The Registrar's Advisory Council meeting on September 18, 2013 was called to order at 3:30PM.

Opening

Registrar Jan Hathcote opened the meeting by providing news on 810 numbers. They are now approved to be included in email correspondences when discussing students with an educational need to know. This has been confirmed by UGA's Legal Affairs office. Do not share these with outside sources. The 810 or 81X number is for internal UGA use only.

Admissions with Banner is now live.

Class scheduling in Banner will start in November for fall 2014 scheduling. Training for this will begin in October. It will be given in two parts with each session lasting half a day.

Connect UGA Update

Rosemary Segreti presented on class scheduling training. User Access will be processed and awarded by request from supervisors. Access for class scheduling in IMS will not be loaded into Banner automatically. All schedulers will be required to have an ArchPass and the new training.

The UGAID will be the student's ID in Banner. This will remove SSNs from the student information system.

All reports coming from the mainframe will be automatically duplicated into Banner. Please consider what you are currently using, what kind of data you are using, and what data you need. Reports will be re-created in Banner based on user requests. Some will be customized, but we will also be creating some standard reports for the types of information that many offices use regularly.

Andrea Halow will be streamlining these reports into a few high-level reports that everybody can use, such as End of Term Processing, Academic Standing, etc.

Questions about reports and reporting can be addressed either at the reporting forum, in the regular Connect UGA open forum, or via email directly to the reporting team in the Registrar's Office.

Connect UGA is operating on a "just in time" delivery system. There are many tasks to be accomplished, and we are focusing on what needs to be done on very short timelines. This is balanced against the Guiding Principles outlined on the Connect UGA website. These direct us to keep the business practices of each office in mind when planning. Another directs us to not

customize unless absolutely necessary. These conflicting directives mean that we face difficult decisions when trying to be efficient along with keeping your offices' business practices in mind.

When will advisors be brought into ConnectUGA? Curriculum Systems plans to address this at the AACC meeting. Trainings will be published, and Rosemary expects a multi-pronged approach. The focus right now, though, is on class scheduling.

Banner does have a DegreeWorks option, so we will be re-implementing DegreeWorks in the transition to Banner.

In the migration from IMS to Banner, 500,000 student records and academic records are being uploaded and validated. ConnectUGA needs a dedicated team validating and verifying these records. Many are already working on this, and advisors are welcome to participate. All are welcome to help validate. Validating is a great way to get an introduction to Banner and compare it with IMS.

DegreeWorks update

Nikki Hon provided an update on DegreeWorks. With the Banner implementation, there will be a complete re-implementation of DegreeWorks. . Julia Grubbs is leading this process, along with Roberto Aragon, Damian Walker, and Sarah Marie Catalana of the Registrar's Office. Questions about this process can be directed to degreewk@uga.edu.

Intended majors now have the "Entrance Requirements" block in DegreeWorks

Fall changes to the bulletin made after the last DegreeWorks update have been implemented.

A question was posed regarding USERID being applied to exceptions. This was in place, but advisors requested that it be removed because the person approving/implementing the exception is not necessarily the person the student should be contacting. The recommendation at the time was that student's should be contacting their advisors with questions about exceptions.

A question about duplicate credit for SPAN2001 and SPAN2002 was asked. The duplicate credit for SPAN 2001 has been removed effective fall 2013, so this should now be less of an issue.

While the DegreeWorks re-implementation into Banner will remove some of the 1000+ customizations currently in place, the plan is to only remove cosmetic customizations. Important customizations, like the custom GPA calculator will be carried over to Banner. Essentially DegreeWorks has to be re-evaluated with the values coming from Banner instead of IMS.

An advisor asked if advisors could submit a request with the information they need to be included in Degree Works. Dr. Hathcote responded that for now we will be providing what

DegreeWorks and Banner offer with the basic set up. Most of the options in IMS are already in Banner, just presented in a different manner than IMS.

An advisor asked if Banner will track a student's registration choices, such as what a student added and dropped during registration. Dr. Hathcote stated that some information in Banner will be auditable. For example, there is a registration audit in Banner. Advisors will need to be trained to be able to efficiently query a student's registration.

Graduation and Commencement

Audrey Shinner presented on graduation and commencement issues. Graduation Celebration will be held October 15-17 in the UGA Bookstore. Tickets are required for the undergraduate ceremony. Based on the number of anticipated undergraduate candidates, students will be able to receive up to six tickets.

Graduation Celebration is several weeks ahead of the November 4 deadline for updates to the GA screen and the Commencement program. We ask that advisors and students pay attention to this and move GA segments to the appropriate term or remove them for students who are no longer attending rather than automatically moving them forward to the next term. We are unable to move the deadline for updating GA screens to a date later than Nov. 4 because it takes several weeks to draft, proof, approve and print the commencement program.

Students who are earning a second degree in December will not be eligible to receive tickets to the commencement ceremony.

Banner does have a graduation application. As soon as the graduation application process has been reviewed and training for it has occurred, advisors will be contacted.

Academic departments have the authority to graduate students, so the Registrar's Office has no plans to generate email notification to students who complete their degree requirements. Dean's Offices are welcome to pursue such a process within their college.

Audrey also provided information on the Diploma Information System. Following the withdrawal deadline, the Registrar's Office sends an email to all graduation candidates asking them to confirm their degree, indicate the name they wish to be on the diploma, and provide a mailing address. About 60-70% of students log in to DIS. Advisors were advised to encourage their students to go to DIS in order to reduce the number of returned diplomas. Such diplomas are kept for a year in the Office of the Registrar.

ArchPass and two-factor authentication

Before employees can begin training on Banner, they must have an ArchPass for two-factor authentication. A request for the ArchPass is submitted to EITS. Once approved, the employee must go to the EITS office with a photo-id to obtain the ArchPass. Everyone using Internet

Native Banner (INB) Banner will need an ArchPass. INB Banner is typically used by office staff and requires specialized training.

Additional information about this can be found at the [EITS ArchPass Two-Factor Authentication](#) webpage.

Questions/Comments

Why does PE credit not count towards residence hours required for a degree even though it is resident credit? PE credits do not count toward residency in DegreeWorks because the course is not academic and cannot be included in the minimum 120 required for the degree or the 45 of the last 60 UGA resident credit requirement.

Who calculates a major GPA? The Registrar's Office does not calculate major GPAs because UGA does not have a set definition of what courses/requirements are included in a Major GPA. Such regulations are defined by each department. It is recommended that departments refer students to the custom GPA calculator in DegreeWorks and provide them with the definition of what is included in a specific program's major GPA.

How are tools like QMF going to be effected by the transition to Banner? QMF reporting system will be replaced by ARGOS. There will be campus information sessions and training on ARGOS over the next year.

How will Permission of Department, Permission of Major, and Permission of Honors function in the Banner system? These will be available in Banner. Schedulers are testing how scheduling works in Banner and how we can best implement these kinds of registration requirements.

Is it possible for a student's registration appointment to show in DegreeWorks? This would be a customization to consider, but it would have to be weighted as to the importance of having this convenience.

How will advisors have access to student records for those students who completed their study at UGA before the advent of DegreeWorks? We are importing the course histories for all students with records in IMS. While they may not be viewable in DegreeWorks, we will be able to view the course history and transcript information for all students.

How will course comments function in Banner? Although users will be able to add course comments, there is not currently a place where students can view these comments in the registration interface. However, some of what we are now using as comments will be handled through the Banner course attribute system. Examples include lab fees, shortened meeting dates, field trip required, and other comments. A work around will be explored with the Banner consultants.

The implementation of Banner is an exciting time and presents a big change for UGA. Advisors are encouraged to continue to provide input and participation in the transition so that questions and concerns can be included in the process.

The College of Public Health is moving to the new Health Sciences Campus on October 1. Please be aware of this and send students interested in changing majors to Public Health to the departmental office, not the Dean's office.

The Fall Advisor's Workshop occurring on Friday, November 22 will include a presentation of Banner.

There being no further questions or comments, the meeting adjourned at 4:45PM.