent curriculum will not be expanded for use in CAPP until later versions of the software. Linda Dorn announced that she will organize workshops to train on how to use the concurrent curriculum and how to enter data. It is important that coordinators attend these workshops.

ODS

Paul Jones indicated that ODS will need to be up and running by January 9th when Banner 7.2 is up and running.

Concurrent Curriculum Training

Linda Dorn will be doing training on how to use the new concurrent curriculum feature at the next Records & Registration to be held on December 12th. It is very important that coordinators receive this information. Please pass this date along to other members in your area who maintain programs, majors, and minors.

Processing Withdrawals and Dropped Courses

Linda Dorn asked that coordinators please remember to enter the 'W' code for students who are withdrawing from all of their courses for the term. If the student is dropping only one course, then please use the proper drop code. In all cases, the date that the student contacted you must be typed in the date field on SFAREGS.

Registration for J-Term 2006 & Spring 2006

Linda Dorn announced that registration has begun for the J-Term and Spring 2006, as of Monday, November 14th.

Data Integrity Reports

Wood Foster Smith announced that beginning Spring 2006, data integrity reports (error report) will be distributed to individual coordinators to correct missing and bad data for their students. Examples of the types of errors for correction are: Missing SSN and mismatched Visa/Nationality code, etc. Test reports will be distributed first. The reports will go live in Spring 2006.

GTS Discussion

Wood Foster Smith opened discussion and questions concerning the GTS process. A question was asked, if an advisor assignment was required. Wood indicated that an advisor assignment was not required for GTS to work. It was requested, if comments from SPACMNT could be added to the GTS report. Wood will look at that possibility. But, Wood emphasized that it was very important for students to meet their requirements, rather than to have special comments concerning their requirements.

Billing Reminders & Back Dating

Teresa Kolbeck announced that she is sending out e-mail reminders of when billings are being processed and a reminder to not back date during the billing process. Please forward these messages on to any additional staff that may need to be notified of this request. Teresa also thank everyone for their assistance in helping with the completion of the Business Office regression testing.

Transcripts for applicants with a previous degree from the University of St. Thomas

Paul Simmons asked that applicants who have graduated from the University of St.Thomas be excused from having to request official transcripts when applying to a University of St.Thomas graduate program.

Requests for registration of courses not required for the student's degree.

Paul Simmons requested that if a student requests to register for a course not required for their degree (just for recreation) that the student be registered for that course during the 5 days just prior to the beginning of the term. This will avoid taking space in class from students that require these courses for their degrees.

Graduate/Professional Program Student Handbooks

The Graduate/Professional Programs that have not forwarded a hard copy of their academic policies/procedures were reminded to send a copy to Paul Simmons. The purpose is to create a Graduate/Professional Program Policies/Procedures Summary. The review process of graduate policies has begun.

Next meeting Monday, December 12, 2005, in Aquinas Hall, room 301.