Registrar's Advisory Council Minutes

Wednesday, Feb. 5
3:30-5:00PM
214 Miller Learning Center

Welcome

Opened the meeting at 3:30PM. Jan Hathcote opened the meeting and noted first that the November RAC meeting was cancelled due to a lack of agenda items, but that we have a great number of discussion topics today.

Connect UGA update

How to check fall classes in Banner

The fall schedule of classes is published as a PDF on the Registrar's website. Anyone with access to schedule classes in Banner will have access to ARGOS where they can view the approved schedule of classes. Changes in the schedule made in banner will update to the PDF schedule overnight. This document is searchable. A new feature that improves usability is that cancelled or full classes will now have a red strikethrough so that it is apparent that the course is not available for additional enrollment.

Advisor Request: Add enrollment restriction information like POD to the schedule. Restrictions to enrollments will appear in the Self Service Banner (SSB) version of the schedule of classes. It is viewable in the student interface, but this information will not appear on the PDF Schedule of Classes viewable on the web.

When Self Service Banner (SSB) goes live, schedulers will have access to browse the schedule of classes. SSB also updates in real time, so any changes or additions to the schedule will be immediately available.

Clearing students for fall in Banner

All students cleared for fall in IMS will be uploaded to Banner so that advisors do not need to go back and re-clear students already advised and cleared.   Once Banner goes live, there will be a place in SSB Banner for advisors to clear students.

User access in Banner will mirror current practices with the user request being routed through the Registrar's Office.

Room Assignments: Emails were released notifying schedulers that room scheduling for fall has been delayed by a week due to interface issues with Ad-Astra.

Course title standardization

Course titles submitted to CAPA are going to flow to Banner, so schedulers will no longer be able to modify course titles.

Regarding Special Topics courses: Will schedulers have the ability to indicate the subject information in the schedule? It will appear in the SSB Text- Student information area.

Both the Short and Long titles for courses will be captured in Banner, but only the Short title will appear on the schedule of classes and on transcripts, as is the case currently with IMS.

Course titles: Due to Banner's case sensitivity, course titles that included Roman Numerals indicated by capital letters appear incorrectly in Banner. "II" becomes "Ii." "UGA" becomes "Uga," etc. These are being manually corrected by the Registrar's Office so that the correct title spelling will appear in the schedule and on student transcripts.

Assignment of Degree and major in Banner

Undergraduate students will be able to initiate major changes in Banner. All high demand majors and majors with entry requirements or areas of emphasis will require approval by the department. This is a new work flow that puts the responsibility on the student.

Advisor Request: Create a regular report that details students changing their major, particularly important for majors that are not high demand, as Advisors need to know. We have confirmed that this report was already on the report request list and should be available this fall.

Student initiated major changes are available as soon as a General Learner Record is created. This applies to new freshmen as well as new transfer students. This can be done before and during orientation. (Currently transfer students cannot change major until after merge.)

The Registrar's Office will have representatives on site during summer orientation so that students may approach us for an immediate change to their major so that there are no delays in getting students to the correct orientation breakout sessions.

Advisor Request: Request to insure that there is a group of Franklin advisors with access to clear both Grady and Terry intended majors since intended majors will be housed in their appropriate college. Fiona confirmed that this is already in place.

DegreeWorks update: DegreeWorks for Banner

There is a Banner version of Degree Works that will be used in fall 2014. This will appear and function as closely to the current IMS Degree Works we are currently using.

New Features: We are adding a "refresh" button so that updates in Banner can be instantly integrated into DegreeWorks. No more waiting 24 hours for DegreeWorks to pick up IMS updates.

Joint-degree programs that incorporate both undergraduate and graduate level courses will be integrated in the Banner DegreeWorks.

We are seeking a solution for students with quarter hour work that will at least allow advisors to see quarter coursework.

Testing for the Banner DegreeWorks will open in late February and early March. Volunteers are needed to help. Please contact Julia if you are interested: degreewk@uga.edu.

Real time training in late March will occur for Banner DegreeWorks. Showing the new features will be very simple. A full training or re-training is not going to be necessary for anyone with DegreeWorks familiarity.

Spring 2014 Bulletin changes are in progress and hope to be completed by late February.

Questions and customer support for Degree Works is degreewk@uga.edu.

Training for Access List and Overrides in Banner

Expect to be notified of training sessions for Access List and Overrides in Banner soon. The schedule is not yet finalized.

Changes to Late Add process

Effective spring 2014, students can late add up to the withdrawal point. The full policy can be reviewed under the FAQ section of the Registrar's website: http://www.reg.uga.edu/faqs/registration.

This deadline applies to all programs and courses, including those that vary from the published university calendar. Even ½ sessions are included. The withdrawal deadline generally occurs two weeks after the midpoint which is ample time to secure enrollment.

The policy reads as follows:

No student will be admitted after the last day of the Add period without special permission. No course may be added to a student's schedule after the Add deadline without the approval of the instructor of the course, the department head/program director, and the student's dean. Graduate students must obtain the approval of the Graduate School.   Forms to request a Late Add may be obtained online or from most academic departments, the Graduate School and the Office of the Registrar.

Effective Spring 2014, all currently enrolled students who wish to add a course *after the withdrawal deadline* for the current term must not only complete the late add form showing the approval of the instructor, department head, and dean, but must also submit the following: a letter from the student explaining the request for a late add; a plan of action from the instructor explaining how the student can

complete the course by the end of the term; and a letter from the Dean to the Registrar providing an extraordinary justification for supporting the late add.

Fall registration appointment dates delayed

Fall registration in Banner has been delayed by 2 weeks. Registration appointments will be issued by a time ticketing process. The early registration window will be 10 business days, with time tickets issued in 30 minute increments during business hours (8-5)

Registration dates: http://reg.uga.edu/registration-dates/fall-2014

As before, priority registration groups will maintain their priority registration: Honors, Athletes, and students with disabilities register on the first day. Graduate and Professional students register on the second day. Undergraduate students register thereafter based on hours earned.

Early Registration is no longer a possibility as an incentive for programs such as the Franklin College Blue Card, is no longer possible. We need a stable population for the Banner registration ticket program to function smoothly.

Following current practice, the registration ticket opens registration from that date/time moving forward. Registration tickets will be available for the student to view in the SSB.

Advisor Question: Can advisors view student registration tickets? Advisors and faculty will not be able to see student registration time tickets.

Registration for summer is opening at the regular time. The email sent to students indicated summer registration.

Advisor Request: Send an email to students with the fall registration ticket information so that they know where to find this information when it becomes available. The Registrar's Office will notify students of the two registration periods.

Possible changes to AP and IB credit awards

The College Board is evaluating and redesigning courses and exams.

In 2011-2012 the following subjects were addressed: French Language and Culture, German Language and Culture, Biology, Latin, Spanish Literature and Culture. No changes were made to UGA's credit award. In 2013 and 2014, the following subjects are being addressed: Chemistry, Spanish Language and Culture, Physics B, US History.   Italian Language and Culture has been re-activated. The AP Council is working with Romance Languages to evaluate the course and exam for credit awards. Any changes in credit award will be published by April/May so that incoming students will have current information.

Graduation Celebration for Spring 2014 Commencement

March 4th-6th 10:00-4:00.

Commencement program deadline is March 31.

Any student may purchase the cap and gown, but only those with a correct GA term and the required GPA will be eligible to purchase the tassel indicating their Latin honors.

Graduation Application: Available in Banner

UGA is reviewing the feasibility of using this feature. It may help the university better determine student participation in commencement ceremonies. The application would be completed and submitted by the student. If senior administration determines this is a viable option, the Registrar's Office will reach out to the colleges for input on developing an application.

National Academic Advising Association (NACADA) Conference

Laura Dowd announced that National Academic Advising Association (NACADA) Drive-in Conference will be hosted by UGA at the Georgia Center for continuing Education on May 16, 2014. This is a one day conference, and it is the first time that UGA has hosted a NACADA Drive-in conference.

Keynote: Dr. Ruth Darling, Asst. Provost for Student Success, University of Tennessee
Sponsors: OVPI and Dr. Jolly, and the AACC
Registration for the conference opened Feb. 5, and the committee is soliciting submissions for presentations.

Information and links for conference registration and proposals is available online at:
http://ovpi.uga.edu/faculty-staff-resources/academic-advising-coordinating-council

Questions/Comments

Question 1: Are online courses going to be included in the Degree Works scribing to correctly satisfy requirements? Yes. Effective for Fall 2014, when Banner Degree Works goes live, online courses will be correctly included. Curriculum Systems chose not to make these updates to the IMS Degree Works, as it is being phased out in just a few months.

Question 2: Will advisors have access to reports listing graduation candidates as we do now? Yes.

The next Registrar's Advisory Council Meeting will be held on Wednesday, April 16 from 3:30-5:00PM in MLC room 214

The meeting adjourned at 4:45 PM