

# REGISTRAR CAMPUS UPDATES

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Winter 2020 – February 5, 2020

# 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.
- 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:
  - General Items
  - Courses
  - Academic Scheduling
  - Records
  - Graduation and Degree Audit
  - Projects on the Roadmap



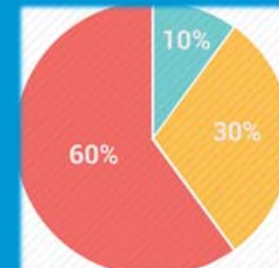
# GENERAL

- Users who have Banner access that includes more than a faculty role are now receiving monthly updates from the Registrar's Office via our newsletter, the *Registrar Register!*
  - We hope you saw our January letter that included...

- specific documentation updated  
i.e. for Banner and 25 Live upgrades



- our 2018-2019 annual report, and



- a link to view all of the 2020 training dates!



# COURSES

## Course Request System Deadlines:

- ▶ **Thursday, April 23 - Winter 2021** Graduate Courses and the courses they affect
- ▶ **Thursday, May 7 – Winter 2021** Undergraduate courses and courses they affect

Please see CRS/Registrar website for future dates and deadlines



# COURSES

## Guidelines for Approvals

Scheduled Delivery Type	Approval Needed
Standard classroom lecture and secondary activity (discussion)	Standard course proposal approved by the Committee on Courses
Standard classroom lecture with secondary activity using Blackboard (no room assignment for secondary activity)	Standard course proposal approved by the Committee on Courses
Hybrid: Online lecture using Blackboard/Canvas and standard classroom for secondary activity (room assigned for secondary activity)	Standard course change or new course proposal with reference to the hybrid activity(s) approved by the Committee on Courses
Online: Online lecture using Blackboard/Canvas and online secondary activity (no room assignment for either)	Change or new course proposal for online course information approved by the Committee on Courses

## COURSES

### **We would like your feedback.**

We are interested to hear from you about how we are doing and how we can improve our support. Please take a few moments to comment on your experience with the Registrar's Office relating to course proposals.

Of course we want to hear if there is a problem, but we would like to hear about your positive experiences, as well.

**Email us at: [crsfeedback@ucr.edu](mailto:crsfeedback@ucr.edu)**

# ACADEMIC SCHEDULING

## **Additional General Assignment Rooms for Fall 2020:**

- PENTLAND: 2 rooms, ~85 - 100 seats each, for use full time, Monday-Friday. Equipped with seminar tables and updated technology.
- DUNDEE: 3 rooms, 25 seats each, and 1 room, 75 seats, for use Monday-Friday 8 am-4 pm. Equipped with seminar tables and technology equivalent to other general assignment rooms.
- UNEX / University Village: 6 rooms of various sizes for use Monday-Thursday 7:30 am-4:20 pm.
- Details and processes are being finalized and will be included in the Fall CALL
  - Pentland and Dundee spaces are ideal for freshman courses.
  - Provides additional temporary prime time availability.

# ACADEMIC SCHEDULING

## Reminders and Tips to Consider When Building Your Schedule:

- Enrollment Maximums: Enter the maximum for the number of students you are expecting.
  - Reminder: If you need to adjust the maximum, check to ensure the room capacity will accommodate your change. Notify the Registrar's Office scheduling team if your adjustment requires a classroom change.
- Pre-cancellation: Once the section is moved to pre-cancellation status, students will be dropped from the section.



# ACADEMIC SCHEDULING

## Reminders and Tips to Consider When Building Your Schedule:

- Room Attributes: When updating the room attribute, be sure to follow these steps:
  - Delete, save, then add your change and save again.
  - Accurately updating room attributes will ensure accurate reporting and scheduling
- Accommodations for Faculty: Requests to accommodate a disability should be received by Academic Scheduling by the "Call" deadline. This allows us to schedule the room in a timely manner.
  - If any support equipment is needed (furniture, media, etc.), the department should reach out to Disability Services. Our unit takes care of scheduling the classroom.
  - All ADA requests will be verified with Human Resources.
  - Accommodations may not guarantee a specific room or time.

## ACADEMIC SCHEDULING SPRING 2020

<b>Unresolved sections placed in "R" status</b>	Wednesday, January 29, 2020, starting at 4:30 PM
<b>Final deadline for updates</b>	Wednesday, January 29, 2020 by 5:00 PM
<b>Schedule of Classes published online</b>	Thursday, January 30, 2020
<b>Sections with errors placed in "R" status</b>	Friday, February 7, 2020 by 5:00 PM
<b>Student registration begins</b>	Monday, February 10, 2020
<b>GE classrooms released from sections in a "H" status</b>	Monday, March 16, 2020 by 4:00 PM

# RECORDS

## Alpha Split for Processing and Student-Related Inquiries

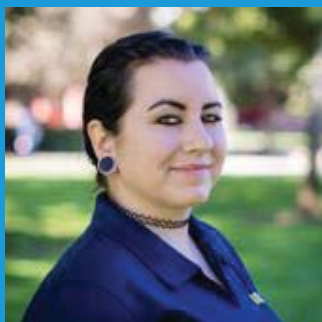
Liz Alday



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Monique Wright



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Stacey Marsalisi



S - Z

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# RECORDS

## Points of Contact for General Inquiries on Common Topics



**Liz Alday**  
Education Abroad  
Everything Grading



**Stacey Marsalisi**  
UC Online  
Simultaneous Enrollment



**Monique Wright**  
Student Leaves  
Readmission

Getting questions to the correct person will help speed up response times

# RECORDS

The screenshot shows the 'New Request' form in the Workfront system. At the top, there are tabs for '+ New Request', 'Requests I've Submitted', and 'All Requests'. Below this is a section titled 'Select a Request Type' with a dropdown menu currently set to 'Banner Support Ticket'. Underneath, there's a sub-section 'Banner Support Ticket' with a dropdown menu set to 'Staff or Faculty Reporting an Issue ...'. Below that is another dropdown menu labeled 'Staff or Faculty Reporting an Issue or Submitting a Request' with the selection '-- Select --'. A list of request categories is displayed below the dropdown, including 'Graduate Division Degree Audits', 'Graduation Application & Degree Works', 'Instructor Maintenance', 'Learning Communities or Block Registration', 'Password Reset Link/Email', 'Prerequisite', 'Repeat Rules, Duplication of Credit, Equivalencies (EOT)', 'Student Record Maintenance' (which is highlighted with an orange border), 'Topic Not Listed', and 'Undergraduate Admissions'.

## Workfront Reminders

### Use For:

- ▶ Processing of petitions and other previously emailed documents
- ▶ Requests to review and confirm or update data on a student's record

### Keep in Mind:

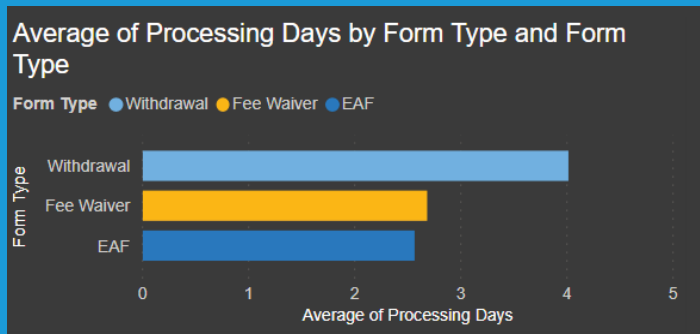
- ▶ Please include full student name and SID in ticket title or description
  - ▶ For graduating seniors, in the title state that they are graduating and the term
- ▶ Be sure to tag specific people in updates to ensure they receive and can respond to messages
- ▶ If your request or issue was resolved outside of Workfront, please remember to close your ticket

To submit a ticket: <https://ucr.my.workfront.com/requests>

# RECORDS

## MyForms Update:

- For the current fiscal year, the average processing time for forms is under 3 days once received by our office
- We recently corrected a configuration setting to address forms that routed to our office but not to a specific staff member for processing



2.74

Average Processing Days

# RECORDS

## General Reminders:

### 198I Courses:

- When approving a student for a 198I, please ensure that the section number is correct and has been created for the term.
- Our office cannot process the form until the section has been created by the department.

### Withdrawals for Non-Registered, Continuing Students:

- If a continuing student has not registered for a term, they do not need to withdraw.
- They will automatically be set to RD status and their 3-term eligibility to enroll will begin.
- Being aware of this will save everyone time in not processing unnecessary forms



# GRADUATION & DEGREE AUDIT

## Fall Graduation

- We conferred 606 students for the quarter
- Graduated 382 Undergraduate students and 224 Graduate students

Thank you for completing another quarter!





# GRADUATION & DEGREE AUDIT

## Winter Degree Conferral

- College degree conferral review deadline and day to communicate you are finished is Friday, February 7th.
- Friendly Reminders
  - Notes, Notes, Notes
    - Please update the degree audit with your internal notes when updating the status of graduation application.
  - Please do not update the Registrar's codes in the Graduation Application.
    - These codes are Registrar Approval (RA), Registrar Hold for Review (RI) and Registrar Approved – Pending (RP).
    - When approving a grad app after the submission date please use the College Approval Code (CA).
  - If you have questions about what causes unhooked and unenforced exceptions and what to do about them we invite you to attend the Degree Audit training later this month to discuss them at an in-depth level.



# GRADUATION & DEGREE AUDIT

## The Process

- The Registrar continues to work together with you on improving the degree conferral process.
- Reporting
  - Since 2019 Spring quarter a real-time BanApps report, "**Graduation Report**," was made available to all advisors to view their student's degree progress.
    - Report includes progress toward degree (%), holds, and units completed, as a few examples.
    - Please use this report to ensure the student's graduation requirements on the degree audit is **minimally at 98%** for the Registrar's office to proceed with the degree review.
      - Note that degree audits will only rate at 100% if all requirements are completed and no future enrollments are in progress.
    - Graduation audits at **99%** have shown to have outstanding graduation requirements pending which will not be resolved until final grades and GPA have been updated.
      - For example, a student's major GPA is below the required 2.0 threshold, which the Registrar's Office will use the Registrar Hold for Review code (RI).
    - Degree audits reporting at 97% or below will be returned to the College for further review with the "Needs College Review" (NR) code.
      - An exception is granted for students that are taking a series course with "IP" grading.

# GRADUATION & DEGREE AUDIT

## The Process (cont)

- In Fall 2019, a Cognos report, "Transfer Articulation Report" was released to increase the efficiency in reviewing student transfer course work.
- The pathway to access the report is Registrar folder > Graduation > Pre-Degree Conferral
- The report summarizes the transfer units completed, checking if the units comply with the maximum 105 transfer limit and identifying articulation data entry errors.
- This report does identify AP/IB units separately from transfer course work which was requested by the colleges.

# GRADUATION & DEGREE AUDIT

## The Process (cont)

- Communication
  - The Registrar's office continues to partner with Undergraduate Admissions (UGA) by prioritizing graduating students with cross-enrollment coursework to be entered in Banner to meet graduation deadlines.
  - On any Workfront requests on transfer work to UGA, please tag Jerome Thompson and the graduation staff member who is assigned the student's last name by alpha. This allows us to monitor the progress of transfer work updates in Banner.
  - We are boosting communications by updating existing auto-generated emails to include transfer work deadlines.
- Enhancements
  - We continue to work with college advisors to improve the process including exploring solutions such as Banner Quickflow.

# GRADUATION & DEGREE AUDIT

## Degree Works Upgrade

- Thank you to those that attended the Kick-off meeting.
- Testing is ongoing for College Advisors with sign-off by **February 14th**.
  - Please report any issues to the Registrar's office if you encounter issues during testing.
  - Your testing is a very valuable piece to the success of the upgrade and our students' experience in Degree Works, so we appreciate you carving out time to make this a priority in this last week.
- The general look and feel of Degree Works will be similar to what you see now; a lot is changing "under the hood" on the technical and administrative sides of the application.
- Degree Works production will be unavailable from **February 29** through **March 6th** as the upgrade will be installed then. This will be communicated to students.

# GRADUATION & DEGREE AUDIT

## Breadth Course Attributes Update

- As of January the Registrar's Office has automated the updating of course sections and student academic history to be in sync with the course catalog in Banner.
- This change enables regular and timely updates to be made when a college adds a course to satisfy a breadth requirement.
- This should have a positive impact on the degree audit.

# GRADUATION & DEGREE AUDIT

## Breadth Course Attributes Update, continued

- The School of Public Policy and Graduate School of Education now have their own attribute codes in Banner that are used to satisfy Breadth.
- Students may now search by these schools under “General Education Requirements” in the Schedule of Classes starting with Spring 2020 registration.
  - “PP” = Public Policy
  - “ED” = Education

The screenshot shows the 'Browse Courses' page in the UC Riverside Banner system. The header includes the UC Riverside logo and navigation links: Student, Registration, Select a Term, and Browse Classes. The main section is titled 'Enter Your Search Criteria' and includes a dropdown for 'Term' set to 'Spring 2020'. Below this are input fields for 'Subject and Course Number', 'Subject', 'Course Number', 'Keyword (With Any Words)', 'Level', and 'Title'. A 'General Education Requirements and Fees' dropdown is also present, with a list of departments visible: PP-English Comp - ENGL 001C, PP-Ethnicity (highlighted), PP-Foreign Language - BA, PP-Foreign Language - BS, and PP-Hum - Addl Humanities.

## WANT HELP?

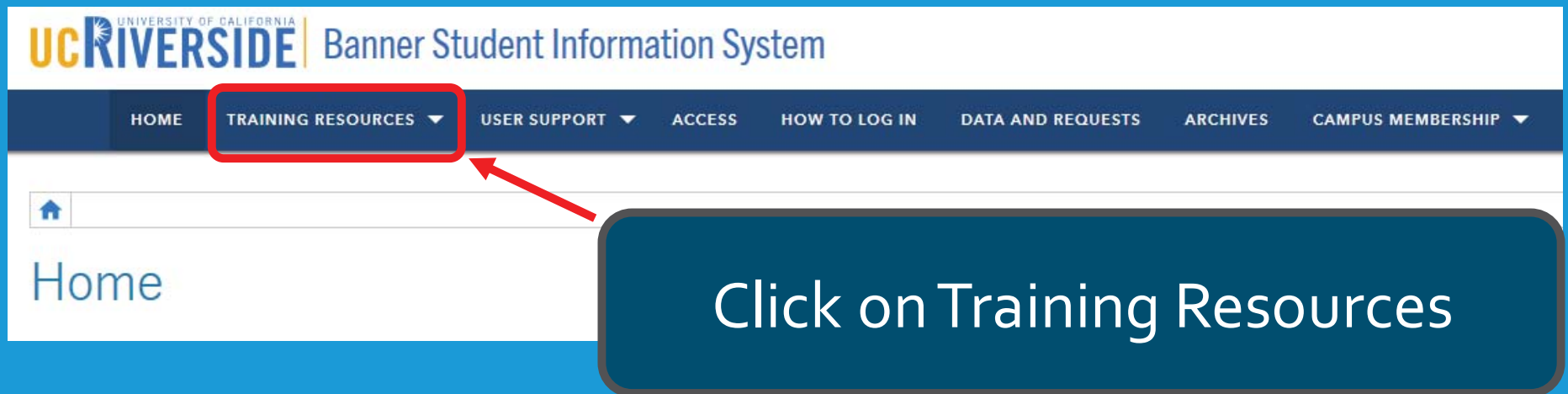
- Do you want hands-on and process-based training with Banner? Come to our in-person trainings!
- All 2020 training dates have been determined and are posted at [ucrbanner.ucr.edu](http://ucrbanner.ucr.edu).
- These are in-person trainings to help fill in the gaps for current staff who would like a refresher 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!





## RESOURCES TO EQUIP YOU

- We have re-worked the training page on [ucrbanner.ucr.edu](http://ucrbanner.ucr.edu) with the goal of making it easy for new staff to have a training plan







## RESOURCES TO EQUIP YOU

- In the last bullet of this page you can find out when in-person trainings are occurring

### Training Resources

Here you'll find all of the step-by-step instructions, policies, guidelines, and tips to help you navigate and learn to use Banner successfully. We hope you will find them helpful! We welcome your questions on these procedures and any feedback you may have on how to improve them.

If you are a new Banner, Degree Works, or 25 Live user, we encourage you to start with these steps to become a proficient and confident user:

- Take the **FERPA Tutorial** and **FERPA Training for Banner Users** tutorials in the [UC Learning Center](#) .
- Explore the **Introduction to Banner 9** links at the right
- Discover how to find information in Banner through the [Navigation](#) section
- Study the documents in the [categories](#) ) that apply to your role.
- Attend **in-person trainings** with staff by viewing them [here](#)  and by signing up in the [UC Learning Center](#) .

List of dates and times for in-person trainings that Registrar staff offer

# TRAINING UPCOMING DATES

- **Academic Scheduling**
  - February 5 - Academic Scheduling
  - April 17 – Reserved Seating and Waitlist
- **Course Request System (CRS)**
  - March 19 - Course Request System
- **Degree Audit and Graduation**
  - February 18 - Degree Audits and 4 Year Plans
  - April 14 - Managing Graduation Applications

## TRAINING UPCOMING DATES

### Records

- February 5 – Registration and Waitlists
- March 4 – Curricular Maintenance and Changes
- March 18 – Academic History Navigation, the Student Profile, and Assigning Advisors
- April 22 – Overview of the General Student Record, General Person, and General Student Navigation
- May 13 – Registration and Waitlists

## RESOURCES TO EQUIP YOU

- The answers at your fingertips:
  - **Ucrbanner.ucr.edu**: documentation and support ticket submission
  - **R'Space**: Banner Training instance
  - **UC Learning Center**: In-person training opportunities sign-up

## FUTURE PROJECTS

- ▶ Electronic grade changes – enhancement to iGrade
  - ▶ STATUS: Do not expect this to be in production until 2020
- ▶ We are working on 2 new videos for the UC Learning Center:
  - ▶ 1) FERPA and 2) Introduction to Banner

# SPRING 2020 MEETING

**Wednesday, April 15, 2020**

8:15 am – 9:30 am

HUB 302 South

THANK YOU FOR BEING HERE!

