

Meeting Minutes: August 2, 1999

Present: Debra Basarich, Larry Bjorklund, Christen Christopherson, Anne Daly, Gail Fraser, Teresa Fruen, Debbie Henderson, Mary Koskan, Earl Nolting, Steven Pearthree, Jan Reifsteck, Vickie Roberts, Cindy Salyers, Karen Starry, Sue Van Voorhis, Amy Winkel

PeopleSoft Upgrade/Contingency Plan – The PeopleSoft upgrade is scheduled for August 6 and will go live on August 16. If the upgrade is postponed or aborted after it starts the next possible date for the upgrade is October 15 and a go live date of October 23. Communication will occur throughout the week of the upgrade to keep you posted on the upgrade status.

P1 and P2 Service Indicator/Readmission – Roberts, Rosel, Daly, Riedinger, Salyers have met to discuss the issues. They will meet again soon to put together a proposal to present to the group at the next RAC meeting. Issues have been identified and are being addressed.

Fall Transcript Contingency Plan – Samples of the transcript layout were presented. Modifications still need approval from the Student2000 Steering Committee. Implementation is scheduled for November 1. Until the PS transcript is available, the Registrar's office will provide a study list on official paper accompanying a transcript from the old system as the contingency

Classroom Update – Approximately 116 classes remain unplaced for fall semester. Fitzgerald will work with the Deans to see if any departmental classrooms are available. There are a few rooms that can be rented but are not equipped for technology. Room scheduling will not have the flexibility of moving courses to larger classrooms so please monitor the number of overrides given out to students.

Registration Contingency Plan – UC students will still register, and CLA has two upper division Orientations. An Access database is being created to check course availability. The section status reports will be downloaded into the access database August 6. The registration center will take in the student's paper registrations and check for course availability in the access database. These registrations will be entered before the PS system is brought up on August 15. Web registration will not be available until these registrations have been entered. Registration staff will work the weekend of August 14 & 15 if necessary to get registrations entered.

Late Fees – The late enrollment fee policy effective for fall is as follows: \$40 for any late initial enrollment that takes place during the first two weeks of the semester (September 7-20). \$80 for any late initial enrollment that takes place after the first two weeks of the semester (September 21 or later). In addition, there is a \$10 per course late fee for canceling a course or section during the first week of the semester (September 7-13) and a \$10 per course late fee for adding a course or section after the first week of the semester (September 14 or later). This policy will be published in the August *Record*.

Guidelines for Retroactive Tuition Petitions – Koskan distributed the guidelines. They are as follows:

1. Medical reasons that can be documented by a doctor.
2. Attendance at another academic institution that can be documented by that institution. (The dates of attendance must conflict with the term they are requesting a refund for.)
3. Work conflict that was not within the control of the student. This must be verified by the employer. Military responsibilities are routinely considered with a copy of military orders that conflict with the term in question.
4. Curriculum and/or advisement errors where incorrect information or miscommunication was given by a University representative. That college office, adviser, or University department must document this.
5. Petitions will not be considered based on failure to cancel or nonattendance.
6. Petitions will not generally be considered for reasons related to system problems or students not being aware of when the WEB is available. These are considered on an individual basis and a one-time exception may be made only if the student has not previously petitioned for a similar reason.
7. The academic year deadline of June 30 of the current year is seriously adhered to as well as the Summer deadline of August 30. The student should not be encouraged to believe that a petition for a retroactive refund will be considered after those deadlines.

Spring Semester Queue – 8 a.m., 10 a.m. and 1 p.m. have been peaks in the queue and a drain on the PS and web system. Starting with Spring registration, the queue will be at 8 a.m., 9:05 a.m., 10:10 a.m., 11:15 a.m., 1:25 p.m., and 2:30 p.m. These are the same as the class times on the Minneapolis campus. Spring queue will start with Nagengast.