

Classified Connection Meeting April 11, 2007

Jessica Cole welcomed everyone and asked them to introduce themselves and department.

Steve McKellips from Admissions was introduced and presented the following info. on the admissions process:

Student admission records include Prospective, Applied, and Admitted. At this time these records cannot be viewed by anyone outside of admissions unless given permission by Steve. He is willing to give access to anyone who would like it. Send him an e-mail at mckellis@uww.edu. This information could be helpful to departments in identifying and contacting students interested in their major(s) early in their decision making process.

Once a student has gone from ADM (admitted) to MATR (matriculated), changes can no longer be made (by admissions) to the admissions record. Once the student is matriculated, admissions info. becomes available on WINS and the processes of term activation and assignment of a net-id are begun. These process takes about 24 hours (batched processed in the evening).

Once a student is admitted, they will receive a letter telling them how the registration process works. Depending on if their status (Freshman, transfer, special, graduate, etc.) and the time of year, they may be given different instructions. Most must attend an orientation or transfer program to be able to register. They must attend the orientation to receive the net-id and e-mail address.

If a student calls with questions regarding registration, ask: Did you apply? If so, were you admitted? If so they should have received a letter from admissions. If you have access to the admissions screens and see that the Application Prog. Data field is not grayed out, instruct the student to call admissions.

Announcements

Professional Development opportunity "Generation Next Comes to College" April 30th. Sara Kuhl is the contact person if there are questions x1194.

Next meeting Wednesday, May 9, 2007 8:30 a.m. in Hyer 217. Presentation of the Conference in Madison and Human Resources are on the agenda.