Registrar's Advisory Council
Minutes

February 20, 2013
MLC Room 213 3:30-5:00PM

In attendance:

Wendy	Aina	University Testing Services
Misha	Boyd	Ecology
Alan	Campbell	Student Affairs
Cindy	Daniel	Terry College of Business
Andy	Davis	Family and Consumer Sciences
Laura	Dowd	Franklin College of Arts & Sciences
Ami	Flowers	Warnell School of Forest Resources
Rita	Free	Franklin College of Arts & Sciences
Elizabeth	Fuller	Biology
Earl	Ginter	Academic Enhancement
Julia	Grubbs	Registrar's Office
Jan	Hathcote	Registrar's Office
Steven	Honea	Honors Program
Glada	Horvat	Athletics
Melody	Kesler	Registrar's Office
Rhonda	Kilpatrick	Athletics
Ellen	Martin	Agriculture and Environmental Science
Heather	McEachern	College of Public Health
Diane	Miller	Grady College of Journalism and Mass Communication
Amber	Rayborn	Family and Consumer Sciences
Margaret	Sapp	Biology
Julie	Segrest	Academic Enhancement
Rosemary	Segreti	Registrar's Office
Audrey	Shinner	Registrar's Office
Chad	Smith	University Testing Services
Kristopher	Stevens	Equal Opportunity Office
Rosemary	Tahash	School of Environment and Design
Melissa	Wallace	Franklin College of Arts & Sciences
Caitlin	Ward	College of Engineering
Joanna	Warren	Curriculum Systems

1. **Introduction**

The meeting opened at 3:30 with a brief introduction and review of the council's goals.

2. **New format for the RAC**
    Dr. Jan Hathcote discussed the new format of RAC which has been expanded to include a number of related offices, program specialists and associate deans that might not participate in the Advisor's listserv. A RAC listserv has also been created to target this expanded group. Anyone with ideas, questions or information they would like to share are encouraged to use the listserv.
    Those who wish to join it may send a request to Audrey Shinner: ashinner@uga.edu .
    The Listserv name is: RAC-L@listserv.uga.edu.

3. **Deadline for loading fall classes**

    Timelines for loading classes is shifting as we move toward Banner implementation. Beginning with Fall 2014 classes, we will be loading classes closer to the beginning of that term.

    Courses will continue to be loaded in IMS through Summer 2014. Courses for Fall 2014 will be loaded in Banner. This means that as you load courses, you will have to use both systems in early 2014

    Similarly, students will have to register for Summer 2014 courses in OASIS then log into the new Banner system to register for their Fall 2014 classes. The Banner implementation team will continue to work on the logic for this.

4. **Use of alternate catalog terms**

    In reference to the phasing out of the old common core areas A-F and the transition to Areas 1-6 in 2007, we ask that advisors do not use alternate catalog terms to establish core requirements for students.

    Some advisors mentioned that they do continue to use the alternate catalog term when working with students to determine major requirements. This usage of the alternative catalog term is acceptable. An example given referred to a student beginning a major in Agribusiness in 2010, and then changing majors for a few semesters to return to Agribusiness in 2012. Advisors prefer using the original catalog term when determining the student's major requirements, as they were set when they initially began pursuing the major.

5. **e-Grade Changes**
    http://www.reg.uga.edu/facultyStaffServices/changeOfGrades

The new e-Grade Change System is now live. The new system requires a MYID log in. All employees at UGA have the ability to log into the interface to browse the features and view the tutorial films under the "Help" tab.

Because a MYID login is required, only the instructor of record will be allowed to process a grade change. Standard online grade changes will no longer require approval through the Dean's Office. This represents a culture change, so please work with instructors.

Grades are owned by the faculty teaching the course, and should be their responsibility.

For courses with multiple instructors, it is best to designate one as having primary responsibility by assigning them 51% or more responsibility. The instructor with the highest level of responsibility will be given permission to submit online grade changes. The 50/50 split responsibility does not mesh well with Degree Works or the e-Grade change system.

Paper grade change forms remain available for non-standard grade changes, such as a correction to a grade change that was already submitted electronically, grade changes of WP or WF to a regular grade, and for grade changes older than three previous terms.

There was discussion about the difficulty of an instructor not having easy access to a student's UGAID number and the system of checks that the Registrar's office uses to insure accuracy of grade changes.

Dean's offices and graduation coordinators had questions regarding notification of grade changes for students awaiting graduation clearance. At this time, the Registrar's Office does not notify colleges of updates to these students. There is a weekly audit report of all grade changes made to UGA students: **RFRW03N**. Persons monitoring grade changes in their college may wish to request access to this report. It lists all students in all programs alphabetically.

6. **Re-distribution of Rod's duties**

   Dr. Rod Parks has left UGA to become Registrar at Elon University in North Carolina. His duties with ConnectUGA and the Registrar's Office have been delegated. A new contact information sheet was distributed with references to who will now assist with issues formerly handled by Rod.

7. **New AP and test scores screen on admissions interface for applicants**

   The Undergraduate Admissions office has completed a student application interface where they may view the scores they have submitted to UGA from AP, IB, SATII and Departmental Placement Tests. Credit awards will not be displayed until the student

has a DegreeWorks record. This should help student awareness during orientation, so that they will know which scores have been received by UGA.

8. **Graduation Celebration**

   Academic Regalia and other graduation information will be available at the Graduation Celebration March 5-7 at the UGA bookstore. While the deadline for updating GA segments for students with a spring expected graduation term is April 1, please be aware that students will be preparing for graduation earlier. There are no tickets required for the spring ceremony. Information on commencement is available online: http://commencement.uga.edu/

   A report is being generated that will list all students with 80 or more credit hours along with their listed GA term by college. This will be released in March to all colleges so that the graduation coordinators may review these students and update the GA to the correct term.

   We wish to insure that all students graduating in a specific term are included in the commencement program, as families and students deserve this recognition for their hard work.

9. **DegreeWorks update**

   - Spring 2013 bulletin changes have been implemented
   - Final Report of DARS for quarter system students has been created and released to colleges
   - UGA's General Electives calculator and Custom GPA calculator have received widespread recognition and interest among other schools that use Degree Works
   - Working on an upgrade to the new 411 systems
   - In the works:
     - o "Entrance Requirements" block for intended majors. It will be merely a text box with no hours or classes associated, but it does give intended majors information about entrance requirements to the full major.
     - o Preferred Courses block- This is also just a text box that informs students which courses are preferred by the major for use within the core.

   Future enhancements proposed by the Degree Works Advisory group:
   - Honors Block
   - Use of graduated students in Degree Works (Second degree students)
   - Enhancements to the notes feature

If you have other ideas or questions about this, please feel free to contact Julia or any current members of the Degree Works Advisory Group:
Rita Free
Andy Davis
Rose Tahash
Matt Head
Anna Hiers
Diane Miller
Cindy Daniel

10. **ConnectUGA Update**
   https://connectuga.uga.edu/

   Review of the ConnectUGA website and some of the upcoming developments. This project currently involves a wide range of departments across campus including Registrar, Admissions, Financial Aid, Curriculum Systems, etc.

   Guiding principles of ConnectUGA cover business systems and sustainability. Part of this project is to give a more streamlined and integrated processes. Part of this is an upcoming project where departments will be asked to review all of their mainframe reports and determine what data is needed to carry out day to day business. We will not be automatically importing all mainframe. We ask that you review your operations in this regard and determine what kinds of reports are required.

   ConnectUGA timeline: Even though it will not be fully implemented until fall 2014, applications for that term open in September 2013, so portions of ConnectUGA will be going live at that time.
   - Admissions: September 2013
   - Financial Aid: January 2014
   - Registration: March 2014
   - Student Accounts: June 2014

   Advisors had questions about how student registration eligibility will carry over from IMS to Banner/ConnectUGA in the spring. Rosemary confirmed that all students who were clear to register in IMS will also be clear to register in Banner when we cut over.

   Details and training on how advisors will clear students will be forthcoming.

   The version of Banner that we purchased will be integrated with DegreeWorks.

   Jan reiterated that any questions and concerns regarding Banner should be submitted via the ConnectUGA website. We need to know which features and initiatives are important so that we

may prioritize them as well as which issues are not important, so that we don't use valuable time pursuing something unnecessary.

11. Old Business
    a. Addition of quarter system students to DegreeWorks: PDFs of all quarter system students have been created and sent to all school dean's offices. From 1989 (when we implemented IMS) to the transition to semesters. It is not ideal, but the PDF will help advisors in determining degree requirements should one of these students return to UGA.

    b. Fixing GA segments- Reference the report to colleges that will be sent in March, listing all students with 80+ hours and their GA term. (see section 8)

12. New Business

We have discovered that some students are accidently being cleared for graduation while not meeting all of the university requirements. Beginning in spring 2012, we will run a report to review all students for basic requirements before we process diplomas. Students with exceptions will require approval through Educational Affairs.

Advisors had questions about graduate classes counting toward undergraduate requirements. These courses do not appear in Degree Works if the student registers for the class as a graduate student. Advisors use the force complete option in these cases.

There were questions about how information would be presented in Banner. Banner uses "forms" as opposed to the IMS screens. All of the information will still be available, but it will not be in the same format we are using now.

Tentative date for the next RAC meeting:

- Wednesday, April 17 3:00-4:30 PM