Registrar's Advisory Council

Minutes of the April 15, 2015 meeting

MLC, Room 213, 3:30-5:00 PM

- ## Welcome and Announcements- Jan Hathcote

  - Grade rolls for Spring 2015 will open on Friday, April 17.

  - A letter featuring information about grade rolls will be sent to instructors on Thursday, April 16. Spring 2015 grades will be due by 5:00 on Monday, May 11.

- ## Commencement and Graduation- Spring/Summer 2015- Melody Kesler

  - Spring 2015 commencement is coming up on May 8. The commencement programs have been finalized and will soon be printed.

  - SHADEGRs were created for students graduating in Spring 2015.

  - Advisors should currently be moving those students who will not be graduating Spring or Summer 2015 to Fall 2015. These SHADEGRS for Fall 2015 will eventually be deleted by the Registrar's Office so that expected Fall graduates can apply to graduate with the new graduation application.

  - Graduation clearance for Spring graduates in Athena will begin on May 12 and will end on June 1. This only applies to Spring 2015 graduates- not Summer 2015 graduates. Graduation clearance will occur in Athena in the same manner it did for Fall 2014.

  - If advisors have a student with a minor, they should already be able to see that minor on the graduation roster in Athena. When advisors clear a student for graduation who has a major and a minor on his or her record, he or she will be cleared for both the major and the minor. If the advisor knows that a student will be cleared for the major but not the minor, the advisor will need to email regsupp@uga.edu and ask the Registrar's Office to remove the minor. As a note, all minors must be tied to a major in order to clear the minor.

  - If advisors need help with graduation clearance, they can contact the Registrar's Office for assistance.

  ### Questions from the Floor:

- o **Can students continue to pursue a minor after they have already graduated with a major?** No. Minors need to be tied to a major in order for the minor to be successfully cleared.

• Undergraduate Graduation Application- Fall 2015- Melody Kesler

- o Undergraduates will begin applying for graduation during the Fall 2015 semester.

- o Graduate students are already using the graduation application for Summer 2015.

- o Undergraduate students must have a senior classification or a U4 class code in Athena in order to apply for graduation. Students must also have a cumulative 2.0 grade point average.

- o A student will log in to the application by selecting the "Student" tab in Athena and the selecting the "Apply To Graduate" option. The student will then select the most recent term from a dropdown menu. Next, the student will select his or her curriculum program for which he or she plans to graduate and the graduation date/term. Then, the student will be able to select how his or her name will appear on the diploma as well as to what address the diploma needs to be shipped. A screen when then show all of the information entered with regards to applying. Lastly, after the application is entered, a confirmation message displays confirming the application is complete.

- o The target date to open the Fall 2015 graduation application for undergraduates is June 1.

- o The goal is to also keep the graduation application open through the withdrawal deadline for Fall 2015. This means that a student will not be able to apply for graduation past this deadline. This information will be available to students through communications from the Registrar's Office.

- o The Registrar's Office plans to offer a demo of the graduation application for advisors prior to the application opening to students.

Questions from the Floor:

- o **If a student does not have a 2.0 GPA but thinks that he or she will during the term in which they plan to graduate, can he or she apply for graduation?** No, the student will not be able to apply online, but the Registrar's Office will have the ability to create a SHADEGR for students in that specific situation.

- **What if a student is not currently attending UGA but sends in as their last credit toward graduation transfer credit from another institution- will that person be able to apply for graduation?** No. That is another situation where the Registrar's Office will have to create the graduation record for the student.

- **Will Spring 2016 be an option for those students applying in Fall 2015?** That is still being decided at this point.

- **How will advisors know if a student has applied to graduate?** Advisors will have access to the graduation roster in Athena. Expected graduate lists are also available in Argos. It is immediately listed on the graduation roster in Athena that a student has applied to graduate.

- **Will advisors or graduation clearance officials still have the ability to move a student's graduation term (Fall to Spring, for example)?** That capability is still under discussion, and the Registrar's Office will be in contact with advisors and graduation clearance officers about this.

- **Will the graduation application always open on June 1 for future Fall semesters?** This date should be earlier for those applying for Fall 2016. That is the target goal but that is still in development.

- **What happens if a student does not apply by the graduation application deadline?** Those students will be advised on a case by case basis. It really depends on the student's specific situation. For example, a student's degree will not be held if they failed to apply, but it is very possible that a student's name will not appear in the commencement program if an application is not completed.

- **The Graduate School charges a late fee of $50 for late graduation applications. Will a late fee be assessed for undergraduate students who apply late for graduation?** There has not been a discussion of that as of yet nor has that been sought out for undergraduates. Right now, the focus on the application moving forward has been trying to offer an option that asks the student if he or she is planning to attend the commencement ceremony.

- **What type of message will a student with a GPA below a 2.0 receive when he or she tries to complete a graduation application?** It will be a generic error message that states he or she does not meet the requirements to complete the application. This text could be modified to be more specific.

- **What if there is a student who has a 1.97 GPA who cannot create a graduation application but is expected to have a**

cumulative GPA over a 2.0 by the end of their final semester. Can the Registrar's Office receive an email to regsupp@uga.edu to create an application for this student? Yes, a letter will be accepted by the Registrar's Office to do this.

o **How is it determined which students will receive the email asking them to apply for graduation?** That is determined by the student's class code in Athena which is driven by their class hours. The message that students will receive will clarify that they are a student expected to graduate and that it is advised that they apply to graduate. Some students, like those who have AP credit for example, might have the hours to graduate but have not yet met any of the other requirements needed for graduation. These students would not apply for graduation- this is why the message they receive will advise them to apply for graduation, not that they must apply for graduation.

- ## Certificate Program Students- Melody Kesler

  o Previously, students pursuing certificate programs were not tracked in IMS. Banner, however, does allow the tracking of those students pursuing certificates.

  o A certificate code can now be placed on a student's SGASTDN record. Students can now be tracked in the various undergraduate and graduate certificate programs.

  o Students can now apply to graduate in a certificate program. This will be a part of the graduation application for Fall. Certificates will not be listed in the commencement program.

  o Letters clearing students for certificates for Spring 2015 can still be sent to the Registrar's Office.

  o Students who wish to add or remove a certificate program can do so under the "My Programs" option in Athena.

  ### Questions from the Floor

  o **Will graduate students with a certificate be able to apply in Athena for the Summer?** Yes, graduate students with certificates will be able to apply.

  o **Will certificate program officials still be able to clear certificates?** Yes, they will still be able to do this.

- **Will certificate programs show up on a student's record in DegreeWorks?** No, because certificate programs are considered a separate program that is separate from a student's major and functions as its own independent program. Showing certificate programs in DegreeWorks has been discussed but has not been completed due to other priorities for DegreeWorks.

- **Can an advisor see a student's certificate in Athena?** Yes, advisors should be able to see this in Athena.

- **Can a message in DegreeWorks be placed in the "other programs" portions stating that the student is pursuing a certificate?** That is a suggestion that will be taken under consideration.

• Proper Coding of Overrides- Nikki Hon

- As a reminder, remember that advisors and schedulers can only clear students or load/update sections for the college/department/program for which they are employed.

- Advisors should only give overrides to the advisees for whom they provide support in the college/department.

- Schedulers should only create and upload prefixes for those departments they oversee or for cross-listed courses they are authorized to load for other departments.

- Having access revoked can occur if these guidelines are not followed by advisors or schedulers.

- Please contact the Registrar's Office if there are ever any questions about these issues.

Questions from the Floor

- **If a department owns the prefix for a cross-listed course, does that department need to have an agreement in place with the other departments involved with that cross-listed course in order to create, load, etc. those cross-listed classes?** Yes, an agreement would need to be in place but often this is an understood, inherent part of cross-listed courses.

• Registration Update- Jan Hathcote

- Registration is underway for Summer and for Fall, and it is going very well. Over 12,000 students, for example, have registered for Fall.

- Students who are going from an undergraduate status to a graduate status will not receive a graduate time ticket for the Fall if they have been admitted to a graduate program for the Fall. If a student, though, is still a senior undergraduate and has not started a graduate program, he or she would receive a time ticket as a senior.

- As a reminder, incoming freshman and incoming graduate students do not receive time tickets for registration.

- Advisors need to clear both the Summer AD hold and the Fall AD hold for their students, even if the student is not attending in the Summer and only in the Fall. Both holds need to be removed.

- Students who are admitted for Summer semester and register for Summer and Fall courses but do not attend Summer semester will have their Fall courses dropped once a "no-show" job is run by the Registrar's Office. Those students will have to reapply to UGA in order to attend during the Fall semester. Students must attend the first term for which they are admitted.

Questions from the Floor

- **For an undergraduate who is moving to a graduate program, once the undergraduate degree is cleared can he or she register for graduate courses for the next semester?** No, the student must be advised for the graduate courses and then register. As a reminder, AD holds are not level specific in Banner.

- **Some graduating seniors have been concerned about AD holds on their records. Will this have any effect on them going forward?** No, the holds will not affect them. For example, it will not stop the release of a transcript or a diploma.

• Reporting Update- Nikki Hon

- The Office of the Registrar is working on making the reporting process better for campus users.

- The Registrar's Office is currently working on creating a list of all report requests, who requested them, and their current status. The idea is to

place this list on a website that is updated weekly, so any questions about requested reports or finding out information about a report that has been requested will be found on this website.

- o Work is also being done toward simplifying the report request process and trimming down the multiple-page request form.

- o An Argos training is being planned to show campus users how to run reports. This will provide users with an overview of how reports run in Argos.

- o The Registrar's Office is also seeking to simplify the MOU process and make the process easier for users on campus.

Questions from the Floor

- o **Will users be able to create and run their own reports in Argos?** There have previously been trainings held for users on how to create reports in Argos, so this is a capability that does exist for users.

- o **Will users in departments ever be able to create their own data blocks and then create and run their own reports off those data blocks?** Creating data blocks is very complex and difficult. While this would be a great function for users, the functionality to allow this for department report writers is not there just yet.

- o **Regarding the report requests being available online via a new website, how can users make requests or suggestions about specific reports- is regtech@uga.edu ok to send these requests?** Yes, and there will also be a way to do this on the new reporting website as well.

- o **What is the status of the curriculum change report?** It is currently in production and is being tested. The process so far looks good for the testing of this report.

- **Other Questions**

- o **Is there a way in the system to prevent graduation clearance officers from clearing for graduation a student with a cumulative GPA below a 2.0?** That functionality is not currently available. Advisors are asked to do their due diligence in clearing students correctly. The Registrar's Office has previously checked clearances for errors and has not found many. Having advisors use DegreeWorks when clearing students is a tremendous help to ensure accurate clearances.

- **Can academic renewal be tagged for an academic renewal student in DegreeWorks?** Banner is not equipped to handle academic renewal. The academic renewal policy is USG specific and is interpreted in different ways at the various USG schools. Right now, a manual academic renewal GPA is calculated and added as a comment to the student's transcript at the end of each term.

- **Following up on clearing majors and minors, if a student will be completing a major but not a minor, the Registrar's Office must be contacted to remove the minor, otherwise marking a major as "awarded" will also award the minor?** Yes, that is correct. Requests need to be sent to regsupp@uga.edu. As well, minor completion officers need to be sent to graduation clearance officers in a timely manner. DegreeWorks is an option to track minors.

- **Will paper grade change forms be required for grade changes to Spring 2015 grades?** Yes. The process to create an electronic grade change form in Banner is on-going. As a reminder, not submitting grades in a timely manner can affect a student's financial aid as well as their academic standing. Therefore, it is important to convey to instructors the importance of turning in grades on time, including those independent study, research, and dissertation hours courses.

- **How can faculty see if their grades have been submitted in Athena?** Unfortunately there is no feedback or green check mark verifying that grades have been submitted. Instructors need to log out of Athena after submitting grades and then log back in to see their grades.

- **Can instructors download class rolls in Athena?** No, there is currently not a process in place to do this in Athena.

- **Is there a way in Athena to export grades after the grades have been submitted?** No, an export cannot be performed but instructors can use the print screen option and print their grade rolls.

- **What if there is a student who cannot get his or her financial aid because the student's graduation date needs to be moved and the advisor cannot move the graduation date?** The advisor needs to email the Registrar's Office to move the graduation date for the student for financial aid purposes.

- **Regarding the Fall 2015 graduation application, advisors can check who has applied via Argos reports or looking at the graduation roster?** Yes, that is correct.

- **Is the only control dean's office have over graduation rosters to change them on the graduation roster screen or to email regsupp@uga.edu?** Yes, that is correct.

- **Is there anything to do about how quickly Athena times out for users?** Yes, that is a suggestion that can be taken into consideration.

- I**s there a way for students who have changed their major in Athena to be notified about what the next step is in the process of changing their major?** Yes, that is a suggestion that can be taken under advisement.

• Recommendations for follow up by the Registrar's Office:

- Determine if there is a way a message can be placed in the "other programs" section of DegreeWorks stating that a student is pursuing a certificate.

- Forward on request regarding how quickly Athena times out on users.

- Develop a method to notify students who have just changed their major in Athena what the next step is in that process.