Anschutz Medical Campus Admissions Meeting

January 31, 2020
9:30-10:30AM, Nighthorse Campbell M24-204 Conference Room

In attendance:

Lara Medley (Office of the Registrar); Charity Moser (Office of the Registrar); Sandra Tapiceria (College of Nursing); Ingrid Eschholz (College of Nursing); Steven Winterbach (MS Anesthesiology); Lamar Cherry (School of Medicine); Beverly Brunson (Skaggs School of Pharmacy); Wayne McCarron (Skaggs School of Pharmacy); Nichole Crockett (CHA/PA); Melissa Ishida (Physical Therapy); Austin Kovac (Graduate School); Teresa Bauer-Sogi (Graduate School); Amy Hebbert (Colorado School of Public Health); Phillip Curry (UIS); Karl Davis (Financial Aid)

Next Meeting: March 12, 2020; 9:00AM-10:00AM, Nighthorse Campbell Native Health (M24) - M24-204

1. Approval of November minutes, Introductions, Recurrence of future meetings

- Group unanimously approves minutes from November, and agrees that going forward, meetings will occur monthly on the second Thursday from 9-10am.

2. Admissions Processes (presented by Phillip Curry)

- Phillip Curry of UIS presented a guide on admissions best practices and processes, which was also sent to the group in electronic format; in addition to this, Phillip reminded group members that matriculation should be backdated to 1/1, 5/1/, and 8/1 when admitting students closer to term start. This can be done in batch if needed; group members should submit a Cherwell ticket for UIS support on this.
- Phillip presented new functionality in Search/Match, making application processing smoother, and minimizing the creation of duplicate records in CU-SIS. Also shared was some changes in the functionality of the supplemental application fee page. Questions or requests for support on admissions concerns should be submitted via Cherwell ticket through the UIS Service Desk. Submissions through this method will lead to a more efficient, timely response (especially in the event of Phillip's absence).

3. Documentation

- The Registrar's Office provided the group with several documents in electronic format, including: Senate Bill 19-170 (criminal record/admission applications); AACRAO Criminal & Disciplinary History in College Admissions; HLC Consumer Protection Policy. Minimal discussion was had on these documents; however, anyone needing clarification on any of the materials may contact the Registrar's Office for more information.

4. AWG Website/Listserv

- At the request of group members, the Registrar's Office worked with the Office of Information Technology to create a listserv; group members are encouraged to subscribe as

this will be the method of future agenda/minute distribution for AWG. Also created was a website for AWG; following feedback from group members, this site was published on February 14, and includes a link for listserv subscription.

5. Open discussion

- The Registrar's Office acknowledged a recent issue with the Security Badging Office affecting students in Public Health certificate programs, but reflecting the Badging Office as Graduate School students. As a result of this concern, the Registrar's Office will meet with Badging to determine a solution to coding issues, and timing of data transfer in systems; will also connect with the Office of Identity Management for support.
- Financial Aid inquired regarding how/when students obtain access to their portal to claim their account. According to Phillip, when students are in DEIN/Matriculation status, UIS sends early morning file to OIT, who in turn sends emails to students to claim their account. This is typically a 24 hour turnaround time from the initial status designation. It is possible to increase the frequency of this timing, but will need to work with OIT.
    - The School of Medicine provides students with more specific instructions on how to claim their account; other programs indicated that they send customized emails in conjunction with timing of internal business processes.
    - The College of Nursing identifies that some students may only be admitted, and request assistance from Phillip/UIS in getting students to DEIN status.
    - The Colorado School of Public Health indicates their students do not always commit to DEIN as they first want to understand their financial aid package. The Registrar's Office will connect with Vaughn Larson regarding the timing of these processes.
- Some additional questions regarding the timing of residency coding/term activation. Currently, once students are coded for residency, a nightly process captures this for term activation; the Registrar's Office is exploring increasing this frequency. Some programs also had questions regarding WICHE; most students self-identify their interest and pursue their eligibility through their home WICHE office.