Registrar Campus Updates

BRACKEN DAILEY, REGISTRAR

SPRING 2021 – APRIL 21, 2021

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

GENERAL

➢ Senate Regulation Changes Spring 2021

- ➢ Course can be <u>dropped</u> through the 8th week (no "W's") – May 21, 2021

- ➢ The deadline for <u>grading basis</u> changes (S/NC) is the normal deadline of end of 8th week – May 21, 2021

- ➢ <u>S/NC courses</u> will not count towards the 1/3 total for <u>undergraduate</u> degree requirements

- ➢ Reminder that these are academic changes, so they have no impact on the refund schedule for University Withdrawals.

➢ Senate Regulation Changes have also been approved for Summer 2021, please see their website for all appropriate deadlines.

Workfront submission for Transcripts and Articulation

➢ In an effort to ensure your item gets to the right person efficiently, please use the appropriate Workfront queue

➢ **Undergraduate Admission – Articulation**

  ➢ California Community Colleges

  ➢ Non-UC other institutions

➢ **Banner Support Ticket – Staff and Faculty reporting issue – Student Record Maintenance**

  ➢ All UC campuses

https://studentdocs.ucr.edu/ucrbanner/WorkFront_Guide_How-to-Submit-an-Articulation-Issue.pdf

Courses

Course Request System Deadlines:

➢ **Winter 2022 Courses Due in CRS Reviewer Queue**

    ➢ **Friday, April 23, 2021** - All graduate level courses and courses they affect

    ➢ **Friday, May 7, 2021** – All undergraduate level courses and courses they affect

    ➢ **Monday, May 10, 2021** - The PDF version of the General Catalog will be downloaded the second week in May for the *2021-2022 General Catalog.*

        ➢ Courses not approved during the May 5 Committee on Courses meeting will not appear in the *2021-2022 General Catalog.*

Please see Registrar/CRS website for future dates and deadlines

Always feel free to email us with your feedback at crsfeedback@ucr.edu

Courses

Reminders for Entering Courses into CRS

➢ Breadth fulfillment for NEW lower-division undergraduate courses
  ➢ Enter a comment on course for which breadth category

➢ Renumbering and Breadth requirements
  ➢ Transparency/communication between College/Schools is important
  ➢ Confirmation of breadth must be articulated by department when renumbering

➢ Do Not use special characters for course titles and subtitles
  ➢ This includes in CRS and/or SSASECT
  ➢ This includes special characters such as dashes (-) or slashes (/ or \)
  ➢ This causes a parsing issue in CRS and will lock access to the Work in Progress queue for users who have access to that course subject.
  ➢ Complicated to fix and requires ITS resources

Courses

Reminders for Entering Courses into CRS

➤ Please ensure that activities are listed with the primary unit-bearing activity first and all group secondary activities after.
  ➤ This is for both new and changed courses

Courses

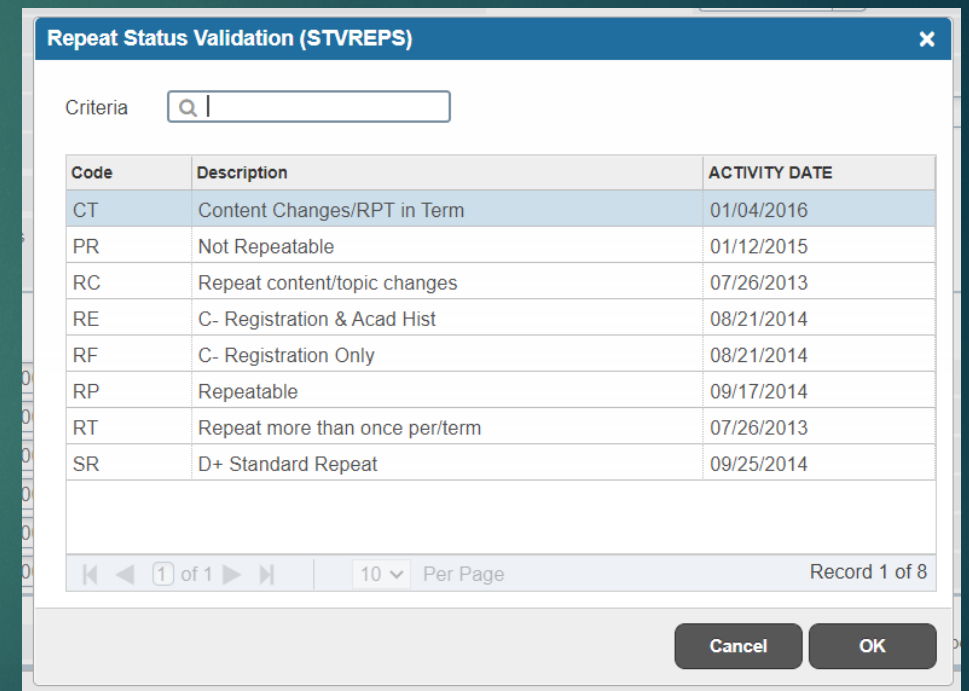➤ Repeatable as Content Changes vs Repeatable
  ➤ The demonstration that content changes is based on the section title on SSASECT
  ➤ Ensure that during the scheduling process the section title appropriately reflects the content being taught that quarter

➤ Ensure courses are approved appropriately
  ➤ Mark sure to review courses that are repeatable to ensure you understand which ones are approved with content changes and those that are not
  ➤ If changes to the course approval need to occur, please ensure to submit a course change through CRS

➤ This information can be found in several locations, but the end of term repeat job leverages the repeat status code on SCACRSE.
  ➤ CT/RC – Content must change – Title must reflect the change in content
  ➤ RP/RT – Repeatable regardless of content

Repeat Status Validation (STVREPS)

Criteria: 🔍

Code	Description	ACTIVITY DATE
CT	Content Changes/RPT in Term	01/04/2016
PR	Not Repeatable	01/12/2015
RC	Repeat content/topic changes	07/26/2013
RE	C- Registration & Acad Hist	08/21/2014
RF	C- Registration Only	08/21/2014
RP	Repeatable	09/17/2014
RT	Repeat more than once per/term	07/26/2013
SR	D+ Standard Repeat	09/25/2014

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Cancel   OK

Academic Scheduling

Scheduling reminders:

➤ Grading-eligible Instructors on Sections

  ➢ Unit-bearing sections must have an instructor entered on the SSASECT who is grading-eligible.

  ➢ If needed, submit a rank update request in WorkFront to ensure the instructor of record will be able to submit grades.

➤ Sections without Instructors

  ➢ Unit-bearing sections – a grading-eligible instructor must be added

  ➢ Non-unit bearing sections – Instructors/TAs teaching the secondary activity must be added. Important for accessing the course in iLearn/Canvas.

  ➢ For cross-listed courses, the primary department is responsible for updating these sections.

  If these are not corrected, you will continue to receive reminders on these sections. Our goal is to have all sections updated by the end of the 3rd week of the quarter.

Academic Scheduling
Fall 2021

Department Proof distributed	Monday, April 26 after 1:00 PM
Department Proof deadline	Thursday, April 29 by 5:00 PM
Unresolved sections placed in "R" status	Wednesday, May 5, starting at 4:30 PM
Final deadline for updates	Wednesday, May 5 by 5:00 PM
Schedule of Classes published online	Thursday, May 6
Sections with errors placed in "R" status	Friday, May 14 by 5:00 PM
Student registration begins	Monday, May 17

ACADEMIC SCHEDULING

New General Assignment Classrooms Available in Fall

➢ **North District – available Monday-Friday, 8 am-4:30 pm (Village Time)**
  A1010 – 90 seats, A1000 – 26 seats,   A1002 – 22 seats

➢ **Dundee – available Monday-Friday, 8 am-4 pm**
  A1003 – 103 seats, A1107 – 30 seats,   A1109 – 28 seats, A1105 – 30 seats

➢ **Student Success Center – available Monday-Thursday, 8 am-3:30 pm**
  SSC 121, SSC 123, and SSC 125 – 63 seats each

➢ **Student Success Center – available Monday-Friday, 8 am-10 pm**
  SSC 229 – 404 seats, SSC 329 – 220 seats, SSC 302 and SSC 316 - 80 seats each
  SSC 235 and SSC 335 – 160 seats each, SSC 216 – 64 seats

RECORDS

Fully staffed and returned to normal alpha split

Liz Alday

Jenna Conrad

Monique Wright

Stacey Marsalisi

A - F

G - L

M - R

S - Z

liz.alday@ucr.edu

jenna.conrad@ucr.edu

monique.wright@ucr.edu

stacey.livaudais@ucr.edu

Records

Communication Channels

Main Phone (x27284)

- Support for students and alumni
- Staff should continue using alternate communication methods – **please keep this resource open for students**

Workfront – Student Record Maintenance

- Requests for processing, records updates, research
- Reporting issues with registration or academic history
- Please be sure to include specifics, including the **Name** and **SID** of the student
- Remember, people need to be tagged to receive updates

Records

Communication Channels

RegHelpDesk@ucr.edu

➤ Student-submitted questions and requests

➤ Grade changes submitted by instructors

ResHelp@ucr.edu

➤ Questions regarding residency for tuition purposes

➤ Questions about tuition and fees

➤ Student appeals for fees and refunds

Personal Staff UCR Email

➤ Staff-generated questions about processes, deadlines, programs, etc

➤ General communications and correspondence

Records

UC Online & Special Programs

- UC Online – Changes in Point-of-Contact
  - UCR outgoing students – Jenna Conrad
  - UC incoming visiting students – Stacey Marsalisi

- Other Special Programs
  - Point-of-contact/workload is being redistributed and will be communicated out once training is complete.

RECORDS

General Reminders:

EAF's:

▶ If a course is incorrectly entered, please pull the form back and make corrections. If it has been processed, a new EAF will be required. We cannot make this change via email or Workfront.

198I Courses:

▶ When approving a student for a 198I, please ensure that the section number is correct and has been created for the term <u>prior</u> to submitting to our office. We cannot process until this has been done.

Records

Withdrawal Dates:

▶ When providing an effective date for a withdrawal, please ensure it is within the term being withdrawn from. Dates outside the term are not valid.

Records
REPEAT vs REPEATAH

REPEAT

- Added by a UCR built job to allow the second taking because the grade earned the first attempt was low as defined by Senate Regulation.

- Added by staff to allow a 3rd or more attempt but NOT allow the grade to be included instead of a previous attempt.

REPEATAH

- Added by staff to allow a 3rd or more attempt, and based on College/School approval, the grade is allowed to be included instead of a previous attempt.

Nuances to Remember

- A record should never have a REPEAT and REPEATAH for the same course and term. One or the other.

- If you need to update the permit after the fact, ensure you RECORD REMOVE the old value and INSERT the new value for the nightly job to recognize the update.

RECORDS

COVID by numbers - impacts that are probably not surprising because you are feeling it too!

Total Approved Course Withdrawals

2019 Spring	2020 Spring
1303	4549
2019 Fall	2020 Fall
1425	3407
2020 Winter	2021 Winter
1763	4489

All forms that were not deni...

Total Withdrawals

SPRING 2019	FALL 2019	Winter 2020
304	318	296
SPRING 2020	FALL 2020	Winter 2021
222	345	409
% Increase	% Increase	% Increase
-27%	8%	38%

UC Online Outgoing Requests

Spring 2019	Spring 2020	Spring 2021
128	390	247

Fall 2019	Fall 2020
96	344

Winter 2020	Winter 2021
137	214

Incomplete Course Count

Spring 2019	396
Summer 2019	93
Fall 2019	452
Spring 2020	621
Summer 2020	120
Fall 2020	806
Winter 2021	484

RECORDS

Processing Times:

➤ Expected processing times for most items are now at 10 business days.

  ➤ This processing window begins at the time we receive an item, not when it was first submitted by a student.

  ➤ We acknowledge that some Workfront tickets and transcript entry have aged past this mark and are working to catch up these processing areas.

➤ Please be mindful of items you request to be expedited.

  ➤ preventing a student from enrolling in classes,

  ➤ graduating,

  ➤ receiving financial aid

RECORDS

Coming Soon:

➢ We are working on projects to streamline submissions of common student requests

   ➢ Cancellations, biographical/demographical updates, enrollment verifications, and diploma questions/issues.

➢ These items will be moved out of RegHelpDesk@ucr.edu and into a student-facing Workfront queue.

➢ Additional information will be provided as we approach our go-live date.

➢ We anticipate launching this new queue in late April or early May.

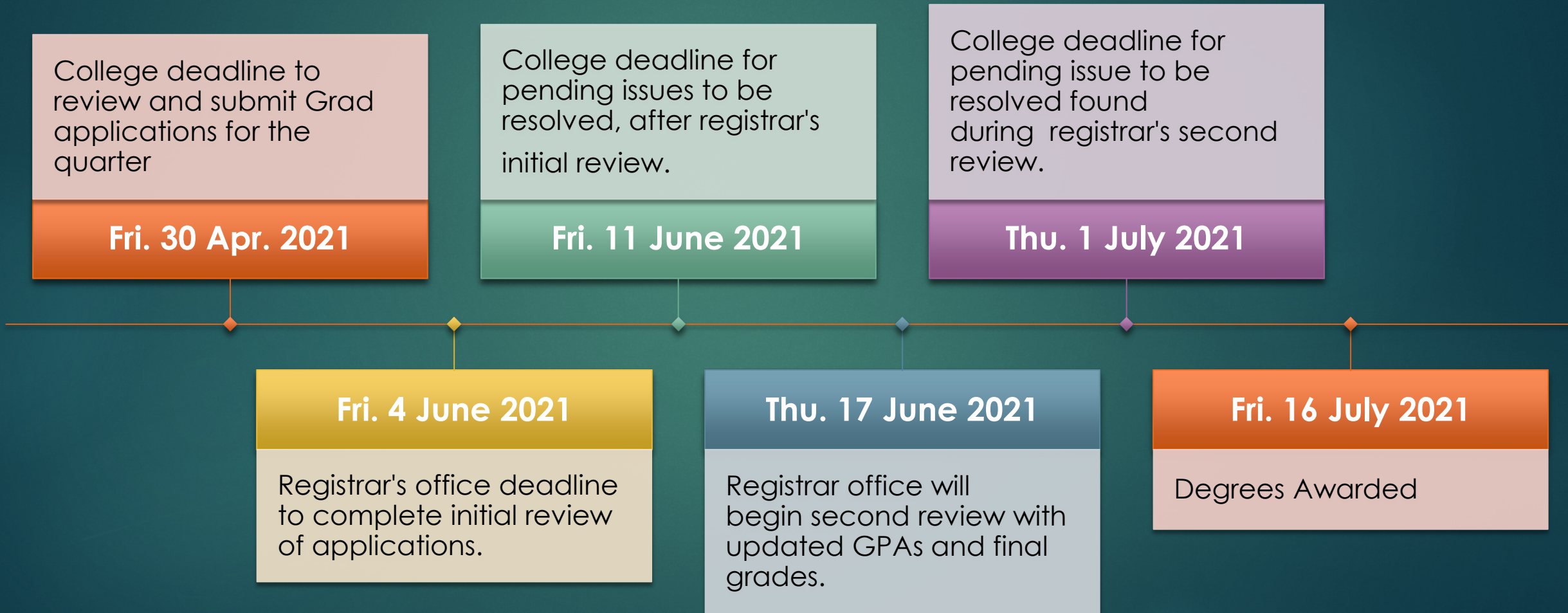# GRADUATION & DEGREE AUDIT

Thank you for your continued partnership with the degree conferrals!!

We appreciate the continued collaboration with the schools/colleges and advisors.

➢ In Winter 2021, approximately 1100 degrees will be conferred!

Undergraduate Degree Conferral Timeline for Spring 2021

College deadline to review and submit Grad applications for the quarter

Fri. 30 Apr. 2021

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

Fri. 11 June 2021

College deadline for pending issue to be resolved found during registrar's second review.

Thu. 1 July 2021

Fri. 4 June 2021

Registrar's office deadline to complete initial review of applications.

Thu. 17 June 2021

Registrar office will begin second review with updated GPAs and final grades.

**Fri. 16 July 2021**

Degrees Awarded

GRADUATION & DEGREE AUDITS

Missing Grades

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

➤ Friday, June 25
  ➤ List of outstanding grades shared with Colleges/Schools for any last minute assistance

➤ Any outstanding missing grades will require the graduation application to be moved to the next term.

We greatly appreciate your help through out this process!
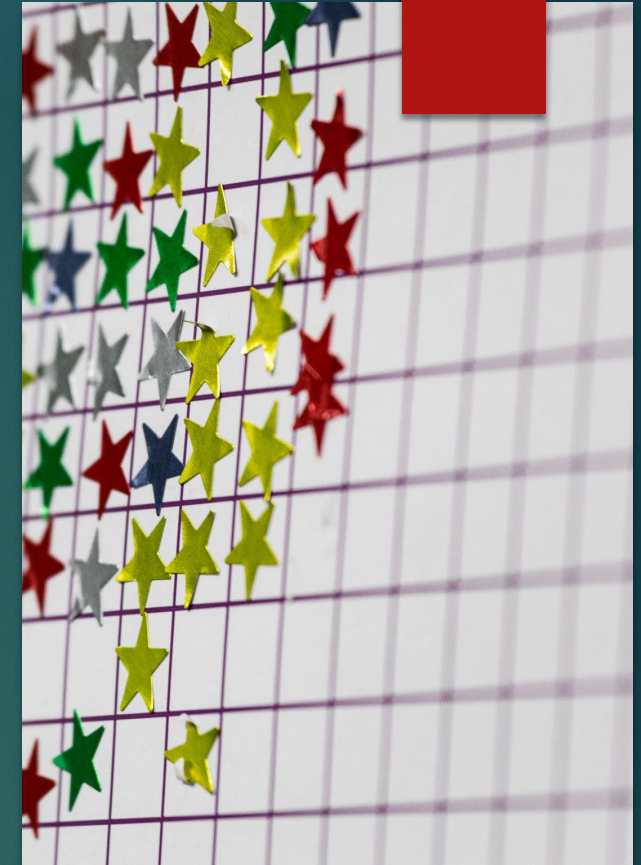
Are you ready for quiz time?!

We are about to embark on some polls to test your knowledge

Put your thinking caps on ....

WANT HELP?

➢ Do you want hands-on and process-based training with Banner? Come to our in-person trainings!

➢ You can view all 2021 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 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!

2021

Introduction to Banner Tutorial

Check out our new online tutorial, **Introduction to Banner**! Created especially for new and still-learning users, this video will help you to become proficient in understanding the organization of Banner pages and how to navigate them.

To take the tutorial, complete the FERPA: How to Protect Student Records prerequisite in the UC Learning Center. Then stay in the UC Learning Center and search "Introduction to Banner."

NEW!

We heard you! We have four new classes for you this year!

NEW!

➢ **Course Prerequisites** – Learn the step-by-step process for entering prerequisites to ensure prerequisites appear correctly and students are able to seamlessly enroll.

➢ **Cross-Listed Courses** – Explore the requirements for cross-listed courses, as well as how to set them up properly in Banner.

➢ **Online Course Section Management** – Find out about the different types of online courses and how to enter online course sections.

➢ **Permission Prerequisites (Special Approval Codes)** – Learn the concept of permission prerequisites, how they appear at the Banner, and how Academic Scheduling audits sections with permission prerequisites.

TRAINING
Upcoming Dates

➢ **Academic Scheduling**
- ➢ May 3 – Permission Prerequisites (Special Approval)
- ➢ May 14 – Cross-Listed Courses
- ➢ June 16 – Online Course Section Management
- ➢ June 17 – Academic Scheduling
- ➢ September 17 – Reserved Seating and Waitlist

➢ **Courses**
- ➢ August 18 – Course Request System (CRS)

TRAINING
Upcoming Dates

➢ **Records**

  ➢ April 29 – Overview of the General Student Record, General Person, and General Student Navigation

  ➢ May 11 – Registration and Waitlists

  ➢ May 27 – Curricular and Maintenance Changes

  ➢ June 8 – Cohorts and Attributes Maintenance

  ➢ June 24 – Academic History Navigation, the Student Profile, and Assigning Advisors

TRAINING
Upcoming Dates

➢ **Degree Audit and Graduation**

  ➢ May 11 and August 10 – Degree Audits and 4 Year Plans

  ➢ June 29 – Managing Graduation Applications

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

Thank you for being here!