

Registrar's Advisory Council
Minutes of the September 16, 2015 meeting
MLC, Room 350, 3:30-5:00 PM

- **Welcome and Update on Graduation Application- Jan Hathcote**
 - The Registrar's Office continues to publicize the new graduation application requirement for senior undergraduates expecting to graduate this Fall. The Registrar's Office has provided information to numerous campus outlets and advertised in various places around campus regarding this new requirement.
 - Seniors expecting to graduate this Fall must apply in Athena by the October 22 deadline in order to appear in the commencement program. If they do not apply by the October 22 deadline to appear in the program, they still need to apply to graduate in order to be cleared for graduation and receive a diploma.
 - The graduation application for undergraduates expecting to graduate in Spring will be open in November.
 - So far, approximately 1100 undergraduate seniors have applied for Fall graduation.

Questions from the Floor:

- **How does the new graduation application affect those who are dual degree students?** Those students with dual degrees can select on the application if they will be graduating with either one degree or both degrees for Fall.
 - **When will those undergraduate students expecting to graduate in Summer apply to graduate?** Spring and Summer will be open at the same time, allowing the student to select the semester in which he or she is expecting to graduate. A Spring and Summer roster will both be created from which the information for the Spring/Summer commencement program will be pulled.
 - **Is there a way to obtain a file showing all the students within a school or college who have applied to graduate after the application closes?** The graduation roster that is updated daily will have that information available.
- **Update on DegreeWorks Planner- Julia Grubbs**
 - The DegreeWorks Planner creates a plan for students that maps out their degree requirements while they are attending UGA.
 - A defect has been discovered with the vendor that involves significant slowness with the Planner.
 - The Registrar's Office has worked with the vendor to correct this issue of slowness. Seven areas of improvement have been discovered that need to be corrected in order to fix this issue. Correcting these seven areas will require UGA to upgrade to a new version

(4.1.5.) of DegreeWorks that is coming out in October. UGA has also volunteered to be a tester with the vendor in terms of what will and will not work with the new version.

- Ultimately, this has led to a delay in releasing the Planner. The hope is to get the new version, test it, apply and test the various fixes, and then release it to the campus community. In the meantime, training sessions for DegreeWorks will continue through Training and Development.

- **Scenarios on When and When Not to Readmit a Student- Donna Mitchell**

- Please see the PowerPoint [“Graduation and Registration Eligibility.”](#)

Questions from the Floor

- **If a student is pursuing a minor, can the student pursue the minor after the major is completed?** The student has to finish the minor with the major.
- **If a student is graduating in Fall, will the student have registration eligibility to register in Spring and Summer but not in Fall?** Yes, the student will be able to register during their last Fall semester for Spring and Summer but his or her eligibility would not extend through Fall of the next year.
- **What would occur if there is a student who has lost eligibility but who decides to attend another college to finish their last few courses and transfer them back to UGA to graduate? How does the graduation application fit into this scenario?** First, the student would not have to reapply for admission to transfer courses back. The student would also not have to apply to graduate using the graduation application because he or she would not be in the system. This is a scenario in which the Registrar’s Office would handle the graduation application aspect of graduating for the student.
- **Does a student have to be active in order for an advisor to see his or her audit in DegreeWorks?** Yes, the student must be active. The Registrar’s Office can activate the records for those students who are transferring in hours to graduate so that advisors can see their audits. The Registrar’s Office has a one day window in which to make those students temporarily active in DegreeWorks.
- **If a student is graduating and he or she signs up for a class for the next semester to improve his or her GPA and does not need the course to graduate, what happens to that class?** The class would go to repeat credit in DegreeWorks. The Registrar’s Office will work with those departments to ensure these students are graduated correctly.

- **Change in AP Credit for Dual-Enrolled Students- Jan Hathcote**

- This regards dual-enrolled senior students in high schools throughout the state that have been taking courses at both the high school and college level.

- In terms of AP credit, those students who are planning to attend UGA will often list UGA as a school to receive their AP scores. But, they also may or may not list the college with which they are doing their dual-enrollment to receive the scores as well.
- Scenarios that end up occurring include that if students selected to attend UGA, their AP scores were coming from two different sources (a transcript from the school in which they were doing their dual-enrollment and a test score record from the College Board) and posting twice, once through Undergraduate Admissions and once through the Registrar's Office.
- UGA has decided to take the score sent to UGA and not the score sent through transfer articulation from the dual-enrolled college. The reason is that the student is not degree-seeking at the dual-enrolled school whereas they are degree-seeking at UGA.

Questions from the Floor

- **Does this policy apply to transfer students?** No, it only applies to those students who are dual-enrolled and are not degree-seeking at the dual-enrolled institution. UGA will accept AP credit listed on a transcript from a transfer student who was degree-seeking at another institution.
- **When does this policy go into effect?** This policy goes into effect officially for the incoming Freshman class of Fall 2016.

Other Questions from the Floor

- **What can advisors currently see in DegreeWorks for graduate students?** Currently, no information is available for graduate students in DegreeWorks.
- **When can a student, in terms of a timeline, add or change a major or go into a dual-degree program?** In Athena, there is an option called "My Programs" where students change their majors until the census date for the semester, which for Fall is October 7. Until this date, students can change their major immediately as long as the major is not a high demand major and if it does not require departmental approval. But, if it is after the census date for the term, the major change goes into effect the following semester.
- **What if a student wants to select two high demand majors that both require approval?** The department will need to approve the majors one at a time. The second major cannot be added until the first major is approved initially. All of this would need to be done before the census date of the semester in order to be effective for the current term.
- **What if you have a former student who has applied for readmission as an intended-major and then, after being readmitted, cannot change his or her major- why would the student be unable to do this?** This is an issue that the Registrar's Office is still examining and seeking a solution. At this point in time, we believe that the student can change their major using "My Programs" after the census date of October 7 for Spring admission.

- **If a student changes his or her major after the census date, will the student show up on the registered student report for their school/college for the current term?** The student will show up with the new major on the report for the next term.
- **When a student declares a minor, is it possible for the student to receive a prompt to contact the department that houses the minor?** Prompts or emails such as this would require a change to baseline Banner which at this point is not in development.
- **On co-requisite courses, students are no longer being automatically dropped from a co-req course but instead are receiving a warning to drop the co-req- when did this process begin?** This process has been in effect since the Spring semester. The warning message informs students to drop the other co-req course. Banner does not drop the remaining course automatically. The student must drop both courses.
- **Is there a way that in the future co-req courses can be unlinked (for an example, a lecture unlinked from a lab) so that a student does not need to receive an override to stay in one versus staying in another?** Currently, the student will need to drop both courses themselves; this is information in the warning message that students receive when they attempt to drop a course that has a co-requisite class. To remain in one of the courses, the student would need an override by the department.
- **If a student has registered for a lab and is looking for a different lab and for whatever reason they cannot continue with registration without selecting another lab and it is co-req, what happens?** Once the student tries to drop the lab without dropping the lecture, the system will tell them that they cannot.
- **How long will graduated students information remain in DegreeWorks?** Right now, it has to do with a student's eligibility and when it ends. However, a solution is in the works to keep a student's information in DegreeWorks for five years after he or she graduates.
- **When are students notified of a schedule change?** If the change is initiated by the student, an email is not sent to the student. However, if the department or an instructor initiates a change, such as changing hours, cancelling a section, etc., the student will receive an email stating the change to the student's schedule.
- **What does the email say that is sent to a student who is in a course that is canceled?** If the student drops the course first, they will not receive an email. However, if the student does not drop it, the email will state the change in the number of hours (for example, 6 to 3 hours). It is preferred to have all students dropped from a course that needs to be canceled before actually cancelling the course.

Final Thoughts

- The Office of the Registrar is currently working with schedulers to have faculty listed as 100% for Fall courses. As well, there are still courses that do not have an instructor of record. This information needs to be cleaned up by September 18 before scheduling freezes for the

semester. Having this information up to date and correct is important for reporting purposes to the Board of Regents.

- Directed studies for Fall can still be created.
- **If a class is a variable hour class, is there a solution to change the system from always defaulting to the minimum number of hours?** That is a function of baseline Banner and would have to be prioritized. A solution to this would be to set up classes as POD for the correct number of credit hours if the class is a variable hour course.
- As a reminder, cross-listed courses are currently not being waitlisted.