

# Registrar's Advisory Council

## Minutes

Date: September 26, 2012

Time: 3:00-4:30

Location: Miller Learning Center room 248

Jan Hathcote welcomed all attendees to the initial RAC meeting of the 2013 academic year.

1. Reinstatement Policy <http://www.reg.uga.edu/reinstatement>

Sept 12 was the deadline for reinstatements for fall 2012. This policy enforces a firm deadline for the reinstatement of a student's schedule in the event of drop for nonpayment. Students were notified of the policy via email and by academic advisors. The support of UGA's faculty and staff, particularly academic advisors, went a long way to insure a very smooth implementation.

Very few students tried contacting the Registrar's office to reinstate after this deadline. Only those who met certain conditions were considered for an additional review and the possibility to reinstate after this deadline. The conditions are as follows: 3<sup>rd</sup> party financial aid delays, or instances where it was clearly an error on the part of the university.

This policy is effective for fall and spring semesters only. A reinstatement deadline is not in effect for summer, due to the variable start dates for the summer sessions that do not coincide with the payment deadlines.

2. Contacts in the Registrar's Office <http://www.reg.uga.edu/files/office/contact.pdf>

Because many people's responsibilities have been re-assigned to Connect UGA duties, responsibilities within the Office of the Registrar have shifted. Please take the time to review our new contacts list when seeking assistance from the registrar's office.

3. FERPA [http://www.reg.uga.edu/ferpa\\_privacy\\_act](http://www.reg.uga.edu/ferpa_privacy_act)

Most people completed the FERPA annual quiz. As of the date of this meeting about 250 people had not yet completed the quiz.

It was discovered that a number of people with access to IMS were no longer working at the university. We ask departments to notify the Registrar's Office whenever there is a change in personnel. We must have correct information on staff activity in order to protect the integrity of student records.

There is a link on the Registrar's Office website for applying for new user Access, this can also be used to make a request to remove user access from a former staff member.

<http://www.reg.uga.edu/facultyStaffServices/userIDRequests>

4. Connect UGA Update: <http://connectuga.uga.edu/>

Jan Hathcote discussed some of the structures of the ConnectUGA implementation process:

There are five functional groups that are taking lead roles in the Connect UGA implementation process: student accounts, financial aid, admissions, curriculum management, and student records. This insures that these key areas are all represented when developing the processes that will be used.

The project leadership team is composed of: Laura Jolly, Holley Schramski, Tim Chester and Chris Miller. They report to the Executive sponsors and work closely with the Project Advisory Team.

The Project Advisory Team is a large group that includes functional support from IT, Admissions, Registrar, Graduate School, Undergraduate School, Professional Schools, Student Affairs, Student Accounts, Financial Aid, faculty and both undergraduate and graduate student representatives.

Currently, the teams are in the process of evaluating business process reviews submitted by the functional groups and loading UGA's data, reviewing forms, and learning the "Banner lingo." They continue to work closely with Banner consultants.

One of the main features of ConnectUGA is the interconnectedness of all of the information. Data and processes will impact admissions processes through scheduling, registration, student accounts and graduation.

In preparation for the fall 2014 rollout, the course catalog, majors, and common data are being reviewed, including course attributes, linking courses, Pre/co- requisites. As we move closer to migration, academic departments will be contacted to provide input.

ConnectUGA is developing a marketing plan to keep faculty, students and staff informed. Right now there is a newsletter for those participating in the process, but it will be expanded as we move closer to production.

Rollout is expected for the entering class of fall 2014. This means that the admissions application will be available in fall 2013. Admissions, registration, class schedule, and all academic programs will be live. Both new and continuing students will be registering in ConnectUGA beginning fall 2014.

5. Degree Works Updates <http://www.reg.uga.edu/degreeworks>

As of summer 2012, all undergraduate students with no quarter work are now on Degree Works

DARS will be fully phased out in January 2013.

The RAC Degree Works taskforce collected information on how to proceed for students with quarter credit, and they believe a technologically viable solution has been found. Implementation is in progress. We hope to have all quarter students also in Degree Works by January 2013. In the meantime, we have DARS PDF files for all students with quarter credit as a bridge until the solution is in place.

Students with bulletins ranging from fall 1998- summer 2007 now receive instructions to see their advisor for information on degree requirements as opposed to the former "Block not found " message they received. This will help clear up uncertainty in degree program requirements.

Degree Works Advisory Committee: Each college has volunteers on this committee, [DEGREEWK@uga.edu](mailto:DEGREEWK@uga.edu). Email questions, suggestions, concerns here.

Issue with GA segments in Degree Works is the result of a programming error in IMS. A solution is currently being pursued.

6. Closing of IDL: <http://ugaonline.uga.edu/>

IDL will no longer allow registration of new courses. Students currently enrolled in IDL will be allowed to complete their work by May 30, 2013. IDL closes June 30, 2013

Online classes will be offered through the Academic department and will follow the regular academic calendar. Online course offerings will increase within departments with the assistance of the Office of Online Learning.

7. Graduation Celebration <http://commencement.uga.edu/>

December graduation ceremony will take place in the Stegeman Coliseum. Due to limited seating, tickets are required for undergraduate students and limited to 6 tickets each. Students may pick up tickets and purchase their regalia at the Graduation Celebration Oct. 16-18. A second round of ticket disbursal will take place Nov. 12-16 in the Registrar's Office. Unclaimed tickets will be made available to students after the thanksgiving break. An email with this information will be sent to students.

We ask that advisors have as many GA segments up to date by Oct. 11 for ticketing purposes.

Per UGA policy, only students expected to complete degree requirements should be included in the commencement program. This insures accuracy in estimating attendance and sufficient seating for the families of expected December graduates.

In the event that a student's GA segment needs to be updated late, students may come to the Registrar's Office and request a Letter of Certification showing their correct expected graduation term and overall GPA (for those expecting to graduate with honors.) Providing this to the Bookstore will allow them to obtain the correct tassels.

Extended Campus students and those not enrolled in Athens location classes may order their regalia online and we will provide their tickets by mail. Ticket requests for all students not enrolled in Athens based courses can be sent to: [reghelp@uga.edu](mailto:reghelp@uga.edu)

On the day of commencement, any remaining tickets will be distributed at the coliseum box office by Rod Parks. The ceremony will be simulcast in the GA Center and the Tate Theater in the event that guests are not able to obtain a ticket.

Diploma Information System opens on Oct. 11 asking students to verify their GA term, name and address.

8. Questions, open discussion and closing

Next meeting: changed from Nov. 7 to Nov. 14.

Can 810 numbers be emailed?

No. For security reasons, 810 numbers cannot be emailed. They are tied to student financial records. Until UGA is able to disassociate the 810 number from the Bulldog bucks system, alternative solutions must be used. Lists of students with 810 numbers can be sent through the EFS. For single students, you may send the name and DoB via email.

Will UGA pursue online grade changes?

Yes. The workflow system for online grade changes is nearly complete. We encountered difficulty in the creation of a table of department heads, which has resulted in some delay.

The workflow will proceed as follows:

The instructor will initiate a grade change by logging into a website with their MyID account.

An email will be sent to the department head requiring approval of the grade change.

The approved grade change will be processed by the Registrar's Office. The Registrar's office will also determine if there is any change to a student's academic standing.

An email will be sent to the student's dean's office if there is a change in the student's academic standing.

There are 4 different grade scales (A-F, A+-F, S/U, WP/WF). When an instructor pulls up the grade change workflow, the grade scale will default to the one programmed for that course.

Signature authority for persons other than the official designate will have to be arranged separately.

Grade changes for courses where the instructor is no longer at UGA will be processed by the dept. head

The paper form will still be available for unusual grade changes- such as F to WP

Grade change email notifications that do not get processed (because of no response) will continue to be moved up the line- either by notifying the dept. head or a proxy.

Will advisors and deans' offices be notified as grade changes and academic standing changes are processed?

Not automatically. There is a weekly report of grade changes. In the discussion it was revealed that Franklin College was not included in that report, it will be added. It was agreed that academic standing changes should also be added to this report. Advisors and dean's offices can request to receive this report.

Are UGA students on academic probation/dismissal allowed to submit transient coursework for credit at UGA?

Yes. There were questions and some confusion regarding the policy on the prohibition of UGA students being able to transfer in credit from other schools while on academic probation or dismissal. While the Letter of Certification from UGA indicate the student's academic standing and includes a statement that

they were not recommended to take courses, some colleges allow this. Colleges were advised to adhere to the EAC policy; which does not specifically prohibit the taking of transient courses while on probation or dismissal.

The RAC meeting concluded at 4:00PM.