

Registrar's Advisory Council
Minutes of the February 20, 2019 Meeting
Miller Learning Center, Room 214, 3:30 p.m.

- **University Requirements Processing Reporting:**
 - A University Requirements report is available to advisors and graduation clearance officers in Argos which allows for proactive monitoring of students' progress toward completion of university-wide requirements:
 - US and GA History
 - US and Georgia Constitution
 - Physical Education
 - Experiential Learning.
 - The report provides a current status (required, in progress, and satisfied) by student of each requirement.
 - The report displays by school or college and can be filtered by major and/or total degree hours earned.
 - The location of this Argos report is:
 - Argos Folder: STUDENT- DEANS OFFICE
 - Datablock Name: University Requirements
 - Report Names(s): University Requirements Report

- **Maintaining Accurate Student Curriculum:**
 - During the advising appointment, advisors are encouraged to verify that their advisees' programs of study are up-to-date in MyPrograms.
 - Advisors can ask their advisees to log into MyPrograms in Athena during the advising appointment and remove, add, or change any majors, minors, certificates, or areas of emphasis to ensure their curriculum information is accurate and up-to-date.
 - Ensuring the program information is accurate prior to applying to graduation is important because students cannot change their programs after they apply to graduate. After applying to graduate, a manual process is needed to clear certificate and/or minor programs. To remove these programs, students may email the request to the Registrar's Office at reghelp@uga.edu or the advisor may send in a curriculum change form.
 - If programs are not updated, inaccurate data can lead to both over reporting and under reporting of students in majors, minors, and certificate programs. This data is important for determining adequate courses and resources in departments.
 - Approvers of majors with entrance requirements and/or high demand criteria are encouraged to consider curriculum requests as quickly as possible. During orientation, students who request to change their major may incorrectly select the full major instead of the appropriate intended major. In these cases, student requests must be denied in a timely manner to ensure they then add the correct major in order for correct advisement assignments to be made.

- **Course Scheduling Tutorials**

- Tutorials for Banner 9 Course Scheduling are available online on the Connect UGA website: https://connectuga.uga.edu/banner9/course_schedulers/.
- A list of tutorials is available on the website.

- **Spring 2019 Commencement and Graduation**

- Undergraduate Commencement Ceremony: Friday, May 10 at 7:00 p.m. in Sanford Stadium
- Graduate Commencement Ceremony: Friday, May 10, at 9:30 a.m. in Stegeman Coliseum
- Information is currently being compiled and prepped for the commencement program.
- The deadline to apply for students to apply for spring or summer 2019 and appear in the commencement program is March 21.
- The Clear Bag Policy will continue to be in effect at the spring commencement ceremonies. More information on the Clear Bag Policy can be found at <https://commencement.uga.edu>.
- Grades are due Monday, May 13 by 12:00 p.m.
- Graduation Rosters will open Tuesday, May 14.
- Academic standing, GPA calculation, and repeat course jobs will be run and students' schedules will be dropped for dismissal after grades are due and before graduation rosters open. Advisors should be aware of this timeline in case their advisees contact them regarding a dropped class schedule during this time period. The Registrar's Office will also research possibilities of making awareness of this time line as well as notifying students/advisors of when students are dropped due to an academic standing issue.
- In reference to maintaining accurate student curriculum mentioned earlier in the meeting, a student's graduation application would have to be removed if the curriculum changes after the student's graduation application has been entered. Then, a correct graduation application would need to be submitted after the curriculum update has been made.
- Information on the final deadline for clearing degrees for spring semester will be sent later this semester by the Registrar's Office.

- **From the Floor**

- The University Curriculum Committee approved a proposal from the Honors Program and the Center for Undergraduate Research Opportunities (CURO) for a new R-suffix (Research) to designate courses designed for substantive, independent, faculty-mentored undergraduate research. The change from 4960H, 4970H, 4980H, 4990H courses to the new R-suffix courses 4960R, 4970R, 4980R, and 4990R is in progress and the R-suffix courses will be available fall 2019 course registration. 4960, 4970, 4980, and 4990 courses that do not currently have "H" suffixes will not be changed to the "R" suffix. If a department would like for these courses to get the R-suffix designation, they will submit the course changes through CAPA for approval. For honors students, these

R-suffix courses can be used in place of the H-suffix courses to satisfy honors requirements.

- Work continues on the Double Dawgs application, which will track students who indicated an interest in and who apply and are accepted to or denied from a Double Dawgs program.
- A Double Dawgs and Majors Fair will be held on March 19, 2019, from 10:30 a.m. to 2:30 p.m. in the Tate Grand Hall. The first 100 students will receive free Chick-Fil-A. More information can be found at <https://ovpi.uga.edu/initiatives/majors-fair>.
- The requirement that a grade of C (2.0) or better is required for English 1101 and an average of 2.0 or better is required for both courses is a Board of Regents requirement. DegreeWorks is programmed to look for this requirement on the audit. A request was made regarding the possibility of a report that would list those students who have not completed those requirements. The Registrar's Office will look into this as a possibility.
- Certain test scores currently do not display on DegreeWorks for students who are transfers from other institutions because the test scores are not part of the application to UGA.