

**Registrar's Advisory Council
Minutes of the April 20, 2016 Meeting
MLC, Room 214, 3:30PM**

- Process of Moving Students' Graduation Dates and Review of the Grades and Degrees Processing Timeline- Melody Kesler and Jan Hathcote
 - Please see the [Timeline of Spring 2016 Graduation Clearance](#)
 - As a reminder, grades are due for spring semester on **Sunday, May 15 by 5:00**. This is a change from the normal day of Monday. Please stress to faculty in your schools, colleges, and departments of the deadline and the necessity of entering grades before the deadline.
 - The Registrar's Office will continue to perform its review of students marked as "Pending." This is a check that is performed as a result of the graduation audit performed last fall.
 - Regarding moving graduation dates- if a student applied for spring semester but did not meet requirements to graduate and will graduate in the summer, that student's graduation application will be deleted on June 1. This is the date all remaining spring 2016 graduation candidates will have their applications deleted. These students would need to reapply for a future term.
 - If a student already knows he or she is not going to graduate for spring even though he or she has submitted a spring application, have the student email reghelp@uga.edu so that the Registrar's Office can delete the spring application and the student can reapply for summer. This will remove the student from the graduation roster for spring.

Questions

- **One of the challenges faced as the commencement program deadline of March 22 approached was a concern over deleting a spring graduation application for a student who mistakenly applied for spring instead of summer and waiting for the student to apply for summer before the March 22 deadline to appear in the commencement program. Is there a way to ensure such students will be in the program?** Students with questions about appearing in the program following the deadline can email reghelp@uga.edu for assistance.
- **For which semesters can students currently submit a graduation application?** Students can submit application for spring, summer, and fall. At this point though, if a student applies for spring or summer, he or she will not appear in the commencement program for the May ceremony.
- **If a student repeatedly applies for the wrong term, the graduation application is deleted, and the student again applies for the wrong term (for fall 2017 for example), does the delete/reapply process continue until it is corrected?** This is unusual, but the

Registrar's Office can work directly with students who are having a specific issue such as this.

- **On the graduation application, the first step requires students to select a semester. This is often confusing for students because they do not know what to select or what "semester" the step is referring to. What should the student select?** Essentially, it does not matter. The student just needs to select a term and move on to the next screen. This is a step that is part of the Banner application that could not be removed.
- **What happens with a student who has a minor that he or she knows will not be completed along with his or her major?** The Registrar's Office needs a SGASTDN change form or an email from the student to remove the minor if it is the current term. Or, if the student is graduating in a future term and knows that the minor will not be completed, the student can remove the minor in Athena.
- **What if a student never finishes a second major but does finish a first, does the unfinished second major prevent a student from graduating?** No, this would not prevent graduating with the first major. The student would just not apply to graduate with the second major. This is different than minors because minors are tied to majors and would need to be removed if the student is not going to complete the minor but is going to graduate with the major to which it is tied.
- **When will the graduation audit be shared with graduation officers?** The Registrar's Office is still waiting to receive a signed copy of the audit from Internal Auditing. Once it has received a signed copy, the Registrar's Office will share the audit with graduation officers. After the signed copy is received, the Registrar's Office as well will reach out to graduation officers to obtain the business processes that they go through to clear students for graduation.
- **Does the Registrar's Office print professional school diplomas?** The Registrar's Office does print the Law, Vet Med, and Pharmacy diplomas as well as provide transcripts for these students.
- **Retroactively Awarding Degrees- Jan Hathcote and Melody Kesler**
 - As a result of the graduation audit, the Registrar's Office now asks that any letter sent to retroactively graduate a student be signed by either the dean or associate dean of the student's school or college.
 - This letter would be for any student who is awarded a degree after the term has ended, including those who just missed the roster deadline.
 - As well, the Registrar's Office is working with certificate program officials on how to clear certificate students.
 - Certificate program officials use a roster the same way graduation clearance officers use a roster to clear their students.

- Certificate officers also can clear an undergraduate certificate before a major is awarded but the certificate will not be officially awarded until the major is as well.
- Discussion About Advising Holds- Jan Hathcote
 - Advising holds for fall have been causing issues for registration for summer.
 - The fall hold was activated on March 30 for the first day of registration on April 7.
 - This resulted in students not being able to register for summer semester between March 30 and April 7.
 - The fall hold in the future will be activated on the student's record the night before fall registration. The hold is not going to appear in DegreeWorks until it is activated, but advisors will still be able to clear the hold. If a student wants to register for summer and has a later registration date and still has the fall advising hold, he or she can contact reghelp@uga.edu. The Registrar's Office can move the hold until just before the student's registration date. We hope that students will meet with their advisors to remove fall holds before ticketed registration begins.

Questions

- **Is there a way to make holds term specific?** Unfortunately no. Banner is not designed that way. For students here in the summer who are not going to register for fall, the fall hold will have to be cleared.
- Associate's Degree You Deserve-USG Initiative- Jan Hathcote
 - The Associates Degree You Deserve (ADD) initiative is sponsored by the Board of Regents and seeks to provide a mechanism for students to earn associate's degrees based on credit that they have earned from an associate's degree-granting institution prior to coming to UGA.
 - For example, UGA has been supplied with a list of students who transferred to UGA from institutions that grant associate's degrees. A letter will go to these students stating that since they have been attending UGA, they may have now earned enough credit to earn an associate's degree at their previous institution.
 - A process of sending transcripts between UGA and these outside institutions will occur if a student is interested in pursuing the awarding of an associate's degree.
 - This is an initiative that advisors and graduation clearance officers may hear about or be approached about from students who receive these letters. If they do receive questions, please refer them to the Registrar's Office.

- New Business Items- From the Floor

- **Has the Registrar's Office eliminated the SGASTDN change form?** The form has not been eliminated. It was been previously updated.
- **Are there minors on campus that require permission in order to drop them from a student's record?** Yes, there are majors and minors that have entrance requirements, such as Art and Music, which also require permission in order to exit them. Students who wish to drop a restricted minor need to email reghelp@uga.edu for assistance. Advisors should email a SGASTDN change form in such circumstances as a student with a restricted minor moving from one major to another while keeping the restricted minor or a student with a restricted minor adding a new major.
- **When was the last time the SGASTDN form was updated and where it can be found?** The form was updated this year and can be found under the "Curriculum Changes" option under "Faculty/Staff Services."