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

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Karla Contreras, Director of TCAS

Kara Oswood, Director of Academic Affairs, Graduate Division

Spring 2025



# **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** 



# **Articulation Requests**

- Students should seek advising and CE approval before submitting a syllabifor an articulation review?
- Students who do not include a UCR course equivalency or do not have knowledge of which requirement they are trying to satisfy will be referred to their advisor for assistance?
- Requests may be submitted by an advisor or student?
- Student can send the request via email to <a href="tcashelp">tcashelp</a> ucrædu and must include specific information outlined on the next slide?
- Advisors can submit requests via WorkFront or email?



# **Example**

Name, SID, Major,

Term student took or plans to take the course, Institution Name, City and State, Transfer Course, Requested UCR Course Equivalent,

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



# **Continuing Students**

Official transcripts )including UC||UC Extension and IGETCs<sup>(</sup> must be sent to Undergraduate Admissions )UGA<sup>(</sup>?

- O UGA will upload transcript to BDM?
- o If transcript is **not** in BDM∥TCAS will be unable to process?

### Concurrent Enrollment )CE<sup>(</sup> Approval Required,

o 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,

o If the student is already over 105 LD units ||TCAS will zero out units when posting the transfer credit?

**UC Online**, Grades are loaded directly to Banner via a data integration with UC Online?)transcript will <u>not</u> be in BDM<sup>(</sup>?

o TCAS reviews and validates information )as needed(?



# **Incoming Students (Newly Admitted)**

Official transcripts )including UC||UC Extension and IGETCs( must be sent to Undergraduate Admissions )UGA(?

O UGA will upload transcript to BDM?

### Transfer credit evaluation

- Upon receipt of all official transcripts UGA will evaluate the transfer courses and decide what is transferrable?
- Freshman transcript annotations are visible on BDM
- o **Transfer** transfer credit eligibility is annotated on UC Review

### Transfer credit posting

- TCAS is responsible for posting all transfer credit for students that have been evaluated by UGA?
- o If a student is missing official documents ||TCAS cannot post



# 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

- ON LEAVE
- Graduation & end of quarter coordination
- Repeat Course Work



Jessica Renteria | Q-Z

- ON LEAVE until 5/12
- Intercampus Exchange



Trina Elerts | I – P

- Curriculum changes
- Incomplete Extension



Kara Oswood | Director

- Academic Disqualification
- Timetables
- Readmission

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



### Graduation

- Graduation procedures list
- Deadlines

### Commencement

- GD Hooding Ceremony
- Toyota Area Ceremonies
- Faculty registration

### **Deadlines**

- Change is coming!
- Communications soon
- Most moving later
- Strict enforcement
- Exception process

### **NEED HELP?**



Graduate students' first point of contact is the Faculty Graduate Advisor 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
- Degree audit (R'Web)

### **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
   RWeb: Student Profile, enrollment
- and holds information
- Faculty or students in your program

### RESOURCES

- Registrar's Residency Coordinator
- Labor Relations
- · Union representatives
- 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 help.ucr.edu
- Graduate Student Assoc (GSA)

Visit <a href="https://graduate.ucr.edu/need-help">https://graduate.ucr.edu/need-help</a> for links and additional information

# **SB 1287 – Prevent and Address Conduct**

States that the Regents of the University of California have the primary responsibility to prevent and address conduct that either creates a hostile environment for students on campus or results in differential treatment of students on campus.

### Implementation Requirement:

- For academic year 2025–26, all currently enrolled and newly enrolled students (undergraduate and graduate) must receive and acknowledge the student code of conduct.
- For subsequent years, only newly enrolled students will be required to acknowledge the student code of conduct.

### **UCR Plan:**

- We will be leveraging the hold module in R'Web with a hold that can be acknowledge by the student for completion. This will capture all currently enrolled students for the one-time requirement.
- Admission Offices are working to ensure they are complying moving forward.



### **Course Approval Deadline Reminders**

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

Courses with the effective term Winter 2026 and Courses

### they affect:

- o Graduate courses: April 25, 2025
- Undergraduate courses: May 9, 2025

Questions? Email: crsfeedback@ucr.edu





### **Renumbered Courses New Course Renumbered From** /Number **WRIT 055 ENGL 008 WRIT 001 BSWT 001 WRIT 005 BSWT 003 WRIT 007 ENGL 004 WRIT 007L** ENGL 004L **WRIT 008 ENGL 005 WRIT 009 ENGL 01PA WRIT 010 ENGL 001A WRIT 020 ENGL 001B ENGL 001C WRIT 030**

Courses Renumbered, Discontinued, and Newly Created - associated with the U WP shift from ENGL to WRIT.

New Courses
WRIT 001L
WRIT 003
WRIT 003L
WRIT 010S
WRIT 020S
WRIT 030S

Discontinued Courses
ENGL 01HC
ENGL 01SC
ENGL 04DE
ENGL 004E
ENGL 004D







New WRIT 040 Segment Courses Renumbered from ENGL 007				
WRIT 040E	WRIT 040P			
WRIT 040F	WRIT 040Q			
WRIT 040G	WRIT 040R			
WRIT 040I	WRIT 040S			
WRIT 040J	WRIT 040T			
WRIT 040K	WRIT 040U			
WRIT 040L	WRIT 040V			
WRIT 040M	WRIT 040X			
WRIT 040N	WRIT 040Y			
WRIT 0400				



### Reports

Reports are necessary to ensure that all courses and programs that are impacted by your course proposal stay current.

Reports are required if one of the following is occurring with a course proposal:

- Deleting
- Renumbering
- Changing a course title
- Changing the units

- Changing a cross-listing
- Changing a credit statement
- Submitting a course proposal with an enrollment priority statement or restriction

### **Title Changes**

Subtitles for courses that are approved to be repeatable

- Please submit a Workfront ticket <u>Course Title/Sub-Title & Repeat Set Up Request</u>.
- Visit <u>Request Reports</u> to learn more about why, when, and how to request reports.





### **Course Management System Update**

CRS Replacement Implementation has been postponed.

Thank you to those of you who participated in the Coursedog User Acceptance Testing. Your feedback was invaluable.

Notifications will be sent when additional information is available.



## **Upcoming Deadlines for Fall 2025**

# Academic Scheduling DEADLINES ARE FOR ALL COURSE LEVELS



SACT Option Resolution Meeting*	Thursday, April 24
Department Proof Reminder by 5 PM	Friday, April 25
Learning Community Templates to be Received by 5 PM	Friday, April 25
Proof Distributed to Academic Departments at 5 PM	Monday, April 28
Proof Deadline for Academic Departments	Thursday, May 1
Unresolved Sections Placed in Registrar Hold Status by 5 PM	Wednesday, May 7
Schedule of Classes Published	Thursday, May 8
Learning Community Reserved Seat Entry at 5 PM (Suggested deadline)	Wednesday, May 14
Sections with Errors Placed in Registrar Hold Status by 5 pm	Monday, May 19

Fall 2025 Student Registration Begins on Monday, May 19!



### Pilot Trial for the Fall 2025 Academic Scheduling Process

- There were 189 sections included in the SACT 2nd Optimizer run on April 17 using "Best Placement" and best utilization. 135 sections were placed, leaving 54 sections unable to be placed.
- The 90-minute Zoom meeting to resolve the remaining 54 sections is scheduled for Thursday, April 24.
   Invitations were sent to department schedulers who have an unresolved section(s), as well as other enrollment managers.
- If you did not receive the invitation, but would like to attend to understand the process, please contact Linda Coco.
- The goal is to resolve all sections during the meeting.



Staff must be empowered to make decisions on the call to resolve and schedule



# **Looking Ahead to Winter 2026**

# Academic Scheduling

DEADLINES ARE FOR ALI COURSE LEVELS



"Call" Sent to Academic Departments by 5 PM	Tuesday, June 3
"Call" Deadline for Academic Departments by 5 PM	Friday, August 8
Deadline for Entry/Updating of Sections that Fall Under a CSC-Approved Pre-Scheduling Agreement by 5:00 PM	Friday, August 8
Learning Community Room Attribute Codes to be Entered by 5 PM	Friday, August 15
2nd "Call" Sent to Academic Departments by 5 PM	Tuesday, September 2
2nd "Call" Deadline for Academic Departments by 5 PM	Friday, September 19



# Academic Scheduling

# Classrooms with Restricted Availability

- **DUNDE A1003, A1105, A1107 & A1109** Available Monday-Friday from 8 am-4 pm
- NORD A1000, A1002, & A1010 Available Monday-Friday from 8:30 am-4:30 pm
- SBB 165 Available Monday-Thursday from 8 am-10 pm
- SSC 121, 123, & 125 Available Monday-Thursday from 8 am-3:30 pm
- SOMED G650 & 1670; SOM2 104, 105, 106, & 205 Availability contingent on schedule provided each term by the School of Medicine



Reminder: due to approved pre-scheduling agreements, at the time the Schedule of Classes goes online, any open time slots in the SBB, SOMED & SOM2 classrooms revert to these schools for their internal scheduling.

At that point, Academic Scheduling cannot add to those classrooms' schedules.



### **Final Exam Information**

## **Academic Scheduling**

### **UNDERGRADUATE COURSE FINALS**

- Final exam classrooms are automatically scheduled for <u>undergraduate lectures with a day and time that</u> <u>are meeting in a general assignment classroom</u>.
- Academic Scheduling will send a list of in-person undergraduate lectures to department schedulers during the third week of instruction to allow time to confirm if instructors plan to hold an in-person final exam. (Sent last week for Spring 2025)
- Inform Academic Scheduling if any undergraduate lecture will <u>not</u> hold an in-person exam during finals week. If we do not receive feedback on an undergraduate lecture meeting in person, it will be inferred the instructor is planning to hold an in-person final exam during finals week.
- The final exam schedule for classes scheduled in a general assignment classroom will be posted online
  at the end of seventh week of instruction.



### **Final Exam Information**

# **Academic Scheduling**

### **GRADUATE COURSE FINALS**

- Final exams for graduate courses are scheduled in a general assignment classroom by request only.
   Please send your request(s) to Academic Scheduling.
- Reminder, the start and end time of the request must be within one of the final exam blocks, which are:

8:00-11:00AM, 11:30AM-2:30PM, 3:00-6:00PM, and 7:00-10:00PM

The final exam schedule for classes scheduled in a general assignment classroom will be posted online
at the end of seventh week of instruction.



### **Final Exam Information**

# **Academic Scheduling**

### **Additional Information on Finals**

- A course offered online can offer an in-person final exam only if the following criteria is met:
  - A schedule note was attached to the course section <u>at the time the SOC went online</u> advising the final exam would be in person.
  - o It was stipulated in the course syllabus that the final exam would be in person.
  - The instructor <u>during first week of instruction</u> reiterated to the enrolled students that the final exam would be in person.

In addition, an in-person final exam for an online course will be scheduled after all in-person undergraduate finals have been scheduled (subject to classroom availability).

• Instructors are not to change the published final exam day and time. Final exams must take place at the assigned day and time to minimize conflicts for students.



# Academic Scheduling

# Campus-Wide Implementation of 25Live Pro

As part of the campus-wide adoption of 25Live Pro, important updates will be made to the system from May 26-30, 2025.

During this time, 25Live Pro will be unavailable to department schedulers for room scheduling.

Spot-scheduled events can continue to be sent to Deborah during that week for manual processing.

Academic Scheduling will send a reminder of this update the week of May 19.



# Non-Academic Scheduling

### **Restrictions for Weekend Events**

The following buildings are available for use by small events throughout the year. Additionally, other classroom options may be considered IF the spaces outlined below are fully utilized. Fees may apply. Buildings with lab research facilities will not be utilized.

- Highlander Union Building Saturday and Sunday 8am -10pm (keyed entry by HUB staff)
- Student Success Center Saturday 8am -2pm (electronic access backup Keyway)
- University Lecture Hall Weekend hours as requested (keyed entry)
- Skye Hall GA classrooms Weekend hours as requested (electronic access & backup keyway)
- A couple of additional buildings are being considered to expand access, more details to come.



# **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 RegHelpDesk@ucr.edu 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 Update

We have tested Ellucian's fix for the registration errors.
It appears to resolve the issues and is scheduled to be installed into Banner Production this weekend.

We will continue to monitor for any ongoing issues.
As always, please direct students to our office if they are having technical difficulties with registration.

### Why was 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.



# **Records | Minimum Enrollment for F1/J1 Students**

To assist International Students and Scholars in assuring our International students are meeting immigration requirements, F1/J1 students will now have a minimum unit requirement on SFAREGS.



- This minimum requirement will be added at the start of 2<sup>nd</sup> pass registration.
- If a student needs to enroll in less units, the Academic Advisor and ISS must ensure both offices agree and then the Academic Advisor ultimately is the one who will have access to adjust the Minimum unit value on SFAREGS.

UG RIVERSIDE

# Records | Systemwide SLR Update

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

**Pilot Status:** Over 18,000 SLRs were submitted at the system level and about 98% of those applicants received a residency determination. This process will continue with a similar population for the Fall 2026 admissions cohort.

Residency questions on UC application

System-wide Statement of Legal Residence

Determination at Admit/SIR

Campus Statement of Legal Residence



# **Records** | Student Forms Project

Significant progress has been made on the Student Forms Project with ITS. Many thanks to each of you that have been part of the workgroup process!

### **Current Status:**



- A total of 10 undergraduate forms have been submitted to ITS to-date.
- The Incomplete Extension, Letter of Completion, and Concurrent Enrollment forms were handed off to the Colleges and Schools for testing and feedback.
- The Registrar's Office is currently reviewing the feedback from the Colleges and Schools and making appropriate changes and edits.
- The Enrollment Adjustment form, Academic Dismissal Appeal and Learning Community Opt-out forms have been handed to the Registrar's Office for initial testing.
- This process will repeat as future forms are ready for testing.



# **DEGREE AUDIT & GRADUATION**

Thank you all for the continued partnership!

In Winter we conferred 702 undergraduate 192 graduate degrees

Welcoming 843 new alumni.





## **DAG** Student Self-Service Graduation Application

The newly updated student self-service graduation page for selecting graduation term.

- We have added an instructional page for students to view before completing their graduation application.
- At the bottom of the instructional page students will click "here" taking them to the actual graduation application.
- Step 1 now has the instructions: "Select the most recent term". You will select your graduation term in a future step (the actual gradation term is selected in Step 3).



### **DAG** | SPRING GRADES & DEGREE CONFERRAL DEADLINES

Tuesday, June 17th Grades due to the Registrar's office. Please remember that our Records unit makes multiple attempts to collect missing grades for graduating students.

Wednesday, June 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, June 27th all graduation applications with grade impediments will be updated to NR.



# DAG | Spring Undergraduate Degree Conferral Timeline

Final confirmation College deadline Registrar's office Registrar's office College deadline Registrar's office College deadline Final grad list Degrees for pending issue to review and will begin the deadline to for pending sent to colleges due back from Awarded & will begin initial Spring graduation submit Grad issues to be to be resolved complete the for approval. colleges. Honors posted. Spring second applications for initial review of resolved. found review with application Spring UG after registrar's in the Spring cycle. during registrar's updated GPAs graduation itial review. review. second review. and final grades. applications. Monday, Monday Thursday, Friday, May Friday, Jun Thursday, April 28, 25, 2025 30, 2025 6. 2025 e 20, 2025 July 3, 2025 11, 2025



# **DAG** | Winter Grad Division Degree Conferral Timeline





# **Degree Audit and Graduation Team**



Ashley Bojorquez
Degree Audit & Graduation
Specialist
ashley.bojorquez@ucr.edu



Cristina P Gutierrez
Athletic Certification & Degree Audit Graduation
Specialist
<a href="mailto:cristina.gutierrez@ucr.edu">cristina.gutierrez@ucr.edu</a>



**Emily J Flores-Jimenez**Degree Audit and Graduation Assistant emily.flores@ucr.edu



**Jenna L Connor**Degree Audit and Graduation Specialist jenna.connor@ucr.edu



Nelson E Quintanilla
Degree Audit & Graduation Specialist
nelson.quintanilla@ucr.edu



Course Management System - Coursedog



Spring/Fall 2025

Student Forms

25Live Campus Wide Implementation



**Summer 2025** 

# Projects we are working on ...



# Registrar Reorganization is coming

- Over the next several months we will be shifting some staff and responsibilities.
- More details will follow, but for now status quo.



# **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!







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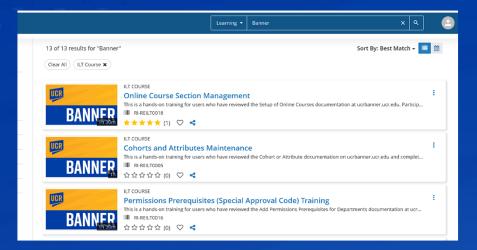
#### **FERPA:** How to Protect Student Records

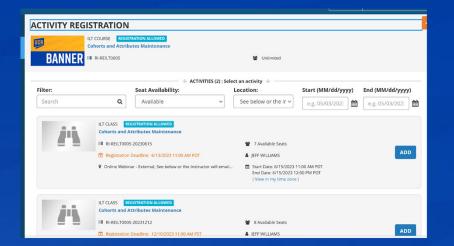
Family Educational and Privacy Act (FERPA) is a Federal law that protects the privacy rights of students and families. UCR Faculty, st...

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







# **Spring 2025 Training Topics and Dates**

Online Course Section Management
Wednesday, May 7, 2025 | 2:30 PM - 3:30 PM

Degree Audits and 4 Year Plans
Thursday, May 8, 2025 | 2:00 PM - 3:30 PM

Registration and Waitlists
Wednesday, May 14, 2025 | 10:00 AM - 12:00 PM

Academic Scheduling
Tuesday, June 3, 2025 | 10:00 AM - 12:00 PM

Overview of the General Student Record and General Person and General Student Navigation Wednesday, June 11, 2025 | 10:00 AM - 12:00 PM

Reserved Seating and Waitlist
Thursday, June 26, 2025 | 2:30 PM - 4:00 PM





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

- Email:
  - o Send questions to <a href="mailto:crsfeedback@ucr.edu">crsfeedback@ucr.edu</a>.
- 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



# Fall 2025 Meeting

WEDNESDAY, October 22, 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!



