

Registrar's Advisory Council
Minutes of the November 15, 2017 Meeting
3:30 p.m., Room 348, Miller Learning Center

- **HOPE and STEM Courses:**

- Effective Fall 2017, when calculating the HOPE and Zell Miller Scholarship postsecondary GPA, an additional weight of 0.5 will be added to B, C, and D grades for approved degree STEM courses taken at an eligible Georgia postsecondary institution Fall 2017 or later.
- The list of FY 2017-2018 STEM approved courses for UGA is available at: https://apps.gsfc.org/securenextgen/dsp_stem_course_listings.cfm.
- This link also provides a STEM Weighted Course Directory for all USG institutions.
- Attributes have been added to the approved STEM courses in Banner, allowing students to identify STEM approved courses at the time of registration.
- An updated list of UGA STEM courses for FY 2018-2019 has been submitted to the Board of Regents for consideration and approval.

- **Status of Student Records Following Graduation:**

- At the last RAC meeting, the idea was discussed to keep students "Active" in Banner following their graduation from UGA.
- After discussing with various offices on campus, beginning with this graduating class of Fall 2017, those graduating students will remain "Active" in Athena. These students will have three terms of registration eligibility following graduation.
- Students who registered but did not pick an additional program will be contacted by the Registrar's Office to determine the correct program.
- The Registrar's Office is interested to know how departments are using the "Active, Eligible" report and is prepared to possibly modify the report accordingly.
- There was a concern that the "Active, Eligible" report may not be accurate given the timing of when a student registers. This will require a potential modification to the report, such as adding information noting if a student has graduated and for what program.
- How SAGE handles students who graduate will need to be researched.
- There is an on-going issue of fourth year Honors students who are admitted to a graduate program and subsequently have their Honors attribute ended.
- The Registrar's Office discussed the possibility of having a report created that states when an attribute is ended by an office on campus.
- Regarding maintaining accurate storage of active student records, advisors should consult the USG records retention schedule available online.
- There currently is not a graduation date for Fall 2017 graduating students listed in DegreeWorks. Since the meeting, this has been resolved. Pending degree terms are appearing on the audits. An announcement was sent to the DegreeWorks listserv.

- **Double Dawgs Program Update:**

- New proposals are currently being approved. Over 120 have been approved so far.
- Updates to the Double Dawgs website are on-going. Five-year sample programs of study are going to be added as well as advising contact information for the undergraduate and graduate programs. There will also be a career and academic opportunities section

added to help students better understand the benefits of completing both an undergraduate degree and graduate degree.

- Staff in the Office of Curriculum Systems and the Office of the Registrar are also testing an automatic process where students will be able to indicate an interest in a Double Dawgs program or apply for a Double Dawgs program through an online application in Athena. The students will then be tagged as being interested in a program or as having applied for a program, a process that will allow for the reporting of these students.
 - The Registrar's Office is working on programming the five year templates for each Double Dawgs program into the DegreeWorks Planner. Students will be able to use the Planner to help building an individualized five year program of study for each Double Dawgs program.
 - Any errors in a Double Dawgs five year plan should be emailed to Curriculum Systems at doubledawgs@uga.edu.
 - After a student is accepted into a Double Dawgs program, the pathway contact for the program has the authority to grant any necessary overrides to allow the student to register for graduate-level courses in the program.
 - The Registrar's Office is working to enable DegreeWorks to state at the top of an audit if a student has been admitted into a Double Dawgs pathway, which will benefit advisors in terms of being able to view when graduate-level courses are being counted toward the undergraduate program of study.
 - For non-Double Dawgs students, undergraduate programs of study can still permit graduate-level courses to count toward an undergraduate program. But, only 12 hours of those graduate level courses taken when a student was an undergraduate can be applied toward the graduate program of study.
 - As a reminder, students have five years to complete a Double Dawgs program, with four years allotted for completing the undergraduate portion of the program.
 - Questions about tuition should be directed to the Bursar's Office.
 - Questions about financial aid should be directed to the Financial Aid Office.
- **Recent Minor Changes:**
 - University Council approved a revision to the Minors policy at its September 2017 meeting. This revision allows courses used to satisfy the requirements for a minor to also be used to satisfy requirements for a major.
 - The infrastructure required to implement this policy change in Banner and DegreeWorks will take some time to accomplish. The Registrar's Office will communicate when this is completed.
 - In the meantime, advisors should feel free to make exceptions within DegreeWorks to allow students to satisfy both a minor and major in accordance with the new policy.
 - This policy change is not retroactive and only applies to active, current students and those students who will be admitted in the future.
 - The existing policy concerning Core Curriculum still applies. Courses taken to satisfy Area VI of the Core Curriculum may satisfy minor requirements; however, courses taken to satisfy Areas I through V of the Core Curriculum may not be used to satisfy minor requirements.
 - The Registrar's Office will research counting certain courses in the Minor, Area IV, and Area VI.

- **Transfer Credit and Legislative Requirements:**
 - The Registrar's Office has worked to find ways to manage applying course attributes to transfer courses so that it can be determined if students have satisfied the Legislative requirements concerning the U.S. and Georgia Constitutions as well U.S. and Georgia History.
 - Issues are occurring with the solution for these attributes, and the Registrar's Office is working with Admissions and EITS to find clarification.
 - There is currently a solution request in place to fix those students who are showing as having completed the U.S. and Georgia Constitution requirement but who have actually not completed the requirement. In the meantime, advisors are encouraged to specifically check this requirement thoroughly.
 - The U.S. and Georgia History requirement will continue to be counted as one requirement. The U.S. and Georgia Constitution requirements will continue to be two requirements.
 - There is a U.S. History survey course that is taught at other institutions that can transfer to UGA because Curriculum Systems has created a course, HIST 1GHX, that will allow this transfer survey course to be transferred and comprehensively count toward the U.S. history requirement.
 - Exemption exams taken at other USG schools can meet Legislative requirements at UGA.
 - The Registrar's Office is seeking to provide a report that will display students who have completed 90 hours but have not satisfied the Legislative Requirements in order to help with this issue.

- **Graduation Tickets and Other Commencement Information:**
 - The Undergraduate Commencement Ceremony on December 15th will occur at 9:30 a.m. The Graduate Ceremony is the same day at 2:30 p.m.
 - The Undergraduate and Graduate Commencement programs are in the process of being edited and will be printed soon.
 - The second round of initial ticket distribution of Undergraduate Commencement tickets ended on November 16.
 - Extra tickets have been distributed for the Undergraduate Ceremony.
 - The Clear Bag policy is in effect for guests at the December 2017 commencement ceremonies. More information can be found on the commencement website: <https://commencement.uga.edu/>.

- **Spring and Summer Registration:**
 - Fall 2017 was the first time that time tickets for the first day of seniors was moved to the day after graduate students, and the second day was moved to two days before juniors. This practice appears to be helpful and will continue in future terms.
 - Summer registration clearance was previously moved to coincide with spring registration clearance to encourage registration for summer as early as possible.
 - RAC members did state several challenges related to clearing students for spring and summer at the same time, such as the changing nature of summer schedules, budgeting issues in departments, and students being uncertain of what summer courses they may want to take.

- **Other Discussion:**

- A question was raised as to whether or not advisors are required to use transfer Area B courses in Areas IV or Area V. This is not required, but the courses should be used in the program but not necessarily the core.
- To help resolve any transfer articulation issues, transfer students should be encouraged to provide a copy of their degree audit report from their previous institution.
- There was a question regarding the change report in SAGE and receiving more adds instead of deletes and the timing of the changes. It was stated that there is a column in SAGE that will tell advisors the effective date of the change.