

# University Web Site Requirements

## University

### Atlantian Information:

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### Personal Information:

- Real name
- Email address

### SCA Information:

- SCA title
- SCA name
- SCA membership # and expiration date
- Home branch

### Class Information:

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### Class:

- Teacher
- Title
- Fees (if any)
- Max number of students (the default maximum is 30)
- Duration of class (1 hour, 2 hours, or more)
- Description
- Any special equipment requests or space requirements for the class. This includes equipment the instructor would need from the site. E.g.: overhead projector, slide projector, etc. Equipment is not necessarily available, but it can't hurt to ask.

### University Information:

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- Session #
- SPIKE event reference
  - Host Group
  - Event Date
  - Site information
- Available Rooms
- Tracks
  - Classes in track - useful for online class proposal stuff (LATER)
- Class Schedule
  - Class
  - Room
  - Time(s)
- Class Assignments
  - Teachers
  - Students - registered
  - Students - attended

## University Web Site Requirements

### University Capabilities:

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- Public Reports
  - University statistics
  - Degree recipients (Bachelors, Masters, Fellows)
  - University session class listings
  
- Individuals may login to
  - Update personal information
  - Register/unregister for classes during enrollment periods
  - View classes taken/taught and degree status
  
- Administrators: Chancellor, Registrar and Web Minister
  
- Administrators can add/modify
  - University Session
  - Class
  - Track
  - Class Schedule
  - Atlantian
  - Degree status
  
- Administrator Reports
  - Full University Session Schedule
  - Individual class schedules
  - Individual class rosters
  - Class size cheat sheet
  - Degree earnings
  
- Post University
  - Registrar will update prereg status with attended as applicable
  - Allow deletion of all prereg not attended or canceled student records per University
    - Keep records of instructors "preregged" but not attended - can be deleted manually, but allows registrar/chancellor to see instructors who repeatedly fail to show
  
- Allow merging of people similar to OP
  - List of classes instead of awards
  
- Preregistration
  - > 1 hour classes - block prereg schedule for full class slot
  
- Account stuff
  - Be able to search by SCA and Legal Name and modify email addresses to resolve account issues.
  
- Main page
  - Allow forms to notify class additions/cancellations/etc.
  - Automatic with status changes? Mark the schedule as published. Any status changes (additions/cancelations/class full) after that automatically appear on the front page.
  
- Allow registrar to add waitlist folks beyond full class limits
- Allow registrar to send email to small class size attendees to confirm attendance the week before in case there will be more room for other attendees (See mass email form)

## University Web Site Requirements

- before university, need to be able to remove a person from all prereg classes.
- Allow multiple instructors for a class, both in entry and display

University teaching counts differently than collegium teaching.

Check hole punch margin/printing for reports

Class additions - start times :00 and :30  
end times: :20 :50

Status - Pending = not yet published

University Session - Publish all approved classes

Approved is default status

Cancel a class:

Notify all prereged students (with email accounts)

Displayed in cancellation list

Still appear on schedule as canceled, but the time slot should be free to select another class.

Cancellation notes: by instructor ahead of time, no show, etc. (Maybe a list)?

Time checking on class schedules - don't allow sign up for conflicting classes