

# University of Idaho

## Banner Cross-Functional Team

Thursday, March 12, 2009  
8:30 am, SUB Cataldo Room

Present: Melissa Goodwin, Debbie Kolstad, Heather Chermak, Greg Cox, Dan Davenport, Rod Dunn, Chris Menter

### MINUTES

- 1. Check Payments.** Debbie floated the idea of not allowing check payments for past balances to clear transcripts. The reason being that when the check is run through the bank it comes back NSF and the student has gotten their transcript without satisfying their financial account. Although this creates a receivable for the department the funds dispersed to and the University, there was some concern about limiting payment abilities. The idea of having the ability to do an ACH bank verification of the check upon payment was brought up as a solution and Debbie will check further into this.
- 2. Summer Registration Automation.** Heather updated everyone on the Registrar's Office streamlining the summer VandalWeb registration process to allow students to add and drop summer classes online through the first few days (depending upon length) instead of turning off VandalWeb after the first day of summer classes. A 100% refund will still only be given the first day and 50% for a period thereafter. Registrar's combined 16 parts-of-term in summer into seven and aligned online drop/add deadlines with refund deadlines. The intention is to allow students to do more business online and alleviate paper in the offices. In the future class withdrawal will be looked at also for all semesters.
- 3. Overload Fee.** Email was sent about an overload registration fee for 19+ credits being approved and implemented for fall 2009. Debbie also noted that she understood that the full-time fees would be charged at 12 instead of 8 credits. Questions were raised to fully understand these items: (1) Is the overload fee the per credit fee for the number of credits over 18? (2) If full-time fees are charged at 12, does the per credit fee change to for 1-11 credits? (3) Is the full-time fee charge changing this fall also? Dan sent an email response to Jana Stotler to ask these questions. It was agreed that our offices need to have this information very soon as we approach Vandal Friday and fall registration. This discussion generated a side-topic of special fees charged for courses and majors and wound up opening another question about non-resident students taking all web courses and therefore not paying non-resident fees and the possibility that that student is living in the dorms/locally and getting non-resident financial aid or out-of-state tuition waivers. Debbie and Rod will do some more research to see if this is possibly occurring. Also, Rod noted that Financial Aid may want to start figuring more cost of attendance due to the web and special fees and will work with Debbie to getting the average student cost and percentage of students who take web classes.

- 4. Vandal Friday.** Greg reported that numbers for Vandal Friday are up a bit right now with 710, but they expect 1,200ish for the event. The parent social to be held on Thursday evening also seems to be a hit with a very high attendance expected (Greg is still working on his entertainment). He also noted that the Kibbie Dome will not be used for the activities fair this year, but rather that will take place in the SRC and shuttles will be available all day. Dan reminded everyone to encourage students to activate their Vandal accounts, especially VandalWeb and VandalMail. Admissions just sent registration information letters to about 4,000 fall admits with reminders about the account information. Per Melissa's request, Don Miller has changed the ITS account creation process to run every 15 minutes (instead of 30 minutes) and Sharon James has set the PIN create process to run every 15 minutes on Vandal Thursday and Friday. This should allow new admits to get their accounts setup more timely. Don will monitor the system load and if there are no problems maintain the 15 minute create period; Melissa will check in with Sharon about also keeping the PIN create process at 15 minutes if there are no system problems.
- 5. VandalWeb PIN Verbiage.** Chris noted that the VandalWeb PIN setup and reset pages will have some text changes to make the instructions clearer to users. Registrar's staff are spending upwards of 30-40 minutes per call talking users through the information and have found that using some words seem to make more sense to users: "temporary PIN" instead of "initial PIN" will be used to describe the MMDD00 and "create" instead of "enter" will be used for the new PIN area. Chris will check VandalSetup to see if any changes need to be made with it also.

Next scheduled meeting: April 9, 2009