



Problem Statement

The current registration process, which involves registration time controls and assigning PINs, is reaching its design limits. It is no longer conducive to Banner upgrades, leading to limited solutions. However, the system's capabilities have expanded, allowing for larger priority registration group sizes.

This project aims to:

- Evaluate long-term goals for registration
- Explore available system enhancements
- Streamline processes to reduce manual work
- Improve the registration experience for students, advisors, and staff



Background

The individual registration times and PIN assignments are defined by process jobs that require extensive manual setup and review. Developed in COBOL 20 years ago, the current process has become outdated due to limited COBOL support at OSU and advancements in system capabilities. With OSU's significantly grown student population, there is a need to evaluate how the system accommodates this growth.

Additionally, each college handles registration for specific student populations (e.g., FYE) and PIN assignments differently. Therefore, a review and possible revision of how registration PINs are managed by each college is necessary.



Objectives

- 1 Eliminate unnecessary modifications and move toward baseline functionality to ensure system efficiency and simplicity.
- 2 Explore effective registration hold mechanisms and the removal of registration PINs to streamline the registration process.
- 3 Explore functionality of registration groups within baseline Banner to improve registration processes.
- 4 Review and analyze the sizes of registration groups and evaluate system capacity to handle them effectively.
- 5 Review and update communication strategies related to registration phases, waitlisting, PIN assignments to minimize confusion for students and advisors.
- 6 Reduce manual term set-up processes by implementing automated solutions to improve efficiency and accuracy.



Project Sponsor and Primary Workgroup

Project Sponsor

Rebecca Mathern

University Registrar & Associate Vice Provost

Project Manager

Jennifer Ajeto

Associate Registrar – Operations & Compliance

Primary Workgroup Members

Julia Guinn, Assistant Registrar – Academic Operations

Jared Gardner, Associate Registrar – System Solutions

Autumn Landis, Sr. Assistant Registrar – Projects & Communications

David Sorenson, Program Analyst



Stakeholders

Students



Advisors



Compliance



Staff



Stakeholders with Marginalized Identities



Ability /
Disability



Years of
Experience



Geographic
Region



Language
Proficiency



Veteran
Status



Scope

In Scope

1. Registration for all student levels and existing special populations
2. Communications related to registration (including Phase II and waitlisting)
3. Academic Year 25-26

Out of scope

1. Hierarchical structure of registration to remain unchanged



Timeline

| | | |
|---------------------------------|----------------------|----------------|
| Kickoff | Summer 2024 | Workgroup |
| Project planning | Summer 2024 | Workgroup |
| Stakeholder engagement sessions | Summer - Fall 2024 | OtR |
| Requirements gathering | Summer - Fall 2024 | Workgroup |
| Pre-development (PPRD) | Fall 2024 | OtR/UIT |
| Testing | Winter 2025 | OtR/UIT |
| Training and documentation | Winter - Spring 2025 | Communications |
| Communication plan | Winter - Spring 2025 | Communications |
| Technical implementation (PROD) | Spring 2025 | UIT |
| Launch | *Spring 2025 | Workgroup |
| Project assessment | Fall 2025 | Workgroup |

*Effective Summer 2025 registration (April 2025)

