

Registrar Campus Updates

Bracken Dailey, Registrar and Kari Geske, Associate Registrar
Winter 2018 - March 14, 2018

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

- ▶ We have completed our management team
 - ▶ Jerome Thompson - Degree Audit and Graduation
 - ▶ Jason Heidenfelder - Records
 - ▶ Tina Montgomery - Academic Scheduling and Courses
- ▶ Thank you for those who have helped with our recruitments !!

Bracken Dailey
Registrar

Carla Roddy
Financial and Administrative
Coordinator

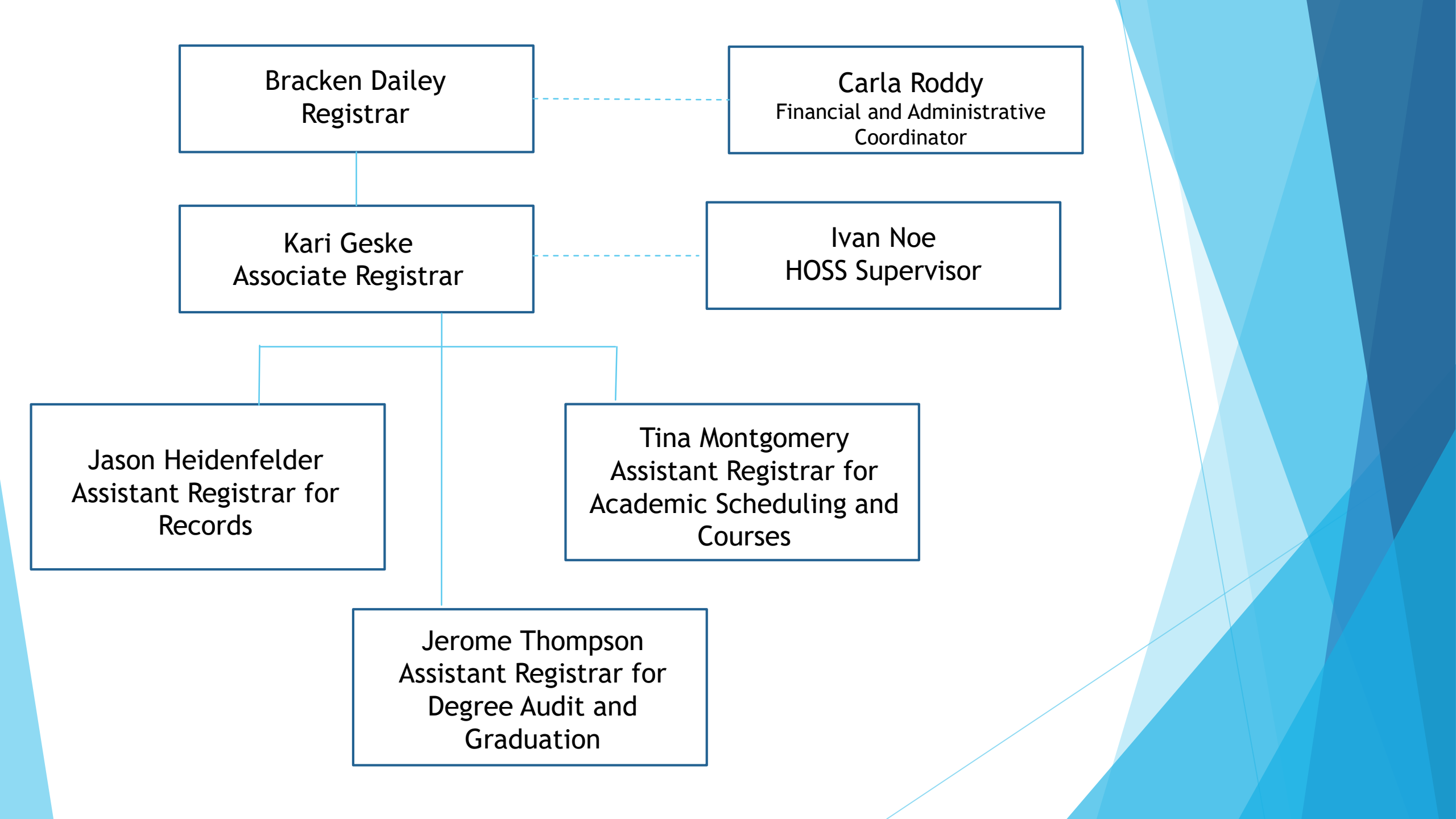
Kari Geske
Associate Registrar

Ivan Noe
HOSS Supervisor

Jason Heidenfelder
Assistant Registrar for
Records

Tina Montgomery
Assistant Registrar for
Academic Scheduling and
Courses

Jerome Thompson
Assistant Registrar for
Degree Audit and
Graduation



Jason Heidenfelder
Assistant Registrar for
Records

Stacey Marsalisi
Student Records Assistant

Gabby Ochoa
Student Records Assistant

Wendy Yu
Student Records Assistant

Liz Alday
Student Records Assistant
Starts March 19th

David Gilbert
Residency and Fee
Coordinator

6 Student Workers

Tina Montgomery
Assistant Registrar for
Academic Scheduling and
Courses

Margaret Stewart
Academic Scheduling
Analyst

Jeff Williams
Academic Scheduling
Analyst

Merlin Krieger
Academic Scheduling
Analyst

Melinda Miller
Course Specialist

Deborah Briese
Academic Scheduling
Assistant

Jerome Thompson
Assistant Registrar for
Degree Audit and
Graduation

Josie Hernandez
Degree Audit and
Graduation Specialist

Vacant
Degree Audit and
Graduation Specialist

Tammy Waggoner
Degree Audit and
Graduation Assistant

Mayela Giron
Degree Audit and
Graduation Specialist

Alysson Cruz
Athletic Certification
Coordinator

GENERAL ITEMS

- ▶ Single Document Fee has been approved.
 - ▶ We are the 5th UC campus to adopt this fee structure.
- ▶ What is a Single Document Fee?
 - ▶ Standard services through the Registrar's Office will move from a fee-for-service model to a flat one-time fee.
- ▶ How will it be charged?
 - ▶ New incoming students will be charged \$165 for lifetime services from the Registrar's Office.
 - ▶ \$50 for Summer Session visiting students
 - ▶ It will be part of fee assessment
- ▶ Who is impacted?
 - ▶ All current students and alumni will be grandfathered in
 - ▶ All new incoming students will be charged (first term is Fall 2018)

GENERAL ITEMS

- ▶ What is covered with the Single Fee Document?
 - ▶ Standard services in the Registrar's Office
 - ▶ Direct mailing of diplomas will be implemented in a coming term. We will announce it once confirmed.

COVERED SERVICES
Lifetime official transcript
Lifetime enrollment verifications
Free degree completion letter (with seal)
Direct mailing of diploma from vendor to student
Free petitions for Credit by Examination
Free duplication diploma (as appropriate per policy)
Free subpoena processing (submitted on behalf of student)

COURSES

Course Request System (CRS) is live!!

Resources website: <http://registrar.ucr.edu/crams/>

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UCRIVERSIDE

CRS launch and parallel system usage

Winter 2018 (February) Launch	Spring 2018 CRAMS & CRS	Summer 2018 CRAMS Retired
Deploy new CRS system supporting proposals for Winter 2019	CRAMS and CRS proposals reviewed in parallel (both systems).	All CRAMS proposals complete. CRAMS system retired. Only CRS proposals going forward.

ACADEMIC SCHEDULING

- ▶ Fall 2018 Call is out
 - ▶ Call sent to departments: Tuesday, February 13, 2018
 - ▶ **Call deadline: This Friday - March 16, 2018**
 - ▶ Scheduling Communication/Processing Improvements as a Result of Increased Communication with Academic Departments
 - ▶ Revised Room Availability Reports
 - ▶ Revised Quarterly Production Calendar
 - ▶ Includes Learning Community Timeline
 - ▶ Revised Learning Community Template

RECORDS

- ▶ One outcome of the Graduation Workgroup was related to how records should be handled when a student wants to apply to graduate, but their curricula is not up-to-date. The largest pain point was around Summer Session.
- ▶ The Registrar's Office facilitated a conversation with the Colleges, Summer Session and our office to document the various pathways to Summer Session Enrollment.
 - ▶ Chart of Pathways to Summer Session Enrollment has been shared with the SAMs
 - ▶ Contact Summer Sessions if you have questions
 - ▶ If you aren't already signed up for an advisor informational session and want to know more - please contact Leonard - leonard.taylor@ucr.edu, Ext. 2-1710

PATHWAYS TO SUMMER SESSION ENROLLMENT

- ▶ Student intends to graduate at the end of summer and is inactive, BUT their SGASTDN record is not up to date.
 - ▶ Student should be directed to connect with their College and submit a readmission application.
 - ▶ The \$70 readmission application fee is waived for these students because they are not enrolling.
 - ▶ After the readmission application is processed by the Registrar Office, the student can apply to graduate with the correct curricula.
 - ▶ A new readmission application is available on the Registrar website under Forms
 - ▶ For this scenario this would be the same procedure for fall, winter and spring

PATHWAYS TO SUMMER SESSION ENROLLMENT

- ▶ Clarification on inactive student graduating:

Student intends to graduate in summer, is inactive (SGASTDN shows up-to-date curriculum information) and does NOT plan to enroll.

Student must apply to graduate, but does not have to do any admission application for summer.

- ▶ And a reminder:

Current UCR student enrolled in spring quarter

Student does not have to do any admission application for summer and should log in to R'Web to enroll.

RECORDS

- ▶ The Senate has approved concentrations to be added to the diploma.
 - ▶ Currently working with the vendor and expect concentrations will be added starting winter quarter.
- ▶ Advisors, please ensure you are managing the Expected Graduation Date on your student records.
 - ▶ Field is on SGASTDN and there is a cheat sheet for the appropriate date under the Academic Calendar - **Advisor EGD**
 - ▶ Information directly impacts Financial Aid, reporting to National Student Clearinghouse and when a student must start repaying their loans.
- ▶ Add the Expected Graduation Date and Catalog year to the readmission form and we will update it for you!

RECORDS

- ▶ Three triggers (or updates): transfer work (SHATRNS), REPEATAH permits (SFASRPO) and grade changes (SHATCKN) will cause updates to academic history items. *This is now live!*
 - ▶ Nightly process will pick up any recent additions/changes to these three areas. *(deletions are not picked up - submit a workfront ticket if something was deleted that will impact the items below)*
 - ▶ The process will run the following:
 - ▶ End of term repeat evaluation (include, exclude indicators)
 - ▶ GPA calculation
 - ▶ Academic Standing
 - ▶ Dean's List
 - ▶ Chancellor's List (Spring quarter only)

RECORDS

- ▶ **Enhancements to the Statement of Legal Residency**
 - ▶ **More smart logic in the SLR form** so it will skip irrelevant questions based on previous answers and make more automatic residency determinations, saving the student and Residency and Fee Coordinator time.
 - ▶ **AB540 has been expanded** (under SB 68) to include additional routes to become eligible so the questions in the SLR are being changed to identify these newly eligible students.
 - ▶ **More automated email response options** for the Residency and Fee Coordinator so students receive more detailed, specific, and clear information on their determination.

RECORDS - Question through Workfront

- ▶ I've come across several students whose names don't match their email addresses in the Student Profile. Is this because the email addresses are displaying the students' preferred names?
- ▶ Yes, that is the case. Students are able to have emails with their preferred names, so it may not match the name displayed in the Student Profile.
- ▶ You can see the preferred name in the following locations:
 - ▶ SPAIDEN - Alternate Identification tab
 - ▶ iGrade, iLearn and iEval - Faculty will see preferred name
 - ▶ R'Web and Banner 8 Self-Service (all but registration and student profile)

GRADUATION & DEGREE AUDIT

- ▶ In collaboration with the Colleges we have added a new code to be used during the graduation conferral process per Colleges' request.
 - ▶ New Application Status code on SHAGAPP - PM - College Resolving Problem
 - ▶ The code is for the College to flag that they have reviewed this applicant, but there is a problem being reviewed, prior to making a final decision.
 - ▶ The flag is informational, so the Registrar's Office knows why a final decision has not yet been made on the student's record.
 - ▶ This code must be updated to either approve or deny a student within the established timeline.
 - ▶ Updated documentation is being added to ucrbanner.ucr.edu training page
- ▶ Graduation Workgroup - Pilot with BCOE Undergraduates
 - ▶ Looking at impact of decreasing touch points
 - ▶ Pilot is for Winter 2018 conferrals
 - ▶ Outcomes will be assessed and reviewed by the campus to determine next steps

TRAINING IS HERE!

- ▶ As discussed in our previous campus wide meeting, we are initiating regular training opportunities.
- ▶ This is in-person training to help fill in the gaps for current staff who would like a refresher or for new staff who have completed the tutorials and have outstanding questions and feel a hands-on training would increase their knowledgebase. Come get great tips and tricks!
- ▶ Look for them in the UC Learning Center (the staff LMS)!!

TRAINING

- ▶ Trainings coming up over the next month
 - ▶ March 27th - Academic Scheduling and 25 Live
 - ▶ April 4th - Overview of the General Student Record (SGASTDN), General Person and General Student Navigation
 - ▶ April 12th - CRS training
 - ▶ April 17th - Degree Audits and 4 Year Plans
 - ▶ April 27th - Cohorts and Attributes Maintenance
 - ▶ More topics, dates, and times in the UC Learning Center! Search keyword “Banner”.

PROJECTS CURRENTLY WORKING ON

- ▶ We are testing an Ellucian Banner Registration Upgrade
 - ▶ Display the reserved seating within the Schedule of Classes
 - ▶ Utilization of reserved seating and waitlisting on same section
 - ▶ **STATUS: We are currently testing this and if the upgrade passes our test it will be put into production in May in time for Fall registration**

- ▶ Transition in 2018 to new Banner 9 forms
 - ▶ **STATUS: Beginning work on tutorials and PDF procedures. Currently anticipate the transition during fall quarter (after 3rd week)**

PROJECTS ON THE ROADMAP

- ▶ Electronic grade changes - enhancement to iGrade
 - ▶ STATUS: Currently documenting specs; do not expect this to be in production until 2018-2019 academic year.
- ▶ Evaluate electronic transcript and diploma options
 - ▶ STATUS: In beginning stages of vendor review

Resource Reminders

- ▶ Don't forget to you use your resources!!!!
 - ▶ Ucrbanner.ucr.edu: documentation and support ticket submission
 - ▶ UCR Learning Center: tutorials
 - ▶ R'Space: Banner - Training instance

