

Minutes

Registrar's Advisory Council

Wednesday, Nov. 30, 2011 3:30-5:00PM

Chair: Dr. Jan Hathcote, Registrar

Jan Hathcote opened the meeting with a welcome and a note that there were a few adjustments made to the ordering of the agenda.

1. New Student Information System Timeline

The timeline was discussed in greater detail at the December 1 University Council meeting. The Sunguard Banner system will receive a name customized to UGA. An implementation firm will be identified and hired to assist UGA with this process. The implementation process will not begin until summer and the expected completion date is June 2015. The first year will be mostly converting systems in Admissions, Student Accounts, Student Financial Aid and the Registrar's Office. Academic departments will not see much change in their processes until 2014. However, they are encouraged to stay abreast of the process and volunteer for implementation teams where appropriate. There will be plenty of opportunities to follow the implementation from the VPI and CIO offices.

The use of information shared during Business Process Review meetings a few years ago was discussed. Some people voiced concerns that the Sunguard Banner system was only slightly more modern than OASIS, but Rod Parks explained that UGA will be using the most current version of the new SIS and this will utilize many features that area schools do not take advantage of. There are also plans for customizing features specific to UGA needs.

2. Update to the OASIS Directory Information Restriction

http://www.reg.uga.edu/ferpa_privacy_act/ferpa_for_students

Rod Parks covered changes made to our system based on concerns raised at the September RAC meeting. The directory information restriction option in OASIS formerly gave only a yes or no option without explanation. It now includes the statement clarifying that restricting directory information "will cease disclosure of any academic information." One of the features of the Banner system is the ability to customize the restriction so students can choose what information they can restrict and what information they are comfortable sharing. Students may also complete a "Permission to Release Education Records Form" available on the Registrar's website that will allow university administration to discuss information with third parties. The student must indicate which information may be shared and with whom. The release is valid for one semester. As UGA moves towards paperless records, this type of release will be viewable by academic departments and advisors as well.

<http://www.reg.uga.edu/files/forms/newforms/PermissionReleaseEducationRecordInformation.pdf>

3. Student ID Crosswalk

IMS will now automatically copy the SSN when an advisor uses the CrossWalk screen, saving much time and frustration for all.

4. Early Registration Appointments Proposal

Rosemary Segreti developed a proposal with the programming staff and the EITS staff to revise and shorten the early registration appointment dates for students beginning for summer/fall 2012 registration. This will allow academic advisors 10 additional days to advise students before early registration begins. Early registration would open April 4, 2012 and end April 20, 2012. The spring 2013 proposal allows advisors an additional two weeks for advising before early registration opens. Spring 2013 early registration appointments would begin Oct. 31, 2012 and end Nov. 15, 2012. RAC members voiced support of this proposed change.

5. Fixed Withdrawal Policy <http://www.reg.uga.edu/policies/withdrawals>

UGA's fixed withdrawal policy was implemented in 2008. We are now beginning to feel the full impact of limiting withdrawals to four. Instructors unaware of the policy were encouraging students who had exceeded this limit to contact the Registrar's Office. Unfortunately, without mitigating circumstances, any appeal to exceed the withdrawal limit must be submitted to the Educational Affairs Committee. Instructors do not have the option to award a WP after the withdrawal deadline or a WP in excess of the limit.

The WP limit is set at 4 and includes all undergraduate courses that a student attempts- even after a degree is earned. The withdrawal limit does not apply to graduate or professional students.

1. Withdrawals after the withdrawal deadline which are approved by the Office of Student Support are eligible for the WP grade (the limit of 4 WP grades is waived)
2. Effective summer 2011, administrative withdrawals are not subject to the withdrawal limit.
3. University withdrawals initiated by the student are subject to the limit of 4 WP grades. Please be aware that they are awarded in the order received. If a student has 5 or more courses and is automatically assigned a WF in a high credit course and wishes to change that, they may address this to the Registrar's Office and we will work with them.
4. Lecture/lab combination courses count as 1 withdrawal only if they are taking both the lecture and the lab in the same semester.
5. IDL course grades of WP are checked manually to insure the withdrawal limit is not exceeded.
6. If an instructor forgets to assign a grade of WP or WF at the time a student initiates the withdrawal, it will appear on the instructor's grade roll. Also, all courses have a proxy assigned who also receives notification of student withdrawal requests.
7. Change of Grade requests from a WF must be accompanied with a letter of explanation from the instructor.

6. Title IV regulations regarding federal student financial aid and repeated courses

Effective spring 2012, title IV financial aid may be affected for students enrolling for the third time in non-repeatable courses they have already passed twice. Please refer them to the Office of Student Financial Aid. Discussion followed regarding what is considered a passing grade, particularly regarding major required courses where a grade of c- or lower is ineligible towards

the degree. Curriculum Systems confirms that the federal law follows UGA's definition of a passing grade as "D" or better.

7. DegreeWorks Update

Donna Mitchell reported that the College of Forestry will be the next college going live with DegreeWorks. The staff is training now and students will have access in January 2012. Upcoming colleges preparing to transition to DegreeWorks are the College of Agriculture, College of Education, Engineering and SPIA.

Donna reiterated the desire to form a DegreeWorks subgroup where colleges can discuss ways to improve the functionality of DegreeWorks. Individuals are always encouraged to email questions they have at any time.

8. Course Challenge Policy and Form

http://www.reg.uga.edu/files/forms/newforms/Course_Challenging_Form.pdf

A new course challenge policy was approved at the previous University Council meeting. Melody Kesler explained that the change now requires students to get pre-approval from the Registrar's Office before they are eligible to take the challenge exam. They can obtain the form from the Registrar's Office website. This insures that the student meets the eligibility requirements to challenge the course and that a grade is recorded for every attempted challenge.

9. Prerequisite Overrides Before and After the Drop/Add Deadline

Blake Dye, the new manager of the Service Center in the Registrar's Office introduced himself to the group and then addressed a common question asked by students each semester regarding prerequisite overrides. While uncommon, prerequisite overrides during early and regular registration, up until the drop/add deadline can be obtained through the department that teaches the course for which the override is needed.

After the drop/add deadline, a student must use the regular late add or section change procedure. Permission of Department, Permission of Major, and Prerequisite Overrides are assumed approved when the instructor, department chair and dean approve the late add.

There was discussion regarding the proper sequence for registering for co-requisite courses. Depending on the relationship of the courses and their individual co-requisite rules, OASIS may require students to register for a lecture before registering for lab. For example: ASTR 1010 does not have a co-requisite so a student could register for ASTR 1010 first and the course would immediately move to the student's confirmed schedule (without also registering for ASTR 1010L). However, ASTR 1010L has a co-requisite of ASTR 1010. Students who do not already have credit for ASTR 1010 and registers for ASTR 1010L first will be required to register for ASTR 1010 before both courses move to the student's confirmed schedule. If a department has a specific question about any prerequisite or co-requisite, please contact Donna Mitchell-mitcheld@uga.edu.

Below are image of the pop-up screen students see when they try registering for courses that have unmet pre- or co-requisites.

***** Course Prerequisite Screen *****

December 5, 2011 9:37 AM

F RTP500P


You have not met one or more of the following requirements for enrollment in this course:

***** REQUIREMENTS *****

COREQS: MATH 1113 AND CHEM 1211L
DUPLICATE CREDIT FOR CHEM 1211 AND CHEM 1411 IS NOT ALLOWED.
STUDENTS WITHOUT MATH 1113 CREDIT MUST REGISTER FOR MATH 1113 PRIOR TO REGISTERING FOR CHEM 1211 AND CHEM 1211L.

***** RECOMMENDED ACTION *****

CHEM 1211 AND 1211L ARE COREQS. COURSE WILL BE PUT INTO PENDING UNTIL COREQ IS ADDED.
Press <ENTER> to continue.

Proceed  Print

OASIS Message **5052**

December 6, 2011 9:31 AM

F RTP500E

***** MESSAGE *****


This lecture BIOL1108 requires a lab.

***** EXPLANATION *****

You must schedule both a lecture BIOL1108 and a lab. Laboratory courses are identified by the suffix "L" or "D". e.g., PHYS 1111L and GEOG 1101D. The associated lecture will carry the same number but without the suffix. e.g., PHYS 1111. Honors sections will have an "H" suffix for the lecture only.

***** RECOMMENDED ACTION *****

Press <ENTER> or F2 to proceed and then add a lab.

Proceed  Print

10. Changes to Credit from Testing

Effective spring 2012, the Advance Placement Council has approved a change to the Biology credit awarded for students scoring a 4 on AP Biology or a 6 on High Level IB. By requiring students to complete the sequence by taking BIOL 1108 at UGA, they will be better prepared for success in higher level courses in the sciences. This also brings UGA's credit award in line with the credit awarded in this subject by peer institutions.

Effective spring 2012, the Advance Placement Council has approved the score ranges for the Departmental Placement Test in Spanish. Romance Languages found that a number of students placing into high level Spanish courses based on this exam were using section changes to drop down to lower level courses.

These changes will be noted on the Registrar's website once they are implemented.

11. SSN Replacement Initiative

The CIO, Tim Chester is reawakening the initiative to replace social security numbers with student ID numbers to better protect student records. EITS is concentrating much of its energy on this initiative. A few ways we are seeing this change in effect is:

1. Regular reports now display the UGA ID instead of the SSN
2. Every user access request allowing access to tables with SSN numbers must be justified. This may also delay the response time for user access requests.
3. EITS staff is focused on the SSN replacement and on regulatory items. Thus, there may be delays in the processing of non-regulatory system requests.

Discussion followed regarding the use of UGA ID numbers via email. It is considered sensitive information and should be avoided if possible, although emailing UGA ID numbers does not violate UGA's policy at this time.

Hard copy reports are being converted to electronic reports.

Custom GPA Calculator is planned for DegreeWorks.

12. Old Business

Update on Commencement Tickets

1075 students have claimed tickets for the undergraduate commencement ceremony this December. Students asking about obtaining additional tickets should come to the Registrar's Office the morning of December 7. Extra tickets will be distributed on a first come basis.

If a student is just now being switched to a December graduation date, they may come at any time before December 7 to obtain their tickets. Their names will not appear in the commencement program. Unfortunately, we can only issue tickets to students who have the December expected graduation date; the Coliseum cannot accommodate students and their families who either graduated in August, or those who hope to graduate in May.

Registrar Contact Information

A detailed list of contacts in the Registrar's office organized by subject is now available on the Registrar's website under "contact us".

13. New Business

Advisors brought up a concern that, in using DegreeWorks, they no longer process overrides in DARS. This results in the Graduation Application (GA) not always correctly anticipating the correct dates because the hours towards graduation are inaccurate. The GA is generated from the bottom line in the DARS report which tracks total hours towards graduation. The GA screen generates automatically per benchmark hours defined by each school/college. Transfer Courses

and Write in Courses updated in DegreeWorks are not updated in DARS, resulting in a lower number of hours towards graduation.

Discussion followed about the university possibly adopting a graduation application that students would submit. This would increase the accuracy of anticipated graduates as well as the number of students expecting to participate in the commencement ceremony. However, this type of solution would not be expected for several years, if at all.

The DegreeWorks committee will review this critical error and work to a solution.

SPIA questioned UGA's practice and the BOR policy regarding the duplication of courses fulfilling multiple requirements in general education requirements. For example, numerous courses required in Area VI are also eligible to satisfy Area V or Area IV requirements. DARS applies a waiver automatically in these cases. However, some advisors understood the BoR policy to now be banning this practice and have been deleting the waivers. It is the understanding of Curriculum Systems that these waivers are allowed if the department approves. This is indicated on the bulletin with the following statement under each major where this is allowed.

“If any of the courses in Area VI have been used to satisfy Areas I-V of the Core Curriculum, General Electives may be taken here. (Refer to College-wide requirements when selecting General Electives) “

The meeting adjourned at 4:55PM