

Registrar's Advisory Council
Minutes of the September 28, 2016 Meeting
MLC, Room 350, 3:30 PM

- **Certificate Program Discussion- Melody Kesler**

- Both undergraduate-level certificates and graduate-level certificates can be earned by students at UGA.
- Prior to Athena, departments were required to notify the Registrar's Office that a student had completed requirements for a certificate. The Registrar's Office would then add a comment to the student's transcript reflecting completion of the certificate. Because of this process, data regarding completed certificates was unavailable. With Athena, the Registrar's Office is now able to track and obtain data on certificate programs.
- Currently, all undergraduate students must add certificate programs in Athena under the "My Programs" option. All students who wish to earn a graduate certificate must apply for the certificate with the Graduate School. All certificate program students, undergraduate or graduate, must be officially listed in their respective certificate programs prior to earning a certificate.
- If a student needs to retroactively be added to a certificate program, a SGASTDN change form must be sent to the Registrar's Office so that the certificate can be added to the student's record.
- Please see the [Certificate Program Data Spreadsheet](#) provided by the Registrar's Office.
- Students must apply to graduate for a certificate in Athena the same way in which they would apply to graduate with a major.

Questions

- **Do students need to wait to apply for a certificate at the same time they are applying to graduate with a major?** If the student is an undergraduate in an undergraduate certificate program, yes, because students cannot earn an undergraduate certificate without earning a major. At the graduate level, the student can earn a graduate certificate or undergraduate certificate before receiving their graduate degree.
- **Will certificate graduates be able to be tagged as alumni in GAIL?** Students who graduate with a certificate will have a degree record in the same way they would with a degree/major. Unless certificate students' records are specifically excluded, they should be tagged. On a related issue, graduation data on certificate students is provided to the Board of Regents through ADC. This is another reason why certificate programs need to be accurately tracked.

- **If a student needs to apply for multiple programs (such as a major and a certificate) in Athena, does the student need to apply for each separately?** Yes, the student would apply for each program individually. Each program must have its own separate application in Athena.
- **Is the Registrar's Office going to provide documentation on all certificate requirements?** This issue is being discussed. Most of these requirements are found in the UGA Bulletin. However, a more comprehensive place should be developed to house such requirements and discussion regarding this is ongoing. The Office of Curriculum Systems should also have documentation on a particular certificate from when the certificate was approved.
- **Are there plans in the works to allow graduate students to apply for graduate certificates in Athena?** Graduate students are required to go through Graduate Admissions when adding any graduate-level programs. Since departments provide approvals for adding or admitting students to these programs, from a technology and approval standpoint, it would be very difficult to configure Athena so that graduate students could add certificates using the "My Programs" in the same way that undergraduate students do. To clarify further regarding graduation with a certificate, graduate students and undergraduate students both apply to graduate with a certificate in Athena.
- **Tickets for Undergraduate Commencement Ceremony and Other Graduation Updates- Melody Kesler**
 - Commencement for Fall 2016 will be held on December 16.
 - Undergraduate students have through October 18 to apply for graduation and have their names listed in the commencement program. As a reminder, those students with FERPA restrictions will not have their names listed in the commencement program.
 - If students have questions regarding applying to graduate, they can email reghelp@uga.edu.
 - Undergraduate students will have two opportunities to collect tickets for the undergraduate commencement ceremony: at the UGA Bookstore's Graduation Fair held October 4-6 and then again at the Registrar's Office November 14-18, the week before Thanksgiving.
 - Undergraduate students may receive up to 6 tickets and must have an active graduation application in Athena in order to pick up tickets.
 - Advisors do need to remind students that they must apply to graduate in the semester in which they will take their last classes toward their degree requirements. Students can still take classes following their graduation if they have applied for the classes prior to graduation and if those classes are not classes needed for their degree requirements. Advisors should also discourage students from applying early to graduate in Fall in order to obtain graduation tickets.

Questions

- **Will information cards regarding the graduation application process be provided this year to departments to distribute to students?** This year, the Registrar's Office decided to not print information cards. This process was done last year to help promote the graduation application because it was a new step for students to complete for graduation. Since the application has been available now for a year, the feeling was that word had gotten out among students about the application, negating the need for cards.

- **DegreeWorks Planner Update- Julia Grubbs**
 - The DegreeWorks Planner is a new tool that allows advisors to build a program of study for a student and works within DegreeWorks to use that program of study with the student's degree audit.
 - Currently, a pilot group is testing the Planner. Testing is ongoing. Julia is going through the results of this testing as the results come in.
 - The hope is that the Planner will be live soon as part of an upgrade through DegreeWorks.
 - Staff can now sign up for training classes on the Planner through Training and Development.
 - As a reminder, DegreeWorks maintenance will occur October 7, 8, and 9.

- **New Business Items- Jan Hathcote**
 - **When will the Fall 2017 pertinent dates for scheduling courses in Banner be available?** These dates will be determined by the Registrar's Office the week of October 3.