

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: February 28, 2007

Time: 1:30pm

Place: Blair Hall Conference Room

Attendees: Brenda Major, Amy Edwards, Rodney Ranes, Kim Burnett, Vicki Phillips, Bonnie Wilson, Mary Herrington-Perry, Linda Coffey, Thom Strohecker, Kimberlie Moock, Sue Harvey (via conference phone)

Note Author: Judy Kopp

Agenda and discussion items

Critical Issues brought forward by Team

Update on cashiering system – Linda:

Linda went to a CFCG meeting on Monday. I.T. people said they were told we were not doing an RFP. Might upgrade Cashnet to hosted system. Two people are coming from Cashnet next Wednesday and Thursday to discuss interaction between Cashnet and Banner. A decision is not being made until after this meeting. It would take 8 weeks to upgrade to host. We should know in a couple of weeks what is going to happen.

Feedback from students regarding Alternate PINS – Kim M.

Kim related some of the feedback she had heard regarding alternate PINS. Students who saw their advisor and received their PIN number were not told what to do with them. There was concern the students were discarding their PINS and would not have it when needed. It was suggested that another round of advertising would be helpful to let students know they should ask their advisor for their pin number and be sure to keep it. Sue stated there would be a class schedule guide coming out next week and the information will be in there. Other ways of informing students were discussed, poster, mass e-mail, etc. Rodney suggested it also needs to include those students that don't need PINS, Grads, Post-Bac, BGS, etc.

Sue suggested advertising March 19 as the date for students to start seeing the Registration Status Page. The team agreed.

Email/checklist/password assignment and availability:

Brand new e-mails will be generated starting Friday. The process to assign accounts is working. Monday they will be in Production. If individuals do not exist in Banner there will be no checklist on them. Historical e-mails will be in there.

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HOLDS during registration, clear first then do registration? Do override to registration then clear hold? – Thom:

The HOLDS page is being tested. Advisors can see holds but only that the student has one. They see the same message no matter what the holds are. The Student can log on and check their holds. There was discussion regarding academic history holds and whether the wording should be changed for that. Linda Coffey asked that Business Office be changed to Student Accounts for their holds.

If a student has a registration hold they can't add or drop. What will be the procedure for students to get things done (overrides). A discussion about whether or not to permit overrides was held. It was felt students should be forced to clear the hold. We can make suggestions but a standard will need to be decided. Suggestions included: Students go to the office to take care of the hold – let the departments determine if they want to override. Dean or Chair would have to give permission and add them to class. Overrides would have to be tracked. Office that grants a waiver adds the class. Further discussion on this subject will take place when Sue Harvey can be involved.

LAST CLASS DROP/Withdraw – where are we on this (effects EIU4 and Athletes) – Thom:

Discussion on where we are on this topic. This affects Financial Aid. Either all can drop or no one can. Banner can't do this. If all classes are dropped it doesn't change their status and they remain eligible to register. Refund rules are going to kick-in. No automatic report is issued in Banner. Currently we let them drop. Financial Aid would have to know right away. No decision was made. Discuss this topic again when Sue can be involved.

Mary Herrington-Perry stated that senior seminars need to be restricted to Seniors. Team looked at Production, restriction is not there. Departments have to go in and put restrictions on sections for Senior Seminars for Fall semester. All EIU 4000 plus need to say I "SR". Thom thought he could make the changes.

PRIORITY – do permit any from them – Thom:

Priority registration was also discussed. Discussed giving access to people putting students in classes. They would need to know the rules and that students will suffer the consequences of them not being followed. A paper trail is needed of what is done. Thom stated there is nothing in legacy that tracks waivers. Right now Deans approve overloads or not.

Training on SPAIDEN, SGASTDN, etc. – Sue:

Sue spoke with the group via conference phone. She asked the group to start identifying people we could train to be trainers to develop a core group of trainers. How do we determine who gets training in Self-Service Banner (SSB) and Internet Native Banner (INB)? Sue thought this would depend on discussions with departments. Most advisors will need SSB. Secretaries and Chairs will need INB. Departments would be asked to identify 3 to 5 people that would need training on INB. This will be decided on a case by case basis.

There needs to be a session for training the trainers. Rodney has two people right now that could train on SPAIDEN but not comfortable with SGASTDN. He will look at getting a couple more people. Mary thought

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she would have about 6 trainers. Sue wants the Records staff involved for faculty and web grade submission. Linda will do AR training. As of yet, the training manual has not been approved by the Steering Committee. The training plan is on the EISE web site. Rodney will take SPAIDEN and SGASTDN and will start putting together a booklet for INB. It will also need to include SOAHOLD and SFAREGS. Records Office will try to put together a format for that. Sue should be e-mailed the names of the people that will be doing training.

Linda said areas such as Health Services and Booth Library will need limited access to SPAIDEN and SGASTDN. For AR screens people will need INB. It was discussed whether to make non-advisors, advisors. Thom asked who would be responsible for adding those to students. We can give anyone who is coded as an advisor access to student records through SSB and they can look at anyone. Is there anyway to assign anyone who needs SSB to at least one student? Not sure if that part has been tested.

Advisors have done SSB training. Questions from that training arose about DARS. Mary said DARS will be available through INB. She thought a link could be added to the actual DARS audit so it could be accessed through SSB. Sue felt that most people find it easier to use SSB.

Security was discussed and who will need what accesses. It was suggested people tell Sue what accesses they have now. Kim suggested calling colleges to put together a list of what they need. The team agreed. On the Banner Access form the person will need to state what they need to use the access for. Data Custodians would have to approve any change in wording on the form. A supplemental document was suggested, Kim will do this.

Linda Coffey stated that students have to go all the way into a course to see if there is a fee. She asked if there was time to put something in the guideline document that is going into the DEN. It will be added to the document.

There was discussion about turning off the instructional method. It was decided not to do that now. Suggested – do a section note, make an attribute and add it at the section. All departments would have to do the same thing. For now tell them this is how you know there is a course fee. Fee assessment will not be turned on until July. Just change the description not the code. Discussed schedule type. Sue will work on instructional method section. Schedule type – lecture is the only choice right now in catalog. MHP thought they could override. Thom asked if schedule type could be added to every course? If so he could probably do that. Should internet be added to the instructional method list? Probably need to talk to Jeff. For fee assessment it has to be coded Tech. Del., it has to be internet. Have to have instructional method, Internet only. Another possibility, if departments told MHP what course might have an internet section. Don't have an internet schedule type add as an instructional method. Internet needs to be added to sections that are true internet and have departments correct their schedule type for those sections. Thom will check on adding schedule types on the backside.

Special formats sections that are marked as full-term need to be addressed.

Thom stressed that all correct SS numbers for international students in Banner need alternate ID's. Once the curriculum load has been done it can't be fixed and any problems will have to be taken care of manually.

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Update on Admissions (CollegeNet and Nolij):

Will be getting a new configuration file from Nolij tomorrow (Thursday), so Admissions can continue testing the undergraduate application file.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: