NDUS Student Records User Group  
*October 19, 12-3 p.m.*  
*Bismarck State College, Horizon Building Conference Room*

**Participants:**
- BSC  Tom Leno  
- DCB  Paula Berg  
- DSU  Marshall Melby  
- LRSC  Dan Johnson  
- MaSU  Pam Braaten  
- MiSU  Jennifer Sisk  
- NDSCS  Mona Breuer, Barb Mund  
- NDSU  Kristi Wold-McCormick  
- UND  Suzanne Anderson  
- VCSU  Jody Klier  
- WSC  Jan Solem, Lacey Madison  
- Campus Solutions  Charles Fjeld  
- NDUS  Julie Schepp  
- Lisa Johnson

**1. DR List – Prioritization – Kristi and CND Business Analysts**
**DR list was discussed and prioritized.** Charles Fjeld made updates to the spreadsheet that reflect the groups decisions.

**2. ISBN Update – further discussion**
Charles reported that PeopleSoft will deliver something that will automate the process. Campuses are to continue using the LMS for now.

**3. XML Transcript – Deb – no update from Deb as she was unable to attend the meeting.**
*Use of XML v. Cobol – continued maintenance of Cobol transcripts*
*Clearinghouse's electronic transcript exchange*
*Security*

**Note – Group decided to reduce the language on the transcript ordering page and to rearrange the listing of institutions by alpha order. All NDUS institutions, with the exception of DCB, are either using or in the process of using the Clearinghouse for transcript ordering.**

Suzanne reported that student ID photos are considered directory information and that the most recent photo of the student is what shows up. (if a student has a photo from more than one institution the most recent photo has priority.)

**5. Preferred Email Address DR – Kristi (or anybody who knows the current status)**
NDUS email discussions
Groups discussed topic.

**6. Webnow Update (rescanning) – Kristi (per Craig C.)**
Kristi has not heard back from Craig C. regarding the rescanning issues.

**7. Restricted Directory/Blackboard**
*FERPA Restricted Directory (all/menu)*
8. Withdrawal (drop) Language on Portal/Message Table – Suzanne
   Suzanne presented several options and the group decided on the following wording
   “You cannot drop this class through Campus Connection Self Service. Contact your
   Registrar’s Office for withdrawal procedures.

   SR Enrollment Summary - Add Class Roster access (no DR needed)
   Topic carried over to next meeting. Campuses were asked to check on this at
   their institutions.

10. DR Request for Consideration – Marshall
    Add instructor name to grade rosters
    Approved by the group at add this to the DR request database.

    NDSCS and Julie discussed the reason for the report and how it may help
    campuses. Group discussed the option of adding new reason on the drop down
    box when withdrawing students.

12. Proposed Name Change Procedure – Suzanne
    Suzanne present the new name change form and procedure. Question was
    asked about students who do not want to provide a SSN. Suzanne will
    ask the BioDemo Complexity Group.

13. Exam Holiday Calendar in AdAstra – Ray/Suzanne
    Installation of the equivalent of the EXAM holiday calendar in AdAstra (not
    partitioned by institution).
    All members voted to move ahead with the EXAM holiday calendar. The issue will
    brought to Maria.

    Johnson presented a revised draft of policy and procedure 402.4. Suzanne Anderson made a
    recommendation to change text to allow campuses to refer to their written campus policies
    regarding the transfer of non-regionally accredited coursework. Johnson offered to make the
    proposed change and will forward to the chair of the NDUS registrars group for a formal vote.
    Johnson said this item would be added to the next AAC meeting for which agenda items could
    be submitted.