

Category of issue	ID#	Issue name	Issue description	Planned solution	Due date	Issue resolution status	Date Added/Updated
Schedule of classes (SOC)	2012-1	Availability of hardcopy SOC	The elimination of the print schedule of classes caused difficulties in finding classes.	The Registrar's Office will post a static pdf of the initial SOC on its website for each term with a disclaimer that it does not reflect changes made from the initial printing.	For summer registration	Completed	
Schedule of classes (SOC)	2012-2	Online class search display	The system is delivered to only display the first three sections of each course that meets the search criteria. The user is able to see all the sections via a "View All" link. There is not a easy way to change this functionality without an extensive modification to the system.	Additional communication & training to students and advisors along with pdf SOC as described above.	For summer registration	Completed	
Reporting	2012-3	View cross-listed course enrollments	Departments cannot currently view the combined enrollments for cross-listed courses.	This is determined by the course setup in the schedule of classes that is completed by the department. There are options for shared enrollment or reserved enrollment for each section. We will highlight info about this in training.	Already in place	Completed	
Student Records – Enrollment	2012-4	Enrollment requirements not enforced	Students are allowed to register for a class that they are already taking to hold a seat for them in case they don't do well and have to re-take. In the past we have not allowed students to register for a "repeat" until after all priority registration takes place.	This issue is being analyzed.	Unknown	Pending	
Student Records – Enrollment	2012-5	Enrollment requirements not enforced	Rules that prevented non-business students from taking more business classes than what we can allow based on AACSB requirements were not implemented.	This issue is being analyzed.	Unknown	Pending	

Student Records – Enrollment	2012-6	Enrollment requirements not enforced	Rules that prevent potential game playing to avoid paying supplemental tuition were not implemented.	This issue is being analyzed.	Unknown	Pending	
Student Records - General	2012-7	Backlog on data entry at Registrar's	There is insufficient capacity in the Registrar's Office to deal with the SIS transition., which is causing a backlog of requests.	We have internally reallocated funding to provide for a new Record Analysts and are pursuing process improvements that will reduce workload.	By July 1, 2012	Completed	5/15/2012
Student Records - General	2012-8	Backlog on data entry of declaration forms	A huge backlog of declaration of major forms and student request forms in the Registrar's Office; this makes it difficult to accurately advise students on what they need to complete, because their degree audits are not up-to-date (and sometimes even their majors & assigned advisers are not correct in the system, due to the backlog)	We are currently reviewing a change in procedure with the academic departments that would remove the "pre" plan step for plans that have no entrance requirements to declare that major. Academic Advising is checking with departments for their views before we implement any change. This will connect students to a major sooner, make it clearer for students, eliminate unnecessary steps for students, and reduce the volume of manual entry of declaration forms significantly.	Proposed to be in place for entering class in fall 2012	Completed	5/15/2012
Reporting	2012-9	Lack of accurate majors reports	Lack of "report" functions is causing issues; there are difficulties in getting accurate major counts (some because of the previously mentioned backlogs), and the system is not accurately counting double majors in both their colleges & majors (if they cross colleges -- they only show up in 1 college in a "count").	1st, 2nd, and 3rd majors report has been developed and is currently being tested.	Planned completion date is November 1.	Resolved - In Progress	10/17/2012

Reporting	2012-10	Lack of college-level reports	<p>At the college level, we struggle to generate the data at a college level (can't search classes or classrooms at a department level or a college level, right now it's more individual class based -- which makes it INCREDIBLY time consuming for us to pull together the data we need for decisions).</p>	<p>We have four developers working on report development full time. Priority has been given to externally mandated reports. There are currently 55 reports identified as high priority. Those related to colleges/departments are:</p> <ul style="list-style-type: none"> -- Graduate admission status report - admission details about grad students for each major. -- Class size report and summary - number of unclassified, freshman, sophomore, junior, senior, and grad students in each class section. -- Staff load report – class load per each class for each instructor. -- Graduate major count report - counts of graduates by major and part-time/full-time status and whether or not the student is approved or prospective. -- Wait list report -- Enrollment count report – contains courses and their optimal, maximum, actual and difference. -- Enrollment by curricula - contains enrollment information with 1st major, 2nd major. -- Student major listing - an alphabetical listing of students and their major(s) and minor(s). -- Grade distribution report – contains department count. Breakdown of the grades received in each course for a given 	Ongoing	Completed	
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Academic Advising - Prospective Majors	2012-11	Prospective vs. declared majors	System doesn't distinguish declared from prospective majors, which restricts ability to channel prospective majors into certain classes, or restrict others to majors only.	This is not accurate. The system does distinguish between these two, based on the plan code. For example, plan code 84APRE is prospective or pre-major in Biology and code 84ABS is a declared Biology major. Plan codes are shown on a number of screens in Student Center and Advising Center.	Already in place.	Completed	
Student Records - Enrollment	2012-12	Enrollment in history and LAC	Classes in History were confused with LAC classes, so students looking for Non-Western Civ-Africa were enrolled in upper division Modern African History. Organization and explanations on system inadequate for students to make choices or find appropriate classes.	<p>Students seeking courses that meet LAC requirements can search by that criterion. Students seeking courses that meet their specific degree requirements can search by that criterion. We believe that this is about effective use of the tools of the system, rather than an inherent issue with how the system works. We will include this in training/communication efforts.</p> <p>In addition the subject descriptions were changed to provide for better sorting of the history subjects: Europe Since ca. 1700 Europe to ca. 1700 Historical Study/Thematic/Grad Non-Western History United States History to: History - Europe since ca. 1700 History - Europe to ca. 1700 History - Thematic/Grad History - Non-Western History - United States</p>	Already in place.	Completed	8/3/2012

Student Records - Grading	2012-13	Grade submission confirmation	Faculty do not receive confirmation that their grades were submitted.	The system will be modified so the grade roster clearly displays the status of the grades. When faculty successfully submit their grades, a confirmation message will be displayed.	Spring 2012 - Midterm Grades	Completed	5/1/2012
Student Records - Grading	2012-14	Confusion with mid-term and final grade rosters	When submitting final grades, some faculty incorrectly entered their grades on the mid-term, rather than the final grade roster.	When submitting grades the system will be changed to default to the final grade roster, rather than the mid-term grade roster.	Spring 2012 - Final Grades	Completed	5/1/2012
Student Records - Grading	2012-15	Confusion with "approved" status	When submitting final grades, some faculty forgot to switch to "approved" status.	The system will be modified so the grade roster clearly displays the status of the grades. When faculty successfully submit their grades, a confirmation message will be displayed.	Spring 2012 - Midterm Grades	Completed	5/1/2012
Schedule of classes (SOC)	2012-16	Identification of online classes.	When using the online class search, online sections are being displayed as TBA in the location without an indication that this is an online course.	An "online" location will be set up in the schedule of classes and departments will be able to select this as a location for their online courses. This will allow for the location to clearly identify these courses in the online schedule of classes.	Fall 2012 - Schedule of Classes	Completed	3/28/2012
Class Roster	2012-17	Notification of adds/drops.	Once classes begin there is no notification of students who add or drop the course. It would be helpful as an instructor of record to receive an automatic email each time a student adds or drops a course.			Pending	3/28/2012
Class Roster	2012-18	Attachments cannot be included in roster email.	When using the notify functionality in the class roster, attachments cannot be included.	The delivered functionality included with PeopleSoft does not allow for attachments to emails from Faculty Center. However, instructors are able to include attachments if they utilize the Google class listserv that is created for each class section. They may also utilize eLearning as a way to include attachments for students.		Completed	10/14/2012

Faculty Center	2012-19	Exam schedules not available.	Exam schedules aren't available (there is a link but it doesn't show anything).			Pending	3/28/2012
Grading	2012-20	Entering grades is cumbersome.	Adding grades is cumbersome due to the drop down lists used for entry. Entering grades directly into a textbox would be preferable.	The system is designed with dropdown boxes to limit the grade entry to the grading type appropriate for the course (i.e. graded vs. credit/no credit). To change the grade entry to utilize text boxes would require a significant modification to the system. One of the guiding principles of the project is: "Given the exceptionally high cost of customization, we will strive to make ZERO changes to the new SIS; we will instead REENGINEER our processes to best make use of the capabilities of the software. Any customizations will require Cabinet-level approval."		Completed	5/1/2012
Academic Advising	2012-21	Notification of D/F notices	Advisors are not notified of D/F notices, they have to look for them. It would be beneficial that rather than individually clicking on each student a batch file could be created listing all students and all notices for each advisor.			Pending	3/28/2012
Schedule of classes (SOC)	2012-22	Class search browser issue	It has been reported that when users are performing a Class Search outside of their Student Center, Faculty Center, and/or Advisor Center, that all sections of a multiple section course are not being displayed appropriately.	An upgrade to the PeopleSoft software (PeopleTools 8.5.2) will eliminate these browser issues.		Completed	3/15/2013
Student Records	2012-23	Legacy Exception Entry	Due to the complexity of the legacy data, all of the student exceptions on student's plans must be analysed and entered into the new SIS manually. Due to the historically high volume of exceptions this data entry is still not complete. This will affect student's Advisement Reports, by not including all of the course substitutions and exceptions.	The Registrar's Office is prioritizing the entry of exceptions to those currently graduating students and current students and entering those exceptions first. We have internally reallocated funding to provide for a new Record Analyst.		Resolved - In Progress	3/15/2013

Student Records	2012-24	Graduate program of studies.	<p>There is a high volume of graduate student requests for exceptions and substitutions. Typically there is a constant level of 600 to 700 active requests. This high volume of exceptions is due to the flexibility of the curriculum of many graduate programs.</p> <p>This volume of exceptions has a negative effect on graduate student graduation checkout and the graduate assistantship process due to the requirement of 9 credit hours applying to their program of study.</p>	Work with the graduate programs to better systematize the programs and utilize wildcards and other approaches to limit the number of exceptions and substitutions.		Resolved - In Progress	6/6/2012
Students	2012-25	Plan of Study not updated	<p>Current students use the Program of Study website as an aid in registration. The students use both the Major/Minor worksheets as well as the major templates.</p> <p>Admissions uses the major templates as a recruitment tool.</p> <p>Advisors use the major/minor worksheets and major templates when meeting with students.</p>	<p>The university is implementing CourseLeaf software to replace the legacy major templates and major/minor worksheets. Update: As an intermediate step the plans of study have been updated and are located at www.uni.edu/pos</p> <p>Academic departments will need to create an updated version to be used until this is fully implemented.</p>		Completed	3/15/2013
Students	2012-26	Access to campus services for MBA students.	<p>MBA students are denied access to campus services (Library, Wellness Center, Health Center, etc.) because the system does not see them as current students.</p> <p>This is due to the fact that the MBA program is on a trimester program and the system calendar does not recognize them as a currently active student.</p>	<p>The issue is being analyzed.</p> <p>During implementation the option of creating a new career utilizing a different calendar was discussed. In addition, each department defines the requirements for who to include in for access to services.</p>		Pending	6/6/2012

Student Records - Grading	2012-27	Sort order of student names.	<p>The way Test Scoring and the Student Information System (SIS) alphabetize last names with a second capital letter is different. For example:</p> <p>SIS Test Scoring LaMons LAKE Lake LAMONS McDaniel MCOMBS McTaggart MCDANIEL Mcombs MCTAGGERT</p> <p>This could cause the misentry of grades by faculty.</p>	<p>One positive aspect of the new system is that it can correctly reflect a student's name using upper and lower case, whereas the old SIS could not do that. From this new upper/lower case functionality appears to affect the sorting of names in an unexpected manner.</p> <p>If you are entering grades from a Test Scoring report, you can sort by university id and the sort orders will match.</p>		Completed	3/23/2012
Students	2012-28	Extra click to access student center.	<p>In MyUNiverse, students click on the "Student Center" tab and then click on student center again to access their student center. This extra click seems unnecessary.</p>	<p>The Portal Oversight Committee will review a recommendation to move the Student Center link to eliminate an extra click.</p> <p>Update: Changes to simplify MyUNiverse for students will be implemented prior to spring 2013 enrollment.</p>		Completed	12/3/2012
Students	2012-29	Enrollment appointment times not visible in student center.	<p>In student center only the current appointment time is initially displayed. This causes confusion when students are enrolling for both Summer and Fall, because they may not realize they have a Fall appointment time.</p>	<p>The enrollment appointments box will be removed from the Student Center. Instead of seeing only one appointment time this will allow the student to enter the enrollment functionality where all current appointment times are visible.</p>		Completed	10/17/2012

Faculty Center	2012-30	Student E-mail addresses in Faculty Center.	In Faculty Center some student's emails are old email addresses that students no longer use instead of their UNI email address. This email address is not consistent with the Google Groups listserv and eLearning.	The procedure was changed to automatically reset the student's preferred email address back to the UNI email address each night. This will ensure that the UNI email address is used in the Faculty Center.		Completed	10/4/2012
Faculty Center	2012-31	Some adjunct or part-time faculty are not gaining access	Some part-time or adjunct faculty were not gaining access to Faculty Center in advance of the start of the term.	The process that assigns access has been changed to grant faculty access to Faculty Center prior to the beginning of the term.		Completed	3/15/2013
Schedule of classes (SOC)	2012-32	Department secretaries do not have access to email class list.	Access to email a class roster is available in Faculty Center for the instructor, but the department secretary is unable to email information to students in a class.	This issue is being analyzed.		Pending	10/4/2012
General	2012-33	The Academics tab no longer displays correctly in Student Services Center.	In the past, when users clicked the academics tab within the Student Services Center (Student) page, the academic details displayed. This was caused by a system update that was applied in December of 2012.	This issue has been resolved and functionality should work as it did previously.		Completed	3/15/2013
General	2012-34	The "breadcrumb" navigation trail at the top of the page no longer functions for Student Services Center.	In the past, when users clicked on the "Student Services Ctr (Student)" navigation link it would return them to the search screen.	Scroll down to the bottom of the page and click the yellow "Return to Search button." This issue has been logged with Oracle. At this time there is not a fix, however they will be including a fix with a future system update.		Pending	3/15/2013