

Registrar's Advisory Council
Minutes of the February 10, 2016 Meeting
MLC, Room 214, 3:30 PM-4:30 PM

- GPA Calculation for Latin Honors in Commencement Program- Melody Kesler
 - In the undergraduate commencement program for spring and fall semesters, the Latin honors that appear are based on a student's overall undergraduate GPA going in to his or her final semester of courses before graduation.
 - A student's final grades can impact what his or her ultimate Latin honors distinction will be. For example, a student may be listed as a "Cum Laude" graduate in the commencement program but do well enough in their last classes to have the distinction listed on his or her diploma and transcript as "Magna Cum Laude."
 - As a reminder, for the undergraduate commencement ceremony held in May, the commencement program lists both spring and summer undergraduate candidates for graduation.

- Graduation Clearance Process- Melody Kesler
 - **Please see the [Graduation Clearance Process flow chart](#).**
 - The Graduation Application for fall 2016 opens on April 8, 2016. The Registrar's Office's goal is to align the first day of registration for a semester with the day the graduation application opens for that semester.
 - All levels, including undergraduate, graduate, and professional, are now using the graduation application.

- Students Selecting the Correct Term on a Graduation Application- Melody Kesler
 - Undergraduate students graduating in either the spring or summer 2016 semesters must apply to graduate for the term in which they will take their last courses toward their degree requirements. It is important that they select the correct term on the graduation application.
 - Both spring and summer candidates will appear in the May undergraduate commencement ceremony program as long as they apply to graduate by the deadline of March 22. The graduation application will be open past this date but anyone who applies after March 22 will not appear in the commencement program.
 - Students with FERPA restrictions will not appear in the commencement program.
 - If advisors see that students have applied for the wrong term (spring instead of summer, for example), please contact regsupp@uga.edu for assistance.

- Undergraduate students must also apply to graduate for certificate programs they are completing.
- As a reminder, the process of officially awarding a degree changed beginning in fall 2015. Schools and colleges are responsible for clearing their graduates by changing their graduation status from “Sought” to “Pending.” The Registrar’s Office then runs a batch job changing the status from “Pending” to “Awarded.” Prior to running this job, the Registrar’s Office does a check on basic requirements (120 hours met, minimum 2.0 GPA for example) and also takes a percentage of each school and college and looks at the DegreeWorks profile of those students to make sure everything has been satisfied in terms of their degree requirements.
- This double-check by the Registrar’s Office is not performed to undermine graduation clearance officers but is done to ensure that there is another layer of checks and balances added to this process.
- The Registrar’s Office has worked, and will continue to work, on a case by case basis with those students with special circumstances that require the awarding of their degrees before the batch job that awards degree is executed.

Questions

- **Is a graduation application for a certificate program separate from one for a degree program?** Yes, a certificate program is considered a program of study, and each program of study must have its own completed graduation application. Certificate program coordinators have the ability to clear for certificates. As well, an undergraduate student must earn a major before being able to earn a certificate.
- **Is the deadline for applying for a certificate the same as for a major?** Yes, the same deadline will apply. While certificates do not appear in the commencement program, it would be best for those applying for certificates to do so as soon as possible.
- **Have students been notified about the graduation application deadline?** Yes, multiple emails have been sent to undergraduate students about the graduation application deadline since the start of the spring semester.
- **Is it the plan for the Registrar’s Office to always have the opening of the graduation application to coincide with the first day of registration for the same term?** Yes, that is the goal beginning with fall 2016. The date for fall 2016 is April 8.
- **Is there a way that schools and colleges can receive graduation application information cards for fall 2016 soon and start getting the word out about the opening of the graduation application to expected fall graduates?** The Registrar’s Office will take this under consideration. Schools and colleges can also reference the timeline for fall 2016 found on the Registrar’s Office website at:
http://reg.uga.edu/important_dates_timelines

- **Is there a way to run the “awarding” batch job twice instead of once?** That is something that the Registrar’s Office can look at logistically for the spring semester.
- Discussion on Duplicate Credits- Rosemary Segreti
 - Please see the [Duplicate Credit PowerPoint presentation](#).

Questions

- **If a student is given an override to register for a duplicate credit course, will the student receive credit for both courses?** Yes, the student will receive credit for both.
- **Is there a defined level of authority to override duplicate credits and repeated courses?** Curriculum Systems should provide insight into this question. The Registrar’s Office will obtain their input on this and follow up with RAC.
- **Can anyone request a duplicate credit override?** Requests can be submitted and evaluated by advisors or clearance officers to the Registrar’s Office and processed if a legitimate business need exists.
- **If a student has taken two courses and one is marked as duplicate credit in DegreeWorks, will DegreeWorks, when looking for the course to meet a requirement, accept the course that is marked as duplicated?** DegreeWorks does not mark duplicate credit. Curriculum Systems would need to weigh in on this issue as well because situations like this can involve the Bulletin which does not always match the Banner tables.
- **In the Bulletin, there are also one-way duplicate credit courses such as BIOL 1103 and BIOL 1107. How are these handled by DegreeWorks?** Ideally, it has to do with what the student took first. For example, if a student took BIOL 1103, he or she may take BIOL 1107, but if he or she has had BIOL 1107 first, he or she should not get credit for BIOL 1103. DegreeWorks reflects the course credits as marked in Banner. So, if a student was able to register for both courses, the courses will be used by DegreeWorks. If advisors or clearance officers have requests or questions about changes to the Bulletin, they need to submit them to Curriculum Systems.
- **How often are jobs run to catch repeat courses for DegreeWorks purposes?** After each end of term, the job is run at least once and then every Saturday for the next four weeks and is then run before the next round of grade processing. This is also performed at other specific points in the semester.
- **Right now, are e-courses and the regular version of the course considered true equivalents in DegreeWorks?** The full circular logic is not there for all courses right now. For example, let’s say that it says English 1102 is equal to English 1102E but that English 1102E is not equal to English 1102. Work is being performed right now to correct this, and departments can request for courses to be considered equivalents. Requests for course changes involving equivalencies can always be sent to Curriculum Systems.

- **Is it possible to run the repeat job before grade processing at the end of a term but before drop/add of the next term?** Unfortunately no. This job is based on academic history and not on current registration. This is the way that Banner is set up. Grades must be posted first, then the job can run.
- **Advising Holds- Fall 2016- Rosemary Segreti**
 - The reason why advising holds for fall 2016 cannot be seen in DegreeWorks has to do with timing and the begin date of the hold.
 - Advising holds are placed on a student's record so his or her advisor can clear the student during advisement. However, the effective date of the hold is after the withdrawal deadline, allowing a student to withdraw from a class in a previous term if need be.
 - DegreeWorks only looks for holds that are current as of the day an audit is run. So, a fall 2016 AD hold will not show in DegreeWorks until the day the job is run on March 30. DegreeWorks will check for clearance of the hold each night after job runs.

Questions

- **If an advisor looks at a student's record and does not see the advising hold, he or she can't infer if the student has been cleared. If the student is cleared, should the advisor worry about any problems with this?** No, once the student is cleared, he or she is cleared for certain.
- **Is there a way to bypass other holds in order for a student to withdraw from a course?** No, a student must satisfy each hold with a specific office. The Registrar's Office can work with students who pay to have a hold lifted the day of the withdrawal deadline but whose hold clears after the withdrawal deadline has passed; the Registrar's Office can help these students withdraw.
- **Information on Fall 2016 Important Dates – Rosemary Segreti**
 - By the end of the drop/add period, the Registrar's Office hopes to have important dates posted for the next registration cycle. This will be available online on the Registrar's Office website.

- The Registrar's Office has worked hard since the implementation of Banner to have an accurate and comprehensive master calendar in place of important dates and what should occur on those dates.
- **Proper Usage of 810 Numbers via Email- Nikki Hon**
 - One of the most common questions regarding 810 and 811 numbers that the Registrar's Office receives involves sending these numbers via email.
 - Brian Rivers from EITS confirmed with the Registrar's Office that it is ok for employees to send a few 810 numbers at a time in an email but large quantities of 810s sent at one time should be sent via SendFiles.

Questions

- **Should separate, individual emails that include 810s be sent for overrides for students or can they all be sent at the same time in one email?** The Registrar's Office prefers individual, separate emails per student because once each student is processed, that email enters the student's file in Nolij as a record that the action has been recorded.

Other Questions

- **When students apply to graduate, do they receive confirmation that the application has been completed?** Yes, a message appears on the screen stating that the application is completed, but an email is not sent.
- **A student has applied for spring graduation and on the first screen the only semester provided are fall and summer. Why is this?** The student just needs to select the most recent term (ultimately it does not matter which term is selected as long as one is selected).
- **Does the Office of the Registrar calculate class rank?** No, UGA does not provide class rank and it is not available.
- **Does the Office of the Registrar calculate major GPAs for students?** No, major GPAs are not calculated due to the differences that exist between the requirements for the different degree and major programs in the schools and colleges on campus.
- **The Registrar's Office has provided a report to the Franklin College that provides a list of those students who have cleared their AD holds so that when the date the advising holds job runs, the college will already have a list of those who have been cleared. Is this something that can be provided to other schools and colleges?** Yes, email the

Registrar's Office if you are interested in receiving a version of this report for your school or college.

- **Is there a method by which an advisor can know a student's residency requirement status in a DegreeWorks audit?** There is a statement at the top of the DegreeWorks block that will state that the student has not met their residency requirements that will be displayed or go away depending on the student's current status. Since the residency requirement is based on the last 60 hours, it fluctuates as transfer work comes in late for the student. Graduation clearance officers need to check this requirement by checking to see if the comment goes away. The Registrar's Office would be willing to collaborate to perhaps come up with better wording for the residency requirement statements in DegreeWorks.
- **Is there a way to determine if a student will meet his or her residency requirement ahead of time in DegreeWorks?** DegreeWorks only displays information as of the current day. Projections may have to be performed by hand. The course history option in DegreeWorks is useful in this regard.
- **Right now, there is a registration issue for many students registering for field study courses and academic courses. Is there a way to tie field study courses and academic courses together?** The Registrar's Office will brainstorm with Student Accounts and Curriculum Systems to see if there is a solution to this issue.