

**Inaugural Registrar's Snack Club Meeting**  
**April 19, 2005**  
**Meeting Notes**

- **Meeting Schedule**-The group determined that Snack Club should meet twice a semester (before classes begin and 3-4 weeks before the end of the semester) and once during the summer. For the 2005-2006 academic year, the group will meet on a Tuesday at 10:00. The actual meeting time and date will be evaluated at the end of the academic year.
  - Upcoming Meeting Schedule
    - June 21, 2005 B011 SON
    - August 2, 2005 B011 SON
    - November 15, 2005 B011 SON
    - January 10, 2006 Location TBA
    - April 18, 2006 Location TBA
- **Group Communication**-The Registrar's Office will setup a website with Snack Club's agendas, minutes, and other information. A listserv will be setup for group communication.
- **General Questions and Announcements**
  - **FS05 Grades**-Grade rosters will be run for faculty on 5/9 and grades are due on 5/27. SAKU will be down on 5/22 for system maintenance and not available for grading. Grades for graduates are due on 5/20. Diplomas are tentatively scheduled to be available on 5/23. If this date changes, the Registrar Office will let everyone know.
    - Comment was made if faculty were notified when grade rosters were available. Currently, there is no notification. The Registrar office will develop a message that Snack Club members can send to their faculty. Registrar's Office will also check to see if a notice can be added to myKUMC.
  - **Online Application for Degrees (AFDs)**-Scheduled to be ready for the summer 2005 term. There will be a demonstration of the system in the near future at the KUMC campus.
  - **Student Email addresses**-Comment was made that there are still some students that have not been enrolled for a while with active e-mail addresses in the system. The Registrar's Office will look into this.
  - **Comprehensive Fee Schedule**-The updates for the FY06 CFS will be sent out soon.
  - **Residency**-The Office of the Registrar is going to schedule residency training sessions in the near future for individuals that enter residency.
  - **Contacting the Registrar's Office**-For faster service, please send general requests to [kumcregistrar@kumc.edu](mailto:kumcregistrar@kumc.edu) instead of an individual. This account is checked daily.
  - **Credit Card Orders**-The Office of the Registrar is working on accepting credit cards for some of their services. More details to come.
  - **Enrollment**-SS05 and FS05 enrollment began on 4/1. New and returning students can begin to enroll on 4/26.

- **Course Catalog Issues**-There was some conversion issues with thesis and dissertation courses which have been resolved now. There were also some fee assessment issues related to catalog changes that have been resolved.
- **Course Scheduling**-Someone asked if you can see current course scheduling information before the timetable comes out. You can always see what is scheduled within Enroll and Pay.
- **Name changes**-Once a student is entered into SAKU, any name changes need to go through the Registrar's Office.
- **Registrar Phone System**-The Registrar's Office will look into seeing if any changes can be made to the phone system. The phone system was installed due to budget cuts.
- **Future Meeting Topics**
  - **Address Types in SAKU**
  - **Financial Aid Updates**