

University of Idaho

Banner Cross-Functional Team **Thursday, December 13, 2007** **8:30 am, SUB Cataldo Room**

Present: Leo Stephens, Margie Hartnett, Karee Head, Melissa Goodwin, Dan Davenport, Nancy Krogh, Rod Dunn, Chris Menter

MINUTES

1. Nancy asked that the discussion of No Show vs Withdrawal be deferred to a later meeting as she has not yet had discussions with Registrar staff about this issue. Therefore, for the Spring 2008 semester we will proceed as is meaning that SWANOSH should be used through the tenth day (January 23, 2008) by everyone to enter students who have been deemed as no shows (truly have not attended). After tenth day, any no show requests will need to be routed through the Registrar's Office for determination. Remember that SWANOSH entry as a no show will automatically drop registered classes overnight until the first day of the semester and then classes must be dropped manually.
2. Chris noted that fall grades are officially due on Tuesday, December 18 at noon with the following exceptions: a) a few Idaho Falls classes are due by 8 am Friday, December 21; b) Engineering Outreach grades are due by 5pm Friday, December 21; and c) Law grades are due Monday, January 7.
 - a. Chris will process grades on Friday, December 14, Tuesday, December 18 in the afternoon, and each morning thereafter.
 - b. Financial Aid will review grades for scholarships beginning Wednesday, December 19.
 - c. Probation and Disqualification letters will be posted to VandalWeb the afternoon of Friday, December 21. This process also sets the Probation Holds that restrict registration activity. Disqualified students also are restricted from registration activity.
 - d. Direct deposit will be done on Wednesday, January 2. Chris will provide a list of disqualified but still registered students to Margie on January 2. Margie will then have these students excluded from the deposit file. Chris will provide Margie updates through Friday, January 4.
 - e. Reinstatements will be due in the Registrar's Office by Friday, January 4 at 3pm. Registered students, not reinstated by this time will have their classes dropped (by 5pm).
 - f. Financial Aid will pick-up disqualified students via reporting and will automatically pull-back aid if classes are dropped.

3. Student Accounts, Financial Aid, and possibly VandalCard Offices will be located in the Ballroom on Wednesday, January 9 for student business. However, there will be no immediate change checks, students must return the following day for these.
4. With VandalCard moving their office across from Student Accounts next week, be aware of the congestion in the hallway during the first days of the semester.
5. Dan asked about the money that is currently be directly credited to student accounts for Resident Hall Presidents wondering why it was not being handled under normal process of running through Financial Aid as a resource. Leo was not sure, but suggested Dan work with DeeDee in Housing to address other options for handling this money. Leo did indicate that the money is awarded at the end of the semester after the student fulfills their obligations and there are about 25 students who qualify for this.
6. Chris indicated that in order for the Registrar's Office to bring academic transcripts up to the current version of Banner (currently running version 3.1 transcripts), that name type would need to be used with the name associated with the student ID number as the process requires this to select the official student name to print on the transcript. The conversation digressed a bit about what is legal name, but that not being the issue for this discussion Nancy asked that all areas think of any impact this may have on them. Chris noted that she will contact the General Person Team to begin discussions as this is a general person issue. This was discussed years ago by the General Person Team and was found to have no specific value and therefore not pursued. While Registrar's Office does not feel this will have a negative effect on any area, everyone was asked to think about things that may need review if name type is used.

Next Meeting is scheduled for Thursday, February 14 [no January meeting].