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

Spring 2024

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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

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Trying something new …

- Some policies and procedures impact both undergraduate and graduate but we acknowledge that is not always the case.

- We are working closely with Graduate Division to try and ensure we not only identify processes by populations, but also include key items from Graduate Division during this presentation.

- We are trying different ways to better collaborate across offices even beyond this quarterly presentation. A great example is Hold Explanations….

New Banner Page – Hold Explanations

- The R'Web Hold module is student facing only, so staff do not have easy access to see what students are told.
- This is not an ideal state, but an initial state that ITS could assist with while other projects are being worked on.

- Put the code in
- Press Search

This is not currently dynamic!

Banner Holds (BANPROD)

Choose a Hold Code: B1 ▾ Search

Hold Details

Data provided as of: 04/17/2024 08:23:34
Code: B1
Category: Student Business Services
Short Description: Delinquent Account Reg Hold

Long Description:
Your student account is **delinquent**. Registration will be on hold until your delinquent account is resolved.

Resolution:
Please see your latest billing statement in *Student Account Online* for the prior amount due that is now delinquent to clear this hold.

https://extensibility.ucr.edu/BannerExtensibility/customPage/page/ZUGRWHD3

Transfer Credit and Articulation Services (TCAS)
Undergraduate Students

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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

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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 Tcashelp@ucr.edu 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.

Syllabi Standards: Examples

TOPICAL OUTLINE (Tentative)
for Lecture: CHM 103-M01/02, Tues, Thurs. 8:30 – 9:45 .am. Fall 2021

Date	Topics	Chapter
Aug 31/Sept 2	Atoms, Molecules, Scientific Method, States of Matter, Physical and Chemical Changes, Energy, Units of Measurements, Significant Figures	1
Sept 7/9	Problem-Solving Methods, John Dalton's Atomic Theory, Structure of the Atom, Isotopes, Atomic Masses	1/2
Sept 14/16	Moles, Molar mass, Chemical Bonds, Chemical Formulas, Ionic Compounds, Molecular Compounds, Acids, Molar mass of a Compound	2/3
Sept 21/23	Mass Percent Composition, Determining Chemical Formulas, Balancing Chemical reactions, Organic compounds, Stoichiometry, Limiting Reactants	3/4
TBA	EXAM 1	
Sept 28/30	Theoretical Yield, Percent Yields, Molarity, Solution Concentrations Solution Stoichiometry, Solubility, Electrolytes,	4/5
Oct 5/7	Net Ionic Equations, Oxidation/Reduction Reactions, Pressure, Boyle's Law, Charles' Law, Avogadro's Law	5/6
Oct 12/14	Ideal Gas Law & Applications, Partial Pressure, Reaction Stoichiometry, Kinetic molecular theory, Real Gases, Energy	6
Oct 19/21	1st Law of Thermodynamics, Heat & Work, Calorimetry	7
TBA	EXAM 2	
Oct 26/28	Enthalpy, Hess's Law, Std Heats of Formation	7
Nov 2/4	Electrons, Atomic Models, Protons, Quantum Mechanics, Nature of Light	8
Nov 9/11	Atomic Spectroscopy, Bohr's Model, Wave Nature of Matter, Quantum Mechanics, Atomic Orbitals, Electron Configurations, Valence Electrons	8

Tentative Course Schedule*:

Week	Dates	Assignments Due	Assessments Due	Learning Activities
1	8.29	Introduction (Bb & PMC)	Bonus Quiz A (Bb)	Introduction / Chapter 1
	8.31	Ch. 1 discussion (Bb.)		Chapter 1
2	9.5			No Class (Labor Day)
	9.7	Ch. 1 homework (PMC)	Quiz 1 (Bb)	Chapter 1 Q & A; Chapter 2
3	9.12	Ch. 2 discussion (Bb.)		Chapter 2
	9.14	Ch. 2 homework (PMC)	Quiz 2 (Bb)	Chapter 2 Q & A; Chapter 3
4	9.19	Ch. 3 discussion (Bb.)		Chapter 3
	9.21	Ch. 3a homework (PMC)	Quiz 3 (Bb)	Chapter 3
5	9.26	Ch. 3b homework (PMC)		Chapter 3; Chapter 3 Q & A
	9.28	Chemistry Primer (PMC)	Bonus Quiz B (Bb)	Chapter 4
6	10.3	Ch. 4 discussion (Bb.)		Chapter 4
	10.5	Ch. 4 homework (PMC)	Quiz 4 (Bb)	Chapter 4; Chapter 4 Q & A
7	10.10		**Exam 1 (in-class)**	
	10.12	Ch. 5 discussion (Bb.)		Chapter 5
8	10.17	Ch. 5 homework (PMC)		Chapter 5
	10.19	Ch. 6 discussion (Bb.)	Quiz 5 (Bb)	Chapter 5 Q & A; Chapter 6
9	10.24	Ch. 6 homework (PMC)		Chapter 6;
	10.26	Concept Review (PMC)	Quiz 6 (Bb)	Chapter 6 Q & A; Chapter 7
10	10.31	Ch. 7 discussion (Bb.)		Chapter 7;
	11.2	Ch. 7 homework (PMC)	Quiz 7 (Bb)	Chapter 7; Chapter 7 Q & A
11	11.7		**Exam 2 (in-class)**	
	11.9			Chapter 8

Syllabi Standards Continued

CSULB/NLMUSD ESI AIS 215

Assignment #1: In-class writing assignment focused on core terms.

Assignment #2: In-class writing assignment focused on history portion.

Assignment #3: In-class writing assignment focused on contemporary/current issues.

Midterm Exam: This midterm exam will cover the history topics and core terms discussed and studied during the first portion of the semester.

Poster Board Project: Specific details and prompts will be provided later into the semester.

Poster Board Presentation: Students will present their Poster Boards at the ESI Student Conference at CSULB (from 8am – 4pm MANDATORY to attend).

Conference Reflection Paper: You will attend and participate in the ESI Student Conference at CSULB. While you are there, you will see various styles of presentations and/or workshops developed by your peers. You will need to write a 500-750 word (2-3 page) reflection on the events and connections with the class readings and discussions.

Final Exam: The final exam will address the contemporary issues concepts discussed during the latter portion of the semester.

Extra Credit Policy: Extra credit will become available during the semester to total up to 100 points.

CSULB/NLMUSD ESI AIS 215

LBUSD ETHNIC STUDIES COURSE CALENDAR

Week 1/Feb 1   Course Introduction & Significance of Race and Ethnicity in the U.S.
- **Register for class**
- Online Survey of Core Terms
- Review Syllabus
- Documentary:
  - "On Strike: Ethnic Studies 1969-1999" - https://www.youtube.com/watch?v=0xovOLk9qE8

Week 2/Feb 8   Core Terms, Concepts, and Definitions
- Reading (Must be done before class):
  - "Introduction to the Report of the Chancellor's Task Force for the Advancement of Ethnic Studies, Feb. 5, 2015"
- Reading (In-class):
  - Karenga, Maulana. 2005. "Race and Ethnic Relations: Concepts, Definitions and Perspectives."
- **In Class Assignment #1:** What 3 new concepts/terms did you learn in class? Define and provide an example of each concept/term.

Week 3/Feb 15   Native American Histories: "Creation of America" – Significance of Land (Tongva)
- Reading (Must be done before class):
  - Champagne, D. 2008. "From First Nations to Self-Government: A Political Legacy of Indigenous Nations in the United States." American Behavioral Scientist 51(12): 1672-1693.
- Timeline of Significant Policies
- Documentary:
  - The Canary Effect - https://www.youtube.com/watch?v=ID7x6jryoSA

Week 4/Feb 22   African American History: Oppression, Resistance, and Building Community
- Reading (Must be done before class):
  - Karenga, Maulana. 2002. "Black History: A Critical Review"
- Documentary:
  - The History of Slavery in America - https://www.youtube.com/watch?v=pDukg8npXBk&t=19s
  - Masters Of Invention - A Documentary on The History of Black Inventions - https://www.youtube.com/watch?v=y8tje7BkYMo
- **LAST DAY TO DROP COURSE WITHOUT A "W" (February 24)**

- **Syllabi that ONLY outlines assignments** – the faculty will likely deny request as it does not outline the required reading and in class documentary viewing.

- **Syllabi that do NOT outline assignments** – the faculty will likely deny request as it does not outline the type of writing and topic required.

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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".

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Transfer Credit

- 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

Registrar's Office and Graduate Division

Graduate Division | Units Overview

Admissions

- Elisa Gutierrez, Manager

Academic Prep & Outreach

- Laura McGeehan, Director

Academic Affairs

- Kara Oswood, Director

Employment & Post docs

- Patrick Napier

GradSuccess

- Dawn Loyola, Director

Financial Support

- Vacant, Manager

All staff are listed on our Contact Us website

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Graduate Division | Academic Affairs

Amanda Wong | A – H

- Graduation & end of quarter coordination
- Repeat Course Work

Trina Elerts | I – P

- Curriculum changes
- Incomplete Extension
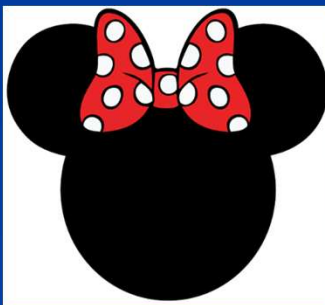
Jessica Renteria | Q-Z

- 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 Sharepoint.
Contact us at gaa@ucr.edu

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Course Approval Deadline Reminders

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

PLEASE NOTE THAT FOR THE WINTER DEADLINE THERE ARE 2 DEADLINES BASED ON LEVEL OF THE COURSE

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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Update on our New Course Request System

- The third-party vendor system, Coursedog, will replace our current Course Request System.

- Implementation phase has begun.

- Updates will be provided as the implementation progresses. Look for training opportunities in mid- to late summer.

- Tentative go-live targeted for early December 2024.

UC Online – Quick Tip

Seat Capacity

Just a reminder that seat caps should remain in place and should not be changed after registration begins. If a situation occurs and seat caps need to be adjusted, please contact M'Isha Starks and/or Veronica Kemp-Sutter with UCOP.

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Upcoming Deadlines for Fall 2024

Academic Scheduling
DEADLINES ARE FOR ALL COURSE LEVELS

Department Proof Reminder by 5 pm	Friday, April 26
Learning Community Templates to be received by 5 pm	Friday, April 26
Proof Distributed to Academic Departments by 5 pm	Monday, April 29
Proof deadline for Academic Departments	Thursday, May 2
Unresolved Sections placed in Registrar Hold Status by 5 pm	Wednesday, May 8
Schedule of Classes Published Online	Thursday, May 9
Learning Community Reserved Seating Entry at 5 pm (suggested deadline)	Wednesday, May 15
Sections with Errors Placed in Registrar Hold Status by 5 pm	Friday, May 17
Student Registration Begins	Monday, May 20

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Plan for Winter 2025

Academic Scheduling

DEADLINES ARE FOR ALL COURSE LEVELS

Term Roll	Tuesday, May 28
"Call" Sent to Academic Departments by 5 pm	Tuesday, June 4
"Call" Deadline for Academic Departments by 5 pm	Friday, August 9
2nd "Call" Sent to Academic Departments by 5 pm	Tuesday, September 3
2nd "Call" Deadline for Academic Departments by 5 pm	Friday, September 20

Reminder: The purpose of the second "Call" is for making <u>minor</u> revisions to the course schedule as necessary. By this point, the majority of scheduling should be complete.

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Final Exams

- Final exams are automatically scheduled for all <u>undergraduate</u>, graded sections.

- 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.

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Academic Scheduling

Policy Change is coming for Winter 2025

Enrollment history is used to allocate large general assignment classrooms when demand at a particular time exceeds supply.

- Starting Winter 2025 the formula for enrollment history will shift.

- Goal is to better predict future enrollment which is the basis for why we use it and provide a more efficient path for new courses or targeted courses for growth to be able to establish a realistic enrollment history sooner.

- Course Scheduling Committee is finalizing the wording and will be communicating out to Chairs prior to the Winter 2025 Call.

- The change will be focused on a shift to "like term" enrollments, one term out and creating a path for new or targeted courses.

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Reminders About Classroom Access Monday - Friday

GE Classrooms are unlocked by Facilities Services

Lock/Unlock Schedule: Monday-Friday, 7 AM-10 PM

BUSINESS HOURS (8 AM-5 PM)

Instructor contacts the department scheduler, who will then contact Academic Scheduling, or Facilities Services directly at 951-827-4214.

For Skye Hall and Student Success Center, please reach out to Academic Scheduling directly because these are remotely controlled by Access Control and are handled differently.

AFTER HOURS class starting at 5PM or later (or 7 – 8 AM)

Instructor should call the Facilities' after-hours number at 951-827-4677.

- *Academic Scheduling is tracking locked door events so please notify us even if you end up working directly with facilities.*
- *Remind instructors to take care and not push the button on the keypads that lock the door.*

Academic Scheduling

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Academic Scheduling

Building	Room	Occupancy
Ed I	G650	94 seats*
	1670	80 seats
Ed II	104	140 seats
	105	80 seats
	106	140 seats
	205	140 seats

*G650 was previously reported to have 112 seats. A recent assessment resulted in the adjustment to a maximum capacity of 102, with 94 seats.

Classroom Use Agreement with School of Medicine

- Times available will change from quarter to quarter.

- SOM rooms cannot be scheduled after the department proof deadline, as remaining availability is released back to the School of Medicine.

- Support for these classroom spaces managed by Facilities and Information Technology (IT). Follow the same procedures as any other General Assignment classroom.

- **Important rules to note**:
  - Buildings close at 5 pm and all students are required to vacate.
  - Scooters are <u>not allowed</u> to be used in the buildings.
  - Be sure to return rooms to the original configuration after use.
  - <u>Please be sure to convey this information to faculty and TAs teaching in these rooms.</u>

Academic Scheduling

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

- No longer have a standard desktop PC.

- Include digital white boards with Zoom capabilities.

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

- We strongly encourage that your faculty and TAs teaching in these rooms submit feedback to Multimedia via a short survey.

- Reminder that this is a pilot program that is being evaluated for expansion in other General Assignment rooms.

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Academic Scheduling

Instructor Assignment

It is the department's responsibility to assign instructors to sections in Banner for both primary <u>and secondary activities</u>.

Required: Graduate Program Coordinators, please coordinate with Enrollment Managers to enter instructors into Banner <u>before the end of the third week of the quarter</u>.

Banner is the system of record for instruction. Information MUST be complete and accurate.

- Access to Canvas / eLearn
- Submission of grades in iGrade
- Access to R'Grad petitions
- College/School reporting for faculty and TA workload
- Cooperation with TA unions
- College/School budgets
- And MORE!

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Academic Scheduling

Workfront – Instructor Modifications

- **Don't create duplicate accounts!**

  - Please check to see if your faculty member is already in Banner.

  - TA's will always already be in Banner since they are students, so ensure you are providing the accurate SID with your submission.

  - Date of Birth is required to ensure we have the right person.

- **If a faculty member is returning to UCR** they already have a NetID. Please ensure that the previous NetID is used, and a new one is not created.

- In Banner, use the GUISRCH page by entering the person's employee ID or NetID in the "Additional ID" field to check if they have a Banner record.

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

- Please reference the procedure instructions found here if necessary.

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Academic Scheduling

Spot-Scheduling

- Supplementary academic needs: review sessions, meetings, in-person midterms for online classes, Ph.D. Defense, group office hours, and other supplemental instruction.

- Requests can be submitted after instruction starts but won't be confirmed until after 2nd week.

- Email request to the Academicscheduling@ucr.edu. This email should NOT come from a student.

- Email should include:
  - Name of requestor
  - Type of event
  - Course or program to which it is tied
  - Date(s) of event
  - Start time
  - End time
  - Size of room(s) needed
  - Specific general assignment classroom(s) desired

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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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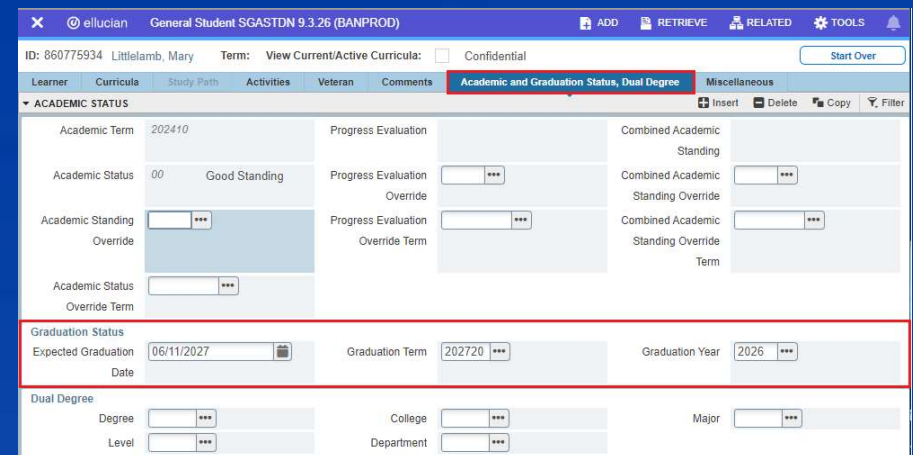
Records | Expected Graduation Term

Please help ensure that ALL students' expected graduation terms are kept current

This is important for several campus processes, including:

- Financial Aid
- Housing Contracts
- Applying to graduate
- National Student Clearinghouse reporting and repayment of student loans

Undergraduate Academic Advisors and Graduate Program Coordinators are responsible for the maintenance of this value on SGASTDN.

Procedures are available on the UCR Banner website.

Records | Class Level & Registration

Time Tickets vs Course Level Restrictions

Time Tickets:

- UNDERGRADUATES: Earned (completed) units and entered transfer work are used to determine a student's time ticket (those with more units register first).
- GRADUATES: All open on the first day of registration.

Undergraduate Class Level Restrictions:

- In-progress courses are counted towards a student's class level in registration (we assume successful completion of coursework).
- A student's class level can change once grades roll for the in-progress term.
- If a student falls short of earning the units required for a level restriction, they will no longer be able to register for the course.

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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.

- Graduate Program Coordinators – the effective date and W grade information will be added by Graduate Academic Affairs staff on the EAF via R'Grad.

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Records | SFAREGS Billing Hours

Please keep in mind that the BILLING HOURS on SFAREGS should always match the CREDIT HOURS for the course.

For most courses, this is automatic…**however**…

Variable credit courses are impacted both when students are first enrolled **and** when any adjustments to their registered units are made.

When units are changed, both fields need to be updated.

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *
29734	CS	290	S57	P	5.000	5.000

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *
29734	CS	290	S57	P	5.000	1.000

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Records | Dropping Final Courses

Staff should not drop a student's final, registered course in SFAREGS

(*waitlisted courses don't count*)

If a student asks for help dropping their final course because they received an error, direct them to a cancellation or withdrawal form as appropriate. **The error is an expected safeguard.**

We are developing protocols for students needing to be dropped administratively from their final course (e.g. for not meeting prereqs) based on scenarios from enrollment managers. We expect to have this in place for spring end-of-term and will communicate out. **Before that is in place, please reach out to Jeff if a situation arises for an undergraduate student or Graduate Academic Affairs for a graduate student.**

Dropping a student's final course without a cancellation or withdrawal can have negative and severe **financial consequences** for the student.

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DEGREE AUDIT & GRADUATION TEAM

Thank you all for the
continued collaboration

In Winter we conferred
763 undergraduates and
245 graduate student's for
a total 1008 graduates.

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Degree Audit and Graduation Team

Ashley Bojorquez
ashley.bojorquez@ucr.edu
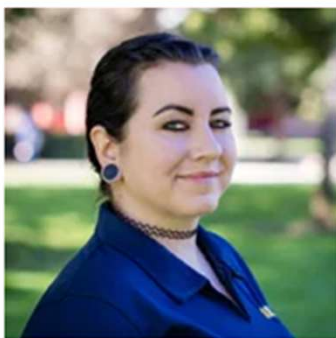
Jenna Connor
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Emily Flores-Jimenez
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Nelson Quintanilla
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Graduation Application Reminder

Process Reminder: If a student is not graduating for the graduation application term, please code it IA- College Deferred Application or DN-Does Not Meet Requirements.

- Updating the current application does **not** update the Sought record on SHADEGR and creates inconsistent data.
- A new application must be submitted.

SPRING 2024 GRADES & DEGREE CONFERRAL DEADLINES

Tuesday June 18, Grades due.

→

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

→

Friday, June 21, 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, June 28, 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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Spring 2024
Undergraduate Degree Conferral Timeline

Friday, April 26, 2024	College deadline to review and submit Grad applications for the Spring quarter
Monday, April 29, 2024	Registrar's office will begin the spring grad application review.
Friday, May 31, 2024	Registrar's office deadline to complete the initial review of UG grad applications.
Friday, June 7, 2024	College deadline for pending issues to be resolved, after registrar's initial review.
Friday, June 21, 2024	Registrar's office will begin second review with updated GPAs and final grades.
Friday, July 5, 2024	College deadline for pending issue to be resolved found during registrar's second review.
Friday, July 12, 2024	Final grad list sent to colleges for approval.
Thursday, July 18, 2024	Degrees Awarded & Honors posted.

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Spring 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.

Fri. 28 June 2024

Fri. 12 July 2024

Fri. 14 June 2024

Mon. 1 July 2024

Thu. 18 July 2024

Graduate Division revision complete date.

Final grad list set to colleges for approval.

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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 Workfront ticket
  - Undergraduate: Registrars - Graduation Application & Degree Works
  - Graduate: Graduate Division Degree Audits

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DEGREE WORKS UPGRADE 5.1.3

NEW RESPONSIVE DASHBOARD

Advisor Pilot:

- In March, several advisors reviewed the responsive dashboard to provide us with feedback.
  THANK YOU FOR THOSE WHO VOLUNTEERED!!!
- We are in the process of reviewing that feedback and will provide updates before going live.
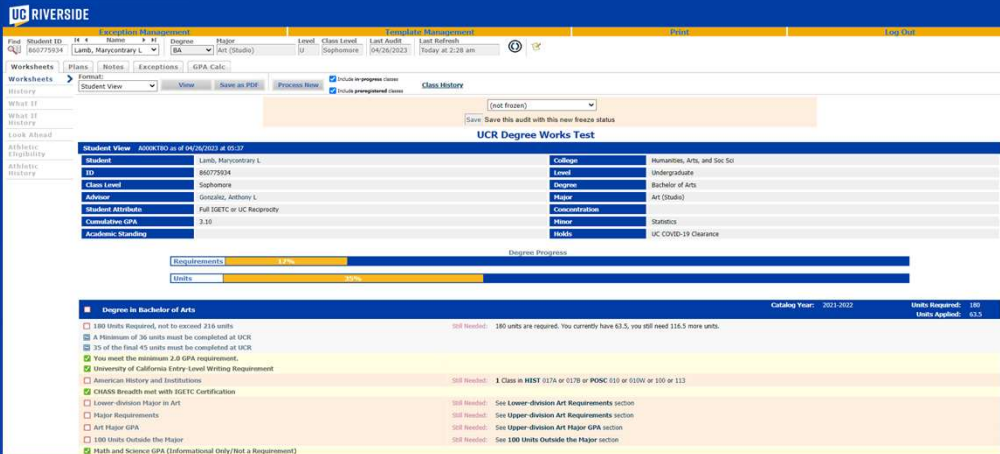
CURRENT CLASSIC DASHBOARD
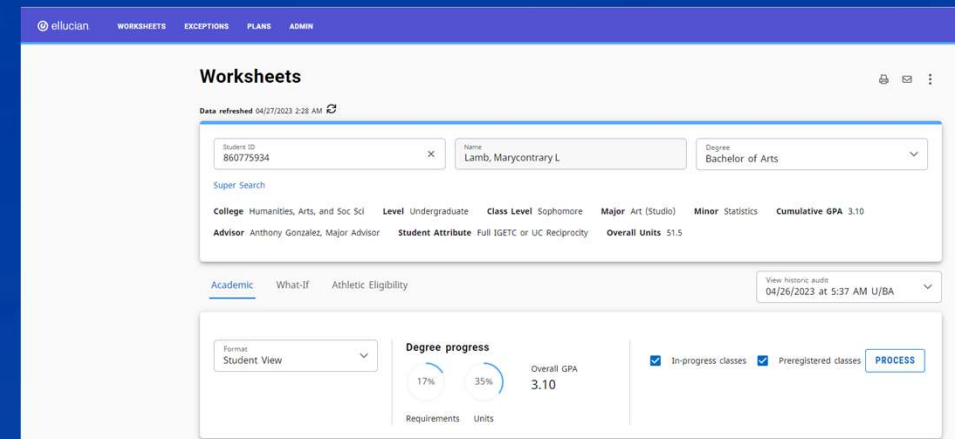
Phased Approach:

In early Summer 2024, we will release the Responsive Dashboard in our current production to allow advisors to use our "Classic View" and the "Responsive View" simultaneously.

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2024

Banner Self-Service 9

Fall 2024

Course Request System replacement - Coursedog

Student Forms (Phase 2 technical implementation)

2024

Degree Works Upgrade 2

Fall 2024

Projects we are working on ...

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

Spring 2024 Training Topics and Dates

Online Course Section Management
Wednesday, May 8, 2024 | 2:30 PM - 3:30 PM

Degree Audits and 4 Year Plans
Tuesday, May 9, 2024 |2:00 PM - 3:30 PM

Registration and Waitlists
Thursday, May 16, 2024 | 10:00 AM - 12:00 PM

Academic Scheduling
Tuesday, June 4, 2024 | 10:00 AM - 12:00 PM

Overview of the General Student Record and General Person and General Student Navigation
Wednesday, June 12, 2024 | 10:00 AM - 12:00 PM

Course Request System Resources

- **Monthly Information Session** – Ask questions and engage with other course preparers. This is a dedicated time to collaborate and learn from each other.
    - Held the first Thursday of each month. Submit questions by Tuesday of same week to be added to the agenda.
    - Upcoming meetings:
        - **Thursday, May 2, 10:30-11:30 am**
        - **Thursday, June 6, 10:30-11:30 am**
    - Join the meeting via this Zoom Link: https://ucr.zoom.us/j/96083331933?pwd=eWJkTmdnWVJNNE8xZk9pbWNoaExhdz09
    - Sessions are recorded and the links are shared in our monthly newsletter.
- **Email** - Send questions to crsfeedback@ucr.edu

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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

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Thank you for joining us!