

**BANNER USERS' GROUP-STUDENT**  
Minutes of Meeting December 6, 2001

- **Call to Order:** Myke Watts called the meeting to order at 2:10 in Old Main 103.
- **Members Present:**

Nadine Hamrick	Financial Aid
Prudy Barker	Registrar
Cheri Musgrave	Financial Aid
Bob Collier	Bursar
Joe Whitt	Residence Services
Pat Gebhart	Computing Services, Enrollment Management
Michael McGuffey	Institutional Research
Myke Watts	Computing Services
Linda Templeton	Admissions
Scott Hoppe	International Students

- **Minutes:** Minutes of the November 2001 meeting were approved as distributed electronically.
- **Correspondence:** None.

**COMMITTEE REPORTS**

- **Subcommittee on Billing:**  
Bob Collier reported that they are studying a method for assessing fees by course without doing it manually. The Schedule Type Field in Banner can be used, but distance ed wants to use that field to specify electronic courses. Discussion will continue.
- **Subcommittee on CAPP:**  
No Report.
- **Banner Oversight Committee (BOC):**  
No Report.

**OLD BUSINESS**

- **MILO:**  
No Report.
- **Human Resources/Finance:**  
No Report.
- **Performance and Priority Issues:**  
No Report.
- **General Person Data Ownership:**  
No Report.
- **Banner Student Privilege Request Form:**  
No Report
- **Duplicate PIDM/Person:**

Bob Collier reported that he has encountered many problems with duplicate PIDM's. The Registrar's Office has had responsibility for cleaning up duplicate PIDM problems for students and has traditionally determined the correct ID number to use. Scott Hoppe stated that he has found many duplicate ID problems with international students. Michael McGuffey suggested that the Registrar's Office place a hold on the incorrect ID to prevent further registration activity. He also suggested that the student with the ID problem be notified, although several stated that the student was the one who first reported the problem. Myke stated that Jim Richendollar can run scripts to identify the duplicates and that he spends a lot of time identifying duplicates from tapeloads. Bob agreed to set up a meeting of interested parties (Financial Aid, Bursar, Registrar, Payroll, Admissions, South Charleston Admissions, etc.) to discuss this matter.

- **Printing Students' Schedules:**  
No Report.
- **Pipeline and a WebCT Integration:**  
Scott raised the issue of ESL students not being able to use myMU. He had contacted Gary Weis who told him that students had to be registered to access myMU. The ESL students have a general student record in Banner but do not register for any Marshall courses. The approximately 120 ESL students on campus are especially interested in using the e-mail function. Michael suggested that we create a new access category called "Guest" in addition to the categories of Faculty, Staff, and Students. Myke suggested that this should be referred to the myMU committee. While discussing ESL students, Scott also is concerned about being able to correctly identify all international students at Marshall. Michael stated that records should be kept in Banner in SPAINTL with Visa numbers, expiration dates, etc.
- **eRecruiting Software:**  
No Report.
- **Common Name/Address/SS# Change Form:**  
Prudy Barker reported for Roberta Ferguson that she had given our suggestions for the form to Sharon Rutherford.
- **GTVZIPC:**  
Prudy had reported that GTVZIPC was not working in the Registrar's Office. She did not have specific information but will test again and report any problems.
- **Banner 5.x Production Upgrade Scheduled for Christmas Break:**  
The Banner Production database will go down on December 28 at 9:00p.m. for the 5.x upgrade and should be available again on Wednesday, January 2, 2002. Joe Whitt reported that he cannot install Pre-Prod on Joanne Wetherall's PC, and Residence Services is concerned about meeting the December 14 testing deadline. Cheri Musgrave reported that Financial Aid cannot test as some of her forms have not been compiled and she cannot access MILO VR or Web. She has notified Terri of this. Pat has the link to MILO Web and will send it to Cheri.
- **Options Menu on SFAREGS:**

Myke and Pat Gebhart reported that a link on the Options Menu in SFAREGS to the prerequisites does not appear in v5.x. Prudy will e-mail Terri with a request to restore this Option that has been available in the past.

#### **NEW BUSINESS**

- **Use of Recruitment Module for Admissions Office:**  
Pat reported that the Admissions Office is now using the Banner Recruitment Module to load prospects into the system. Currently Junior and Senior prospects who have visited with Marshall recruiters at college fairs are being entered with letters being sent to them. Since many prospects do not report a SS# on their "road card", generated numbers are being used. Care is being taken in the Admissions Office to not enter duplicates, but all offices should be aware of the increasing number of generated numbers in the system.
- **"SC" Addresses:**  
Michael reported that he has been pulling student information for the military including local addresses as required by the Solomon Amendment. He has found many invalid "SC" addresses. He asked if we are still loading "SC" addresses from residence halls records; if so, an ending date for the end of a term should be inserted. Michael suggested the possibility of expiring "SC" addresses that are over 5 years old.
- **International Student Addresses**  
Scott is interested in a better method for reporting international student addresses. Some suggested a new address type for international students to record their home country address, but this must be approved by BUG-S. Scott suggested that his office be given privileges to update student addresses. One suggestion was to record the student's home address as address type "SC" for historical purposes and the local address as the "PR" address so that students will receive University mailings such as grades and bills that are sent to "PR" addresses. His office could have all international students complete an address change form each term and send to the Registrar's Office for update. Students can also change their "PR" and "SC" addresses on the Web.

#### **ADJOURNMENT**

- Meeting was adjourned at 3:30p.m.

#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be January 3, 2002.