# Registrar, Graduate Division and Transfer Credit and Articulation Services (TCAS) Campus Updates

Bracken Dailey, University Registrar

Karla Contreras, Director of TCAS

Kara Oswood, Director of Academic Affairs, Graduate Division

Fall 2024



## **OBJECTIVES FOR THESE MEETINGS**

- ➤ Provide quarterly updates to campus regarding items related to Banner/25Live/Degree Works/Course Request systems or general policy/procedure from the Registrar's Office and Graduate Division.
- Provide updates from TCAS
- ➤ We will accept questions or suggested topics prior to the meeting. Please note that this is not intended to be specific training.
  - We will open for Q&A after the presentation but please be aware that some questions we may not be able to answer without research, so asking your question ahead of time is the preferred method.
- ➤ Each meeting our goal is to follow a standard format. This includes covering any new items in the following categories:
  - > TCAS
  - General Items
  - Courses
  - Academic Scheduling
  - Records
  - Graduation and Degree Audit





## Transfer Credit and Articulation Services (TCAS)

Undergraduate Students

UC RIVERSIDE

### TCAS Staff

**Biggsli, Nikki** – California Community College (CCC) Articulation Officer email: nikki.li@ucr.edu

Molar, Allison – Non-CCC Articulation Officer Point of contact for Athletics, EAP, OAP. email: allison.brennan@ucr.edu

**Staiger, Alisha** – Articulation Specialist Point of contact for WorkFront Tickets and special projects.

email: alisha.staiger@ucr.edu

Crawford, Andre – Evaluation Specialist
Point of contact for evaluating and posting credit for continuing students.
email: andre.crawford@ucr.edu

**Contreras, Karla** – Director email: <u>karla.contreras@ucr.edu</u>

Help Desk: tcashelp@ucr.edu













## **IGETC Changes**

Students transferring to a UC campus and department that accepts IGETC (who wish to follow IGETC (or subsequent Cal-GETC) guidelines to fulfill their GE preparation) should expect the following:

- For any students who begin at a California community college prior to Fall 2025: Students may present an IGETC certification beginning with the version current to when they began at a California community college. Examples include:
  - If the student begins in Fall 2022, they may follow IGETC 2.3 or beyond (including Cal-GETC)
  - If the student begins in Fall 2023, they may follow IGETC 2.4, which includes the new Area 7 – Ethnic Studies (3 units) and the modified Area 4 – Social and Behavioral Sciences (6 units), or beyond (including Cal-GETC)
- For any students who begin at a California community college in Fall 2025 or beyond:
   Students may present a Cal-GETC certification (as opposed to an IGETC certification) if they wish to use this pattern to help fulfill their GE preparation.

Continuous enrollment is not a requirement for UC.



## **Articulation Requests**

- Students should seek advising and CE approval before submitting a syllabi for an articulation review.
- Students who do not include a UCR course equivalency or have knowledge of which requirement they are trying to satisfy will be referred to their advisor for assistance.
- Request may be submitted by an advisor or student.
  - Student can send the request via email to <a href="mailto:Tcashelp@ucr.edu">Tcashelp@ucr.edu</a> and must include their full name, SID, institution where they are enrolling, term, and UCR course equivalency.
  - Advisors can submit requests via WorkFront or email.



## **Articulation Requests Template**

Name:

SID:

Major:

Term student took or plans to take the course:

Institution:

Transfer Course:

Requested UCR Course Equivalent:

Please attach the syllabi to the email in a PDF format.



## **Continuing Student Evaluation**

- Official transcripts (and IGETCs) must be sent to Undergraduate Admissions.
  - Admissions will upload transcript to BDM.
  - If transcript is not in BDM, TCAS will be unable to process.
- Concurrent Enrollment (CE) Approval Required:
  - If the student was enrolled at UCR while attending another institution TCAS will not post credit unless approval is noted in Student Profile.
- 105 Lower Division Max Policy:
  - If the student is already over 105 LD units, TCAS will zero out units when posting the transfer credit.



### **WorkFront Tickets**

- New Transcript or IGETC
  - Do you see the new transcript or IGETC IN BDM?
    - If YES then complete prompts
    - If NO then click "PLEASE CLICK ON THIS LINK TO REDIRECT TO THE CORRECT REQUEST QUEUE."
    - Link will redirect to the UGA queue.
- Approved Articulation
  - This type should only be used if a faculty has already approved the request.
- New Articulation Request
  - This type should be used when you are submitting a syllabus for review. Please make sure you include the UCR equivalency in the "Description".

## Graduate Division and Registrar's Office



## **Graduate Division | Unit Overview**

UNIT	PURPOSE	CONTACT
Academic Recruitment & Outreach	Strives to diversify and increase the graduate student population by facilitating the recruitment and retention of highly qualified applicants.	Laura McGeehan
Admissions	Manage and support the application process. Reviews applications, sends graduate admission offers, and complete post admission tasks, such as accepting final transcripts and other documents. Slate support.	Elisa Gutierrez
Academic Affairs	Handles matters pertaining to the academic record and policies governing graduate students, including interpreting regulations. Reviews and processes petitions and exception requests. R'Grad, Banner, and Degree Audit support.	Kara Oswood
Employment & Postdocs	Employment eligibility for TA and GSR, contract, and union assistance for ASEs and Postdocs.	Patrick Napier
Grad Success	Student services tailored for graduate student needs. Academic and professional development, including writing and other resources.	Dawn Loyola
Financial Support	Award and employment tracking and posting into Banner	Danielle Garcia
Research Ethics Education	Resource for graduate students, postdocs, and faculty across all areas of research and scholarship.	Dena Plemmons

All staff are listed on our Contact Us website



## **Graduate Division | Academic Affairs**



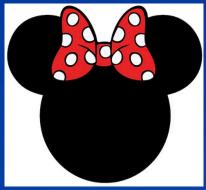
Amanda Wong | A – H

- Graduation & end of quarter coordination
- Repeat Course Work



Trina Elerts | I – P

- Curriculum changes
- Incomplete Extension



Jessica Renteria | Q-Z

Intercampus Exchange



Kara Oswood | Director

- Academic Disqualification
- Timetables
- Readmission

Alpha Splits are available on our staff website and a more detailed description of duties can be found on our Share point. Please contact the staff member directly before emailing gaa@ucr.edu



### **NEED HELP?**



#### **Need Help?**

New resource on GD website

#### **Deadline Updates**

Launching July 1, 2025

Meeting 10/30 if you want to see the proposed changes and give feedback.

Contact Kara if interested.

Graduate students' first point of contact is the <u>Faculty Graduate Advisor</u> in their academic program

#### ACADEMIC

- · What classes should I take?
- How do I enroll or I can't enroll?
- What are the expectations for the written/oral qualifying exam?
- When do I need to complete an academic milestone?

#### **EMPLOYMENT & FINANCIAL**

- Why haven't I been paid?
- What do I owe this quarter?
- Employment position concerns
   Financial aid hasn't been received
- California residency

#### POLICIES & PROCEDURES

- · How do I stay in good standing?
- What policies must graduate students follow?
- What are the general procedures for graduate students at UCR?

#### PROBLEMS & CONCERNS

- I have a problem and don't know where to start
- I don't feel comfortable talking to someone in my program
- How do I appeal a program or Graduate Division decision?

#### NEED MORE HELP?

- · Graduate Program Coordinator
- · Graduate program handbook
- PI/mentor
- <u>Degree audit (R'Web)</u>

#### NEED MORE HELP?

- Graduate Program Coordinator
- · Hiring Department (Employment)
- · Financial Aid (Student Loans)
- Student Business Services (Billing)

#### NEED MORE HELP?

- · Graduate Program Coordinator
- Regulations & Procedures website (Graduate Division)
- Graduate Academic Affairs team (Graduate Division)

#### NEED MORE HELP?

- Graduate Program Coordinator
- Department Chair
- Outside of program:
- Associate Dean for Academic Affairs (Graduate Division)
- Assoc/Divisional Dean for Grad Affairs in College Offices

#### RESOURCES

- · General Catalog, program specific
- R'Web: Student Profile, enrollment and holds information
- Faculty or students in your program

#### RESOURCES

- Registrar's <u>Residency Coordinator</u>
- <u>Labor Relations</u>
- <u>Union representatives</u>
- Student Employment website (GD)
- <u>Teaching Assistant Development</u> <u>Program</u> (Graduate Division)

#### RESOURCES

- · Graduate program handbook
- General Catalog, Graduate Studies
- Associate Dean for Academic Affairs (Graduate Division)

#### RESOURCES

- Ombuds
- Case Management
- Counseling & Psychological Services (CAPS)
- The Well
- Help Resources <u>help.ucr.edu</u>
- Graduate Student Assoc (GSA)

Visit https://graduate.ucr.edu/need-help for links and additional information

### **Course Approval Deadline Reminders**

Deadlines for courses and affected courses to be submitted to the CRS Reviewer queue (Registrar's Office):

Courses



#### **Fall 2024 Final Exams**

- Final exams are automatically scheduled for all undergraduate, graded sections.
- Final exams for a graduate-level courses can be scheduled by request. Email academicscheduling@ucr.edu.
- Academic Scheduling has found that some classes are not meeting in-person during their scheduled final, leaving the rooms empty.
- If a room is not required for a final exam, (i.e. no in-person final) please notify the Academic Scheduling team so that the room can be released.

- Direct instructors and students looking for final exam date and time information to: <a href="https://registrar.ucr.edu/registering/plan-for-final-exams/">https://registrar.ucr.edu/registering/plan-for-final-exams/</a>
- Live final exam schedule, including location, will be posted online by the end of the seventh week of the quarter. <a href="https://registrar.ucr.edu/calendar/final-exam-live">https://registrar.ucr.edu/calendar/final-exam-live</a>

**Academic Scheduling** 



### **Upcoming Deadlines for Winter 2025**

## Academic Scheduling

DEADLINES ARE FOR ALL
COURSE LEVELS



Unresolved Sections placed in Registrar Hold Status by 5 pm	Wednesday, October 23
Schedule of Classes Published Online	Thursday, October 24
Learning Community Reserved Seating Entry at 5 pm (suggested deadline)	Wednesday, October 30
Sections with Errors Placed in Registrar Hold Status by 5 pm	Friday, November 1
Student Registration Begins	Monday, November 4



## Academic Scheduling

Room	Occupancy	Days/Times
SBB 165	344 seats	MonThur., 8 am- 10 pm
SBB 260	80 seats	MonFri., 8 am- 10 pm
SBB 280	80 seats	MonFri., 8 am- 10 pm

## Classroom Use Agreement with School of Business

- School of Business classes will be granted pre-assignment into the three rooms.
- Once the School of Business sections are scheduled, the Registrar's office will schedule any non-School of Business courses into the remaining space.
- Unused time slots are released back to the School of Business once the department proof is distributed.
- Support for these classroom spaces managed by Facilities and Information Technology (IT). Follow the same procedures as any other General Assignment classroom.
- Numerous sections were relocated to SBB for Fall quarter.
- Fully utilized for Winter 2025



## Plan for Spring 2025

## Academic Scheduling

DEADLINES ARE FOR ALL COURSE LEVELS



Spring 2025 "Call" sent to Academic Departments	Friday, November 8, 2024
"Call" Deadline for Academic Departments	Friday, December 6, 2024
Learning Community Room Attribute Codes to be entered by 5:00 pm	Friday, December 13, 2024
Department Proof reminder sent by 5:00 pm	Friday, January 17, 2025
Learning Community Templates to be received by 5:00 pm	Friday, January 17, 2025
Proof distributed to Academic Departments by 1:00 pm	Tuesday, January 21, 2025
Unresolved Sections placed in Registrar Hold Status by 5:00 pm	Wednesday, January 29, 2025
Spring 2025 Schedule of Classes is published online	Thursday, January 30, 2025
Student Registration Begins	Monday, February 10, 2025



## **Academic Scheduling**

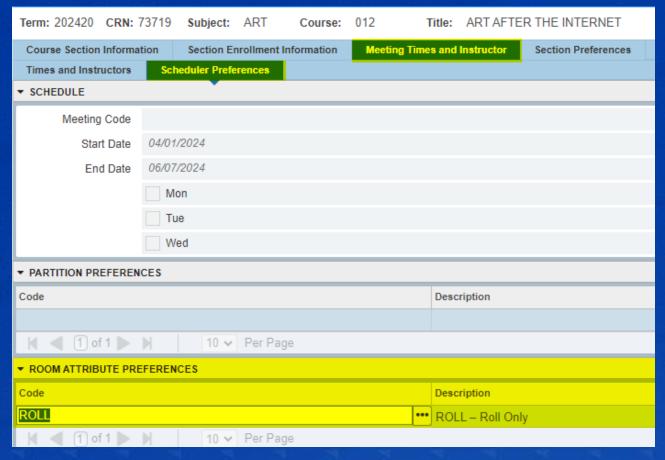
#### **Extended Passing Period Policy Change**

- Effective Spring 2025 The Course Scheduling Committee approved the elimination of the Extended Passing Period/Village time for North District – What does that mean?
- Academic Scheduling has availability to schedule sections into three rooms in North District (NORD). Rooms/capacities include: A1000 - 26 max, A1002 - 22 max, A1010 - 90 max
- Eliminating the irregular meeting patterns will make it possible for departments to easily swap into a different/larger room on campus once registration starts.



## New Room Attribute in Banner SSASECT – Starting Spring 2025

#### Example (From PPRDXE):



What it is: The "ROLL" only room attribute provides department schedulers an option to allow sections that will not be offered to "ROLL" to the next like-term.

What are the benefits: Eliminates the need to recreate sections for a future term. Sections with the "ROLL" attribute will not be included in Prime/Non-Prime Time Compliance auditing.

What do I need to do: Identify sections not being offered but would like to roll to the next like-term. Update the room attribute to "ROLL". Update the section status to "HOLD".

What do I need to know: Rooms with the "ROLL" attribute and "HOLD" status will not be assigned a general assignment classroom.

Questions? Reach out to the Academic Sche duling team.

## Academic S cheduling



## **Special Requests for General Assignment Classrooms**

- If your department plans to offer courses where laptop use is essential, it's important to communicate your request to Academic Scheduling by the "Call" deadline.
- Classrooms with power outlets for multiple laptops are limited. Older general assignment classrooms do not have that capability.
- Every effort will be made to accommodate requests, however there are no guarantees.

### **Academic Scheduling**



## **Records** | Student Records Assistants



Halim Alvarez | A – F

- Grading
- UC-to-UC Special Programs



Jose Aguilar Jr | G – L

- Notary/Apostille
- ROTC & KILLEA Special Programs



Brian Villa M – R

- Diplomas
- Education Abroad



Sally Torres | S – Z

- Transcripts
- UCDC/UC Sacramento Programs

Alpha Split and full Duty Distribution are available on our staff website



## Records | Leads & Coordinators



#### Raekisha Anafi | Customer Service Lead

- Assistance with aged tickets or other processing items
- Workfront ticket routing
- Enrollment verifications and letters
- Customer service escalations & HOSS liaison
- Students still contact <a href="mailto:RegHelpDesk@ucr.edu">RegHelpDesk@ucr.edu</a> or (951) 827-7284



#### Arturo Rangel | Residency and Fee Coordinator

- Residency for Tuition Purposes
- Statement of Legal Residence (SLR)
- Academic Dismissals
- Appeals for tuition and fees
- Contact ResHelp@ucr.edu

Alpha Split and full Duty Distribution are available on our staff website



## **Records** Registration Errors

#### Why is it happening?

The way Ellucian has versioned updates and data changes is missing a trigger that should tell the user's browser to pull new information from the system. This results in a variety of errors when there's a mismatch between what the user has cached and what Banner expects. Clearing the cache forces the browser to pull that new information which "fixes" the issue.

#### **Current Workaround:**

Refresh the page using Ctrl+F5 (Windows) or Cmd+Shift+R (Mac) to resolve blank pages or non-functional buttons. For most errors, users should no longer have to clear the browser's cache, log out, and start over.

#### **Future Resolution:**

Ellucian has promised a fix which we anticipate having installed and tested prior to the start of spring registration.



## **Records** Undergraduate Academic Dismissals

The same process covers academic dismissals and ELWR lapses for undergraduate students. The differences are the academic standing code and text included on the transcript.

#### **Guidelines for Submission to the Registrar:**

- Submit at least 5 business days prior to the disbursal of financial aid each term to allow us to process prior to the disbursal date.
- Lists should be submitted via email and include a spreadsheet of students.
  Please include Bracken Dailey, Cindy Juarez, Jeff Williams, Arturo Rangel from our office
- Students should have sufficient time to appeal with the college to minimize reversals. Any reversals required should be requested as a reply-all to the original email

If you have a small number of students still under consideration at the deadline, it is better to submit as many as possible and follow up with a second list if necessary.



## Records Undergraduate Academic Dismissals

#### **Dismissal Process:**

Students will be cancelled from the next term if enrolled and inactivated, their academic standing will be updated, and a transcript comment will be placed documenting the dismissal.

#### **Reversal Process:**

When a dismissal is reversed, we will undo the process above and attempt to place the student back into classes if space allows prior to the first day of instruction. Where classes are full, we will waitlist the student if available. Once instruction begins, we will not attempt to register the student.



## Records | Systemwide SLR

Beginning with Fall 2025 admits, undergraduate students will be evaluated for residency for tuition purposes in a systemwide process during the applicant phase rather than after they SIR.

**Goal:** Provide residency determinations for undergraduate students when they receive their admissions offer rather than after they SIR to enable better informed decision-making.

Fall 2025 Admits: Pilot class. All students will answer questions on the UC application and a sample population will be invited to complete the system-wide SLR. Additional process enhancements for students who are permanent residents or potentially AB540 eligible.

Fall 2026 Admits: Assuming a successful pilot year, the system-wide SLR will be opened to all applicants the following year. This is an opt-in process for applicants.



## Records | Systemwide SLR

#### **Process:**

- Residency will be evaluated for applicants based on answers to questions on the UC application and the system-wide SLR where necessary.
- Students who do not complete the system-wide SLR will be evaluated for residency at the campus to which they SIR

Residency questions on UC application

System-wide Statement of Legal Residence

Determination at Admit/SIR

Campus
Statement of Legal
Residence



## **Records** | Effective Dates

Please help us process your forms more efficiently by providing accurate effective dates on forms. These dates drive many things, including refund amounts and whether a student receives "W" grades.

#### A couple items to keep in mind:

- Effective dates must be within the term being updated, even when submitted retroactively (a March date should not be used for a Fall form, for example).
- Asking to "waive W grades" is insufficient in a request as we need a valid date. When submitting retroactively, use the Friday of Week 2 if W grades should not appear on the transcript.
- <u>Graduate Program Coordinators</u> the effective date and W grade information will be added by Graduate Academic Affairs staff on the EAF via R'Grad.



### **DEGREE AUDIT & GRADUATION**

Thank you all for the continued collaboration! In Summer we conferred 1011 undergraduate, 224 gr aduate degrees for a total of 1,235 graduates.





## **Degree Audit and Graduation Team**



Ashley Bojorquez
ashley.bojorquez@ucr.edu



jenna.connor@ucr.edu

Jenna Connor



Cristy Gutierrez
cristina.gutierrez@ucr.edu



Emil



**Emily Flores-Jimenez** 



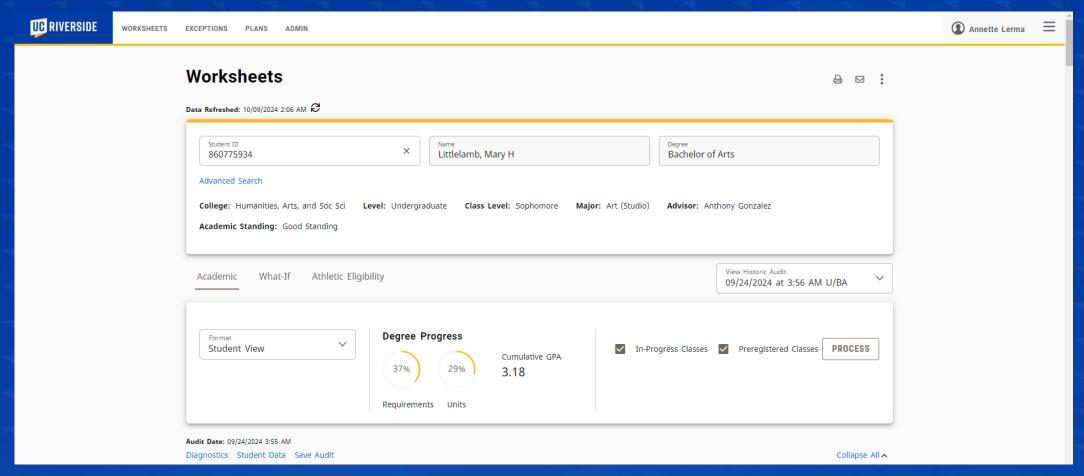
emily.floresjimenez2@ucr.edu

nelson.quintanilla@ucr.edu



#### Degree Work Responsive Dashboard Will Be Live Thursday October 24, 2024

#### The New Degree Works "Responsive View"





### **Degree Audits**

- Remember that the degree audit is the core of the graduation process
- Please check and update the audit throughout the student's program
- If the audit seems incorrect and needs updating, please submit a Workfr ont ticket
  - Undergraduate: Registrars Graduation Application & Degree Works
  - Graduate: Graduate Division Degree Audits



#### **FALL 2024 GRADES & DEGREE CONFERRAL DEADLINES**

Tuesday December 17th Grades due.

Please remember that our Records unit makes multiple attempts to collect missing grades for graduating students.

Wednesday, December 18th Grades, Units and GPA's are updated for the quarter.

Any outstanding or missing grades will require the graduation application to be moved to the next term.

Friday, January 3, 2025
All graduation
applications with grade
impediments will be
updated to NR.

A list will be emailed to the colleges with students that have grade impediments.



## Fall 2024 Undergraduate Degree Conferral Timeline

Friday, October 25, 2024	College deadline to review and submit Grad applications for the Spring quarter.
Monday, October 28, 2024	Registrar's office will begin the initial Fall graduation application review.
Friday, November 29, 2024	Registrar's office deadline to complete the initial review of UG graduation applications.
早 Friday, December 6, 2024	College deadline for pending issues to be resolved, after registrar's initial review.
○ Thursday, December 19, 2024	Registrar's office will begin second review with updated GPAs and final grades.
☐ Thursday, January 9, 2025	College deadline for pending issue to be resolved found during registrar's second review.
⊙ Friday, January 17, 2025	Final grad list sent to colleges for approval.
Monday January 20, 2025	Final confirmation due back from colleges.
Thursday, January 23, 2025	Degrees Awarded & Honors posted.



## Fall 2024 Graduate Division Degree Conferral Timeline

Graduate Division deadline to submit spring graduate applications.

Registrar's office will begin Graduate Division grad application review.

Degrees Awarded & Honors posted.

Friday, January 3, 2025

Friday, January 17, 2025

Friday, December 13, 2024

Monday, January 6, 2025

Thursday, January 23, 2025

Graduate Division revision complete date.

Final grad list sent to colleges for approval.



#### **Degree Conferral and Education Abroad Programs (EAP)**

Education Abroad is an exciting and worthwhile experience for students. EAP gives UC students the opportunity to grow as global citizens while earning UC credit. We have study abroad programs in 36+ countries, at the some of the finest universities in the world. However,

Please note: Although it is not prohibited, it is not advisable for graduating students to participate in EAP during their final quarter of studies. Degree conferral will be held up if official final grades are not received in a timely manner. Grades can take up to 30 days to be sent once the term ends. This is especially an issue during the summer quarter for students who will immediately beginning a graduate program the fall quarter. For more information, please contact <u>EAP</u>.









UC Systemwide Residency Pilot



2024/2025 No current go-live established

Student Forms
Campuswide Implementation of 25Live

Banner Self-Service 9



November 2<sup>nd</sup>

Course Request System replacement - Coursedog



## Projects we are working on ...



## **WANT TRAINING HELP?**

- Do you want hands-on and process-based training with Banner? Come to our trainings!
- ➤ You can view all 2024 training dates on ucrbanner.ucr.edu and in the UC Learning Center! Feel free to jump in and get these on your calendar!
- ➤ These are remote trainings to help fill in the gaps for current staff who would like a refresher or for new staff who are learning the student systems and feel a hands-on training would increase their knowledge and comfort in using them. Come get great tips and tricks!







**ECOURSE** 

#### Introduction to Banner

Introduction to Banner Training shows new users how to navigate the campus student information system. The tutorial provides th...

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**ECOURSE** 

#### **FERPA: How to Protect Student Records**

Family Educational and Privacy Act (FERPA) is a Federal law that protects the privacy rights of students and families. UCR Faculty, st...

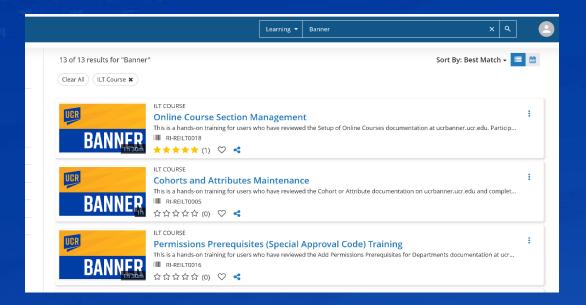
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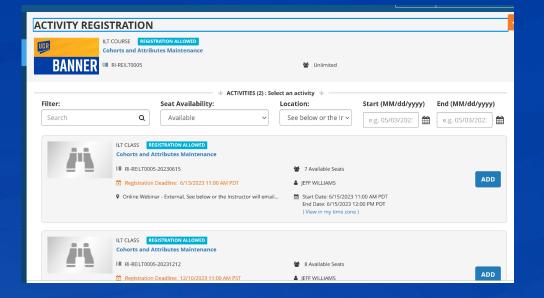
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Make sure you have completed the prerequisites to be able to see course schedules.







## Fall 2024 Training Topics and Dates

#### **Online Course Section Management**

Tuesday, October 22, 2024 | 10:00 AM – 11:30 AM

#### **Course Request System (CRS)**

Friday, November 1, 2024 | 10:00 AM – 11:30 AM

#### **Degree Audits and 4 Year Plans**

Thursday, November 7, 2024 | 2:00 PM - 3:30 PM



Wednesday, November 13, 2024 | 2:00 PM – 4:00 PM

#### Overview of the General Student Record and General Person and General Student Navigation

Thursday, November 21, 2024 | 10:00 AM - 12:00 PM

#### **25Live Pro Training**

Thursday, November 21, 2024 | 10:00 AM – 12:00 PM

#### **Reserved Seating and Waitlist**

Monday, December 2, 2024 | 9:00 AM – 10:30 AM

#### Academic History Navigation, the Student Profile, and Assigning Advisors

Wednesday, December 11, 2024 | 10:30 AM - 12:00 PM





## Courses

#### **Need Assistance with Course Requests? You Have Options.**

- Join Us for the Monthly Information Session:
  - Held the first Thursday of each month. Come ask your questions and chat about courserelated topics.
  - O Next meeting: Thursday, November 7, 2024; 10:30-11:30 am
  - Join the meeting via this Zoom Link:
     <a href="https://ucr.zoom.us/j/93510515903?pwd=ATbrycxIPRZF7H0hR2ihq4hpootltC">https://ucr.zoom.us/j/93510515903?pwd=ATbrycxIPRZF7H0hR2ihq4hpootltC</a> Meeting Passcode: 319353

#### • Email:

- Send questions to <u>crsfeedback@ucr.edu</u>.
- Training Courses:
  - Course Request System (CRS) Training & Course Prerequisites Training. Visit <a href="https://ucrlearning.ucr.edu/">https://ucrlearning.ucr.edu/</a> to enroll.



## RESOURCES To Equip You



#### Answers at your fingertips:

- ➤ Ucrbanner.ucr.edu or registrar.ucr.edu/staff: Procedure documentation, support, access information, and more!
- >R'Space: Banner Training instance
- ➤ UC Learning Center: Training opportunities sign-up



## Winter 2025 Meeting

WEDNESDAY, January 29, 2025

8:15 A.M. – 9:30 A.M.

VIA ZOOM (LINK WILL BE PROVIDED IN UPCOMING EMAIL)



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## Thank you for joining us!



