

# Registrar's Advisory Council

Minutes of the February 26, 2015 meeting  
MLC, Room 171, 3:30-5:00 PM

## ○ Commencement Changes & Graduation Application- Jan Hathcote & Melody Kesler

- The process of moving students for graduation will still be the same for undergraduates for the Spring and Summer semesters.
- The Spring undergraduate commencement ceremony program will feature both Spring candidates and Summer candidates. It is therefore important to place these graduating students in the correct term- Spring or Summer.
- Advisors have about a month to move students between Spring and Summer.
- A graduation application is scheduled to be in place in Athena for undergraduates for Fall 2015 in Athena. Graduate students will use the graduation application for Summer. It will be very important for Fall undergraduates to apply using the new application. There will not be a fee to apply. It is a very user-friendly, easy to follow graduation application.
- Those undergraduate students who are not graduating in Spring or Summer but who are showing up on a Spring or Summer graduation roster can be moved to Fall 2015- the Registrar's Office will then remove their SHADEGR so that they can apply for graduation for Fall.
- In Fall, the hope is that advisors will not have to email regsupp@uga.edu to create an expected graduation term for Fall. Students will be directed to Athena to apply for graduation.

### Questions from the Floor:

- **Is the graduation application opening in the Fall?** It will be for Fall undergraduate students, with a targeted opening date of mid-Summer for students to begin applying.
- **Will there be communication sent out to students about using the application?** Yes, there will be email messages from the Registrar's Office about when to apply.

- **What is the goal date for graduate students to begin applying for Summer graduation?** The target is April 1 at the latest.
- **Will students have a deadline by which they need to apply for graduation?** Yes, there will be set deadlines for each term by which students need to apply to ensure that their names will appear in the commencement program.
- **Will students who have more than one curricula program have to apply to graduate twice?** Yes, each major or program requires a separate application.
- **Will the expected graduation date in Athena be staying or going away?** The desire is that the expected graduation date in DegreeWorks and the expected graduation date that is in Athena be synched but currently there is nothing inherent in Banner to do this.
- **How far ahead can an expected graduate apply for graduation?** A date has not yet been determined for how early an expected graduate can apply for graduation.
- **Will all students who currently have a Fall expected graduation date have their information removed?** The DegreeWorks expected graduation date will not be impacted- only in Athena will those with a true graduation segment be deleted in order for the student to apply for Fall graduation.
- **Can the expected graduation date that students see in Athena be hidden since it is currently not in sync with DegreeWorks?** Right now, it cannot be hidden but work is currently being done to try to sync the dates together. The suggestion to hide the date will be considered.
- **When will advisors be able to see graduate students who are graduating in the Summer in Athena?** Applications are still coming in to the Graduate School but they are not yet in Athena. As soon as the applications are moved into Banner, advisors should be able to see their list of Summer graduate students who are expected to graduate. This should begin by April 1.
- **Should advisors email regsupp to move those students who are showing as graduating in Summer but will not actually be graduating in Summer?** Yes, this can happen or they can be moved by the advisors to the Fall semester and the Registrar's Office will then delete them.
- **Is there a place in Banner where advisors can put in the date that they expect a student to graduate?** There is not a place in Banner where this can occur.

However, the date that the students see on the Student Information page in Athena is the date that is being reported to the National Student Clearinghouse. If a student thinks this is an error, the student can ask the Registrar's Office to update it. The goal is to try to put the DegreeWorks date and the date in Athena in sync together.

## ○ Registration Eligibility and Time Ticketing- Rosemary Segreti

- Registration eligibility and time ticketing for Summer and Fall will follow a similar process. Registration eligibility for Summer has already been processed in Banner. One time ticket is going to be provided for both Summer and Fall. In Athena, students will still need to select the term (Summer or Fall) for which they wish to register.
- Corrections are being made to time ticketing before they are released to students for registration for Summer and Fall.

### Questions from the Floor:

- **Even if students are not going to be enrolled for Summer, why did they need to be cleared for both Summer and Fall?** If students have an advising hold on their record, they will not be able to register for either Summer or Fall so both semesters need to be cleared for advisement.
- **Are all students who are eligible in the Summer eligible as well for the Fall?** Technically, yes. All Summer students who did not register for Summer and ended their three semesters of eligibility will be dealt with on a one on one basis.
- **What is happening to the eligibility of students once they graduate?** If a student has just graduated and is not pursuing another program, their eligibility will be taken away. But, if the student has graduated and is already in another program or has signed up for a certificate, their eligibility will continue for three semesters.
- **If a student registers for a course in the Summer that is a prerequisite for a Fall course, can the student go ahead and register for the Fall course?** Yes, the student should be able to register for the Fall course.
- **How do students register for an audit course in Banner, and what can be done to prevent students from accidentally registering for a course as an audit (can the "audit" option be moved)?** Students have the option in Banner to register for a course as an audit, which is an option that students have always had. The audit

option is the first option listed for a registered course because Banner lists the options alphabetically. Right now, this is a baseline feature in Banner.

- **Is there any way a student who registers for a variable hour course could be notified of the hours for which they have registered?** Right now, some students are leaving the hours listed on a variable hour course at the default amount, or lowest number, of hours instead of the amount for which they need to register. There are a couple of graduate level classes for which Curriculum and the Registrar's Office are looking at changing the minimum hours. Also, discrepancy reports are being ran to try to find credit hour discrepancies. Having the advisor email the student before drop/add about registering for the correct hours is also an option.

## ○ **Course Schedule Roll Process- Donna Mitchell**

- Please review the Power Point titled ["Rolling the Schedule."](#)
- Please contact Donna if you would like to participate in a focus group on how this process worked and to provide any feedback. You can email Donna at [mitcheld@uga.edu](mailto:mitcheld@uga.edu).

### **Questions from the Floor**

- **How does this process affect new internships that need to be created for Fall?** It does not affect those courses; simply create those new sections for the Fall.
- **Since the Fall 2015 catalog is not out yet, what will happen with prerequisites and co-requisites for the Fall?** Whatever was in effect for Fall 2014 will be rolled to Fall 2015 because those will be a part of the roll. The roll uses Banner course catalog for pre-reqs.
- **Is there a way to remove CRNs that were regenerated and not necessary?** This is a question that will be examined by the focus group. Right now, everything will be rolled from Fall 2014 to Fall 2015 including items like cancelled and inactive classes. Therefore, the status for all courses will remain the same.
- **How will schedulers be able to match up and check courses after the roll?** All of the data for each course will roll and will be the same with the only change being the new CRN. This process will be completed by March 16 in order to prepare for Fall registration.

## ○ DegreeWorks Planner- Julia Grubbs

- The DegreeWorks Planner is the next step for DegreeWorks. It allows advisors to plan a student's program of study. Advisors can do this a single term out from graduation, a few terms out, or for an entire program.
- A demo was recently held with the vendor and there was much excitement around the Planner. You can view the Planner demo [here](#).
- The Planner can also allow advisors to include notes about students' programs of study, a specific term, or even notes about a specific requirement. These notes can be viewed by advisors and can be opened up as well to students.
- The Planner allows students to make notes on their own plans about what courses they would like to take.
- The Planner also allows for reporting, so for example advisors can track students in terms of finding out if students are following their plans and taking the courses they have been advised to take.
- Another feature of the Planner is that it will hopefully allow graduate students to be included in DegreeWorks. This will allow advisors who advise graduate students to put in graduate students' programs of study and generate an audit much like they would for an undergraduate student.
- The hope is to get the Planner out to advisors by Summer and open it up to students by the Fall semester.
- The Planner is a project that the Provost is very interested in and remains a top priority for the Registrar's Office.
- In other DegreeWorks news, a new upgrade will be occurring the weekend of March 7.

### Questions from the Floor

- **Will the new DegreeWorks Planner replace SARA?** Nothing has been decided yet on what will replace SARA, an advising tool used by the Franklin College and some of the other schools and colleges on campus.
- **Can advisors track students to make sure their schedules match what you have advised and listed in their plan?** Yes, there are jobs that can be run behind the

scenes to see if a student is on track for a specific term. This will show if they have registered for what is listed on their plan.

- **Can the DegreeWorks Planner identify specific courses for students to take?** For the Planner, advisors can restrict preferred courses for a student, apply a Planner to a group of students, or advisors can sit down with their students, show them a list of courses to take, and then drop those courses into their Planner.
  - **Will exceptions hold during the DegreeWorks upgrade?** Yes, exceptions should hold during the upgrade.
  - **Has there been any discussion on allowing advisors access in DegreeWorks to audits of students who have already graduated in order to advise those students?** This is something that the Registrar's Office is examining. The hope is to expand the extract so that those students can be kept in DegreeWorks and then look at a time frame in which to purge them.
  - **Will the Planner allow advisors to run reports based on expected graduation terms?** Most likely advisors can do this. The Planner will allow advisors to place remarks regarding graduation to help keep students on track.
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- **Repeat/Duplicate Credit in DegreeWorks- Julia Grubbs**
    - To clarify, DegreeWorks data comes from Banner. If data is not in Banner, it cannot be placed in DegreeWorks.
    - Repeat courses receive an indicator at the end of a given term. A job runs and marks the previous course as a repeat so that it can be moved into the non-credit section of DegreeWorks.
    - In the previous version of DegreeWorks, there was some leeway because UGA was not part of the baseline DegreeWorks software, which allowed the extract to be tweaked. This meant that potential duplicate or repeated courses could be marked and then at the end of the term, the course would officially be marked as duplicate or repeated. This functionality is gone in the current version of DegreeWorks because the baseline extract is now being used.
    - Notes have now been made in General Electives and the General Electives Calculator to be on the lookout for potential duplicate and repeated courses. While this is not ideal, this is currently the best solution.

## ○ Reporting Update- Jan Hathcote & Fiona Liken

- The Change of Major report is currently being tested with select users. Anyone interested in helping test the report can contact Fiona. The hope is to have the report available next week.
- This Change of Major report will show the students who have been added to a major or removed from a major in the last week.
- The Multiple Majors report testing is going well. This report has been released to a subgroup for testing. As soon as it is ready, it will be released.
- On the Registrar's Office home page, there is now posted a ["Reporting" section](#) that lists the available reports that can be requested using a reporting/data request.

## ○ Other Questions

- **Is there a way that the SGASTDN change form can be modified so that advisors do not have to provide a signature?** Because those forms are coming from UGA email accounts, the signature will no longer be required. Signatures will be required for any faxed or hard copy requests that are submitted.
- **How can advisors know, for example, if a student who has been denied admission for one term, like Spring, has applied again for admission for another future term?** It was advised to refer this question to the Office of Undergraduate Admissions.

## ○ Recommendations for follow up by the Registrar's Office:

- Determine if the graduation date can be hidden in DegreeWorks.
- Communication to students on an "audit" registration status.
- Variable credit courses- possibly email students regarding the number of hours for which a student is registered.
- Keep graduated students in DegreeWorks for a longer period of time.