

## Decision Items

Organized for PACADA Presentation PowerPoint

Note: These decisions/policies have been formulated to address issues as we go live with Banner.  
After we have experienced life in the Banner world, some of these decisions may be revisited.

<b>Action Step/Topic</b>	<b>Decision/Policy/Process</b>
Initiation of Registration <i>(Registration Information)</i>	The students' scheduling times will be posted online in Self-Service Banner (SSB) one month before registration begins. Students will be educated on how and when to find this information.
Initiation of Registration <i>(Registration Information)</i>	Registration will begin on approximately November 1 <sup>st</sup> . This will give the appropriate time needed for advising. (Freshman can be advised while seniors are registering.)
Student's Preparation for Advising Appointment <i>(Registration Information)</i>	The schedule of classes will be available approximately one month before registration begins. (October 1, 2008)
Student's Preparation for Advising Appointment <i>(Section Numbering)</i>	Each section will be assigned a Course Reference Number (CRN) for a specific semester. Students will use the CRN to enter their schedule request.
Student's Preparation for Advising Appointment <i>(Degree Audit)</i>	The degree Audit (Curriculum Audit and Program Planning - CAPP) will be implemented in October 2008.
Requisite Checking <i>(Requisite Checking)</i>	Requisite checking will be used. The course catalog will be used for simplistic pre- and co-requisites. CAPP will be used for more complex requisites. (A document will be created for students, faculty, and advisors to explain pre-requisites, co-requisites, reservations, etc.)
Requisite Checking <i>(Registration Restrictions)</i>	Requisite checking will include courses in which students are currently enrolled. It will be verified that the requisite course has been passed by the student after the grades have been processed. A Banner job exists for this function.
Requisite Checking <i>(Registration Restrictions)</i>	Undergraduate students' access to courses may be restricted by major, program, student level or degree.
Requisite Checking <i>(Registration Restrictions)</i>	Students will be limited to 18 credits for their first registration opportunity as defined by university regulations. Students in academic programs that require more than 18 credits hours will be allowed to register for more than 18 credit hours.
Finalize course request and secure Alternate PIN for registration <i>(Registration Authentication)</i>	We will use the alternate PIN for allowing students access to registration.

<b>Action Step/Topic</b>	<b>Decision/Policy/Process</b>
Finalize course request and secure Alternate PIN for registration <i>(Registration Authentication)</i>	The PIN must be received from the student's advisor prior to the student being able to register. Academic Areas will decide how to handle this for their students.
Enter Course Request <i>(Registration Access)</i>	Students will be assigned registration times based on overall credits earned, including transfer credits, AP credit, Directed Credit. It will include all credit and not just credit which applies to their degree.
Enter Course Request <i>(Registration Access)</i>	Registration groups will be: Priority groups, Graduate students and professional students, Seniors, Juniors, Sophomores, Current Freshmen, New Freshmen, and Non-degree students.
Enter Course Request <i>(Registration Access)</i>	Priority registration groups will include: University Honor Students, Student Athletes in NCAA sanctioned sports, and Students with documented disabilities who have services provided through Adaptive Services. (This population will be selected by Adaptive Services Staff.)
Enter Course Request <i>(Registration Availability)</i>	Priority groups will have 3 days to register. Graduate and Professional students will not have a limit. Each group (Seniors, Juniors, Sophomores, and current Freshmen) will have 4 days to register. The 5 <sup>th</sup> day of the week will be used to allow academic departments to review their course offerings. Once a group has scheduled, they will not be able to schedule again until open registration begins after the initial five weeks of registration. Once all the groups are done, registration will open for all students until Day on Campus begins.
Enter Course Request <i>(Registration Availability)</i>	Graduate and professional students will be able to register at any time.
Enter Course Request <i>(Registration Availability)</i>	Undergraduate non-degree students will register after all current degree students register and after beginning students who attend Day on Campus.
Enter Course Request <i>(Registration Timing)</i>	The number of students who will be able to register during an assigned time period will depend on the number of students that can be authenticated at one time. Stress tests will be conducted to determine the number of students who can be authenticated at one time.
Enter Course Request <i>(Registration Timing)</i>	For Spring 2009, registration for each group will open at 8:30am. Afterwards, registration will be open as long as possible determined by the needs of ITAP for system updates or maintenance. Modifications to the timing will be made as feasible and as needed.
Enter Course Request <i>(Registration Restrictions)</i>	Undergraduate students who are flagged as candidates for graduation can not register for classes unless approved by their undergraduate or graduate advisor.

## Other Pertinent Information

Topic	Decision/Policy/Process
Course Numbering	Course numbers will be reformatted to 5 digits.
Course Numbering	8XX00 numbers will be used for professional courses only.
Course Numbering/Structure	There will be no more alpha courses.
Course Structure	There will be no more designator required course.
Grades	Plus/Minus grading will begin with the fall 2008 semester. (Faculty will have the option of using plus/minus grades.)
Grades	When an incomplete grade is replaced with a completion grade, the completion grade will be recorded in the original semester rather than when the student completed the work.
Oversubscribed courses	There will be no more wait listing.
Time Blocks	There will be no more time blocks. Students will create their schedules to accommodate their individual needs.
Building Schedule	The course information system for Schedule Deputies will be opened at the end of June for the spring semester. Details to be determined.
Building Schedule	The course information system for Schedule Deputies will be opened at the beginning of December for the fall semester. Details to be determined.
Building Schedule	The course information system for Schedule Deputies will be opened at the end of October or Summer. Details to be determined.
Building Schedule	Academic departments will be provided with course analysis information using Ad Astra and other reporting tools. This process will need to wait until we have enough data in the Banner system.