

Registrar's Advisory Council  
Minutes of the February 7, 2018 Meeting  
Miller Learning Center, Room 214 at 3:30 p.m.

- **Evening Test Process:**
  - Beginning in Fall 2018, all classes approved to schedule tests after 5:00 p.m. will be required to note this on the course section. When assisting students with registration, please note these additional class meetings in order to reduce conflicts for students.
  - There had been concerns from students that they did not know there were evening tests for courses for which they were registering.
  - See an example of what an evening text comment will look like in [Course Sections with Evening Tests](#).
  - See also [Courses Approved to Hold Evening Tests, Fall 2016-Spring 2018](#).
  
- **Waitlisting and Fairness to Students:**
  - This process concerns how students do not have an opportunity to register for a new section of a waitlisted course if they remain on the original waitlist. Students are not automatically moved to new, open sections.
  - The Registrar's Office recommends a process to provide fairness to students: [Opening a New Section of a Waitlisted Course](#).
  
- **Major/Minor Requirements- Interim DegreeWorks Process:**
  - The Registrar's Office wanted to follow up on two recent emails sent to the DegreeWorks listserv.
  - The first email involved the new minor sharing policy. The Registrar's Office is currently working to reprogram DegreeWorks to allow the minor portion to share with the major block. In the meantime, use the Force Complete exception on the minor so that students can obtain the benefits of the sharing policy.
  - The second email was for the Required High School Curriculum policy change. The Board of Regents has changed the policy, previously known as CPC, so that courses that previously could not be used for college credit may now be used toward degree program requirements. Because of this, DegreeWorks has changed to move these courses from "Quarter system credit and credit not counted toward graduation" to other areas of the audit.
  
- **Other Announcements:**
  - As a reminder, the Graduation with Honors policy change concerning requirements for Latin honors Cum Laude and Magna Cum Laude will be implemented in Fall semester 2018 for Fall 2018 graduates. Please see the Registrar's Office website for more information on this policy change: <http://reg.uga.edu/graduation/graduation-honors>. The Registrar's Office requested that RAC members help get the word out to their students so that they are aware of this change. The Registrar's Office also plans to provide emails to various campus constituencies concerning this implementation.

- Spring 2018 grades will be due on Monday, May 7 at 12:00 p.m. (noon). This is a change from the past practice of having grades due at 5:00 p.m. The Registrar's Office will be reaching out to faculty regarding this change and asked that RAC members help to get the word out on this change as well. Moving to a noon deadline will allow more services to be available and open while grades are being closed. EITS will be available as well as the Registrar's Office to provide support to faculty during normal business hours.
- The graduation application for Fall 2018 is open. As a reminder, Spring 2018 and Summer 2018 (undergraduate) expected graduates need to apply for graduation by March 19 and remove their FERPA restriction in order to appear in the commencement program.
- **From the Floor:**
  - A discussion occurred regarding if schools/colleges should be contacting students to inform them that Incomplete grades on their records will be converting to grades of "F." The Registrar's Office stated that it does do outreach on these grades as well as NG grades and stated that it would be beneficial for schools/colleges to email students as well. Fields need to be added to existing "I/F" reports that show the student's school/college.
  - A question was raised concerning Learning Communities courses, waitlisting, and using the "unpublished" check box on SSASECT for those courses. It is up to the scheduler on whether or not to use this option on SSASECT. For Freshman College courses, the check box can be used to not publish courses. Using a comment instead of not publishing a Freshman College course would possibly be preferable.
  - Regarding waitlisting, there is unfortunately not a way to change the waitlisting time for a course to only include working hours, such as 8:00 a.m.-5:00 p.m., because with waitlisting Banner uses number of hours instead of a set period of time. The number of hours though can be extended through the weekend.
  - For the new minor sharing policy, a questions was asked if this was going to entail a blanket double count or a way to control it. This was generically approved by the University Curriculum Committee and would have to go back to UCC for exceptions by schools/colleges.
  - With the change in deadline for Spring 2018 grade submission by faculty, the Registrar's Office will be notifying faculty soon of the change. Also, on May 7 as the deadline approaches, the Registrar's Office will contacting those faculty who have yet to submit their grades. Some RAC members stated that they would be able to remind faculty in their units to submit their grades before the deadline.
  - Regarding the major/minor sharing policy, DegreeWorks allows minors to share with other minors.
  - A discussion occurred concerning if it was possible to extend the waitlisting period to the beginning of the drop/add period. As per direction from the Office of Instruction,

the waitlisting period has slowly shrunk since Banner was implemented so that it is now down to three days before drop/add. Extending waitlisting into drop/add would have implications on students, such as missing class time. The issue is challenging and one in which if enough reasons emerge behind the change, it is something that can be examined.