

Registration Advisory Committee Meeting Minutes
Friday, February 28, 2003
Georgia Center for Continuing Education

Convened: 8:30 a.m.

Adjourned: 10:15 a.m.

Members and visitors present: Bruce Bongarten, Elizabeth Hardaway, Sharon Burch, Gregg Topp, Shirley Childers, Janis Crowell, Ann Crowther, Cheryl Dozier, Stephanie Schlitz; Marc Galvin, Michelle Garfield, Earl Ginter, Becky Haggard, Matthew Head, Jan Hathcote, Krista Haynes, Vickie Bridges, Regina Adams, Yvonne Seay, Bill Marshall, Ellen Martin, Jack Meyer, Donna Mitchell, Gary Moore, Vera Penn, Connie Rash, Jamie Lewis, Craig Shane, Lori Schotter, Holley Schramski, Dan Stuart, George Francisco, Susan Little, Sandra Whitney, Julie Segrest, Rodney Parks, Diane Wood, Terry Tyner, Joy Wilson, Wanda Compton, Lynn Smith, Amy Harkins, Heather Buffington, Shannon Lay, Susan Dowdy, Gregory Kline, Jenna King, Michael Cheek, Pat Thomas and Doris Chambers (to take minutes).

Student Accounts: Holley Schramski presented information regarding the new student account system for UGA students. The student account system will function as a centralized billing system for student's tuition, fees, housing and food service plan. Students will be notified via e-mail of any charges they owe rather than by U.S. mail. Deadlines will be posted and all e-mails will be directed to the student not the parents. If a student does not pay by the deadline, a \$50 late fee will be incurred but no schedules will be cancelled at this time. Students will be sent reminders during Phase I-B. If a student does not pay fees by the end of the drop/add period, the late fee will increase to \$100. Schedules will be cancelled for non-payment on the 14th day of the semester. A reinstatement fee of \$150 will be paid before any schedule may be reinstated. The Bursar's Office will be offering several general information sessions about the student account system.

Pass/Fail Grading Option: The University Council approved the implementation of a pass/fail policy at its February 6, 2003 meeting. The requirements of the pass/fail policy are that a student must have earned at least 30 hours the previous year, have a 2.0 gpa and can only take 3 courses on a pass/fail basis during their undergraduate career. The pass/fail courses would be courses that are ordinarily graded A-F. Students who withdraw after the mid-point of the term without being approved by the Office of Student Affairs will receive a grade of "U" in the course. Students who receive a grade of "U" would be ineligible to receive any type of honors for that term. It was decided that if students change their major or minor, the utilization of a course previously taken as pass/fail will be at the discretion of the student's academic dean; during summer a student must register for six hours in order to register for a pass/fail class. It was suggested students should contact their dean's office for waivers and approvals if a student takes less than 12 hours. A copy of the pass/fail option request form will be available on the Registrar's Office web site in pdf form.

Grade Processing: The Registrar's Office is proposing that Spring term 2003 will be the last term to mail student's grade reports. If a printed grade report is needed, the student will be able to indicate a printed report be generated on the grade report screen. Beginning summer term, students will be instructed to check OASIS for grade reports. It was suggested that the institution's name be included on the grade report screen.

End of Term Academic Status: In the student information system there is one field in which the student's academic status is recorded. This field has multiple codes: probation, continued probation, first dismissal, second dismissal, clear probation, Dean's List and Presidential Scholar. If a student is on probation or continued probation and makes Dean's List, the honors code was listed in the student's record rather than the dismissal. The logic in this field will be change so that the retention status gets priority over term honors status. It was the consensus of the group to approach the Educational Affairs Committee about a change in University Policy regarding Dean's List and Presidential Scholars that would require students to register for nine hours graded A-F and six hours graded A-F in the summer.

Information Items: The electronic withdrawal system has proven to be very successful. Students will receive an

e-mail verifying their withdrawal from classes. Additionally, students will receive an e-mail notifying them of an administrative withdrawal. Beginning Phase I-A for Summer and Fall registration students will receive an e-mail message anytime a change is made to a course for which they have registered and will continue to receive e-mails through drop/add. OASIS has a warning message informing students who are on probation. International students who take less than a full load will receive a warning message to contact the Office of International Education.

The F7ST is an old system and the University needs to move forward on the natural screen conversion because the old system is no longer supported. Please give feedback on the natural screens to Bill Marshall. Shirley reminded everyone that students can request transcripts, certifications and verifications from OASIS and asked them to tell their students about the availability of on-line requests. Inactive students may also request transcripts online. Bill Marshall stated the mainframe had been upgraded and shared some statistics regarding drop/add: 45 percent of access during drop/add was from on-campus and 55 percent was off campus access.

Bill Marshall stated one important project is to work on collecting information electronically to construct a graduation roster on the web as well as a final grade roster. The University's release of DARs will have to be upgraded soon and future plans involve the possibility of a web-based DARs.

It has been mandated that the University System institutions will be required to move to alternate student ID numbers by Summer 2005. It has been recommended that the ID will be nine digits beginning with an 8 and the same format as the social security number.