

## Minutes

### Registrar's Advisory Council

Friday, Sept. 23, 2011 3:30-5:00PM

Chair: Jan Hathcote, Interim Registrar

#### 1. Introducing the RAC

Jan Hathcote led the introduction. The Office of the Registrar is pleased to reactivate the Registrar's Advisory Council. The council is open to all members of academic units who have contact with students and other tasks involving interactions with the Registrar's Office. Those in attendance welcomed the reactivation of the council and general consensus was that this will be an effective means of communication.

It was noted that there will be a contacts list organized by subject published on the Registrar's website soon. Once published, the university will be notified via email.

Initial invitations to the RAC meeting were sent to the Academe listserv and the academic associate deans. This will be expanded to include representatives from the Graduate School who assist students with registration and academic records.

#### 2. FERPA

Rosemary Segreti led discussion about the annual tutorial on FERPA regulations that all university employees with access to IMS must take in order to retain their access. There were a few changes made to the tutorial because there were changes made to FERPA guidelines as well as to UGA's definition of directory information.

[http://www.reg.uga.edu/ferpa\\_privacy\\_act/ferpa\\_for\\_faculty\\_and\\_staff](http://www.reg.uga.edu/ferpa_privacy_act/ferpa_for_faculty_and_staff)

Feedback revealed that a few of the questions in the tutorial are unclear. It was noted that two questions were updated before the quiz closed and the one on a third party asking about degrees awarded will be reviewed.

Discussion followed on ways to improve institutional and student understanding of FERPA and directory information. All agreed that the ramifications of restricting directory information are not clearly covered during orientation. Additionally, faculty members also risk violating FERPA regulations when writing letters of recommendation. A suggestion to update the wording for students on OASIS to more clearly explain the restriction indicator will be explored.

#### 3. AVOW

Melody Kesler discussed the new online transcript ordering system called AVOW, showing the council where students and former students create an account and how transcripts are ordered. The price of transcripts has risen from \$2.00 to \$8.00 to bring the charge in line with the cost of

production. In the spring, it is expected that UGA will be able to produce electronic PDF transcripts which will bring UGA to current technological standards in this area.

<http://www.reg.uga.edu/transcripts>

Due to the rise in cost, departments are asked to consider using the DO print out when evaluating students, rather than requesting an official transcript. This request will remain a departmental decision.

#### 4. December Commencement Tickets

Audrey Shinner shared information regarding the December 2011 commencement ceremony. Due to space limitations in Stegeman Colliseum, undergraduate students will be issued up to 6 tickets each for their guests. These tickets are available during the Graduation Celebration at the UGA bookstore Oct. 18-21 and again at the Registrar's Office Nov. 14-23. Students must have a fall 2011 graduation date in IMS to obtain tickets. Students can learn more about commencement at: [www.reg.uga.edu/graduation](http://www.reg.uga.edu/graduation)

#### 5. Reinstatement Policy

Jan Hathcote shared information regarding the current reinstatement policy for UGA students who are dropped for nonpayment and miss the deadline to reinstate their schedules. To streamline the process, students are asked to complete a single form to include an explanation and the student meets with Rod Parks to discuss their obligations. Dr. Hathcote encourages feedback regarding this policy as a formal reinstatement policy is created through University Council. The current reinstatement policy is here: <http://www.reg.uga.edu/reinstatement>

Rod Parks discussed a few of the problems students enrolled in courses with an eLC component may face. It can take 24-48 hours for a reinstated student to regain access to eLC. They can be manually added through an instructor's request to EITS, however, if the student is not yet enrolled in the course in IMS, they will be dropped from eLC nightly, making it difficult for these students to complete assignments.

#### 6. DegreeWorks

Currently seven schools and colleges are using the DegreeWorks degree audit system. Nikki Hon pointed out resources on the Registrar's Office website: <http://www.reg.uga.edu/degreeWorks>.

There are listings of known issues as well as news items regarding recent updates to the system. A calendar of the implementation process is available also for schools preparing to make the transition. She encourages these schools to review their undergraduate programs on the bulletin and meet for training and reach out to schools already using the program. There was discussion about forming a DegreeWorks subgroup or task force where representatives from each college can share ideas for improvements.

#### 7. General Questions

At the conclusion of the formal agenda, attendants discussed their general frustration with the Student ID number and extra work involved in cross-walking to the SSN. ID management and balancing efficiency against maintaining student protections was also discussed.

Advisors requested the Registrar's Office to review the Early Registration Appointment Allocation process. It was generally believed that allowing more students to register each day and delaying early registration by a week would grant advisors additional time to complete the advising process. Rosemary Segreti agreed to review this process and recommend changes if possible.