

Registrar Campus Updates

Bracken Dailey, Registrar and Kari Geske, Associate Registrar

August 9, 2017

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
 - ▶ Degree Audit
 - ▶ Projects on the Roadmap

GENERAL ITEMS

- ▶ Campus expectation is that Banner will be stable by September 30, 2017
- ▶ Access to SIS will be removed from campus users as of December 31, 2017
 - ▶ New access requests for SIS will not be granted
- ▶ Core offices are currently testing a Banner upgrade that we have estimated plans to push to production August 19th.
 - ▶ Banner will be unavailable from Friday, August 18 at 5 p.m. until Monday, August 21 at 7:00 a.m.
- ▶ Phone hours are changing to be from 9 am to 5 pm starting August 14th
- ▶ Registrar's Office currently has 4 recruitments open with 1 about to be added and 5 positions starting or have started

Bracken Dailey
Registrar

Sabrina Ector
Payroll/Personnel/Budget

Kari Geske
Associate Registrar

Arturo Rangel (Interim)
Assistant Registrar, Records

Mayela Giron (Interim)
Assistant Registrar, Courses, Academic Scheduling and Degree Audit

Rosemary Simmons
Transcript Assistant

Josie Hernandez
Special Program & Grade

Margaret Stewart
Scheduling Analyst

Adrian Dearborn
Scheduling Assistant (9 mos)

Stacey Livaudais
Student Affairs Assistant

David Gilbert (Interim)
Residency & Fee Coordinator

Jeff Williams
Scheduling Analyst

Cindy Chavez
Degree Audit Specialist

Gabriela Ochoa
Student Affairs Assistant

Ivan Noe
HOSS Supervisor

Vacant
Scheduling Analyst

Mayela Giron
Degree Audit Specialist

Wendy Yu (Limited)
Student Affairs Assistant

Alysson Cruz
Athletic Certification Coordinator

Vacant
Scheduling Assistant

Melinda Miller
Course Specialist

Vacant
Student Affairs Assistant

BANNER UPGRADE – Things that you can expect

- ▶ Our first activity will be to upgrade our Banner environment to be “Banner 9 ready”.
 - ▶ Much of the upgrade for this version is behind the scenes and should not be noticeable to the everyday user.
 - ▶ The upgrade to Banner 9 is required for all Ellucian customers by December 2018, we are embarking on a phased approach that begins this summer, with this first step.
- ▶ When logging into INB Banner (forms) you will no longer have a new window open. Banner opens within the webpage itself.
- ▶ Banner will be unavailable from Friday, August 18 at 5 p.m. until Monday, August 21 at 7:00 a.m.

UCR UCR Student Information ... X UCR UCR Student Information ... X +

https://bannertestxe.ucr.edu/forms/frmservlet?config=pprdxe_seam_jpi&otherParams=iamticket=76699z Search

Banner UCR Banner PROD UCR Degree Works PROD Cognos PROD UCR Banner PPRDXE UCR Course Request System Rspace Workfront Files - OneDrive UCR Academic Senate

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.6.4 (PPRDXE) - Monday, August 07, 2017 - Last login Thursday, August 03, 2017 11:53:30 AM

Go To... Welcome, Bracken Dailey. Products: Menu Site Map Help Center

My Banner

- Banner
 - Student [*STUDENT]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]
 - Document Management [*BDM]
 - Banner Security [*SECURITY]

My Links

- [Change Banner Password](#)
- [Check Banner Messages](#)
- [Banner Bookshelf](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

My Institution

ellucian.

Banner Broadcast Messages

Enter the object name; Press LIST for listing
Record: 1/1 <OSC>

COURSES

- ▶ Outside of the Banner implementation, the Registrar's Office has been working with Information Technology Solutions (previously known as C&C) to build a brand new system for the course approval process
 - ▶ Course Request System (CRS) will replace CRAMS
 - ▶ Expected launch will be in Winter 2018 for Winter 2019 courses
 - ▶ CRS and CRAMS will be working in parallel until all Fall 2018 courses are approved
 - ▶ Training/Testing with Campus Partners will occur on August 21st and 23rd for identified Course Preparers
 - ▶ Additional information will be shared as we progress

COURSES

- ▶ Repeatability when content changes
 - ▶ When a course is approved with this repeatability statement the course title must change, to reflect the topic change, on the student's record to be considered repeatable
 - ▶ Great Resource, Training Document: Enrollment - Understanding Course Information

Basic Course Information SCACRSE 8.5.3.1 (BANPROD)

Subject: HIST History Course: 030 Term: 201740
Course Title: THEMES & PERSONALITIES

Course Details

From Term: 201710 Copy To Term: 999999

Course Title: THEMES & PERSONALITIES
College: HS Humanities, Arts, and Soc Sci
Division:
Department: HIST History
Status: A Active
Approval:
CIP:
Prerequisite Waiver:
Duration:

☐ Continuing Education
☐ Tuition Waiver
☐ Additional Fees
Prerequisite Check Method: *Basic or None *CAPP *DegreeWorks
☐ Syllabus Exists
☐ Long Title Exists

Hours

					High
CEU or Credit:	4.000	*None	Or	To	
Billing:	4.000	*None	Or	To	
Lecture:	3.000	*None	Or	To	
Lab:	.000	*None	Or	To	
Other:	.000	*None	Or	To	
Contact:	3.000	*None	Or	To	

Repeat Details

Limit: Maximum Hours: 24.000
Repeat Status: CT

Example of two sections for the same course with different titles

Schedule Section Query SSASECQ 8.2 (BANPROD)

Term

201740

Part of Term

1

Registration From

Registration To

CRN

23655

Block Schedule

Subject

HIST

Course

030

Section

001

Section Status

A

Campus

C

Course/Section Title

CHE GUEVARA

Link

Cross List

Reserved Seats

Long

Syllabus

☒

Comments

☒

Enrollment: Maximum

30

- Actual

30

=

0

Waitlist: Maximum

0

- Actual

0

=

0

Term

201740

Part of Term

1

Registration From

Registration To

CRN

23663

Block Schedule

Subject

HIST

Course

030

Section

002

Section Status

A

Campus

C

Course/Section Title

DYLAN, THE BEATLES,& THE 1960S

Link

Cross List

Reserved Seats

Long

Syllabus

☒

Comments

☐

Enrollment: Maximum

30

- Actual

30

=

0

Waitlist: Maximum

0

- Actual

0

=

0

ACADEMIC SCHEDULING

- ▶ Fall 2017 we expect to have a new Final Exam website that is dynamic with date, time and room information.
- ▶ Current Academic Scheduling Workgroup being lead by Ken Baerenklau, Associate Provost, to review and analyze current scheduling policy.
- ▶ We are currently working on Winter 2018 scheduling
 - ▶ First term that all activities (lectures and discussions) for Learning Communities will have priority scheduling
 - ▶ A new Room Attribute Preferences value has been added to identify Learning Community sections

Academic Scheduling

- ▶ Some reminders and tips for the winter cycle:
 - ▶ Units can only be on the primary activity
 - ▶ Check to ensure if your course has more than one activity that you have updated the link identifier and link connector
 - ▶ When submitting requests for faculty to be added to Banner, ensure to only include their academic rank. Some faculty have more than one rank. The academic rank is the most critical because it tells us the individual is eligible to grade.

25Live Upgrade - Lynx

- ▶ Summary of Changes and Enhancements Beginning with Winter 2018 Data:
 - ▶ This upgrade is live in production
 - ▶ Changes made in Banner or 25Live will take a maximum of 60 seconds to be reflected in the other system.
 - ▶ Section headcounts will be accurately reflected in 25Live.
 - ▶ The generic "SECTION" event type will be replaced by accurate section activity event types for all sections, mirroring what is entered in Banner. Thus, instead of each section having the same event type:
 - ▶ ANTH 001 001 will now have an event type of "LEC"
 - ▶ ANTH 001 021 will now have an event type of "DIS"
 - ▶ The "UNITS" attribute for imported sections will no longer be available.

RECORDS

- ▶ Course Repeats and student GPAs
 - ▶ In a much more stable place; tweaks have been made to the end of term repeat job
 - ▶ Still finalizing testing a broader approach to our repeat job, GPA calculation and academic standing that will allow it to capture any new articulation, REPEATAH permit or grade change no matter the term applied.
- ▶ Graduation/Degree Conferral workgroup
 - ▶ Colleges, Graduate Division and Registrar's Office identifying and evaluating current process and barriers.
 - ▶ Goal is to reduce the time to confer degrees and receive diploma.
 - ▶ One important piece is an ongoing accurate and up to date student academic record and degree audit. This requires collaboration amongst many of the members of the campus community.

RECORDS

- ▶ Self-service option for student cancellation
 - ▶ It is automated using workflow to update all aspects of the student's record without human interaction.
 - ▶ Currently don't have a hard go-live date but will communicate once determined

[Personal Information](#)[Student Services](#)[Financial Aid](#)[Student Account](#)[Authorization and Privacy](#)[SITE MAP](#)

REQUEST TO CANCEL REGISTRATION

Request to Cancel Registration

Use this page to request a cancellation from the term listed below. You will receive a full refund for most (but not all) fees. See the Refund Information for details. Please note that if financial aid has been disbursed and refunded it will be reversed and you will be responsible for the return of any financial aid refunds. If you still have questions, do not submit a cancellation request.

Name:

Cancellation Term: Fall 2017

Cancellation Reason:

☐

I verify that I am the student listed and am requesting to cancel my attendance at UCR in the term listed. I understand that my record will reflect this change which may include cancelling my admission offer if I am a new student and dropping any classes I have enrolled in. I understand that after submitting this request I may not be able to get my same classes back if I change my mind. I understand I will receive a confirmation email to my R'Mail account once the cancellation is complete. Finally, I understand that that it may take up to 1 hour for holds to be cleared as a result of my cancellation.

RECORDS

- ▶ We are working on implementing unofficial transcripts for students in self-service.
 - ▶ Currently don't have a hard go-live date but will communicate once determined
 - ▶ If a student has a hold that impacts transcript the student will NOT be able to see their unofficial transcript


The screenshot displays the UC Riverside self-service portal interface. At the top, the UC Riverside logo is on the left, and a 'HELP' link is on the right. Below the header is a navigation bar with buttons for 'Personal Information', 'Student Services', 'Financial Aid', 'Student Account', and 'Authorization and Privacy'. A 'RETURN TO MENU' button is located on the far right. The main content area is titled 'TRANSCRIPTS AND VERIFICATIONS' and contains four options arranged in a 2x2 grid:

- Request Official Transcript**: Request an official transcript to be mailed or picked up.
- Transcript Request Status**: After you have ordered a transcript, view the status of your request.
- Request Enrollment Verification**: Request an enrollment verification to mail or pick up.
- Enrollment Verification Status**: After you have ordered a verification, view the status of your request.

The 'Unofficial Transcript' option is highlighted with a red rectangular box. It is located in the bottom-left position of the grid and includes the text: **Unofficial Transcript** and 'Display unofficial transcript.'

RECORDS

- ▶ Sexual Orientation and Gender Identity in self-service
 - ▶ Currently don't have a hard go-live date but will communicate once determined
 - ▶ Recent applicants will have information from undergraduate application, but can update if there are changes; current students will be able to add information

UNIVERSITY OF CALIFORNIA
UCRIVERSIDE

HELP

[Personal Information](#)[Student Services](#)[Financial Aid](#)[Student Account](#)[Authorization and Privacy](#)[RETURN TO MENU](#)

PERSONAL INFORMATION

[Preferred Name](#)
View or update your preferred name.

[Ethnicity and Race](#)

[How to Change your Social Security Number](#)

[Addresses and Phone Numbers](#)
View and update your current addresses and phone numbers.

[How to Change your Name](#)

[Sexual Orientation and Gender Identity](#)
View or update your Sexual Orientation and Gender Identity info.

Personal Information

Student Services

Financial Aid

Student Account

Authorization and Privacy

RETURN TO MENU

SEXUAL ORIENTATION AND GENDER IDENTITY

The information displayed below is what we currently have for you. If you would like to change it, please update below. Please visit the [Registrar's Office website](#) for more information on why the University of California collects this information and how we use it.

Name: [REDACTED]
Gender:
Birth Certificate Sex: Male
Gender on Record: Male
Sexual Orientation:



Current Information in Banner

Gender Identity

How do you describe yourself?

Birth Certificate Sex

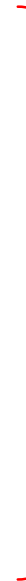
What sex is on your official birth certificate?

Gender on Record

For campus reporting purposes, our records will show your gender as the following:

Sexual Orientation

Do you consider yourself to be:



Updatable Information

RECORDS

- ▶ A couple of things to keep in mind:
 - ▶ Students who are inactive when graduating must have the appropriate curriculum for the term they are graduating.
 - ▶ As part of the graduation workgroup we will be working with the Colleges to establish a more streamlined process to address this population of student
 - ▶ Transfer work that needs articulation by the College has UCRV RVW (College Review Required) and has ZERO units
 - ▶ This shows on the student's transcript until articulated
 - ▶ Students can see the transcript has come in but will not receive unit credit until the articulation is complete

RECORDS

⚠️Confidential Information for **Mary H. Littlelamb**

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Transcript Data

STUDENT INFORMATION

Birth Date: 01-JAN

Curriculum Information

Program

Bachelor of Science

College:

Bourns Engineering

Major and Department:

Mechanical Engineering, Mechanical Engineering

Secondary Program(s)

Doctor of Philosophy

College:

Graduate Division

Major and Department:

Biology, Biology

***Transcript type:ADVS is NOT Official ***

TRANSFER CREDIT ACCEPTED BY INSTITUTION [-Top-](#)

08/10-12/10:Irvine Valley College

Subject	Course	Title	Grade	Credit Hours	Quality Points	R
BIOL	002	CELLULAR BASIS OF LIFE	TM	200.000	0.00	
UCRV	RVW	COLLEGE REVIEW REQUIRED	S	0.000	0.00	
Attempt Hours		Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:		0.000	200.000	200.000	0.000	0.00

Unofficial Transcript

DEGREE AUDIT

- ▶ June 2017 Ellucian consultant came onsite for four weeks to assist us in a variety of degree audit items. Colleges Offices received a document including a list of all the updates completed. A couple of key ones:
 - ▶ The updates made with the consultants were mostly cosmetic but have improved the user experience.
 - ▶ Student's preferred name is now used in Degree Works. We are not currently able to do the same for staff because of the tool we currently use to grant access. We do have plans to look into what can be done.
 - ▶ Learned additional tips and tricks to troubleshoot audit issues.
 - ▶ Added a nightly process to ensure our renumbered courses are accurately accounted for in the audit.
- ▶ If you are adding the same exception frequently, contact us!
 - ▶ A conversation about why the exception is needed will help everyone involved and can assist in determining next steps.
 - ▶ Degree Works puts a huge magnifying glass on our curriculum because it allows us to be very precise on the enforcement of requirements. This is especially being seen with units
 - ▶ Talk to us as soon as possible because the longer you wait the greater the potential it has to affect the application of exceptions previously entered.

DEGREE AUDIT

- ▶ Curriculum changes for Fall 2017 have been completed. We will be working with the Colleges to confirm review and sign off.
- ▶ Reminder that all freshman received four year course plans, per new campus policy.
 - ▶ We did not receive all the templates for Fall 2017 from departments. If you didn't send yours in by the deadline students were assigned the Fall 2016 template.
 - ▶ It is important that we get those updated plans so students are given the most up-to-date and accurate guidance.
- ▶ Completing college meetings - discussions and training regarding exceptions

PROJECTS ON THE ROADMAP

- ▶ Items we are working on with Ellucian for Banner (no specific date yet):
 - ▶ Display the reserved seating within the Schedule of Classes
 - ▶ Utilization of reserved seating and waitlisting on same section
- ▶ Evaluate electronic transcript and diploma option
- ▶ Electronic grade changes (current idea is to put process within iGrade)
- ▶ Evaluate the option for a School of Medicine audit, Satisfactory Academic Progress audit and Athletic Certification audit within Degree Works
- ▶ Transition throughout 2018 to new Banner 9 forms

Banner 9 New Look and Feel

Banner								*STUDENT		*PERSON		Hold Information (SOAHOLD)		Go To...		Tools					
NOTIFICATION CENTER: 0																					
ID: 860775934 Name: Littlelamb, Mary jose Confidential														Start Over							
HOLD DETAILS														+ Insert		- Delete		Copy		Filter	
Hold Type *		Reason	Release Indicator	Amount	From *	To *	Origination Code														
ZW	Sexual Violence Education Hold		<input type="checkbox"/>		07/13/2017	07/14/2017															
B1	Delinquent Acct Reg Hold	Your account is delinquent.	<input type="checkbox"/>		03/16/2017	03/17/2017	SBSV	Student Bu													
BT	Delinquent Acct Transcript Hld	Your Account is Delinquent	<input type="checkbox"/>		03/16/2017	03/17/2017	SBSV	Student Bu													
B8	Account in Collections	TEST	<input type="checkbox"/>		03/03/2017	03/11/2017															
B1	Delinquent Acct Reg Hold	Your account is delinquent.	<input type="checkbox"/>		02/17/2017	03/08/2017	SBSV	Student Bu													
BT	Delinquent Acct Transcript Hld	Your Account is Delinquent	<input type="checkbox"/>		02/17/2017	03/13/2017	SBSV	Student Bu													
WE	DPP Eligible	DPP Eligible Non-Vets	<input type="checkbox"/>		02/16/2017	04/25/2017	SBSV	Student Bu													
FA	Mandatory Advising Required		<input type="checkbox"/>		02/08/2017	02/10/2017															
BT	Delinquent Acct Transcript Hld	Your account is Delinquent	<input type="checkbox"/>		12/21/2016	02/10/2017															
BT	Delinquent Acct Transcript Hld	Your Account is Delinquent	<input type="checkbox"/>		12/19/2016	12/20/2016	SBSV	Student Bu													
<div>+ Insert</div>																					
<div><< < 1 / 7 > >></div> <div>[1 - 10 / 61]</div>																					
Last updated by: REGPROD on 07/14/2017																					
Save																					

Resource Reminders

- ▶ Don't forget to use your resources!!!!
 - ▶ Ucrbanner.ucr.edu: documentation and support ticket submission
 - ▶ UCR Learning Management: tutorials
 - ▶ R'Space: Banner - Training
- ▶ We are working on establishing a standard in-person training schedule that will complement the online training options for new staff and current staff who have questions or need a refresher.

