Registrar and Transfer Credit and Articulation Services (TCAS) Campus Updates

Bracken Dailey, University Registrar

Karla Contreras, Director of TCAS

Winter 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.

- ➢ 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

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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.
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: karla.contreras@ucr.edu

Help Desk: tcashelp@ucr.edu

NIKKI

KARLA

ANDRE

ALISHA

ALLISON

Elective Units

- UCRV ELEC – Discontinue as of Spring 2024
- UCRV 0ELE – New as of Fall 2020
    - Title: Lower Div Transfer Elective
- UCRV 1ELE – New as of Fall 2020
    - Title: Upper Div Transfer Elective

Course Approval Deadline Reminders

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

Winter 2025 - Graduate Courses **Winter 2025** - Undergraduate Courses	April 26, 2024 May 08, 2024
Spring 2025 - Graduate & Undergraduate Courses	October 09, 2024
Summer 2025 - Graduate & Undergraduate Courses	October 02, 2024
Deadline for Courses to appear in 2024-2025 General Catalog	January 18, 2024
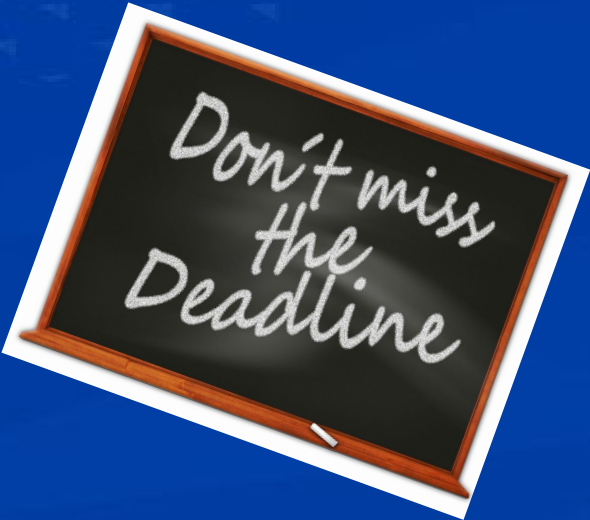
Courses

Questions? Email: crsfeedback@ucr.edu

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Course Request System Resources

- **Email** - Send questions to crsfeedback@ucr.edu
- **Monthly Information Session** – Ask questions and engage with other course preparers
  - Held the first Thursday of each month. Submit questions by Tuesday of same week to be added to the agenda.
  - Next meeting: Thursday, February 8, 2024; 10:30-11:30 am
  - Join the meeting via this Zoom Link: https://ucr.zoom.us/j/96083331933?pwd=eWJkTmdnWVJNNE8xZk9pbWNoaExhdz09
  - Sessions are recorded and shared. View the last meeting:
    - [January 4, 2024 Recording](#)
- **Training Courses** - Course Request System (CRS) Training & Course Prerequisites Training

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New Course Request System

- The campus has purchased a 3rd Party system, Coursedog, to replace the current CRS system.

- Kick off meeting occurred in January with the Registrar's Office, Academic Senate, ITS and Coursedog.

- We will provide updates, training and more as the implementation progresses.

- Current timeline will have the new system in place starting August/September 2024.

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Courses and Academic Scheduling

Courses approved as Repeatable as Content Changes

- Submit a request through Workfront
  - There is a 30-character limit
  - In the subject field of the ticket, enter the course subject and number
  - In the description field, include the term for which the title change is needed, course subject and number, and the 30-character (max) title in capital letters without slashes, dashes, or apostrophe
- The title request will be added on SCADETL/Course Text tab.
- Once complete, the Department Scheduler is responsible for copying and pasting the subtitle onto the CRN(s) in the given term.

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Upcoming Deadlines

Academic Scheduling

SPRING 2024	
Spring 2024 Schedule of Classes is Published Online	Thursday, February 1
Learning Community Reserved Seat Entry at 5 PM	Wednesday, February 7
Sections with Errors Placed in Registrar Hold Status by 5 PM	Friday, February 9
Spring 2024 Student Registration Begins	Monday, February 12
FALL 2024	
Fall 2024 Call Distributed to Academic Departments by 5 PM	Tuesday, February 6
Call Deadline for Academic Departments by 5 PM	Friday, March 8

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Winter 2024 Final Exams

Academic Scheduling

- Academic Scheduling will begin final exam scheduling preparation during the 4th week of the quarter.

- Please send any final exams special requests or questions to Academic Scheduling during this time.

- Final exam scheduling utilizing 25Live's LYNX final exam scheduler will occur during 6th week of the quarter.

- The Winter 2024 final exams "live" schedule including GE classroom assignments will be posted by end of 7th week (Friday, February 23).

- https://registrar.ucr.edu/calendar/final-exam-live

Academic Scheduling

New Classroom SOMED G650

- School of Medicine Education Building I, G650 – 112 seats

- Academic Scheduling has restricted access to schedule this classroom:

  Monday, 8 am-2 pm

  Tuesday – Thursday, 8 am-5 pm

  Friday, 2-5 pm

- Spring 2024 scheduling – as of department proof mailing on January 22, Academic Scheduling is no longer able to schedule this room for Spring 2024. Per agreement, when proof is mailed any unused time slots go back to the School of Medicine.

- Fall 2024 – Academic Scheduling may resume scheduling SOMED G650 after "Call" deadline.

- Posting room information on https://classrooms.ucr.edu/ is in progress. Information still available at School of Medicine Education 1 | SOM Facilities & Space Planning/.

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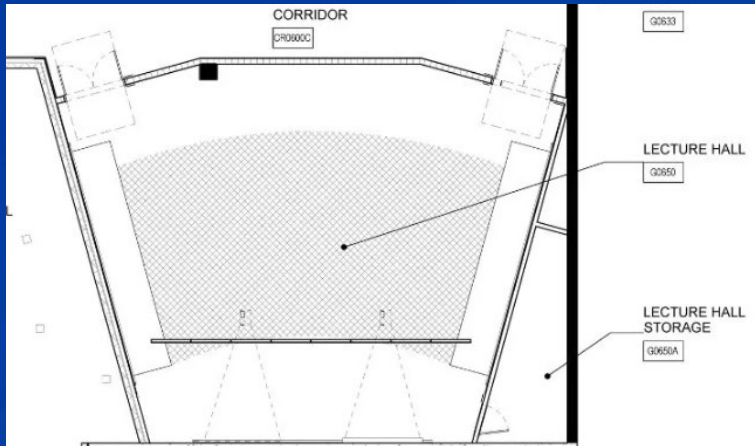
Academic Scheduling

New Approvals for Online Modality
- Please ensure to notify Academic Scheduling of changes in modality as early as possible to assist us in utilizing classroom resources and ensure students are properly informed of the location of their instruction.

Hybrid Instruction and/or Instruction without a designated GE classroom
- It is critical that the Schedule of Classes provide students with the accurate and complete expectations and instructions.
- Make sure meeting times, location of instruction and instructors are all accurately listed for sections.
- Ensure classrooms are in 25Live/Banner and use the notes area as needed.

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Academic Scheduling

Using Canvas LMS Via UCOP

- UCR can share data with UCOP so faculty can leverage the UCOP LMS <u>even if the course is not part of ILTI or cross-campus enrollment</u>.

- As of Fall 2023, UCOP introduced the "Inquiry Learning Project" using SuiteC in the UCOP LMS. Courses within this project are identified by UCOP and shared to the campus for appropriate coding in Banner.

- The integration partner of UCLM in SCADETL assists in facilitating this type of scenario.

- It is critical when courses use the UCOP LMS that the course is set up in Banner as a <u>distinct primary activity to one or more secondary activities.</u>

- It does not allow students to be in mixed secondary activities.

  o Example: two lectures that allow students from both lectures to select from multiple secondary activities.

  o This is especially critical if the lectures are being taught by multiple faculty and not all faculty will be using the UCOP LMS.

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Academic Scheduling

Bring Your Own Device – Pilot Program for Faculty & TAs
HMNSS 1502, SPR 2344, & SPR 1358

Reminders:

- These rooms no longer have a standard desktop PC; now include digital white boards with Zoom capabilities.

- Instructors are to bring their own UCR-issued device that is connected to UCR wifi.

- Loaner laptops are available for check-out for the duration of the term; send request to multimedia@ucr.edu.

Spring 2024 classes – schedule in these classrooms has been set. ITS Multimedia Technologies staff will be present at the start of each class to ensure set-up is ready for instruction. An instructor laptop can be provided for short-term use.

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Academic Scheduling

Bring Your Own Device – Pilot Program for Faculty & TAs
HMNSS 1502, SPR 2344, & SPR 1358

- Communication will be sent to all instructors attached to sections in these rooms prior to first day of Spring 2024 instruction. Please be sure to have all instructors/TAs added to your Spring 2024 sections as soon as possible.

- **For future terms** – if your department does not want courses scheduled in these classes, you will need to state such on the Classroom Request Form that is to be submitted to Academic Scheduling by the "Call" deadline. Once classroom scheduling begins, any department that has not provided this information is subject to having sections scheduled in any of the classrooms (especially graduate seminars).

- Feedback continues to be positive.

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Academic Scheduling

Submitting Workfront Tickets

- **New Instructors**: Make sure all fields on the form are filled out completely and accurately.

- **TAs**: Be sure to confirm and include the correct Banner ID (also known as SID).

- **Lived vs. legal name:** The name provided may not always match, which is why it is critical that the Banner ID (SID) is accurate.

- **Date of Birth Field (REQUIRED):** The DOB is the <u>only</u> way we can confirm that we are selecting the correct person in the database. Please be sure to enter only the DOB, not the date of ticket entry in this field.

- **Multiple instructor updates** can be submitted on one ticket. Please attach an Excel file for multiple update requests.

- Please reference the <u>procedure instructions</u> found here if necessary.

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Academic Scheduling

Submitting Workfront Tickets

- It is the department's responsibility to assign instructors to sections in Banner for both primary and secondary activities. If instructors are not added to their courses by the end of third week, it will cause incorrect academic and financial records for your department and college.

- **Required**: **Enrollment Managers and Grad Advisors must coordinate to get Instructors entered into Banner by the end of the third week of the quarter.**

- Please submit requests as soon as possible to ensure:
  - Access to Canvas / eLearn
  - Instructor of record has access to submit grades in iGrade

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Academic Scheduling
Pre-Cancellation Reminders

Please **do not** place courses into pre-cancellation if they still have enrollment.

If a secondary activity is cancelled <u>with </u>enrollment, the students will also be removed from the non-cancelled primary activity (and all activities) per academic policy.

Therefore, prior to a secondary activity course being placed into pre-cancellation, students should be informed that they need to select a different secondary activity if they want to stay in the lecture.

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UC Online – Section Cancellations

Once registration has opened, please do not delete the cross-listed section without confirming if enrollment exists.

- If enrollment exists when a section is cancelled, this will cause other issues that ultimately impact the student's experience.

- Prior to the Schedule of Classes going live you may cancel independent of the Registrar's Office.

- If the Schedule of Classes has gone live, you need to contact M'Isha Starks in the Registrar's Office before cancelling the section, so she can assist you in assuring there are no enrollment requests in the pipelines. Enrollment does not immediately show in Banner, so just checking Banner is not sufficient.

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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

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

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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
- 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

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CHECK US OUT!

The Registrar's Office is now on Instagram!

Be sure to <u>follow us</u> (and help spread the word to students) for important announcements, deadline reminders, and helpful information.

@ucrregistrar

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Records | Proxy/Authorized User (GRLN)

LIVED NAME & PROXY ACCESS
UPDATE

Authorized Users can now only see your LEGAL NAME when accessing your student information.

Students who have a LIVED NAME in the student information system will continue to see their LIVED NAME.

Student's expressed concern over Proxy/Authorized Users being provided their lived name instead of their legal name.

Self-Service has been updated so that Proxy/Authorized Users now see their student's LEGAL name.

There is currently not an option for students to choose which name (legal or lived) that Proxy/Authorized Users see when logging in.

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Expected Graduation Term/Dates

- Housing has contacted me concerned that they have a high number of students with inaccurate EGD which impacts their housing application process for continuing students.

- This impacts National Student Clearinghouse and the student's responsibility in paying back their Federal loans.

- The management of the EGD is the responsibility of the advisor. Procedures

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Records | Is it a withdrawal?!?

To help advise continuing students correctly, ask the questions below to determine what steps (if any) the student needs to take.

Are you enrolled in classes?
- Yes → Has the term begun?
  - Yes → **Withdrawal**
  - No → **Cancellation (UG) Withdrawal (G)**
- No → **No Action Required**
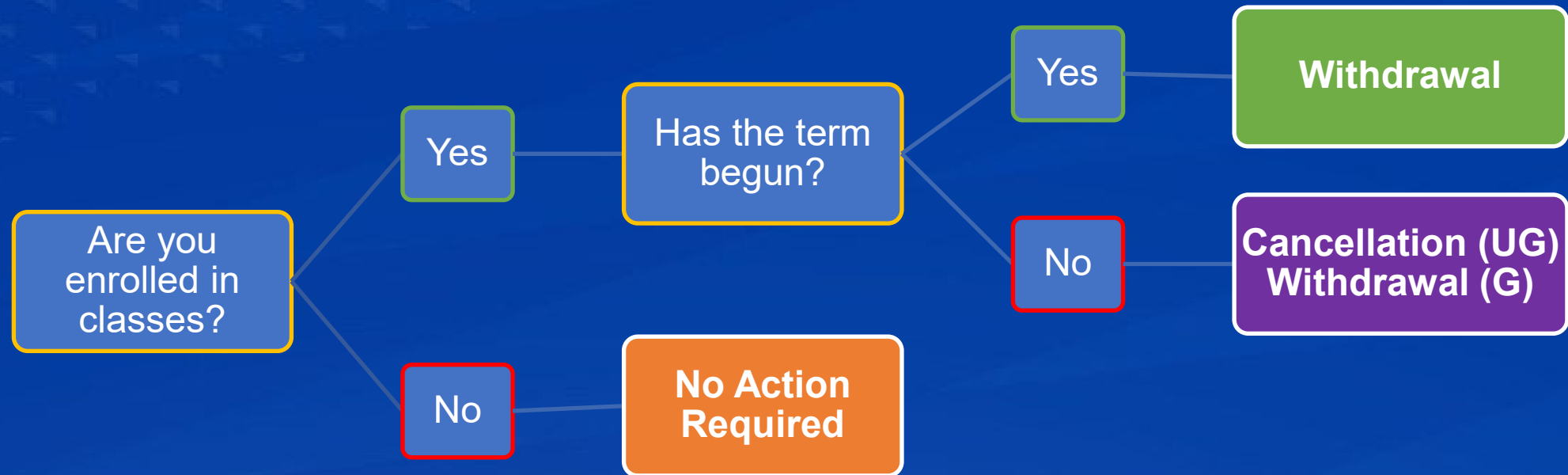
Remember:
A continuing student who does not enroll does not need to take any action. They become RD and have two additional terms to enroll without becoming inactive and requiring readmission.

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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.

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Records | Repeats & UCR Extension

When a student takes a course through UCR Extension, the type of course determines how it impacts their UCR record.

Concurrent Enrollment (XRC courses):
- Counted in the UCR GPA
- Subject to normal campus repeat policies
- Regular grades are articulated

Other Courses (XR or other designation):
- Not counted in the UCR GPA
- Not eligible to be repeated at UCR. Additional takings are a duplication of credit.
- "T" grades are articulated

Records | Time Tickets & Priority Registration

Earned units (not "in progress" units) determine a student's time ticket (students with more register first). Pending transfer units do not count as earned units until official transcripts are processed.

Priority registration is reserved for: Regents and Chancellor's Scholars, Students with Disabilities, Foster Youth, Graduate Students, Student Athletes/Team Managers, University Honors Students, Student Parents and Veterans/Military.

Please note that Student Parents have been added to the priority list as of Spring 2023. More information on next slide.

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Records | Student Parent Priority Registration

AB 2881 established priority registration for student parents as of Spring 2023.

We currently utilize the FAFSA/CA Dream Act data to define our Student Parent population.

- If at any time you hear of a student parent who is not getting priority, you can ask to make sure they have completed a FAFSA/CA Dream Act.

- If they have not, they should be directed to do so. These are free forms and Financial Aid noted that the student parents might be available for more assistance and don't realize it, so completing the application could help them in other ways.

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DEGREE AUDIT & GRADUATION TEAM

In Fall we conferred 550 undergraduates and
308 graduate students for a total 858 graduates.

Thank you for the continued teamwork!

GRADES & DEGREE CONFERRAL DEADLINES

Tuesday, March 26, 2024. Grades due

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

Wednesday, March 27, 2024 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, April 5, 2024, All grad applications with grade impediments will be updated to NR.

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

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Winter 2024
Undergraduate Degree Conferral Timeline

Friday, February 02, 2024
College deadline to review and submit Grad applications for the Winter quarter

Friday, March 08, 2024
Registrar's office deadline to complete initial review of application

Friday, March 15, 2024
College deadline for pending issues to be resolved, after registrar's initial review.

Thursday, March 28, 2024
Registrar's office will begin second review with updated GPAs and final grades.

Thursday, April 11, 2024
College deadline for pending issue to be resolved found during registrar's second review.

Friday, April 19, 2024
Final grad list set to colleges for approval.

Thursday, April 25, 2024
Degrees Awarded & Honors posted.

Degree Audit and Graduation Team

Ashley Bojorquez
ashley.bojorquez@ucr.edu
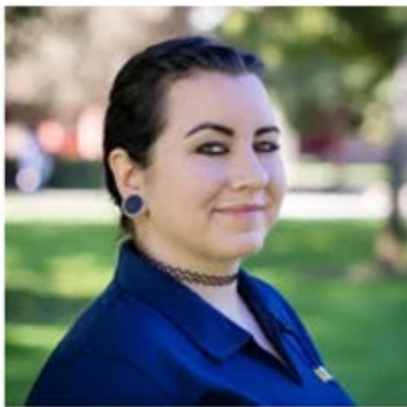
Jenna Connor
jenna.connor@ucr.edu

Cristy Gutierrez
cristina.gutierrez@ucr.edu

Emily Flores-Jimenez
emily.floresjimenez2@ucr.edu

Nelson Quintanilla
nelson.quintanilla@ucr.edu

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Degree Works Upgrade

- **Ongoing work is being completed by Registrar's Office, Graduate Division and ITS.**

- **The upgrade has been installed in Degree Works TEST.**

- **We will be recruiting beta test groups of advisors and students soon, so if you are interested, please be on the look out or reach out to Annette.**

- **Communications about the transition and trainings will be coming so you have transparency on next steps and are prepared for the transition.**

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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!

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ECOURSE

Introduction to Banner

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

RI-SAECO0034

★★★★⯪ (15)   ♡ ⤴

35m

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...

RI-SAECO0033

★★★★⯪ (179)   ♡ ⤴

20m

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

Learning ▾ | Banner   × | 🔍 | 👤

13 of 13 results for "Banner"

Sort By: Best Match ▾   ☰ 📅

Clear All   ILT Course ✖

ILT COURSE
Online Course Section Management
This is a hands-on training for users who have reviewed the Setup of Online Courses documentation at ucrbanner.ucr.edu. Particip...
RI-REILT0018
★★★★★ (1)   ♡ ⤴
1h 30m

ILT COURSE
Cohorts and Attributes Maintenance
This is a hands-on training for users who have reviewed the Cohort or Attribute documentation on ucrbanner.ucr.edu and complet...
RI-REILT0005
☆☆☆☆☆ (0)   ♡ ⤴
1h

ILT COURSE
Permissions Prerequisites (Special Approval Code) Training
This is a hands-on training for users who have reviewed the Add Permissions Prerequisites for Departments documentation at ucr...
RI-REILT0016
☆☆☆☆☆ (0)   ♡ ⤴
1h 30m

ACTIVITY REGISTRATION

ILT COURSE REGISTRATION ALLOWED
Cohorts and Attributes Maintenance
RI-REILT0005   👥 Unlimited

⬇ **ACTIVITIES (2) : Select an activity** ⬇

Filter:	Seat Availability:	Location:	Start (MM/dd/yyyy)	End (MM/dd/yyyy)
Search 🔍	Available ▾	See below or the Ir ▾	e.g. 05/03/2023 📅	e.g. 05/03/2023 📅

ILT CLASS REGISTRATION ALLOWED
Cohorts and Attributes Maintenance
RI-REILT0005-20230615   👥 7 Available Seats
🗓 Registration Deadline: 6/13/2023 11:00 AM PDT   👤 JEFF WILLIAMS
📍 Online Webinar - External, See below or the Instructor will email...   🗓 Start Date: 6/15/2023 11:00 AM PDT
End Date: 6/15/2023 12:00 PM PDT
(View in my time zone)

ADD

ILT CLASS REGISTRATION ALLOWED
Cohorts and Attributes Maintenance
RI-REILT0005-20231212   👥 8 Available Seats
🗓 Registration Deadline: 12/10/2023 11:00 AM PST   👤 JEFF WILLIAMS

ADD

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February 2024 Training Topics and Dates

February

- Academic Scheduling
  - Thursday, February 1, 2024 | 2:00 PM - 4:00 PM

- 25Live Pro Training
  - Monday, February 5, 2024 | 10:00 AM - 12:00 PM

- Degree Audits and 4 Year Plans
  - Tuesday, February 13, 2024 |10:30 AM - 12:00 PM

- Academic History Navigation, the Student Profile, and Assigning Advisors
  - Thursday, February 15, 2024 | 10:30 AM - 12:00 PM

- Course Request System (CRS)
  - Thursday, February 22, 2024 | 2:00 PM - 3:30 PM

STAFF TRAINING

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Thank you for joining us!