Registrar's Advisory Council Minutes

Monday, November 17
MLC Room 214
3:30-5:00 PM

Scheduling courses for Summer/Fall 2015 opens Nov. 17

Reminders:

1. Banner does not restrict changes to sections by subject, so be careful and double-check the CRN and Course IDs to insure that you are updating the correct section and not a section belonging to a different department.
2. Overrides: Please be careful to not award overrides to students unnecessarily. This is currently not a problem, but merely something to be aware of.
3. Parts of Term: in Banner, most programs will use the Part of Term "1" in spring and fall. Summer sessions will have multiple Parts of Term indicating Maymester, Short Session 1, Short Session 2, etc.

New in Banner:

1. Rolling courses. This year, for the first time ever, we took all fall 2014 sections and rolled them into Fall 2015 sections. This means that schedulers do not have to create these sections again, they are already there.
   > Things to check for in SASECT for fall 2015
   a. CRN Course title etc. is the same
   b. Seat Counts
   c. Waitlist
   d. Restrictions listed in the catalog
   e. Cross listed ID groups- be sure to check enrollment counts

Things we did not roll

a. Instructor
b. Meeting times
c. Building
d. Room
e. Comments

Cancelling a course that was rolled forward to the next term. This can be done, but please insure that there are no students enrolled, instructor, time or building.

The difference between an inactive course and a cancelled course: Inactivated courses do not roll. They do not appear in the course schedule in Banner, but they do appear in the PDF schedule of classes. However they do have the 'inactive' indicator. Cancelled courses do appear in the schedule of classes in Banner, but show as cancelled. Cancelled courses can be 'activated' at any point for registration.

2. Courses that did not roll include those made inactive in CAPA and those changed in CAPA. These would need to be loaded fresh.

Please do not create "stand by" courses. Please only load sections that you know are going to be taught. IE: don't load 20 sections of a subject when you only plan on using 8 of them.

Co-requisite Confirmation- Dropping courses with co-requisites
(Screenshot)

Effective for spring 2015 registration. Students will see a pop-up window if they attempt to drop a course that has co-requisite courses. Previously, all co-requisite courses were dropped automatically.

The warning will appear as in the screenshot and list all additional courses that will be dropped if the student proceeds. After completing the process Athena will guide the student back to their current enrollment for that term, so that they may review their schedule and insure it is correct.

Per advisor request, the warning information has been clarified and we will try to make it stand out more.

DegreeWorks Update

New information in the Degree Block:

Expected Graduation Term

We will soon be upgrading to DegreeWorks 4.14. The key feature of this upgrade is Degree Planner. This will allow the advisor to sit down with a student and plan their full program of study- marking which courses need to be taken in each future term.

Training in the current DegreeWorks is ongoing. The next training is Nov. 25. New staff should sign up. We also have exceptions training quarterly.

Questions about DegreeWorks should be addressed to degreewk@uga.edu

Withdrawal Policy
The new withdrawal policy is being presented at University Council on Wednesday, Nov. 19.

While the policy is still in effect, the process is different.

The current policy is in place allowing WF grades for withdrawals above the maximum of 4 W/WP grades that will result in a WF grade. Instructors wishing to assign a WF grade to a student should send a letter to the Office of the Registrar. WF grades exceeding the withdrawal cap will be manually changed by the Office of the Registrar after the grade posting deadline.

Grade Deadlines and Assigning Grades
Grade rolls will open around December 1 in Athena

Grade roll deadline is December 22 5:00 PM

Grade rolls in Athena look very similar in functionality to what faculty are familiar with in IMS.

The key difference is that instructors currently cannot upload a CSV file with student grades or import grades from excel or Desire to Learn.   We are working on a solution that will be piloted in courses with enrollment over 100 this term. Courses with enrollment less than 100 will have to post each student's grade individually.

Only people listed as an instructor in SSASECT are eligible to post grades for a class.

Please be sure to encourage your faculty to submit all grades in Athena before the deadline.   We no longer have a web based workflow for e-grade changes and will have to use the old paper change-of-grade forms.

Each year over 200 sections neglect to post their grades. Unposted grades effect financial aid, academic standing and graduation for many students.

Grade processing is a new suite of programs that will be processed in the Office of the Registrar. Each of the numerous programs must be run in sequence and started manually. We aim to have these completed by open of business the next day so that the Office of Student Financial Aid will have time to process scholarships and award letters.

Change of Grade forms are available by request through the Office of the Registrar: adamlaw@uga.edu

If you must complete a change of grade form, you do not need the Dean's signature. Please ignore that field on the form.

E-grade changes will be developed in the future as time and resources allow.

Grades not submitted will appear as NG: no grade. Students and instructors have 3 terms to have the NG grade corrected before the grade automatically switches to a grade of W. NR and ER are no longer eligible grades in Athena.

Posting Degrees

Degree posting will open on the morning of Dec. 23.

Deadline for posting degrees is January 20 at 5PM.

When posting degrees through Athena, the process is very similar to updating a student's graduation term. Additionally, if during graduation clearance and degree posting, you notice that a student is not eligible to graduate, you can continue to move them to a future term.

Minors, Areas of Emphasis, and Certificates also will receive lines on the graduation roster in SHADEGR. They are awarded in the same way majors are awarded.

Names on Diplomas and Diploma Address

Graduation candidates received an email from the Office of the Registrar notifying them of their current name on file and asking that they email reghelp@uga.edu if they wish to change the look of their name for diploma purposes only. Common changes that can be made in this manner are capitalization of the name, middle initial and middle name.   Legal name changes would still be processed using the name change form. http://www.reg.uga.edu/forms. The email also included the student's permanent

address from Athena. If a student wishes their diploma to be sent to a different address, they are instructed to make that change to their permanent address file in Athena.

Grades will be visible on official and unofficial transcripts for students when the current term is rolled to course history. For fall 2014, this will be on Dec. 23.

If someone inadvertently awards a degree, please email regsupp@uga.edu to request the degree posting be removed.

Transcripts

Banner transcripts are going live on November 18.
Students with no academic history in Banner have transcripts processed through IMS as usual.
All students with any academic history in Banner are being processed through Banner. These transcripts will be reviewed for accuracy by the Registrar's Office before they are released.

This review only occurs the first time a student orders a transcript. All subsequent orders will be processed immediately. To accommodate the review, our website and the parchment console has been updated to notify students that it may take up to 5 days to process a transcript request. If a student needs immediate information about their transcript, they can always view their unofficial transcript in Athena.

At this time the only study abroad programs marked on a student's transcript are Oxford, Cortona and Costa Rica.   We are working on a solution to include other study abroad programs.

One major change in Banner transcripts is that they are no longer chronological. The organization of transcripts is that transfer coursework is posted at the beginning of the transcript with UGA coursework to follow. If a student attended more than one transfer institution, then those courses will be grouped by institution. The order of the transfer institution posting on the transcript is set to the order in which UGA received the transfer coursework.

Transcripts are also organized by program level, with the highest listed first. Thus, a triple-dog would have their PhD coursework grouped at the front of the transcript, master's degree coursework and the degree awarded second, and undergraduate record last.

Graduation and losing Registration Eligibility

Once an undergraduate student graduates, if they no longer have an active program of study, they will not have registration eligibility for future terms. This is a change from current practices which allowed students registration eligibility for 2 terms following graduation even if they had no program of study.

Graduate student registration eligibility will continue to follow the current policy.

If an undergraduate wishes to continue to study beyond the awarding of their degree, they must declare a new program of study. Non-degree is still available.

Students who are pursuing multiple majors or degrees who complete one but still have coursework outstanding in their other active programs will maintain registration eligibility.

Priority reporting needs

The Office of the Registrar is currently focused on end-of-term reporting, such as academic standing and graduation reports. As requests are made, please be precise about the information to be included.

A list of ongoing reports in development can be viewed on the UGA Connect website: https://connectuga.uga.edu/tools/argos-faqs

Reports advisors are interested in are:

1. A list of addresses and email addresses for potential graduates by college. Career centers are interested in contacting students.
2. Academic Standing report. Banner does not report "cleared probation" which several offices use to communicate with students in this position.
3. Housing address changes. Currently students are directed to maintain their current address personally. However, students in on-campus housing cannot change their address while under a housing contract.
4. Curriculum Report
5. Student Contact changes: the UGA email address does not change. Even if a student changes their alias email accounts, the UGA email will direct to them. The MYID@uga.edu address will always work.
6. Browse enrollment counts. Searching for information on enrollment counts by prefix or instructor is not available as a general purpose report, as it would use too many resources. If needed, a report with specific courses could be created, but we would need limits so that no one accidentally uses too broad a wild card for the search.
7. Overrides: a report with a number of overrides given vs. overrides used.
8. Reports that show all of the degree programs a student is pursuing. Currently on the primary pulls in enrollment reports. Adding minors to this would be an additional challenge.
9. List of students cleared for advising by major or by advisor.