

BANNER USERS' GROUP--STUDENT
Minutes of Meeting March 6, 2003

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Drinko 439.
- **Members Present:**

Terri Tomblin-Byrd	Computing Services
Pat Gebhart	Computing Services, Enrollment Management
Bob Walker	Finance
Myke Watts	Computing Services
Bob Collier	Bursar
Michael McGuffey	Institutional Research
Dan Holbrook	Academic Deans
Nadine Hamrick	Financial Aid
Mary Waller	Registrar

- **Minutes:** The February 2003 minutes were approved as distributed electronically.
- **Correspondence:** None.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Dan Holbrook reported that History and COLA General Education requirements are being coded. He, Mary Waller, and Pat Gebhart have a meeting scheduled for Friday, March 14th to enter programs in CAPP.
- **Banner Oversight Committee (BOC):**
Bob Walker reported that the BOC discussed taking MILO Web off-line during peak grade processing periods and bad addresses.

OLD BUSINESS

- **MILO:**
Discussion continued from last month on end of semester grade processing and the need for faculty to log into MILO to record grades. Terri reported that she can filter access within myMU based on roles so it would be possible to keep students from accessing MILO if the system is overworked and faculty cannot enter grades. The MILO Web page would direct students to myMU, but within myMU, the MILO link would only be displayed if someone had the role of faculty. Terri will not disable PIN's. It will be necessary to educate students to not try to access MILO during the grading period, and disabling their access would be a last resort. Any necessity of blocking students would probably only occur for two business days: the Friday and Monday before the grade submission deadline. It is possible to create a link for the Bursar's Office for students to pay fees since that is already outside MILO. Telephone registration would also be affected. Terri recommended that we defer our decision on a policy to disable access for students to MILO to the April BUG-S meeting to give Academic Affairs and the Registrar's Office time to discuss any conflicts in the schedule for Summer Session A.
- **Human Resources/Finance:**

Bob Walker reported that Finance is discussing year-end processing. They are working on updating the Departmental User's Guide. Bob is still working on the EPICS interface.

- **Performance and Priority Issues:**
No Report.
- **Banner Student Privilege Request Form:**
No Report.
- **Duplicate PIDM/Person:**
As requested at the last BUG-S meeting, Terri ran a duplicate PIDM report of activity since December 1, 2002 and gave to Bob Collier. None of the requested modifications to the report have been done yet. On the report given to Bob, if there is activity prior to December 1, only one of the ID's will appear. Terri has asked Jim Richendollar to work on the report modifications. Bob Walker has found a few "@" numbers in the SSN field on SPAPERS; no one should enter anything but a valid SSN# in the SSN# field on that form.
- **Printing Students' Schedules:**
Terri created a training document using students' schedules as examples in Sleep/Wake. The Registrar's Office could use the Sleep/Wake process for transcripts since those printers are networked. Terri will send document to Pat to create a .pdf file to post on the Banner Web site under Instructional Guides.
- **myMU:**
eVoting will be housed within myMU but will require a secondary log-in for student government elections. Terri had to modify eVoter for write-in elections. Terri will need to modify for Faculty Senate elections to get current faculty members with class assignments. The Buck Harless Student Athlete Program is using Targeted Announcements to communicate with an imported group of all student athletes. The Lewis College of Business is using a Targeted Announcement to communicate with MIS majors. We are currently working with the College of Liberal Arts and International Student Programs to post Targeted Announcements.
- **Bad Addresses:**
After much discussion, BUG-S makes the following recommendation to the BOC: "When an office receives returned undeliverable mail using a "PR" address, the address should be flagged as "Inactive" in Banner and a Source Code (to be created) entered as a reason for the returned mail. If that office does not have privileges to inactivate an address, that office should review the ownership matrix and send an e-mail to the owner of that address type requesting that the address be flagged as "Inactive" and the appropriate Source Code entered. There should be a process in the background to detect Inactive "PR" addresses with a Source Code indicating undeliverable mail for a person without a "BA" hold (Bad Address hold that prevents registration). When that combination is detected, the process should place a "BA" hold on the person's record. There should be an e-mail notification to the person using the official MU e-mail address that the hold has been placed and that future registration will be denied until an active "PR" address is entered. The process should detect when a person's "PR" address is active and the person has a BA hold and then remove the hold (no notification necessary when hold is removed)."
Terri asked Pat to write the recommendation and forward to meeting attendees. If no one voices objections to the way the recommendation is written, Terri will take to the next BOC meeting.

NEW BUSINESS

- **Policy Change for Deficiency/Probation Calculations:**
Terri has received some information about a policy change for calculating deficiency points and probation. Terri asked Dan Holbrook to obtain a formal request of needs from the Academic Deans and what Computing Services will be asked to accomplish.

- **Withdrawal Code:**

Roberta Ferguson and the Bursar's Office have been meeting to discuss four possible new withdrawal codes. Roberta wanted BUG-S to know that they were meeting and would be bringing a proposal to our next meeting. The Bursar's Office wants to use Letter Generation with the new codes. Michael McGuffey asked to be included in future discussions as he uses RSTS codes. (See attached memo from Carol Kolski to Barry Beckett regarding withdrawal codes.)

ADJOURNMENT

- Meeting was adjourned at 3:40p.m.

ANNOUNCEMENTS

- The next BUG-S meeting will be April 3, 2003.

TO: Barry Beckett
FROM: Carol Kolski
DATE: February 3, 2003
SUBJECT: Proposed Withdrawal Codes

Upon review of the information provided as a result of meeting with Roberta Ferguson, I propose that four new withdrawal and drop codes be implemented. It is my feeling that the current NP codes should just be left as a system generated withdrawal code, as it will be easier to introduce new codes than to change the definition of the current one that everyone is familiar with.

The proposed codes are listed below and next to each code you will find the current existing code that it will mirror:

BC (Bursar Complete Withdrawal)	CW – Used for 100% backdated withdrawals of full course schedules
BT (Bursar Total Withdrawal)	TW – Used for withdrawal of full course schedule after schedule adjustment period.
BD (Bursar Drop Course)	DC – Used for 100% backed drop of individual course.
BW (Bursar Withdraw Course)	CW – Used for drop of individual course after schedule adjustment period.

The BC and BT would also exist as Enrollment Status codes to accompany the BC and BT Registration Status codes. For example, the BC or BT entered at the Enrollment status would automatically default all of the Registration Status codes on the individual courses to the same corresponding.

I believe that these codes will make it more readily identifiable for anyone looking at the registration screen to know that the student has been withdrawn by our office as opposed to withdrawing themselves. In addition, I believe that we can incorporate letter generation functionality with these specific codes to eliminate the large amount of administrative time spent manually creating withdrawal letters.

Please advise if you have any questions or require additional information.