

THE STUDENT RECORD

A NEWSLETTER PUBLISHED EACH SEMESTER FROM THE BSCC

Ellucian Live

The Banner Users Conference

Ellucian, the company that brings us Banner, will be holding its Annual Users Conference in Philadelphia, April 7–10. Ellucian Live attracts approximately 8,500 participants from 2,400 higher education institutions around the world. The purpose of Ellucian Live is to embrace new ideas, develop new insights and design new approaches to help education move forward.

Ellucian Live is an opportunity for Temple's Banner Leadership to collaborate with their counterparts from other Banner schools and learn other ways to use Banner and improve processes here at Temple. It is also an opportunity for Temple to show off exciting improvements that we have developed. See *Meet: The Ellucian Live Presenters* on page 5 for more on Ellucian Live.

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A Word from Jodi: Worth the Wait

Waitlisting for closed undergraduate classes goes live on March 27 with the opening of summer 2013 priority registration. The Law School is using waitlisting in limited ways now, but this implementation will extend automated waitlisting across schools and colleges for the first time at Temple. For this initial implementation, students will be able to waitlist for undergraduate classes only. A future rollout is planned for graduate courses.

Waitlisting will provide valuable information to schools and colleges on demand for courses. Students can “get in line” for sections that are closed allowing schools and colleges to see demand at an earlier point in the registration process. We are developing reports

to help programs manage waitlists and understand course demand. And when registration opens, we will be watching to see which course is the first to go to waitlist! See *Registration Waitlisting: A New Kind of Waiting in Line* on page 2 for additional information, including where to find online resources.

I hope that in future editions of the Student Record I can continue to bring you exciting news of new features or enhancements that will make the user experience even more positive. The Banner Student Competency Center is committed to continuously exploring ways that Banner Student can improve usage and enhance our processes. Sometimes change is worth waiting for!

RECENTLY COMPLETED IMPROVEMENTS

Registration Waitlisting: A New Kind of Waiting in Line

Starting this summer, registration waitlisting will give students the option to get in line for closed undergraduate classes and be notified via email if a seat becomes available. If notified of an available seat, students will need to take action – register, drop from the waitlist or contact an advising center for assistance. Students will have a ‘take action’ deadline; if they don’t register by that deadline, they will be dropped from the waitlist.

Major benefits of registration waitlisting include:

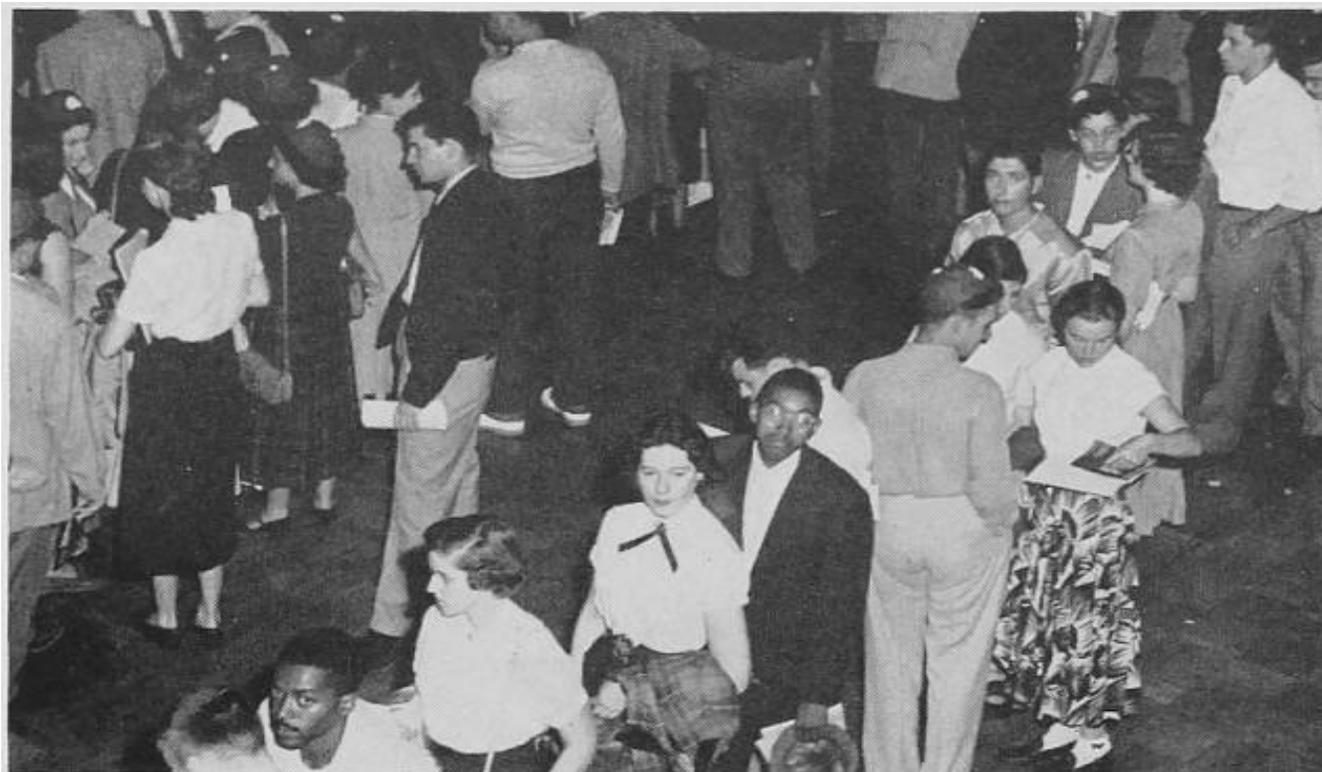
- Provides students with a fair and simple process to automatically and systematically get in line for a closed section and get notified when a seat becomes available

- Assists in maximizing enrollment in sections
- Provides schools/colleges with valuable information regarding course demand and a better understanding of registration patterns which can help in overall course planning and scheduling

How Waitlisting Works

All undergraduate sections will automatically be enabled for waitlisting and have a maximum waitlist capacity of 100 students. All students, including non-degree, will have the opportunity to waitlist. Students will need to pass all checks required for registration for a section before joining the waitlist. Students will typically have 72 hours to take action after being

Please see *Waitlisting* on page 3



To most Temple students it wouldn't be registration without lines.

Templar, 1952

RECENTLY COMPLETED IMPROVEMENTS

Waitlisting from page 2

notified, allowing students who can't self-register time to see an advisor. The 'take action' deadline may be extended for university holidays as needed and will be reduced to 24 hours during the last week of waitlisting. Students will be informed via the notification email of the 'take action' deadline and will be advised to drop from the waitlist, if they are no longer interested in the class so the next student on the waitlist will be notified.

Ideally, students' placement on the waitlist and their notification of available seats will be on a first-come, first-served basis. An exception is when, based on special circumstances, schools/colleges (i.e. waitlist priority managers) choose to manipulate a student's place on the list. Since the manipulation of waitlists may occur, students will not be able to see their position on the waitlist in SSB. When opting to waitlist, however, students can see how many waitlist spaces are filled/remain.

Capacity overrides (i.e. green cards) cannot be used on undergraduate sections while waitlisting is available since students must 'get in line' via registration waitlisting for closed sections. Waitlisting will end the weekday prior to the start of classes. After waitlisting has ended, it will be 'business as usual', including the use of capacity overrides, during the first two weeks of classes. Temple Japan will have a slightly different waitlist phaseout schedule. These schedules will be made available closer to the start of a semester.

Students should be strongly encouraged to use priority registration to get courses they need and want and to register for open sections whenever possible. Students should use waitlisting only to revise or optimize their schedule. Full-time students should be reminded to register for a full course load as registration waitlisting is not a "credit bearing

"Schools and colleges can then see demand at an earlier point in the registration process so they can plan accordingly. For students, it offers a fair and simple process for getting in to closed courses."

Letter from Hai-Lung Dai, Provost and Senior Vice President for Academic Affairs and Timothy O'Rourke, Vice President for Computer and Financial Services and Chief Information Officer to University Community

registration" or a guarantee for future registration. If a seat becomes available via waitlisting, students can revise their rosters accordingly.

What to Look for in SSB, INB and Cognos

There are new waitlist SSB pages that will be made available to primary instructors, advisors and administrators to identify waitlisted students. There are also new waitlist INB forms that identify students on a waitlist, their priority number, and when notified their 'take action' deadline. These forms will also be available to advisors and administrators.

In addition, Cognos waitlist reports are being developed to identify and analyze waitlist activity on sections or provide more information about students on a particular waitlist, including their email address. These reports will be made available to persons with access to 'Records and Registration' Cognos reports.

More information, including FAQs, is now available in the Unified Resource Center on TUportal and the website for the Office of the University Registrar.

RECENTLY COMPLETED IMPROVEMENTS

Financial Responsibility Agreement

Effective with the Summer 1 2013 semester and in conjunction with the elimination of registration cancellation, students must accept Temple University's **Financial Responsibility Agreement** prior to registering for the first time each semester.

The Financial Responsibility Agreement outlines the financial terms and conditions associated with course registration along with the student's responsibilities. The agreement informs students that they must drop their registration if they are not planning to attend or they will remain financially responsible for their charges.

"Implementing the new Financial Responsibility Agreement will bring additional transparency to the student billing process and provide students with more knowledge about this important process."

David Glezerman

Assistant Vice President, Bursar

In addition, students will receive an e-mail reminder of the Financial Responsibility Agreement when a new registration transaction is processed by the student or by an academic advisor on the student's behalf within the previous week.

Benefits:

- Students are made aware at the time of registration that they must drop their courses if they do not plan to attend since the University will no longer cancel their registration.
- Communicates that students will be held financially responsible for all classes on their roster after the drop/add period.
- Provides Collections staff with stronger support for pursuing delinquent accounts through collection agencies and legal actions.

PERSONAL INFORMATION **STUDENT** FINANCIAL AID

RETURN TO MENU SITE MAP HELP EXIT

Student Financial Responsibility Agreement

I acknowledge that by registering for classes at Temple University, I agree to pay all assessed tuition and fees that result from my initial registration and/or future drop/add activity. I understand that I am responsible to pay for all classes in which I am registered after the final day of the term's drop/add period, which is published on the University's Academic Calendar.

I understand that if I'm not planning to attend, it is my responsibility to drop my classes as the University will not automatically cancel my registration.

I understand that Temple University will notify me about my outstanding charges and debt via my Temple.edu e-mail account or through TUportal. I further acknowledge that payments must be received on or before the due dates listed on my e-bills and that I may be charged late payment fees for delinquent payments.

I agree that Temple University may restrict my right to register or receive other University services in accordance with University policies until I pay all past due balances. I understand that any delinquent debts may/will be reported to a credit bureau and referred to an outside collection agency and that I am responsible for all additional costs for collecting my unpaid balance. I also understand that the University reserves the right to cancel any registration because of a delinquent unpaid debt.

In addition, I agree to allow Temple University and its agents to contact me at any cell phone number that I provide now or use in the future, using automated telephone dialing systems, artificial or pre-recorded voice or text messages, or personal calls regarding my obligation to repay my debts to Temple University. I also authorize Temple University or its agents to contact me via my temple.edu address or an email address that I provide to the University. I understand that others may be able to access my messages and/or emails and their contents, which may include information about my debt and its status.

Yes - I have read and agree to these registration requirements.

No - I do not agree with these registration requirements and understand that I am not permitted to register.

for 2013 Spring

RELEASE: 8.2.0.2

SSB1  TEMPLE UNIVERSITY

Meet: The Ellucian Live Presenters

Ten members of the Temple community will be presenting at Ellucian Live. (See *Ellucian Live, The Banner Users Conference* on page 1 for more details.) Two of the presenters, Conrad Muth and Nicole Westrick, are members of the Banner Student Competency Center.

Conrad Muth, Director of E-commerce and the Banner Accounts Receivable Administrator is presenting *Banner AR: Have it Your Way!*. In his presentation, Conrad will describe how Temple enhanced Banner AR through the use of bolt-on processes, without the need for customizing the baseline product.

Nicole Westrick, Senior Manager, Non-Credit Operations and Technical Support, is part of a panel discussion, *Flexible Registration—A Real-World View*. The panel will consist of both long-term and fairly new Banner Flexible Registration users who will share implementation experiences and real-world use of the product.

The other Temple presenters are:

- **Theresa Burt**, Director of Purchasing – Theresa is presenting *Faster. Easier. Cheaper. A Vision for Higher Education Purchasing & Accounts Payable*
- **Ramana Chamarty**, Director of Identity and Access Management – Ramana is presenting *Temple Enterprise Identity Services Using Banner*
- **Al Harris**, Assistant Director of Enterprise Reporting – Al is presenting *Managing Cognos Connection's Folder Structure and System Admin Security Features*



Conrad Muth and Nicole Westrick, members of the Banner Student Competency Center who will be presenting at Ellucian Live, April 7-10, at the Philadelphia Convention Center

- **Abey John**, Lead Software Developer – Abey is presenting *Financial Aid Requirements Tracking Using the Ellucian Luminis Portal and EMC Application Xtender*
- **Greg Konicki**, Lead Software Developer – Greg is making 2 presentations, *Banner Workflow at Temple University* and *Banner Workflow: Custom Activity Forms 8.0 vs. Custom Activity Forms 8.1*
- **Anthony Lower**, Director of Enterprise Portal – Anthony is presenting *The Next Steps Channel – Walking Students Through the Temple Process From PSP to Graduation*
- **Michele Schinzel**, Lead Software Developer – Michele is presenting *Quickly Import and Index Documents in Xtender*
- **Jeremy Shafer**, Director of Solutions Development and the Academic Competency Center – Jeremy is presenting *Automated Gmail Provisioning for Students – Just in Time for Who?*

Good luck to all of our presenters!

Training Information



There are designated trainers in each academic unit who train new staff within their units.

Meet the trainers:

College of Health Professions and Social Work

Shelley Osagie

sosagie@temple.edu

College of Liberal Arts

Anar Khandvala

anar.khandvala@temple.edu

College of Science and Technology

Matthew Campbell

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College of Engineering

Matthew Badura

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Fox School of Business and School of Tourism and Hospitality

Helen Robinson

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Elvita Quinones

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Jason Gasper-Hulvat (Fox – Graduate Programs)

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School of Media and Communication

Justin Fithian

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College of Education

Daniel Gilbert

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Center for the Arts

Laureen Duffy

duffy@temple.edu

TUCC

Ruth Gardner

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VPUS Related Units

Kimberly Marsh

kimberly.marsh@temple.edu

Division of University Studies/Continuing Studies

Neal Conley

nconley@temple.edu

School of Environmental Design

Susan McCaffrey

smccaffr@temple.edu

For non-academic units, the BSCC will reach out to the supervisors or individuals when we receive new security access requests to set up the needed training.

Periodic INB/SSB training sessions are offered in Wachman Hall through Human Resources. To sign up for a class, go to <https://atlas.ocis.temple.edu/hr/main.asp>.

For any additional training requests, please contact Susan McCaffrey at smccaffr@temple.edu.

Tips from the BSCC

The Living or **LV Address** is required for security and University planning purposes only. **Do not use** the LV address for contacting students or in any reports, interfaces or other Banner processes. Also, you should not update, end-date, or delete this address.



Did You Know?

During Spring 2013 Priority Registration, an average of 944 students participated during the opening 7am hour each day, ranging from 333 students on Day 2 (students with 110 credit hours or more) to 1,907 students on Day 10 (students with 0 earned credit hours).

Contact Us

Banner Student Competency Center

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1803 North Broad Street
Philadelphia, PA 19122-6095

Phone:

(215) 204-1100

Fax:

(215) 204-1190

E-Mail:

SCC@TEMPLE.EDU

Web:

Coming Soon

By the Numbers:

Closed Sections

Fall 2012 Undergraduate Course Sections (All Campuses)

	Count	%
Closed	2,425	43.2
Seats Remain	3,186	56.8
Total	5,611	
Closed	Count	% of All UG Sections
During Priority Reg	964	17.2
At Some Point	2,866	51.1

Spring 2013 Undergraduate Course Sections (All Campuses)

	Count	%
Closed	2,357	42.5
Seats Remain	3,183	57.5
Total	5,540	
Closed	Count	% of All UG Sections
During Priority Reg	1,342	24.2
At Some Point	2,603	47.0

