

Registrar's Advisory Council

Minutes

DATE: April 18

TIME: 3:00 – 4:30

LOCATION: Miller Learning Center room 214

Jan Hathcote opened and welcomed all attendees to the final RAC meeting of the 2012 academic year. The next RAC meeting is planned for September 2012.

1. Graduation dates, GA screens and the commencement program

The new commencement website is active. Please refer students to the new website for details on the ceremony. <http://commencement.uga.edu/>

Students and families contact colleges from time to time requesting that a student be scheduled with an expected graduation date that is not reflective of their actual expected date of completion for the purposes of inclusion in a commencement program. While we sympathize with the students' desire to participate in the commencement exercises, UGA requires that expected graduation terms on the GA screen be accurate.

In support of this, the University Council approved the policy on defining a term when a student may graduate and listing students in Commencement Programs on 2/13/1991.

(Attachment: [Convocation Participation](#))

Data on student graduation rates is reported to the BoR, the Commencement Committee, Office of Student Financial Aid, and the National Student Clearinghouse. Correct tentative graduation dates on all student records are necessary for the graduation certification process as well as Financial Aid and loan repayment processing. Students with inaccurate expected graduation rates may make themselves ineligible for HOPE and student loans in future terms. They also run the risk of being assessed a student loan repayment schedule that begins months before the correct date. For example, a student who will not complete their degree until August who requests a May graduation term will not be awarded HOPE or other student loans for that summer term, and student loans will begin accruing interest in November instead of in February.

When managing GA (Graduation Application) terms, please insure that the GA screen is accurate. IMS automatically creates a GA term for undergraduate students at merge based on the student reaching a certain benchmark of hours earned. This varies from school to school. We have included a chart showing these benchmark hours for your information.

(Attachment: [Graduation Application Benchmark Hours](#))

Unfortunately, there is no direct interface for DegreeWorks back to IMS. DegreeWorks captures excess credit with the general elective hours; therefore, the hours earned toward a degree shown in DegreeWorks does not mirror the benchmarking hours which appear on the DP/DA screens. To resolve this, and in response to concerns raised at the November RAC meeting, a list of students that potentially may have needed a GA segment based on DegreeWorks hours was sent to graduation coordinators. The Registrar's Office will continue to monitor the situation and may send another list for review in the future.

Summer anticipated deadline for students to be included in the August Commencement Program: Tuesday, July 3, 2012

2. Rank listings

UGA has ceased to automatically process class ranking for students. In the past UGA has allowed for students to obtain a letter of certification declaring their class rank based on their primary degree. IMS could not process class rank on a secondary or tertiary degree. This process has always been problematic and is rarely used as a metric except in certain professional programs and for certain scholarships. Most peer institutions have stopped providing class rank reports.

To continue accommodating professional programs such as the Law School and departments who have certain accolades and scholarships based on rank; the Registrar's Office can run, upon request, lists of students and their averages. If the parameters of class rank are clearly stated, the college or school can use the report to provide students their standing within the class.

3. Registrar's Office contact information

Registrar's Office Contacts information has been removed from the "Contact us" section of the Registrar's website. Please bookmark this link for internal purposes only:

<http://www.reg.uga.edu/files/office/contact.pdf>

A print version is also available for internal distribution.

4. Re-admission to UGA

Effective April 24, 2012 the Office of the Registrar will be processing students wanting to be re-admitted to UGA. Students in good standing will still complete the Returning Student application on the Admissions web site. In following the old policy, they will be re-admitted to their prior degree program. However, degree and major can now be changed before merge per student request and departmental approval. No letter is required from departments that students wish to leave. An email from the department for which a student is entering is

sufficient. It can be sent to the email listed below. This will greatly aid students returning with interest in another program so that they are correctly coded and able to register without requiring departmental overrides.

Students readmitted on academic probation and dismissal are still required to follow the regulations in place for students on probation and dismissal, including the restriction from changing academic programs.

Registrar Office contacts and information for the readmission to UGA:

Web: <http://www.reg.uga.edu/formerstudents>

Email: return2@uga.edu

Deanne Hill, Kim Helphenstine and Donna Mitchell

5. Departmental deletion of courses from student records.

Nancy Ferguson of the Office of Student Financial Aid spoke about the deletion of courses from a student's academic record in the current or prior terms should only be pursued in the event of a University error. Even in these cases, students should be made aware of financial repercussions.

Course deletions affect HOPE if a student drops below 15 hours. Please be cautious in recommending a drop or deletion vs. withdrawal. Students must weigh the WP/WF grade against the possible cost of a drop or deletion. Because UGA follows a flat-rate tuition program, there is no reimbursement of tuition due to course deletions. However, students will be asked to return HOPE funds because HOPE is assessed on a per credit-hour basis. In the 2011 and 2012 academic years, this is \$212.10 with a cap of 15 hours.

(Attachment: [HOPE Scholarship and the Flat Rate Tuition Model](#))

This policy does not impact Zell Miller scholars. However all students with financial aid of any kind should contact the OSFA for an assessment of how a course deletion may affect their aid. Additional information is available on the web: <http://osfa.uga.edu/hope.html#hope>

6. DegreeWorks update

The coding of cross listed courses is complete and up to date in DegreeWorks. Since maintaining cross listed courses is a manual process, if an advisor finds a course that is cross-listed but does not fulfill the appropriate block in Degreeworks, they should contact Nikki Hon in the Registrar's Office.

Duplicate credit, repeat, and potential repeat logic is complete in DegreeWorks. Students registering in courses that fit this criterion will now see that indication in DegreeWorks. The programming for potential duplicate credit indicators is in progress and we hope to release it by

summer 2012. These steps will greatly enhance student awareness of their registration in future terms.

All colleges at UGA will be live on DegreeWorks by June 1, 2012 for students with a matriculation date of fall 2007 or later. In early July, DegreeWorks will support students without quarter credit admitted from 1998 forward.

Students who have quarter courses will not be supported by DegreeWorks. These students' degree programs must be manually processed. Several advisors questioned what process they will use to manage student records in these cases. The Registrar's Office is researching potential options on assisting the advisement of quarter students. Archived bulletins from 1999 forward are available online at: http://www.bulletin.uga.edu/Bulletin_Files/archive.html

DARS access will be removed for colleges on the tentative dates listed below. These dates follow the degree posting deadline for the prior semester. Only the degree audit (DA) screens will be shut down. IMS will continue to host all other student academic record tracking.

Group 1- Aug. 24, 2012	Group 2- Jan. 11, 2013
Franklin College of Arts and Sciences	College of Agriculture and Environmental Sci.
College of Family and Consumer Sciences	Institute of the Faculty of Engineering
Terry College of Business	College of Education
Grady College of Journalism	College of Public Health
Odum School of Ecology	School of Public and International Affairs
College of Environment and Design	College of Pharmacy
School of Social Work	
Warnell School of Forestry and Natural Res.	

RAC called for volunteers to serve on a DegreeWorks committee to prioritize enhancements to DegreeWorks. We seek one representative from each school or college using or planning to use DegreeWorks. The following persons volunteered:

Andy Davis, Matt Head, Rose Tahash, Anna Hiers, Cindy Daniel, Rita Free, Tatiana Nikonov.

7. New reinstatement Policy

Effective Fall 2012, UGA will be following a new reinstatement policy. This policy has been reviewed by the Educational Affairs Committee to insure it complies with university regulations and fairness to students.

(Attachment: [Policy for Reinstatement 2012](#))

In essence, a student has 2 weeks from the last date of Drop/Add to settle their student account or be dropped from their schedule for nonpayment. Students are not allowed to attend or participate in class if they are not enrolled. This includes attendance, online work, taking exams and submitting homework. The suggestion made during the meeting to provide email notification to instructors of record for students reinstating their schedule is being

explored. The suggestion to include notification of students dropped from courses in an email sent to the proxy as well as the instructor is also being explored.

Students may complete the Reinstatement Form available on the Registrar's Website if they wish to re-enroll. <http://www.reg.uga.edu/files/forms/newforms/reinstatementForm.pdf>.

Once reinstated, a student has three business days to settle their student account or be dropped a second time. **There is no longer an appeal option for students to reinstate their schedule if dropped for a second time in the same semester.**

8. Other items

- Rod Parks covered the improvements implemented by advisor request at the November meeting. These include the following:
- Expansion of screens in IMS that allow the input of 810 numbers instead of SSN
- The shortening of the early registration time table has been successful, granting advisors 10 additional days to advise in the spring before students can register.
- UGA expects to provide PDF transcripts in May 2012, in time for the spring 2012 graduating class. These will have a 20 minute delivery time.
- The Registrar's Office will participate once again in the registration segment of new student orientation this summer.
- A card has been created to assist students who have missing AP scores.
- (Attachment: AP Postcard 2012)
- A FERPA film has been created to be shown to all incoming students and their parents at orientation.
- FERPA certification for the 2012 academic year will be required for all university employees with access to IMS, student tables, DegreeWorks or reports. Notification will be sent via email. The FERPA certification application has been rewritten to clarify some of the questions and issues from last year. FERPA guidelines are available online: http://www.reg.uga.edu/ferpa_privacy_act
- The Registrar's Office is working on an on-line workflow for submitting grade changes. This is not expected before January 2013.
- DegreeWorks tutorials are available online for both students and advisors/faculty. <http://www.reg.uga.edu/degreeWorks/tutorials>

The meeting adjourned at 4:30PM

UNIVERSITY COUNCIL RECOMMENDATIONS
The University of Georgia

TO: President Charles B. Knapp
RE: DOCUMENT NUMBER: 91.02.11.02

ISSUE

Proposed Policy on Listing Students in the Commencement Program

DISCUSSION

None

ACTION

The University Council approved the proposal.

Submitted by: Bruce T. Shutt 2-12-91
Bruce T. Shutt, Secretary Date

Approved
 Reconsider
 Vetoed (see attached explanation)
 Received

Charles B. Knapp 2/13/91
Charles B. Knapp, President Date

Attachment

Proposed Policy on Listing Students in Commencement Programs

Students who can not be reasonably expected to complete all graduation requirements by the end of a given term will not be listed in the commencement program for graduation for that term.

Rationale: There has been pressure from students in the past for inclusion in the spring quarter commencement program when they in fact do not expect to meet graduation for the quarter in which they expect to be listed.

Proposed Policy on Defining the Term When A Student May Graduate

A student will not be approved for graduation if he or she has a grade of I or ER which, when changed to a recorded grade, could cause the student's grade point average to fall below the minimum required for graduation. This policy applies to students for all degrees conferred by the university.

Rationale: A potential problem occurs when students have completed all graduation requirements but have a grade on their transcript which could be changed in such a way as to lower a student's grade point average below that required for graduation. At the present time, if a student has otherwise met graduation requirements but has a grade of I or ER, the student is cleared for graduation. After such grades are changed, the transcript could show a grade point average lower than that required for graduation but the student will already have graduated. The Graduate School has a similar policy and the committee believes this would be a good policy for the university at large.

Where appropriate, the above language will be added either in a separate section or as an addition to present language in the *Student Handbook*, the *Undergraduate Bulletin*, the *Graduate Bulletin*, and the *Schedule of Classes*. These policies will be effective, if approved by the University Council, beginning fall quarter 1991.

grad.wp (1-11-91)

School & Degree	Major	Cum Hrs Earned	Resident Credit	DP Hours	Num of Terms
01		80	30	80	3
01AB	0086	80	30	80	3
01AB	0426	80	30	70	3
01AB	0446	80	30	80	3
01BFA	0446	80	30	80	3
01BS	0086	80	30	80	3
01BS	0426	80	30	70	3
01BS	0446	80	30	80	3
02		93	30	93	2
02BBA	0445	93	30	93	2
03		90	30	90	2
03ABJ		90	30	90	2
04		90	15	85	3
04BSA		85	15	85	3
04BSA	0072	85	15	85	3
04BSAE		100	30	100	3
04BSBE		100	30	100	3
04BSEH		85	15	85	3
05JD		50	0	0	1
06		75	10	75	2
06AA		75	10	75	2
06AAS		75	10	75	2
07		90	30	90	2
07BSFCS		90	30	90	2
08		95	30	95	2
09DVM		125	0	0	2
10		177	40	177	2
10PHARMD		106	106	106	3
12		90	4	90	2
12BSW		90	4	90	2
13		126	66	126	2
13BLA		126	66	126	2
13BS		80	30	80	2
27		80	30	80	3
28		85	15	85	3
60		93	30	93	2
62		93	30	93	2
63		80	30	80	2
64		95	30	95	2
71		80	30	80	3
72		90	15	90	2
73		90	30	90	2
74		90	15	95	3
76		75	10	75	2
77		90	30	90	2

School & Degree	Major	Cum Hrs Earned	Resident Credit	DP Hours	Num of Terms
78		95	30	95	2
80		200	200	200	2
82		90	4	90	2
83		126	66	126	2
86		999	999	999	9
89		999	999	999	9
90		80	30	80	3
91		85	15	85	3
92BSA		85	15	85	3
92BSES		90	15	85	3
93		85	15	85	3
95		100	30	100	3
96		90	30	90	2
98		80	30	80	3

HOPE Scholarship and the Flat Rate Tuition Model

- Students enrolled in 15 hours

Tuition Assessed:	\$3823.00
HOPE Payment:	<u>-\$3181.50</u>
Out of Pocket:	\$641.50

- Students enrolled in 13 hours

Tuition Assessed:	\$3823.00
HOPE Payment:	<u>-\$2757.30</u>
Out of Pocket:	\$1065.70

Out of pocket difference between 15 and 13 hours: \$424.20

Policy 4. xx.xx

Drop for Non-Payment and Reinstatement Process (January 4, 2012)

Students are expected to pay their tuition and fees according to the Bursar's fee schedule. When a student's schedule is dropped for nonpayment (15 calendar days from the beginning of the term), the student is either expected to 1) no longer attend classes or 2) make payment in full of any outstanding student account balances and request to have their schedule reinstated.

A reinstatement deadline will be determined for each semester (approximately 2 weeks from the drop for non-payment deadline).

Students requesting reinstatement must obtain and submit the necessary forms for processing by the reinstatement deadline. After the completed forms have been submitted, the student will need to pay their account balance plus the reinstatement fee within three business days. If an account balance remains after three business days the entire schedule will be dropped a second time.

Students dropped for nonpayment a second time will not be reinstated for the semester.

Reinstatement Process prior to the set deadline:

To reinstate a student's schedule, the student must fill out the Reinstatement Form found on the Registrar's web page (reg.uga.edu/forms). The form must be submitted to the Office of the Registrar. After the form has been submitted, the student must pay their account balance plus the reinstatement fee within three business days. If an account balance remains after three business days the student's schedule will be dropped for the semester.