

Registrar's Advisory Council
Minutes of the February 27, 2020, Meeting
Pinnacle Room, Baldwin Hall, 3:30 p.m.

- **Double Dawgs Application in Athena**
 - The application allows for:
 - The Ability for students to express an interest in a Double Dawgs pathway.
 - The Ability for students to apply for admission to a Double Dawgs pathway (this application does not circumvent the departmental application process).
 - The Ability for pathway contacts to approve and deny application requests.
 - The Means for tracking and reporting Double Dawgs students.
 - An Automatic email notification.

- **Double Dawgs Tracking Report**
 - The Double Dawgs report is in Argos under Advisor's Role. The folder name is Curriculum, and the report name is Double Dawgs Student Tracking.
 - The report shows a Double Dawgs student's status. The statuses include Interested, Applied, Admitted, Withdrawn, Removed, and Graduated.
 - An "Interest" may have a status of Added, Withdrawn, or Removed.
 - Added – student has added an interest in the Double Dawgs pathway
 - Withdrawn – student has withdrawn themselves from the interest in the Double Dawgs pathway
 - Removed – departmental administrator has removed the student from the interest in a Double Dawgs pathway
 - A "Pathway" may have a status of Applied, Admitted, Withdrawn, Removed, Denied, Graduated UG/GM, or Double Dawgs Completed.
 - Applied – student has applied to be admitted to the Double Dawgs pathway
 - Admitted – student has been admitted by departmental administrator to the Double Dawgs pathway
 - Withdrawn – student has withdrawn themselves from the Double Dawgs pathway
 - Removed – departmental administrator has removed the student from the Double Dawgs pathway
 - Denied – student has been denied admission by departmental administrator to the Double Dawgs pathway
 - Graduated UG/GM – departmental administrator has marked the student as Graduated UG/GM after confirming the student has graduated from both the undergraduate degree and graduate degree associated with the Double Dawgs pathway
 - Double Dawgs Completed – Double Dawgs program administrator has marked the student as Double Dawgs Completed after verifying that the student has completed both the undergraduate and graduate degree requirements and has met the criteria for qualifying the departments for the Double Dawgs departmental funding incentive
 - The report also shows the term the student added the Double Dawgs interest and/or pathway and the activity date for the current status.

- Those who do not currently have access to the report can email doubledawgs@uga.edu, and the Registrar's Office can provide instructions for requesting access.

- **DegreeWorks Updates**
 - Transfer courses with Incomplete (I) Grade:
 - Transfer courses with an Incomplete (I) grade are now automatically showing in "Quarter system credit and credit not counted toward graduation" on the DegreeWorks audit.
 - If the student completes the coursework, obtains a new grade, and submits a new transcript to Admissions, the course will apply with the new grade to the appropriate requirement in the new audit once processed.
 - Please note this change only impacts courses with "I" grades. UGA courses with "I" grades will continue to show as applied to the appropriate requirement and show as completed once a final grade is given.
 - Double Dawgs Student Attribute:
 - This attribute now displays in the DegreeWorks header as an interest and/or admitted to program.
 - Each line will only appear once regardless of the number of interests or programs declared. If both an interest and program are declared, both lines will appear.
 - Graduate Level Courses:
 - Courses registered for as a graduate level student that do not apply to the undergraduate degree will now show in "Quarter system credit and credit not counted toward graduation."
 - Graduate level courses registered for as an undergraduate student will continue to apply to requirements in the audit as appropriate.
 - Counts for "Credits Applied" and "Credits Earned Toward Graduation" will also reflect this change. Courses taken as part of the Double Dawgs 12 credits of graduate work applied to both the undergraduate and graduate degrees will continue to meet requirements in the audits.
 - If a student has a graduate level curriculum in Banner and a course is marked as graduate, switching the course to undergraduate cannot occur until after the semester is over.
 - If students need levels on their coursework adjusted, please email Sarah Kessler in the Office of the Registrar at sarah.kessler@uga.edu.

- **Awarding Degrees and Legislative Requirements**
 - There is a University Requirements report in Argos that can be used to identify students that have not fulfilled certain requirements for graduation.
 - The report searches active undergraduate students who have not satisfied such requirements as:
 - Legislative- GA Constitution
 - Legislative- US Constitution
 - Legislative History- US and GA
 - Physical Education
 - Experiential Learning

- The Legislative and Physical Education columns in the report are based on successfully satisfying or not satisfying the requirement. They do not include In-Progress courses that will meet the requirement if successfully passed.
 - The report is located in Argos in the STUDENT-Dean's Office, University Requirements folder.
 - The Registrar's Office will request the pass/fail rates for the History exam for fall 2019 from University Testing Services and make them available to departments.
- **Spring 2020 Graduate Information**
 - The spring undergraduate commencement ceremony is Friday, May 8, at 7:00 p.m. in Sanford Stadium. The graduate ceremony will be held that morning at 9:30 a.m. in Stegeman Coliseum.
 - The Clear Bag Policy is in effect for both ceremonies.
 - The undergraduate and graduate commencement programs are in the process of being compiled and edited.
 - The deadline to apply for spring or summer 2020 graduation and appear in the commencement program is March 20.
 - Spring 2020 grades are due Monday, May 11, at 12:00 p.m.
 - Graduation Rosters are open Tuesday, May 12, through Tuesday, May 26.
- **Questions/Discussion**
 - The USG redesign of the new General Education Curriculum is on-going. Feedback on the redesign is due from faculty members by Friday, February 28.
 - The Registrar's Office will continue to notify deans' offices of faculty members who failed to submit grades by the grade submission deadline each semester.
 - The possibility of developing for students a graduation checklist that will show the graduation requirements on their DegreeWorks audit was discussed.
 - The Registrar's Office and RAC members discussed possibly having a DegreeWorks focus group made up of advisors and other campus constituents that would discuss issues, best practices, and ideas related to DegreeWorks and how to educate students on its full functionality.
 - The Registrar's Office has requested from Ellucian, the DegreeWorks vendor, the possibility of receiving Exception reports by major.