



March 7, 2025

TO: Daniel M. White, Chancellor

Signed by:

Daniel M White

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THROUGH: Anupma Prakash, Provost and Executive Vice Chancellor

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Anupma Prakash

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Charlene Stern, Vice Chancellor for Rural, Community and Native Education

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Charlene Stern

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Owen Guthrie, Vice Chancellor for Student Affairs and Enrollment Management

Signed by:

Owen Guthrie

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FROM: Samara Taber, Chair Chancellor's Action Committee on Enrollment

Samara Taber

RE: Process Improvement Recommendation - Banner Student Advising

The Chancellor's Action Committee on Enrollment (CACE) is charged with building on the work of the 2024 Enrollment Process Improvement Recommendations Report by serving as a team of university experts addressing enrollment challenges. This committee fosters collaboration, breaks down silos between departments, and ensures that UAF's enrollment processes are adaptive and responsive to the needs of students and stakeholders. The committee's charge is to:

- Identify problems in the enrollment process and directly implement changes that fall within the authority of the committee members.
- Develop solutions and strategies to address enrollment challenges.
- Make recommendations to the Chancellor on enrollment improvements that:
 - o Affect multiple units,
 - o Impact university operations, or
 - o Fall outside the scope of the committee's authority.

The CACE, recommends the following:

1. **Action:** Limit student assignments in Banner screen SGAADV (Advisor Assignment Form). Assign each student one primary advisor (staff or faculty advisor) and, optionally, up to one secondary advisor (staff or faculty advisor). Discontinue assignments to a general departmental email address.

***Rationale:** Many students at UAF are currently assigned to multiple primary and secondary advisors. By limiting assignments to one primary advisor and a maximum of one secondary*

advisor, we can achieve the following benefits: (1) Students have a primary advisor for questions or assistance; (2) Reduced registration campaigns from various advisors and departments across campus; (3) Advisors will have a better understanding of the cases and alerts they are responsible for in Nanook Navigator; (4) Advisors will have clear understanding of their student caseload.

2. **Action: Limit registration holds to new students, those on academic warning, probation, academic disqualification, Student Support Services (SSS) students, and North Star College students.**

Rationale: All students benefit from regular interactions with their advisors. Instead of using registration holds to force advising meetings, we recommend a proactive, value-based approach. In this model, continuing students engage with their advisors out of an understanding that this partnership enhances their academic success and increases their ability to graduate on time. Elimination of all holds, outside of the action holds listed, is consistent with best practices in academic advising and enrollment management and improves the student experience at UAF.

3. **Action: Limit academic editing privileges to Banner screen SOAHOLD (Registration Hold Form) and Banner screen SFASRPO (Student Registration Permit-Override Form) to those assigned as primary advisors.**

Rationale: Many employees with Banner access are able to lift registration holds and enter registration overrides. This has led to students being allowed to register despite not being eligible or meeting the basic requirements. Primary advisors (both staff and faculty) are best positioned to determine whether their students can register and what courses they are qualified for based on UAF's policies and guidelines.

4. **Action: Limit editing privileges in Banner screen SGAADVR to the Director of Advising, the Registrar, and individuals explicitly designated by them.**

Rationale: Individuals with access can add or remove themselves and others as advisors in SGAADVR, which can result in advisors being assigned to students without their knowledge. Additionally, advisors may add themselves even when a student already has an assigned advisor. These practices create complex caseloads, confusion among students and advisors, and challenges in managing student cases in Nanook Navigator. Restricting editing privileges in SGAADVR would improve clarity and consistency for students, employees, and advisors.

Proposed Project Implementation Start Date: Monday, March 10, 2025.

CC: Chancellor's Cabinet
Tim Scherer, Director of Advising
Holly McDonald, University Registrar