

Records and Registration Meeting Minutes

October 10, 2005

Time Ticketing

Linda Dorn explained the process of assigning time tickets for students registering with Murphy online for the next term. Time ticketing assigns the time that students are allowed to register and make changes to their registrations. Time tickets need only be assigned to student using Murphy Online to register. If student registrations are processed by the program office time tickets are not required.

Part of Term

Linda Dorn explained Part of Term for the section offered for 200630. Please be sure to use a unique section if a course is to be taught in both Term 1 and Term 2. This will allow the courses to be handled correctly in Blackboard. If the same section designation is used for the course in both Term 1 and Term 2, then Blackboard will handle the two sections as if they were the same section.

Course Rollover

Linda Dorn indicated that courses will be rolled on October 14th. Linda explained that unique part of terms can be exempted from the course rollover. The College of Business requested that they be allowed to use the designation from 40-45.

Banner 7.2 presentation

Paul Jones did a presentation of some of the changes in Banner. Many of the forms now have a tab presentation, which eliminates the need to use next blocks. The new version also allows concurrent curriculums for students (students may have multiple concurrent programs), and will also check for multiple PIDMs. Paul Jones asked if anyone was interested in being on a multiple PIDMs committee to help define the processes. If interested, contact him. The Murphy sign on will also be changed to use user name and password. The question was raised concerning if the UST ID and PIN number would also be valid for access to Murphy online. Paul Jones will check if this access will be allowed. The upgrade will be completed in January 2006. Regression testing is currently being completed and programs should complete that testing no later than November 10th. Programs should be testing the system for the "things" they most use. Paul Jones indicated that any problems should be forwarded to IRT using the Enterprise Issues & Incident (Bug) Entry Form. Linda Dorn indicated she would be preparing updated training materials.

ODS

Ann Burke announced that within the next month or two ODS will be replacing Datamart. ODS will essentially work the same as current process.

Address Verification

Address verification is being completed by IRT. Business and Campus address change requests are being directed to the appropriate office. The final procedures for address review for the Graduate/Professional schools will be finalized once the QAS software is working. It was announced that Emergency contact information should be entered in SPAEMRG. If the Graduate /Professional schools are interested in using the address verification for their students, contact Richelle Wesley.

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IRT Account Creation at Admission Status

Marie Aho indicated that beginning with term 200640 all undergraduate and graduate admits will have an IT account created at admission. The students will be e-mailed that an account has been created. There was a question as to if this could be implemented in 200620. Marie will check on this possibility.

Admission and Registration Statistic

Paul Simmons indicated that it was important to stay current on entering applicant, admission decision, and registration information, to provide an accurate picture of the graduate/professional schools when this information is reviewed by Academic affairs. Thank you all for the assistance in creating this report.

Graduate/Professional Schools Policies

Paul Simmons reminded those that have not forwarded a copy of their student handbook, containing their policy statements, to please forward a copy by the end of the week.

Zero Credit Report

Richelle Wesley announced that the zero credit report was running and that it was important to review the reports to verify the last enrollment dates are correct.

Next meeting will be held on Monday, November 14, 2005, 10:00am on the Minneapolis Campus in Terrence Murphy Hall, Room 255