



Banner Cross-Functional Team

Thursday, April 13, 2006

8:30 am, SUB Cataldo Room

Present: Melissa Goodwin, Jennifer Minke, Brant Madson, Jane Button, Karl Riley, Sharon Jemes, Chris Menter

MINUTES

1. Jennifer shared that Graduate Admissions will begin using SPACMNT to record admission file comments such as denial reasons. Having everything on Banner will make it easier for the processors to respond to questions without having to locate the actual file. Graduate Admissions has been testing SPACMNT and cannot find any adverse interactions with anything else; these comments will not print on transcripts. This initial use will be very general and they may be a need to have more definitive types in the future if usage grows.
2. The issue of University Residences using SWANOSH has been clarified. It was found that they were using a withdrawal list instead of collecting information from SWANOSH postings. They have now been added to the automatic no show and reverse no show email list. It was also verified that their staff have access to SWANOSH. The emails that are generated to the student from the actual posting on SWANOSH were discussed. While they are somewhat registration specific, everyone agreed that they were generic enough to get the point across and since the word registration has many meanings it seemed appropriate. Admissions follows-up with a letter to a student who decides to no show also.
3. Chris indicated that the "early term" enrollment submissions to Clearinghouse that have normally been done on the first day of the semester will now be sent approximately a week prior to the start of the term. Only paid students will be included in this file. This should allow students who have done everything timely to access their enrollment verifications as the term begins. The first file for Fall 2006 will be sent 8/14/06 and the first file for Spring 2007 will be sent on 1/3/07. Karl indicated that Financial Aid will need to make sure a disbursement is done in conjunction with this so that everything is current and Jane will need to make sure the appropriate students are marked paid for this submission.
4. Chris brought a sample of a responsibility for payment notice that BSU uses on the main page of BroncoWeb (<https://bweb8.boisestate.edu/servlets/iclientservlet/EPRD/?cmd=login>) that Nancy found as something we may consider. While it was believed to generally be a good idea, there was some concern. Since VandalWeb is not just a registration site it would not apply to all users. Also since registration is a piece that happens only two to three times per year it would not always

be relevant. The group discussed different ideas such as adding more information text on the top of the add/drop page, adding a second page with this type of information upon submission of registration, or using the pop-up we have now for first time registrants for every registration action. It was decided that Nancy, Dan, and Lloyd would need to review this further before any decisions are made.

5. Chris indicated that she will post the agendas and minutes for the Banner Cross-Functional Team on the web page instead of sending email attachments. The minutes will be a new feature, but everyone agreed that it would be great addition for locating information even for those who are not in attendance at the meetings. The web page is located at www.uidaho.edu/registrar/crossfunctional.
6. Brant brought up the issue of PIN reset as it seems to be the majority of questions encountered right now; Chris and Melissa agreed. It appears there is mass confusion from Vandal Setup for new students. While they are setting up their PIN and password in one location, they don't understand what they are doing or what they are for hence causing confusion when they actually try to login to either VandalWeb or VandalMail. Vandal Setup does not take the student through the security question, which eliminates the student's ability to use the online PIN reset. The Registrar's Office is not using Vandal Setup, but rather having the student login to VandalWeb and then use the pass-through to support.uidaho.edu for VandalMail setup; instructional sheets have been created to use for this. The group definitely thought that review was necessary for the continued usage of Vandal Setup; Chris will discuss with Nancy so she can review further with Dan.