

SF User Group Minutes
December 19, 2007

Attendng: BSC, DSU, LRSC, MSU, MSU-Bottineau, NDSCS, NDSU, UND, VCSU HECN- Marie and Angela

NDU Outstanding Tuition/Fees Report

Mary Eisenbraun (BSC) and Karin Hegstad (NDSU) participated in a conference call with the Enrollment Reporting/Management Subgroup. A modification was requested to add a column for applied financial aid to the Report. Randall Thursby would bring this request forward to HECN. As of this date, HECN has not received any information regarding the modification request.

Enrollment Reporting

The Committee is looking at the current process campuses are using for calendar dates, enrollment reporting and lack of fee payment enrollment cancellation. The SBHE will meet to set/approve criteria for the process to be followed.

Business Office, Records and IT work collaboratively to identify the students in attendance. Students who can be identified as using campus services can be excluded from the cancellation process. Examples would include: third party students, sign-on to electronic services such as blackboard, anticipated financial aid, enrollments occurring between first day of class and 4th week enrollment count.

If no documentation or proof of attendance can be determined it will be mandatory to cancel the students' enrollment. The census date will be moved back to the 4th week

(January 25) to allow more time for enrollment confirmation.

8.0 Issues

Angela mentioned that when possible, campuses should assist other users by working together to resolve issues. HECN is focusing on the upgrade and preparing for the next round of testing.

1098T

1098T Testing is ready in Q. HECN has not heard from any campuses of any concerns/issues.

TN

Concerns were brought up regarding students being able to pay online when their accounts are at collection. Janet Reisenhower (DSC), Ladonna Malachowski (MSU), Kim Larson(NDSU) will discuss further the issue of using global service indicators.

User Group meetings are scheduled for Jan 30, Feb 20, March 19, April 16, and May 21.