Meeting Minutes: May 3, 1999

Present: Debra Basarich, Don Chamberlain, Chuck Dahl, Anne Daly, Gail Fraser, Teresa Fruen, Mike Galegher, Bill Ganzlin, Caroline Gilbert, Christine Mack Gordon, Paul Hartman, Susan Hunter Weir, Laura Coffin Koch, Karl Lorenz, Sarah Moe, Farzaneh Nabavian, Earl Nolting, Steve Pearthree, Jan Reifsteck, Lonna Riedinger, Alice Ross, Jim Rowan, Karen Starry, Paula Swanson, Sue Van Voorhis, Amy Winkel, Gayle Woodruff

Minutes of April meeting approved

Announcements:

- This is IT week; head for the mall.
- Enrollment verification guidelines have been printed. Copies are available at the One Stops.
- Communication materials for to students and faculty about PSoft registration will be emailed next week.
- We are going to have a classroom shortage this fall. Any underscoring of this you can do with departments and faculty will be appreciated. We may not be able to switch rooms for classes where large numbers of overrides have been given.

Departments should check with the classroom scheduling office before giving out significant numbers of overrides.

- The Fall Class Schedule is available. There are changes to classes and policies. Consult the online version at: http://onestop2.umn.edu/courseinfo/classschedule_selectsubject.jsp?institution=UMNTC

Intersession cancel add schedule - A revised C/A approvals schedule was considered. Because this revision would be out of synch with the refund schedule, RAC recommended no change.

Password reset and system help - OTR has expressed concern to Academic and Distributed Computing services regarding wait times on the help line, particularly for password reset. (OTR will no longer be resetting passwords because the old student access system password will no longer be valid; PeopleSoft uses the x.500 - email password.) ACDS has made some changes and promises more. They are aware of potential problems and are staffing for them. The student help number is 612-626-4276.

It would be useful if you reported PeopleSoft problems and slow response time to the Enterprise help line at 4-0555. When doing reporting, detailed information is important (e.g. at 3:15 pm I waited 12 minutes to get a response on panel X.)

Workshops - Mary Koskan has scheduled Nolte Library for 1:30 - 3:00 May 12 for an override workshop. This will go over the material distributed earlier on when to use magic numbers and

when to do an override. The workshop is not PeopleSoft training.

Section status reporting capabilities - The section status report will not track the types of students in a class (e.g. the 10 seats reserved for x major). To get this information go to: PeopleSoft / Student Records / Establish Courses / Use Schedule of Classes / Class Reserve Capacity.

Non-degree (Adult special) status - Non-degree seeking status (formerly called adult special or extension student) will continue as it is now for all terms. That is, UC should be used for most non-degree students but colleges may admit and enroll non-degree seeking students.

First term total cancel - When does an admit become a student in PeopleSoft? The program is flexible regarding student status. RAC voted to continue our current policy of enrollment past the end of the second week (i.e. a W goes on the record).

Honors medallions for future graduates - Can we give honors medallions to potential honors graduates participating in ceremonies prior to actual graduation? RAC voted yes.

PSoft Registration Issues -

- Time conflicts - Classes must overlap by one minute or more to show up as a time conflict. (e.g. A class ending at 10:00 and another starting at 10:00 do not over lap be at least a minute and will not be in conflict.)

Students registering for time conflicting course must have the time conflict override form (available at: http://onestop.umn.edu/Forms/index.html) signed by both instructors.

- Hold conversion - holds will be converted to PSoft prior to registration. (This happened without major glitches.) But there may be issues with joint summer and fall registrations this year.

If students are NEW to the U for Spring or Summer: YES, update Legacy, PeopleSoft will receive the update if the student enrolls for fall or thru the historical conversion which will occur late this summer.

If students are CONTINUING U of M students: YES update Legacy, NOT NECESSARY TO UPDATE PS, any changers to Legacy will be carried over to PS (ESDB daily run)

If the student is NEW for FALL: NO, do not update Legacy since they will have no record there; YES, Update PS--no conversion issues for NEW STUDENTS.

- "When can I enroll" - There will be times when more then one term will be available for students on the system. Care will be needed to insure that the correct tab (term) is selected for registration.

Academic standing calculations - PSoft will not calculate Coefficient of Completion. APAS

will do that on an individual student basis. Academic standing is now standardized across all colleges.

Lock downs - Sue presented the Enterprise System pre-registration and registration lockdown status report.