Buddy Starling welcomed everyone to the meeting.

Sharon Jackson read changes/corrections to the minutes. A motion was made by Priscilla Washington to accept the minutes and Darlene Stewart seconded; the minutes were approved. Darlene asked that a copy of the corrected minutes be forwarded to all members.

Due to some recent inconsistencies in the application terminology, Buddy asked if everyone knew the difference in a ‘Conditional’ student and a ‘Temporary’ student. Everyone indicated they knew the difference.

Buddy said there is no option in IASU to code a document as ‘unofficial’. The committee agreed that the code for Non-official (NON) will be the same as Unofficial. The Financial Aid Office will not award if the code ‘Waiting’ is used. Buddy asked if we were effectively communicating that aid may not be awarded to “unclassified” students. Response was that there is some communication. Buddy said we need to be sure students are aware of this new policy.

Priscilla told the committee how the code ‘PFI’ had been entered as a student’s application status. She said they (Southeast Region) will no longer use this procedure. Barbara Echord told Priscilla that EXACT was using the prospects file and she suggested maybe Priscilla ought to contact them. Sharon said that putting an application in #10 of PRSP is what caused the code to default in APPN as ‘PFI’. Olivia Britton asked if NELNET is aware of the needs associated with an “unclassified” admission. Fred Carter said he was not sure, but he will notify them.

DOCUMENT IMAGING
It was determined that everyone has access to document imaging.
E-campus only images official documents. Darlene suggested we form a sub-committee to determine the procedures for imaging from the point of application to graduation so that all campuses perform standard steps. Buddy asked Darlene to chair this committee. Priscilla Washington, Brenda Campbell, Olivia Britton, Beth Potts, Nina Fountain and Vickie Miles will also serve on this committee. Vickie said it is OK to image unofficial documents. She informed the committee that Hershey interfaces with Datatel and we should be using this system in about 18 months. She said with Hershey there will be a way to view imaged documents from the NAE screen. Buddy asked that everyone get access for all their staff to view imaged documents. He asked the newly formed committee to publish a manual of instructions for imaging procedures.

There was a discussion on unofficial documents. Buddy said that we should accept students based on unofficial documents. Priscilla made a motion that Admissions create a trainer who will train staff in admission procedures for undergraduate and graduate offices. It was seconded and the motion was approved. Sharon made a motion that unofficial and incomplete documents also be imaged. Motion was seconded and approved.

**E-CAMPUS UPDATE**
Robert Allen said that this summer, applicants coded FD1 and FDL will get E-location codes (ex: ED01). Vickie said for the next year the Troy campus should not be concerned if we see ET01 codes. Teresa Rodgers asked for a list of contacts at all the other sites who work with “conditional” admission. Robert told her that he is currently compiling the list. It was determined that the campus that accepts students on conditional status will process the conditional statement and the student will not be ‘handed over’ until the conditional admission has cleared. Barbara said that graduate temporaries will not be ‘handed over’ until the temporary admission has been cleared and Patti said that undergraduate temporaries will not be ‘handed over’ until the
temporary admission has been cleared. Vickie said there will be training for E-campus registration.

Patti asked why documents are imaged and then the original documents are sent to the campus where the application was entered.

It was determined that all documents are to be imaged and the transcripts should be ‘date stamped’ in IASU if the student has an application in Datatel. Brenda asked Robert to tell campuses that documents are to be sent to the campus where the student has applied. Robert suggested centralizing test scores that are for admission purposes. Buddy said he will work on this issue.

APPLICATION FEE REFUNDS
Andrew Rivers said that Brian Helms has asked him why he has been asking for so many refunds. Andrew said he understood that students who have paid the application fee should only pay the fee once. Darlene suggested a statement should be included on the web applications that tells students not to pay the fee again if they have already paid. Buddy said he will talk with John Lester about a statement regarding this issue for applications at all sites.

Priscilla said that BS.NM.TU is now the program code for TRUE UNCLASSIFIED students. We will no longer use bs.unclassified.tu as a program code.

WEB SITES
Buddy told the committee that we are not where we should be on our web sites. He said some still show Troy STATE. He also said that a student should not be allowed to complete a temporary form at the beginning of the application process. He asked each member of this committee to examine their web sites and look at other sites as well.

Wendy Knox said E-campus has requested an admissions hold but has not heard from this request. Buddy said he will check into this for them.
SCHOLARSHIPS
Buddy said that students who migrate among University campuses and sites are not eligible for scholarships if they are not “full-time” at the campus making the award.

FINANCIAL AID
Fred Carter said that the Financial Aid Office has made around 600 more awards for Fall 2006 than this time last year, but they are not as far ahead as they would like to be. He said there have been many issues this year that have slowed the process. He asked if there is a problem with waiting until the month of May to make awards. The consensus was that there is a problem, driven by our competition, competitively, with not starting the process in February.

OTHER BUSINESS
Buddy said if a student’s high school transcript only has a DL accreditation, we should require a GED. He said accreditation should be from SACS.

Priscilla asked how to admit a student if her campus does not offer the program desired. It was determined that she should change the student’s home location to where the program is offered.

The next meeting will be July 12, 2006, in Columbus, GA, at 10:30 am (CST) (lunch provided). This will be coordinated by the SW Regional Office.

The meeting after July will be August 31, 2006, at the Ft. Walton Beach, FL, campus at 9:30 am (lunch provided). This will be coordinated by Olivia Britton.