- Graduation Clearance Process Changes and Audits on Graduation Practices and Processes-Melody Kesler

  o Changes are coming regarding how graduation clearance will occur for Fall 2015 graduates. On the graduation roster, the graduating student's status now says "Sought" which means the student has applied to graduate. Advisors will change the status from "Sought" to "Pending." The "Pending" status essentially means that the advisor is declaring that the student has met requirements for graduation. Advisors will not mark the student's status as "Awarded."

  o The primary reason behind this change of having advisors change a student's graduation status to "Pending" and not "Awarded" is an audit on graduation practices and processes by the UGA Internal Auditing Division. Meetings have been held around campus by Internal Auditing regarding how it is determined that a student has met degree requirements for graduation.

  o The Registrar's Office will continue to check DegreeWorks and other reports to make sure that all students marked as "Pending" have met their degree requirements. Any students found not to have met requirements will be sent back to their school/college. Following the check, the Registrar's Office will then run a batch job changing the status of all students who have met degree requirements to "Awarded." This added step of having the Registrar's Office change the status from "Pending" to "Awarded" will be performed in order to be in compliance with the findings of the audit.

  Questions from the Floor:

  o **When will a student's transcript reflect that his or her degree has been "Awarded?"** After the batch job runs and the degree is officially awarded, then the transcript should reflect this. The goal for the Registrar's Office is to run the batch job the next business day following the graduation clearance deadline for schools and colleges, which for Fall 2015 degrees is January 19.

  o **How will the timing of the batch job affect students who might be attending graduate school and need a transcript before January 19?** The earliest schools/colleges can clear students for graduation is December 22. If a student is going to UGA for graduate school, a "Pending" status will indicate to our Graduate School that the student is graduating. If a student is going to an outside graduate school, the Registrar's Office will send the transcript as soon as possible. Students can always monitor Athena and request a PDF transcript as soon as the degree has been marked as "Awarded."

  o **How will clearing people with certificates work?** Previously in IMS, the Registrar's Office was notified via a letter from a school/college that a certificate was completed by a student and then a comment was added to the student's transcript. Now, the

Registrar's Office is trying to track certificate students in Banner like any ordinary program of study. The Registrar's Office has been emailing departments to have them inform certificate students to add their certificate to their record in Banner or to have departments add the certificate to the record directly. In the case of graduate certificate programs, the Registrar's Office should be contacted to add the certificate program to the student's record. Clearing a student with a certificate will be performed by the certificate point of contact staff member in each department that provides a certificate program. Certificate students apply to finish a certificate the same way they would apply to graduate in a degree program.

- o **Will all Fall 2015 degrees be "Awarded" on January 19?** Yes, that is the target date for the Registrar's Office unless there is an issue with the student not meeting requirements.

- o **Is there any way that a student could have his or her degree awarded sooner?** At this point, the Registrar's Office is not planning to do this. As always, urgent circumstances can be sent to the Registrar's Office, but in order to be in compliance with the audit, the date has been set for January 19.

- Spring/Summer 2016 Graduation Application-Melody Kesler

- o The Graduation Application for Spring 2016 and Summer 2016 is now available in Athena to students who are seeking to apply to graduate for those terms. The deadline for an undergraduate to apply to graduate for Spring and Summer is March 22, the withdrawal deadline for Spring 2016.

- o As a reminder, if a student does not apply to graduate by the graduation application deadline, the student will not appear in the commencement program. A student will also not be in the commencement program if he or she has a FERPA restriction.

- o Melody thanked the members of RAC for helping to get the word out about the Fall 2015 graduation application.

Questions from the Floor:

- o **Do students have to differentiate between Spring and Summer when applying for graduation?** Yes, students will need to select either Spring or Summer. They should select, and apply for, the term in which their last class before graduation will be taken, not the term in which they will be walking in the commencement ceremony.

- o **Will students be emailed about applying to graduate for Spring and Summer?** Yes, an email will be sent following the end of the Fall semester, probably in early Spring.

- o **Can the email that is sent clarify that undergraduate students can walk in the Spring undergraduate commencement ceremony in May even if they apply to graduate for Summer?** Yes, this information can be included in the email to students.

- o **Should Summer 2015 graduates apply by the March 22 deadline?** Yes, if Summer 2015 graduation applicants want their names to appear in the commencement program, the March 22 deadline applies. They should also remove their FERPA restriction if they want to be in the program.

- Grades Due for Fall 2015- Melody Kesler

  - o Fall 2015 grades are due on December 21 by 5:00 p.m.

  - o If you have instructors that are using shorter parts of term, such as for Vet Med, those grade rolls are already open.

  - o An announcement about grade rolls opening and when grades are due will be sent to all instructors around the first of December.

- "NG" Grades Update- Jan Hathcote

  - o When an instructor fails to assign a grade, Banner assigns a "NG" grade to the ungraded course. For Fall 2014, there were over 800 "NG" grades.

  - o The Registrar has been emailing instructors who have "NG" grades and informing them that they need to assign a letter grade (A-F or S-U) for their ungraded courses. A withdrawal grade is not possible if the student did not initiate a withdrawal before the withdrawal deadline for the semester in which the course was taken.

  - o After contacting instructors, the Registrar was able to reduce the number of "NG" grades for Fall 2014 from 800 down to 3. Work is currently being done to reduce the number of "NG" grades for Spring 2015 and Summer 2015.

  - o The Registrar's Office is hoping that the new e-grade change application in Banner will be available at the end of Fall 2015.

- Students with Accessibility Needs at Commencement- Jan Hathcote

  - o If any schools/colleges/departments have any students who have accessibility needs and are planning to participate in the undergraduate commencement ceremony in December, please email Jan Hathcote (hathcote@uga.edu). The Registrar's Office will be happy to work with them at the commencement ceremony.

- Withdrawing after the Withdrawal Deadline When a Hold Exists- Jan Hathcote

  - o For Fall 2015, the Educational Affairs Committee decided that since the withdrawal deadline officially ends at midnight and since administrative offices close at 5:00 p.m., students seeking to withdraw between 5:00 p.m. and 12:00 a.m. who have holds would not be able to contact the office administering the holds for removal. Students would not have to appeal to EAC for this type of withdrawal circumstance.

- o EAC determined that students in these specific situations who tried to withdraw before midnight but were unable to because of a hold could go to the Registrar's Office the following day and receive assistance in withdrawing as long as the hold was removed by the next morning.

- o EAC decided that this practice would save time, paperwork, and be beneficial to students.

- **New Centralized Classroom Scheduling Policy- Jan Hathcote**

  - o The Registrar has been working with Vice Provost Mumper on the new centralized classroom scheduling policy. They have both been reaching out to the campus, including deans and department heads, regarding the new policy and its implementation and details.

  - o Scheduling using the new policy guidelines will begin on November 16 for Fall 2016 classroom scheduling. This will begin two months of exclusivity for academic units. On February 1, Ad Astra will close and then after two weeks it will open back up and schedulers will be able to view what has been scheduled and then continue scheduling through drop/add.

  - o Please see the Centralized Classroom and Event Scheduling Policy for details on the timeline for scheduling the different types of events for Fall 2016.

  - o One of the goals of this policy is to maximize classroom space by using Ad Astra and to obtain accurate data on the use of classroom space that will be reported to the Board of Regents. Right now, some units use other scheduling interfaces, such as Google, to schedule courses, resulting in inaccurate data regarding classroom space that is sent to the BOR.

  - o Another stipulation of the new policy is that academic units should not schedule more than 50% of their courses by prefix on Tuesday/Thursday or more than 50% of their course between 10 am and 2 pm on any day of the week. Compliance of this rule will be monitored centrally to see how implementation goes.   This is currently not a hard and fast policy.

  - o An appeals process is in place to remove a classroom space from "on the grid." Such appeals can be sent to Vice Provost Mumper.

  - Questions from the Floor:

  - o **For the 50/50 rule, does the amount of hours of the course matter?** No, hours is not a factor in the policy.

  - o **Will Ad Astra training be offered?** Yes, training sessions will be offered and information on how to use Ad Astra will be available on the Registrar's Office website.

- o **In the 50/50 policy, how is the 10 am through 2 pm time applied to courses?** The start time of the course must occur between 10 am and 2 pm.

- o **Will Ad Astra be used to schedule academic and campus events?** Yes, schedule these types of events in Ad Astra so that the space that will be used is listed as occupied.

- o **Is the 50/50 rule a definitive policy?** No, at this point it is a rule that will be monitored centrally to see how implementation goes.

- o **Professional schools are usually on a different academic calendar than undergraduates- how will this affect the scheduling of professional school final exams for Fall 2016?** Final exams are a part of first priority, credit-bearing course scheduling that will begin on November 16. This should allow time for professional schools to schedule classroom space for final exams.

- Waitlisting Issues- Rosemary Segreti

  - o Banner has a registration feature that allows students to appear on a waitlist for courses that are full.

  - o The Provost and the Vice President for Instruction are interested in having the waitlist option for all courses.

  - o Any section that is a lecture-type course will automatically be marked as a waitlisted course in Banner. Exceptions to this include cross-listed courses and lecture/lab courses. For lecture/lab combinations, the waitlist is tied to the lab. As well, for lecture/discussion courses, the discussion section will have the waitlist option.

  - o Students who are on a waitlist for a course are not made aware if a new section is open and will thus be unable to register for a new section of the course if they are still on a waitlist for the first course. Therefore, it is crucial for departments to contact and notify students of new CRNs.

  - o If a new section opens, the units will need to contact the waitlisted students and have the students withdraw from the waitlist and register for the new section.

Questions from the Floor:

- o **Will schedulers be required to mark a course as waitlisting?** No, a job will run marking all courses as waitlisted. However, if a cross-listed course, for example, is marked as waitlisted, the waitlist designation will be removed.

- o **Is there a mechanism in Banner that will automatically notify waitlisted students of the creation of a new section?** Right now this capability does not exist since this is a new initiative that is still being monitored.

o **How do you ensure that waitlisted students are able to register for the new section of a course?** Schedulers can give students permission of department (POD) overrides allowing them into the new section and then they can remove the POD from the section at a later time.

o **Is there the possibility of returning to the lecture/lab waitlist option of placing the waitlist on the lecture instead of the lab?** One of the reasons this was switched to the lab was the notion that it is usually harder for students to get into labs than lectures. However, this is an issue that the Registrar's Office would consider revisiting by way of receiving suggestions from RAC regarding this possible change.

o **Since students can only be on the waitlist for one section of a particular course at a time, what advice can be given to students (who need a lab) regarding registering for a new section of the lab should one open?** One strategy is to have students look at their priority on the waitlist and if they are far down the waitlist in term of priority try switching to another waitlisted lab in order to have a higher priority on that lab's waitlist.

o **If a section is listed as POD, will the student need a POD to even get on the waitlist?** Yes, students will not be able to get on a POD course's waitlist without obtaining a POD override.

o **With lecture/lab courses, does a student need to drop both the lecture and the lab in order to change a lab?** The student must drop the old lab and add the new lab at the same time in Athena. The student should have the CRN for the new lab ready and then drop the old lab and add the new one before submitting the schedule change.

o **Is there a possibility of obtaining a handout showing what students see when they are registering for lecture/lab courses?** Yes, that is a document the Registrar's Office can create and make available.

- Closing Remarks and Registrar Contact List- Jan Hathcote

  o Dr. Hathcote provided an update on the marketing campaign for the Fall 2015 graduation application for undergraduate students. There were 2,416 total students who applied to graduate for Fall. Out of those students, 1,737 are undergraduates and out of that number, 1,148 indicated that they were planning to attend commencement. These numbers are on pace with the numbers from last Fall.

  o Part of the marketing campaign for the graduation application included printing post cards and bus signs, advertising it through SGA's Facebook and Twitter pages, numerous emails, and speaking directly to several groups on campus.

  o Dr. Hathcote asked for suggestions on what could be done differently for promoting applying for Spring/Summer 2016. One suggestion was to have the Registrar's Office get the word out sooner now that the application for Spring and Summer is open. Another suggestion was to have the information postcards distributed the semester before the students are planning to graduate so that they can make applying to

graduate a part of their registration for their final semester. Dr. Hathcote thanked the group for their suggestions and feedback.

o   Lastly, a Registrar's Office contact list was made available at the end of the meeting for those in attendance. RAC members may email Adam Lawrence (adamlaw@uga.edu) in order to obtain a hard copy of the list.