

**BANNER USERS' GROUP – STUDENT**  
**MINUTES OF MEETING – MARCH 9, 2011**  
 PREPARED BY LESLIE LUCAS

- Pat Gebhart called the meeting to order at approximately 10:05 AM in DL 439.
- Members Present:

Michael Smith	Institutional Research
Tim Weingart	Information Technology
Beth Wolfe	Recruitment
Elizabeth Hanrahan	Academic Affairs
Carol Bailey	Bursar
Pat Gebhart	Computing Services/Academic Affairs
Brent Maynard	Computing Services
Howard Young	Housing and Residence Life
Roberta Ferguson	Registrar
Myke Watts	Computing Services
Kelli Raines	Admissions
Leslie Lucas	Graduate Admissions
Nadine Hamrick	Financial Aid

- Minutes: Minutes from previous meeting (February 2011) were approved as submitted.

**COMMITTEE REPORTS:**

- **Banner Oversight Committee (BOC)** -- BOC has continued to work to redefine the group's role.

**OLD BUSINESS**

- **MyMU/MILO** - No report.
- **Human Resources/Finance** – No report
- **Performance and Priority issues** – No report
- **Multiple PIDM/Person** – recent Admissions issue – process to create PINS for paper applications failed – earlier three people were found to have duplicate records, and when those records were deleted, the process failed to delete the SARADAP records of those individuals, causing the PINS script to fail – when those SARADAP records were deleted, the process worked
- **Oracle Release** – Myke Watts said a new CPU patch was released on January 17, 2011 and needs to be applied as soon as possible
- **Faculty Information/Digital Measures** – no report
- **Document Management Suite** – Elizabeth recently had an issue where she had to get admin. privileges to get the scan button to come up; Admissions is ready to turn in their paperwork

- **Faculty Advisor/myMU hold** – No report.
- **SSN Masking** – No report.
- **MAP-Works** – Pat said she had extracted information and pulled D/F midterm grades
- **Enrollment Management Suite** – Beth and Scott Taylor are attending a meeting before Banner Summit, checking into what they would like to see; other colleges are starting to use it
- **Common Matching when Creating Person Records** – Kelli said she is working on the process of merging General Person training with the Banner workbook
- **CAPP** – Elizabeth said common language was sent to CAPP advisors for review; Roberta said the Assistant Registrar position will be managing CAPP, once the position is filled
- **Faculty Channels** – no report
- **Bad Address Hold Process** – Documentation found to further review the process

**NEW BUSINESS:**

- **New Graduate Student Types** – Leslie explained that Grad Admissions has begun to use new student types:
  - A - Advanced graduate degree
  - G - Any previous graduate credit attempted at any institution
  - 5 - No prior grad credit attempted anywhere, or attempted only while still enrolled as an undergrad (DEFAULT)
  - D - Staff Development
  - P - Doctorate degree, professional practice
- **Enforcement of Undergraduate Readmission Policy** – the policy of needing to be readmitted after being out one year has never been enforced; see attached email for additional details about the history and new proposal; possibly start with Spring 2012 for enforcement
- **Implementation of eScript-SAFE Electronic Transcripts** – Roberta is interested in starting electronic transcript delivery; Admissions and Grad Admissions currently receive transcripts from other schools electronically; currently requests for transcripts and payment can be received online
- **Secretary Rotation**
  - April 2011 – Registrar
  - May 2011 – Housing and Residence Life
  - June 2011 – Admissions
  - July 2011 – Academic Deans

**Adjournment:** Meeting was adjourned at approximately 10:52 a.m.

## Proposal from the Registrar's Office:

Proposal to implement database enforcement of undergraduate readmission policy.

### History

Two previous proposals to implement enforcement of readmission policy were submitted by the Registrar's Office. In March 2004, Jim Richendollar created a job submission process (REG2000) to update student status in SGASTDN records to IS (Inactive Student) for any record without registration activity since a given term. This process was not implemented due to various database issues and coordination of the use of the IS status with the Office of Admissions. In November 2004, the Registrar's Office submitted a second attempt to enforce readmission using the NE (Not Eligible to Register) enrollment status code in SFAREGS. No action was taken on the use of the enrollment status code to enforce readmission.

Since that time, the Graduate College eliminated the readmission requirement for graduate students (level 02).

We need to again pursue enforcement in the database of the existing readmission policy at the undergraduate level.

### Proposal

Create a new student status, RA-Readmission Required. This student status will be set to prevent registration. When the readmission application has been processed, the Registrar's Office will change the student status from RA to AS thus allowing registration.

The database administrator will create a process to apply the proposed RA student status code to AS level 01 records without registration activity since a given term. For example: Fall 2011 (201201) registration activity would be prevented for all AS level 01 student records without registration activity since Summer III 2010 (201006).

Records with student status IS and CC will be excluded from update. Only AS student status codes in level 01 will be included for update to RA.

The process may be placed in job submission to allow the Registrar's Office to update the appropriate enrollment term and run the process before registration begins each fall, spring and summer term.

### Additional Comments

Recommend using a process similar to the recent application of the student status update of CC (Community College) to deactivate former MCTC records. The proposed application should effectively accomplish enforcement of the undergraduate readmission policy. The use of the RA status code will be easily identified by all users and avoid confusion with the current use of IS (Inactive Student) by the Office of Admissions.

Thank you for your consideration of this proposal.