

## Winter Registration Weekly Go Live Meeting Minutes

February 17, 2011 8:00am-9:00am

Attendees: Chien Shih, Stephanie Franco, Becca Levin, Jerrick Woo, Joe Lampo, Drake Lewis, Kathleen Moberg, Gordon Poon, Tom Roza, Ron McFarland, Kent McGee, Bill Baldwin, Rachel Tai, Veronica Aparicio, Shawna Aced, Henry Jung and Kari Elliott (note taker).

1. De Anza Survey Results (second survey regarding registration):
  - Problem with registration system.
    - 70% had no problems with registration system.
    - 10% had problems with registration system.
    - Students dropped for nonpayment could not re-add class because they are still on the roster; policy decision needs to be made to remove dropped students from roster so add codes will work.
2. Applied and unapplied batch job process was not working correctly for Foothill cashier:
  - Job wasn't running successfully; old system would send email if job was not successful.
  - Tom will look into monitoring batch job; cashiers will send name of jobs to Tom.
  - Appworks will help with monitoring batch jobs.
3. Faculty Association Hybrid Solution:
  - Freeze registration Sunday at midnight before quarter starts for first week of classes; leave all other classes alone.
  - Fred Sherman will present hybrid solution to senior staff with the recommendation to implement in Fall quarter.
4. Foothill Global Access request to do Target Announcements:
  - Judy Baker would like to be able to send target announcements to students alerting them of open classes in Distance Learning the first day of school.
  - Give capability to De Anza Distance Learning as well.
  - Create a MyPortal channel on student tab with drop down menu to view open classes, closed classes and Distance Learning classes. Also need ability to notify students of new sections added.
  - Will bring all three options to Steering Committee.
5. BDMS Update.
6. Degreeworks update:
  - Scribing of De Anza catalog will begin February 17, 2011.

### Spring Quarter Checklist:

1. Date to Register Tickets.
  - Run February 17, 2011 for De Anza; run Foothill as soon as possible.
  - Dates to register will be available in portal after being run.
2. Payment Gateway – working ok; no issues.
3. Pre-Req checking – move clearance from 1 term to the next term.
4. Active Division - no issues.
5. 3<sup>rd</sup> Party Payments – no issues.

6. Student Drops – working fine.
7. Add Codes – send out target message to faculty and students.
8. Drop for Nonpayment – no schedule yet.
9. Auto enroll students on waitlist.
  - SIG has a solution.
  - Bring issues list to team next week.
  - Core Team will review, then Steering Committee.
10. Fee installment plan.
  - Available in Student SSB; force as a choice.
  - Cashnet.
11. Faculty drops.
  - Retain on roster.
  - Report shows students not dropped for term spanning and co-req classes.
  - A & R needs to do manually.
12. Waitlist.
  - Testing patches to keep waitlist moving.
13. INB Performance – on going.
14. Ineligible drops – needs clean up.
15. Refunds – Instructor drops working.

## Outstanding Student Issues:

1. Add codes with waitlist (W/L).
  - Add codes work; need to communicate to faculty not to issue before class starts and to students add codes will not work until class starts.
  - Susan has corrected the documentation for both student & faculty on MyPortal.
2. Add codes with drop for nonpayment (DE).
  - Dropped from waitlist but have an add code; will not allow student to add after dropped.
  - Propose removing from roster when dropped – Rich will bring to De Anza.
    - Waiting to hear from De Anza.
  - Run recommended SGHE script to remove certain drops from roster when classes start.
    - Test Friday, February 4, 2011.
3. Add codes with instructor drop with refund (IR).
  - Customized code for FHDA.
  - Working on solution – Test Friday, February 4, 2011.
4. Waitlist not automatically enrolling students (need mod).
  - Looking into customization.
  - Kathleen may have a contact and will forward to ETS.
5. P/NP – Q being assigned by students (P/NP only). Check Q at course level.
  - Cleaned up at catalog level.
6. P/NP choice not working consistently.
  - Product defect; no solution.
  - Need to go back to old way as work around.
    - Susan will update student instruction sheets of change – done.
    - Kathleen Moberg will send out message on MyPortal and post on website notifying students; Foothill will need to do the same.
7. Problems with incomplete grade rosters.
  - Incompletes are not rolling into Academic History.
  - ‘None’ is a system default in drop down menu for entering grades.
    - Need to change to ‘Select’.
8. Problems with some students not showing up on grade rosters even though faculty said they submitted all.
  - Pending – waiting for confirmation; cannot reproduce problem.
  - Drake will work on message for submitting grades – done.
9. Length of time to run jobs, need for review and re-run.
  - Working on documenting all batch jobs.
10. Positive Attendance.
  - Susan will update faculty instructions to include need to enter hours – done.
  - Need to change ‘None’ to ‘Select’ in drop down menu.
11. Cohort indicator – cannot make inactive; table was never created.
  - Working on.
12. Past class records stored on RDB database – how to make available to faculty.
  - Working on.