

University of Idaho

Banner Cross-Functional Team

Thursday, July 24, 2008
10 am, SUB Cataldo Room

Present: Heather Chermak, Leo Stephens, Chris Menter, Melissa Goodwin, Dan Davenport, Nancy Krogh, Tom Valles, Cheyenne Smith-Sarrkinen, Rod Dunn, Linda Aherin

MINUTES

1. Linda confirmed that all new students were sent a billing statement by both postal mail and email, while continuing students only received an email. The paid/accept flag on SWAREGS or the "confirmed" indicator on SWAINFO indicate that the student has selected the confirmation option through their online billing statements, contacted Student Accounts with confirmation of attendance, paid online, or have sent in payment. Chris uses this flag for the first Clearinghouse enrollment submission (being sent on August 18 for fall 2008). Rod asked about the direct deposit indicator and Linda responded that it is not the same as the confirmed indicator, but she believed that if the student did not confirm but requested direct deposit they would still get their residual funds. Nancy suggest that Banner Cross-Functional look at this indicator more for future use and revisit the drop for non-payment option.
2. Chris reminded everyone that summer academic standing will not be calculated until after fall begins which means there may be a few students whose fall registration will be cancelled due to disqualification. If there is a direct deposit already done it will create a receivable for the university; Linda noted that they still have a few outstanding from past semesters. Registrar's Office will try to run some lists to identify the at risk students before disbursement. Students academically disqualified from this past spring and not registered for summer, will have their fall registrations dropped by August 14 so they will not get money.
3. On another similar note, Chris indicated that EO fall grades will be due on January 8 which means if they have any disqualifications it could create money being dispersed and then registrations being cancelled. For the regular classes, Nancy indicated that she hopes to get all grades in and academic standing calculated before the Christmas holidays. Dan noted that as long as things are done before January 7 for the majority of student it will fit into the financial aid schedule.
4. Heather asked to form a group to discuss automating the summer registration process to allow more activity online. Rod and Debbie will join her and any other names should be submitted to Heather; she will a meeting before summer escapes our minds.
5. Chris handed out the proposed change of procedure and policy for noshows derived from the subcommittee. The main change was the use of SWANOSH, by Registrar Staff, after tenth day. All offices will need to ensure that their reporting mechanisms are continued throughout the semester. Another change was that a retroactive noshow

could be reported up to one year from the term in question. Registrar's Office will do due diligence in confirming any "educational activity". Students taking only online classes will be handled the same as traditional students; logging into the course website constitutes education activity after the first day of the semester. Chris will update the policy and procedure for disbursement in the offices.