

Registrar Campus Updates

Bracken Dailey, Registrar and Kari Geske, Associate Registrar
Fall 2017 - November 13, 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

- ▶ Reorganization of the Registrar's Office
 - ▶ Creation of a 3rd arm of the office - focus is on Degree Audit and Graduation
- ▶ Introduction of new additions to management team
 - ▶ Jason Heidenfelder - Records
 - ▶ Tina Montgomery - Academic Scheduling and Courses
 - ▶ Mayela Giron - Degree Audit and Graduation (interim)
- ▶ Currently have 5 vacancies

Bracken Dailey
Registrar

Carla Roddy
Financial and Administrative
Coordinator

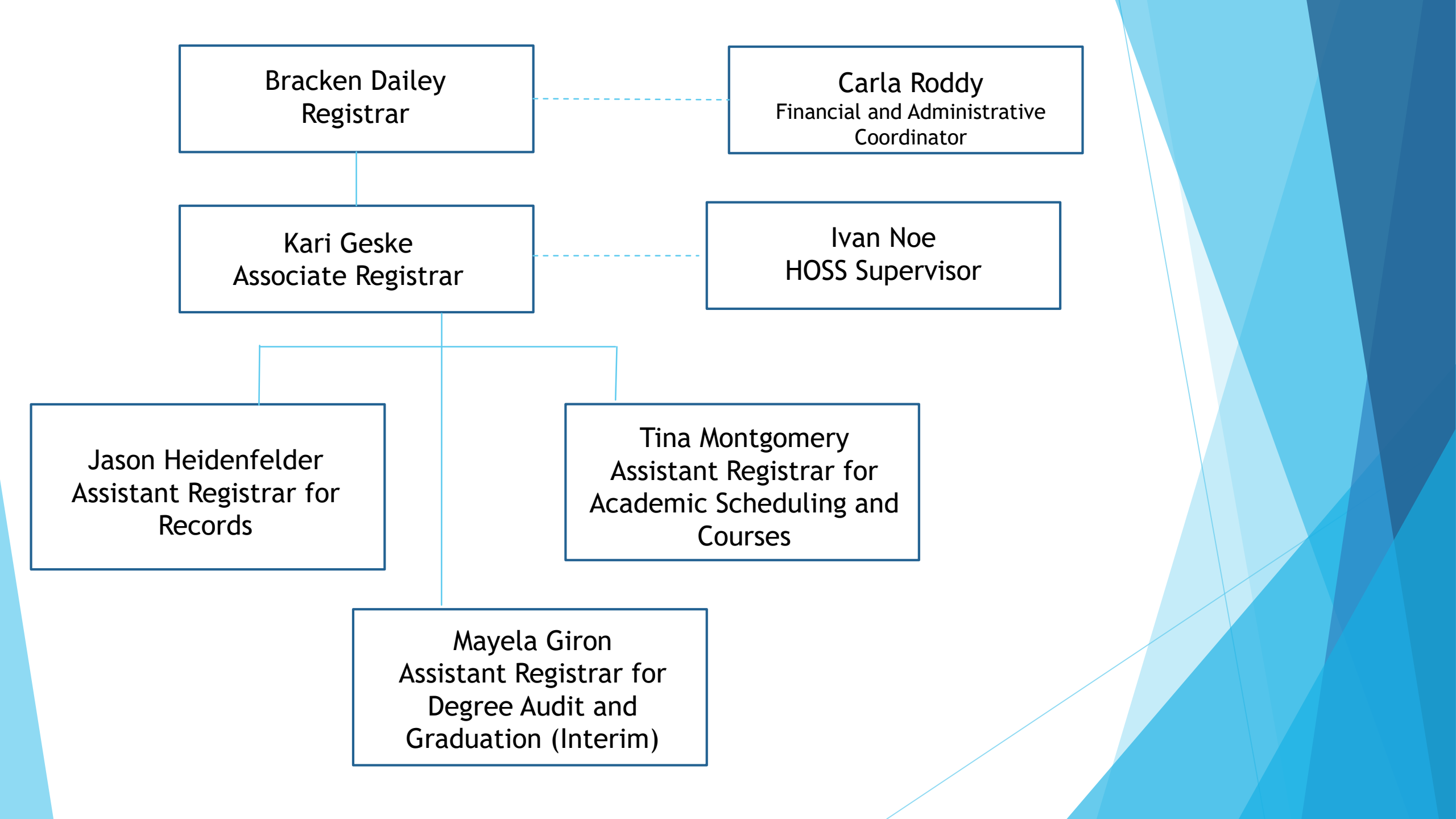
Kari Geske
Associate Registrar

Ivan Noe
HOSS Supervisor

Jason Heidenfelder
Assistant Registrar for
Records

Tina Montgomery
Assistant Registrar for
Academic Scheduling and
Courses

Mayela Giron
Assistant Registrar for
Degree Audit and
Graduation (Interim)



Jason Heidenfelder
Assistant Registrar for
Records

Stacey Livaudais
Student Affairs Assistant

Gabriela Ochoa
Student Affairs Assistant

Vacant
Student Records Assistant

Vacant
Student Records Assistant

David Gilbert
Residency and Fee
Coordinator

6 Student Workers

We have two temporary employees assisting us: Christian Diaz and Wendy Yu

Tina Montgomery
Assistant Registrar for
Academic Scheduling and
Courses

Margaret Stewart
Academic Scheduling
Analyst

Jeff Williams
Academic Scheduling
Analyst

Vacant
Academic Scheduling
Assistant

Merlin Krieger
Academic Scheduling
Analyst

Melinda Miller
Course Specialist

Mayela Giron
Assistant Registrar for
Degree Audit and
Graduation (Interim)

Josie Hernandez
Degree Audit and
Graduation Specialist

Cindy Chavez
Degree Audit and
Graduation Specialist

*Mayela Giron
Degree Audit and
Graduation Specialist*

Alysson Cruz
Athletic Certification
Coordinator

Vacant
Degree Audit and
Graduation Assistant

COURSES

- ▶ Course Request System (CRS) will replace CRAMS
 - ▶ We are still on schedule for our expected launch in February 2018 for Winter 2019 courses
 - ▶ CRS and CRAMS will be working in parallel until all Fall 2018 courses are approved
 - ▶ Testing has been occurring and we want to thank those who have been participating and helping
 - ▶ Training for appropriate campus users will be in January 2018

ACADEMIC SCHEDULING

- ▶ Spring 2018
 - ▶ Call sent to departments - Thursday, November 9, 2017
 - ▶ Department deadline - Friday, December 8, 2017
- ▶ A few notes for Spring 2018:
 - ▶ Please remember to use the live data reports as a way to audit your work. Missing elements in the schedule create critical errors during registration.
 - ▶ Sections without a secured day/time/classroom are placed on Hold just prior to registration going live.
 - ▶ We encourage all departments to consider releasing classroom space for sections on hold they know they will not run as soon as they can.
 - ▶ Cancellation of sections is completed by the Registrar's Office twice per week.
 - ▶ Reserved seating rules will not be rolled (pre-populated) into SSASECT.

Academic Scheduling

- ▶ New Final Exam website that is dynamic with date, time and room information will be live Monday, November 20, 2017.
 - ▶ Available on Registrar's website in left navigation
 - ▶ Key Features for students:
 - ▶ Not dependent on faculty announcement only - website access 24/7
 - ▶ Easy searching to find section
 - ▶ Add to my calendar function
 - ▶ Text me updates function
 - ▶ Helpful for faculty when communicating to students through syllabi, iLearn or other means
 - ▶ Faculty can get a unique link from the website for their exam
 - ▶ Access to a QR code

Final Exam Live Search

For Faculty & Staff

[CRAMS](#) | [iGrade](#) | [iReport](#) |[R'Space](#) | [Academic Scheduling](#) |[FERPA](#) | [Data Requests](#)[Registrar Home](#)[R'Web Self-Service FAQ](#)[Transcripts, Grades and Academic Records](#)[Tuition and Fees](#)[Guide to Graduation](#)[Registering for Classes](#)[Schedule of Classes/Catalog](#)[UCR Academic Calendar](#)[Forms](#)[Privacy/FERPA](#)[Help Desk](#)[Archives](#)[R'Web >>> login](#)

QUICK LINKS

Find the Date, Time and Location of Your Final Exams

This is the official final exam schedule, listing the confirmed date, time, and location of your final exams for the current term. Exam days and times are derived from the [Final Exam Matrix](#), which should be used when planning your class schedule. Please use the calendar and tools below to find your final exam information.

Search for your final exams:

Use the search box to look up your final exam information. You can search by:

Subject and Course Number (ex. PHIL 002)

Subject, Course Number, and Section (ex. PHIL 002 001)

CRN (ex. 61732)

**Please note that if your class is in a [special time block](#), it will not be searchable by CRN.*

Filter by subject:

Use the dropdown menu in the subject box to view final exam information by subject.

Search

Filter

Need a Reminder?

Keeping track of your exams is now as easy as a click. By clicking the box next to your exam(s) you have the option to:

- Be notified of any changes via email or text
- Have a reminder emailed or texted to you
- Add the exam to your calendar


 Select: All | None

FALL 2017 FINAL EXAMS

Final Exam	Exam Date	Start Time	Classroom
<input type="checkbox"/> EXAM: EE 133 001 13918	Dec 9	8am	MSE 003
<input type="checkbox"/> EXAM: HNPG 150 001 24385	Dec 9	8am	MSE 116
<input type="checkbox"/> EXAM: LING 160I 001 23641	Dec 9	8am	INTS 1125
<input type="checkbox"/> EXAM: MATH 009C 030 16496	Dec 9	8am	SPR 1102
<input type="checkbox"/> EXAM: MATH 010A 010 23414	Dec 9	8am	OLMH 1208
<input type="checkbox"/> EXAM: ME 175B 001 16986	Dec 9	8am	SPTH 2200

Academic Scheduling

- ▶ University of California Online Education (UCOE)/University of California Innovative Learning Technology Initiative (ILTI)
- ▶ University of California Cross-Campus Enrollment - <https://crossenroll.universityofcalifornia.edu/>
 - ▶ 9 UC campuses permit students to enroll through the cross campus process and take online courses hosted by other UC campuses.
 - ▶ Under this program we have:
 - ▶ 37 courses that have or are receiving funding from ILTI
 - ▶ 12 courses approved by UCR Committee on Courses to be taught fully online
 - ▶ Courses are coded in Banner in SCADETL, SCACRSE and SSASECT
- ▶ The Senate is currently reviewing a definition of Hybrid


Integration Partner in SCADETL of: UCOE (funded and approved) or UCOI (just funded)

Course Detail Information SCADETL 8.5.8 (PPRDXE)

Subject: BIOL Biology Course: 105 Term: 201740
Course Title: EVOLUTION

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text **Integration Partners**

Integration Partners

From Term: 201710 Maintenance  To Term: 999999

Integration Partner	Description	Activity Date	User ID
<input type="text" value="UCOE"/>	UC Online Education	27-SEP-2017	BRACKEND

SCACRSE shows the Instructional Method: if it is approved to be taught online you will see an O

Basic Course Information SCACRSE 8.5.3.1 (PPRDXE)

Subject: BIOL Biology Course: 105 Term: 201740
Course Title: EVOLUTION

Schedule Type SCACRSE 8.5.3.1 (PPRDXE)

From Term: 201740 Copy To Term: 999999

Schedule	Description	Instructional Method	Description	Workload	Enrollment Overload	Adjusted Workload
DIS	Discussion	O	Online	1.000		
LEC	Lecture	O	Online	3.000		

Online Courses at the section level

- ▶ SECTION - if the section is the UCOE/ILTI cross-listed section, it must have a UC% as the section number. The partner UCR section would have the traditional section identification.
- ▶ CROSS-LISTED - if the section will be allowing cross-campus enrollment a cross-listed section must be created for the other UC students.
- ▶ CAMPUS - assists in identifying if the course is a UCR or UCOE/ILTI online section
- ▶ INSTRUCTIONAL METHOD - assists in identifying if a section is taught online or in-person. This displays to the student in the schedule of classes.
- ▶ PRINT and VOICE RESPONSE and SELF-SERVICE AVAILABLE - for all cross-listed sections that are the UC* sections they should not display on the schedule of classes so these two boxes should be unchecked.

SSASECT shows the term based information for the specific section.

Schedule SSASECT 8.9.2 (PPRDXE)

Term: 201740 CRN: 24779 Create CRN: Copy CRN: Subject: BIOL Course: 105 Title: EVOLUTION

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

Subject: BIOL Biology
Course Number: 105 Title: EVOLUTION
Section: UC1
Cross List: BC
Campus: U UC Online Education
Status: A Active
Schedule Type: LEC Lecture
Instructional Method: O Online
Integration Partner:
Grade Mode:
Session:
Special Approval:
Duration:
Override Duration:
Part of Term: 1 28-SEP-2017 08-DEC-2017 10
Registration Dates:
Start Dates:
Maximum Extensions: 0
Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator:
Credit Hours: .000 None To Or 4.000
Billing Hours: .000 None To Or 4.000
Contact Hours: 1.000 None To Or 3.000
Lecture: .000 None To Or 3.000
Lab: .000 None To Or
Other: .000 None To Or 1.000
Link Identifier: L2
Attendance Method:
Weekly Contact Hours:
Daily Contact Hours:
 Print Voice Response and Self-Service Available
 Gradable Tuition and Fee waiver
 Long Title Comments Syllabus

RECORDS - Unofficial Transcript viewing is LIVE!

Personal Information

Student Services

Financial Aid

Student Account

Authorization and Privacy

RETURN TO MENU

TRANSCRIPTS AND VERIFICATIONS

[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.

[Unofficial Transcript](#)

Display unofficial transcript.

Term: Fall 2017 ▾ Standing: Go



Bharoocha, Mustufa

Curriculum and Courses

Prior Education and Testing

Additional Links

Unofficial Transcript

Student Schedule

View Application to Graduate

Term Plans

View Grades

Bio Information
Email:
Phone:

General Information ⓘ
Level:
Class:
Status:
Student Type:
First Term Attended:
Last Term Attended:
Leave of Absence:

Graduation Information
Graduation Applications:
Awarded Degree:
Term:
Date:

Advisors
Advisors are not assigned for t

- ▶ Unofficial transcripts can be found both in the Transcripts and Verification area of self-service and also in the Student Profile.
- ▶ Students with transcript holds will not be able to access their unofficial transcript.

RECORDS - Sexual Orientation and Gender Identity form is LIVE

Personal Information

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RETURN TO MENU

PERSONAL INFORMATION

Preferred Name

View or update your preferred name.

Addresses and Phone Numbers

View and update your current addresses and phone numbers.

Ethnicity and Race

How to Change your Name

How to Change your Social Security Number

Sexual Orientation and Gender Identity

View or update your Sexual Orientation and Gender Identity info.

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: [Redacted]
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:

Submit

→ Updatable Information

RECORDS

- ▶ Self-service option for student cancellation - **Still being tested**
 - ▶ 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

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Financial Aid

Student Account

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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: [REDACTED]

Cancellation Term: Fall 2017

Cancellation Reason: None

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.

Submit

RECORDS

- ▶ Three triggers (or updates): transfer work (SHATRNS), REPEATAH permits (SFASRPO) and grade changes (SHATCKN) will cause updates to academic history items. *We expect it to go live the week of Thanksgiving.*
 - ▶ 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

- ▶ HOSS Express Service Station - New
 - ▶ Quick Pick up of Documents:
 - ▶ Official Transcripts
 - ▶ Enrollment Verifications
 - ▶ Diplomas
 - ▶ Financial Aid Letters/Verifications
 - ▶ Also, Appointment Check-ins
- ▶ Term Plans in self-service - New Update
 - ▶ Allows students to only add sections that are being offered in the term
- ▶ Advisor names will soon display on notes in the student profile - Fix

Records

- ▶ Students who have applied to graduate who are still active in SGASTDN
 - ▶ Will be assigned time ticket and an EL record will be created in SFAREGS
 - ▶ EL value will then be updated to PD (for winter 2018 this is happening this week; future terms it will happen as term preparation is occurring)
 - ▶ Prevents assessment of fees
 - ▶ Advising holds will not be assigned
 - ▶ If the student ends up not graduating, submit Workfront ticket for Records team to update their registration. Time ticket will already exist.

DEGREE AUDIT

- ▶ Degree Works is not instantly updated when changes are made in Banner.
 - ▶ Degree Works gets updated:
 - ▶ By a staff manually updating the student's audit
 - ▶ Nightly when there are changes in the course catalog and/or student record.
 - ▶ Keep in mind that placement of courses in the audit could be due to:
 - ▶ Data coming from Banner or
 - ▶ Requirements scribed in Degree Works
 - ▶ Suggestions for troubleshooting should include reviewing the unofficial transcript and looking at the data in the Banner forms.

FERPA

- ▶ UCOP recently made an update to Directory Information that has now been implemented at the campus level.
- ▶ Local and Permanent Address have been REMOVED from Directory Information
- ▶ It will be removed from self-service and also from GOADPRF

Personal Information Student Services Financial Aid Student Account Advisee Records Faculty Authorization and Privacy

PRIVACY

INFORMATION RELEASE RESTRICTION

THE INFORMATION CATEGORIES MARKED WITH A CHECK ARE RESTRICTED. SUCH INFORMATION MAY NOT BE RELEASED OUTSIDE THE UNIVERSITY.

Item	Restrict
Name :	<input type="checkbox"/>
E-mail :	<input type="checkbox"/>
Telephone Number :	<input type="checkbox"/>
Date of Birth :	<input type="checkbox"/>
Place of Birth :	<input type="checkbox"/>
Dates of Attendance :	<input type="checkbox"/>
Previous Schools Attended :	<input type="checkbox"/>
Degrees Awarded :	<input type="checkbox"/>
Major :	<input type="checkbox"/>
Honors :	<input type="checkbox"/>
Sports Participation :	<input type="checkbox"/>
Height/Weight of Athlete :	<input type="checkbox"/>
Online Student Directory :	<input type="checkbox"/>
Ethnicity Communications :	<input type="checkbox"/>

Submit Changes Reset

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)
- ▶ Enhancement of the Statement of Legal Residence
- ▶ Transition throughout 2018 to new Banner 9 forms

Resource Reminders

- ▶ Don't forget to you 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.

