Meeting Minutes: July 1998

Present: Debra Basarich, Bill Beyer, Mark Bultmann, Steve Carnes, Chuck Dahl, Gail Fraser, Mike Galegher, Caroline Gilbert, Chris Gordon, Paul Hesterman, Earl Nolting, Kelly Pearson, Cindy Pavlowski, Terry Petek, Debbie Pommer, Jan Reifsteck, Alice Ross, Jim Rowan, Jan Schlueter, Judy Swanson, Sue Van Voorhis, Amy Winkel

June 1, 1998 minutes approved.

Announcements - The Registrar has made arrangements for space on the west bank and hopes to have a service center open by fall.

Semester cancel/add dates - Semester dates were reported incorrectly last month. Below are the correct ones.

Week of Class /Required to Cancel /Required to Add

Week 1 /No approval required /No approval required

Week 2 /No approval required /Instructor approval

Week 3 to 8 /No approval required /Instructor and CSC

Week 9 – End /College Scholastic Committee /Instructor and CSC

Orientation CD - New fall freshman will be sent computer CDs shortly. The CDs contain software to connect to the U's system, and much campus information. Feedback is requested for next year's edition.

Enterprise Project Issues:

Class Time Conflicts - Students are not allowed to register for classes that have or may have time conflicts. We need to figure out the process for students with legitimate reasons for registering with a time conflict. Where does registration center or web registration send the student? Will the college or adviser need to approval this override? Will the student need signatures from both instructors? Who enters the approval or gives the approval number for the class or classes? Time Conflicts can only be overridden on the enrollment request panel, not by class permission (i.e. there is no inputting of an override - the person granting the override registers the student.)

Action: OTR will draft a paper form. Both instructors must sign the form. The student will bring the form to the registration center for processing.

Returning graduates of the University - Should students that have completed a degree and wish to return to take courses be admitted as non-degree students? The PeopleSoft system does not allow for students to continue once they receive a degree unless they are readmitted. This lockout is there because of Federal Financial Aid rules. If we automatically admit these students to a non-degree status, the transcript will be changed to read non-degree.

Action: Because of the various viewpoints from the colleges, OR will investigate the issues and bring forward a recommendation for discussion.

Service indicators & IUTs - When a student changes colleges service indicators follow the student.

Would colleges allow other colleges to remove their service indicators when students transfer?

Action: After transfer the new college will remove obsolete former college service indicators.

Adviser Registration Access - Advisers can be given access to registration, but PeopleSoft access security has minimal sophistication and will not limit advisers to only registering their advisees.

Colleges will allow staff access to registration, but not all staff will have access to all functions on the panel.

Service Indicator$ - We are trying to identify which service indicators are $$ holds. The purposed work around for this problem is as follows:

Financial Holds will have a $9999.99 in the dollar field

Non-financial holds will have $0.00 in the dollar filed (example: adviser hold)

Action: OTR will see if dollar signs ($$$) can be placed in this field for financial holds or the display can default to some value.

Use of "Student Groups" - Will faculty want to use student groups for projects or fieldwork? We may use student groups for information previous defined by registration area codes (e.g., CLA, adviser offices, IT upper division)

Action: Colleges will use student groups for a number of purposes. OTR will seek faculty input.

Two Semesters out Conversion/Registration Issue - If a degree seeking student has not enrolled within two semesters they are to be un-enrolled (according to policy). Do we totally deactivate them or convert them to non-degree status? What about non-degree students?

Action: Degree seeking students will be deactivated: non-degree students will not.

Inactive Students - What is the process for inactivating students that have not attended for two consecutive terms? How are they notified?

This issue to be discussed further.

Advising Assignments - PeopleSoft does not allow a unit or office to be an adviser. Only real University people can be used. PS does allow a group of individuals to be listed.

This issue to be discussed further.

Reporting - What is the status of PeopleSoft and the data warehouse?

Susan Grotevant is responsible for the data warehouse.