Registrar Campus Updates

Bracken Dailey, Registrar and Kari Geske, Associate Registrar

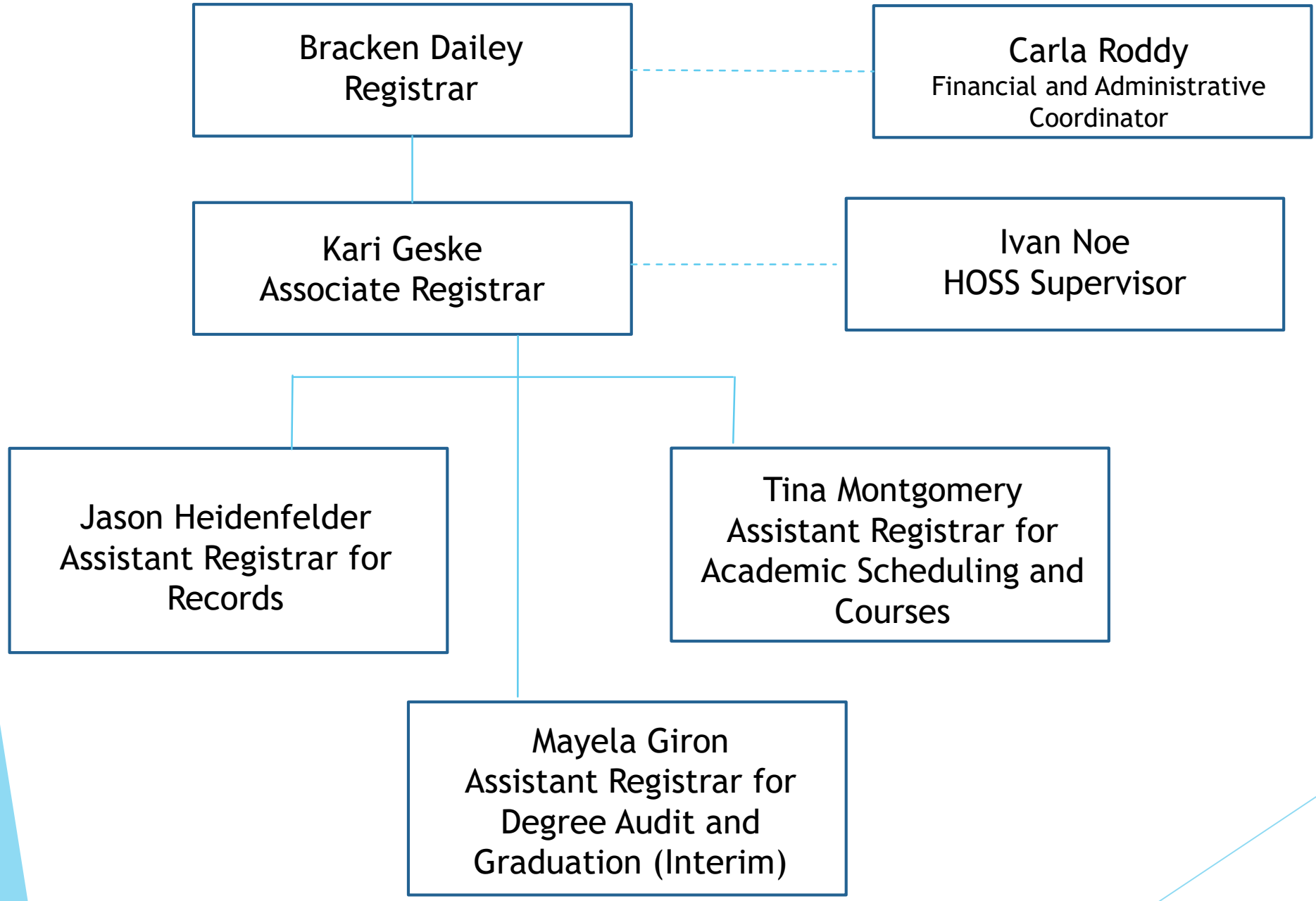
Fall 2017 – November 13, 2017

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

Vacant
Degree Audit and
Graduation Assistant

Mayela Giron
Degree Audit and
Graduation Specialist

Alysson Cruz
Athletic Certification
Coordinator

COURSES

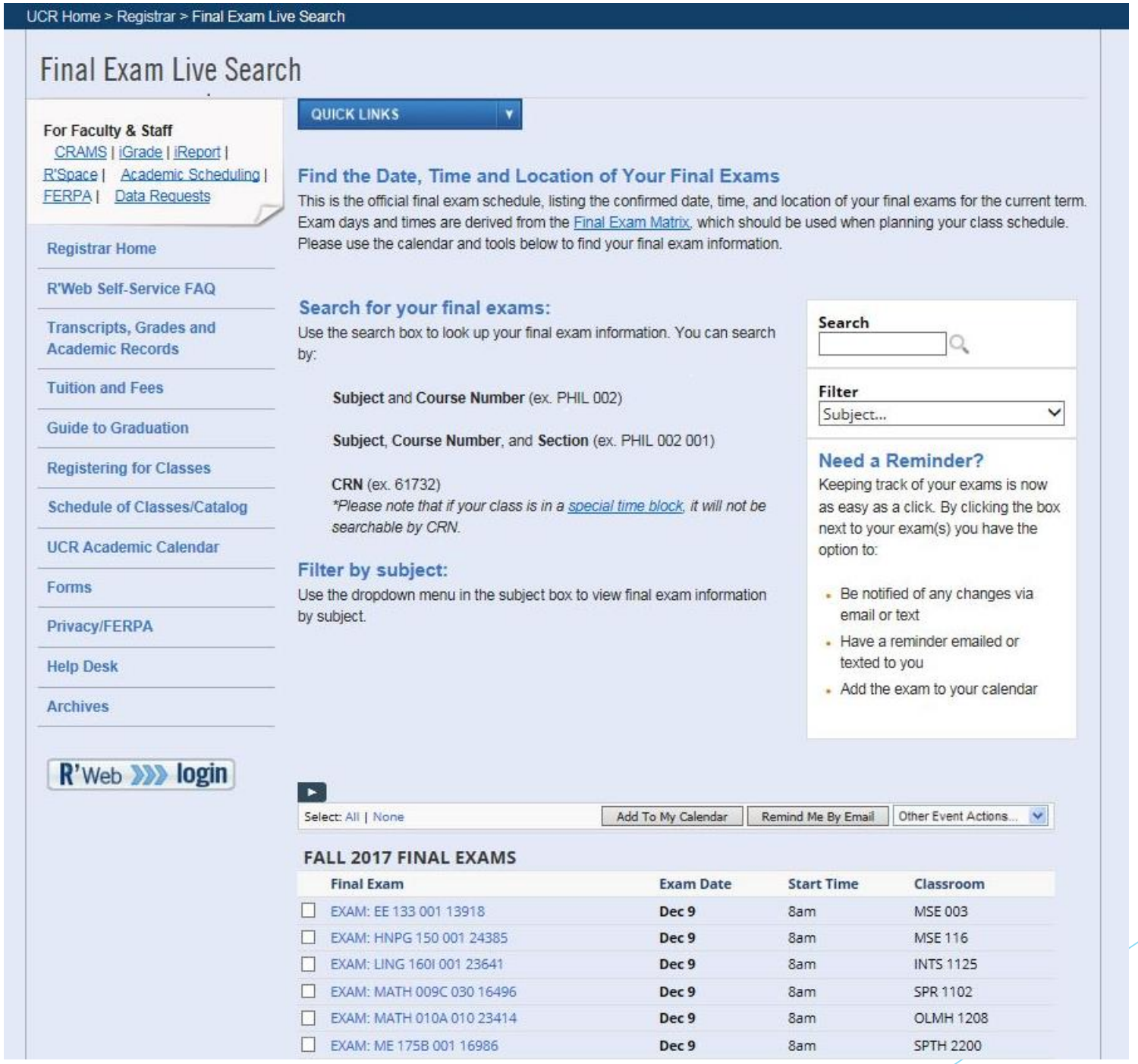
- Course Request System (CRS) will replace CRAMS
  - We are still on schedule for our expected launch in February 2018 for Winter 2019 courses
  - CRS and CRAMS will be working in parallel until all Fall 2018 courses are approved
  - Testing has been occurring and we want to thank those who have been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


UCR Home > Registrar > Final Exam Live Search
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
Subject...
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
Add To My Calendar
Remind Me By Email
Other Event Actions...
FALL 2017 FINAL EXAMS
Final Exam
Exam Date
Start Time
Classroom
EXAM: EE 133 001 13918
Dec 9
8am
MSE 003
EXAM: HNPG 150 001 24385
Dec 9
8am
MSE 116
EXAM: LING 160I 001 23641
Dec 9
8am
INTS 1125
EXAM: MATH 009C 030 16496
Dec 9
8am
SPR 1102
EXAM: MATH 010A 010 23414
Dec 9
8am
OLMH 1208
EXAM: ME 175B 001 16986
Dec 9
8am
SPTH 2200

Academic Scheduling

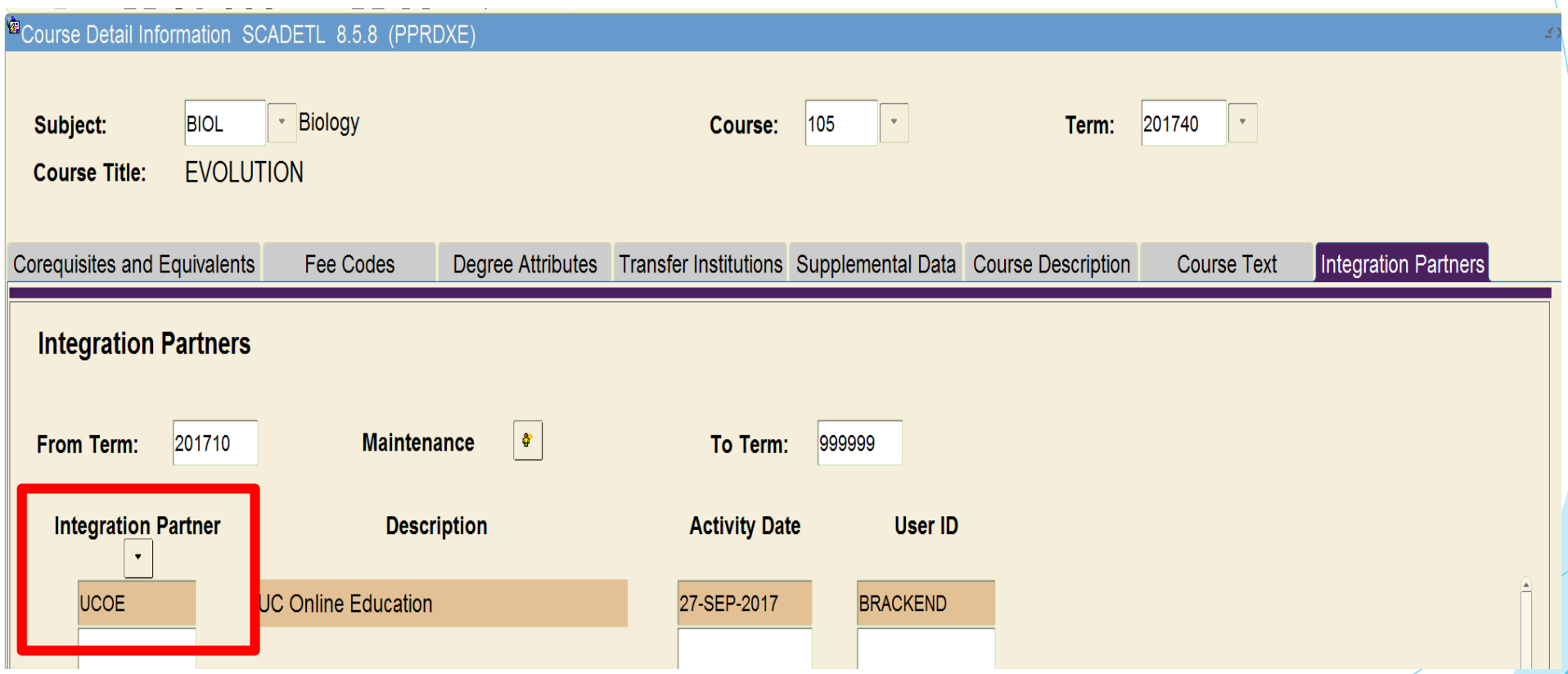
- University of California Online Education (UCOE)/University of California Innovative Learning Technology Initiative (ILTI)

- 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.

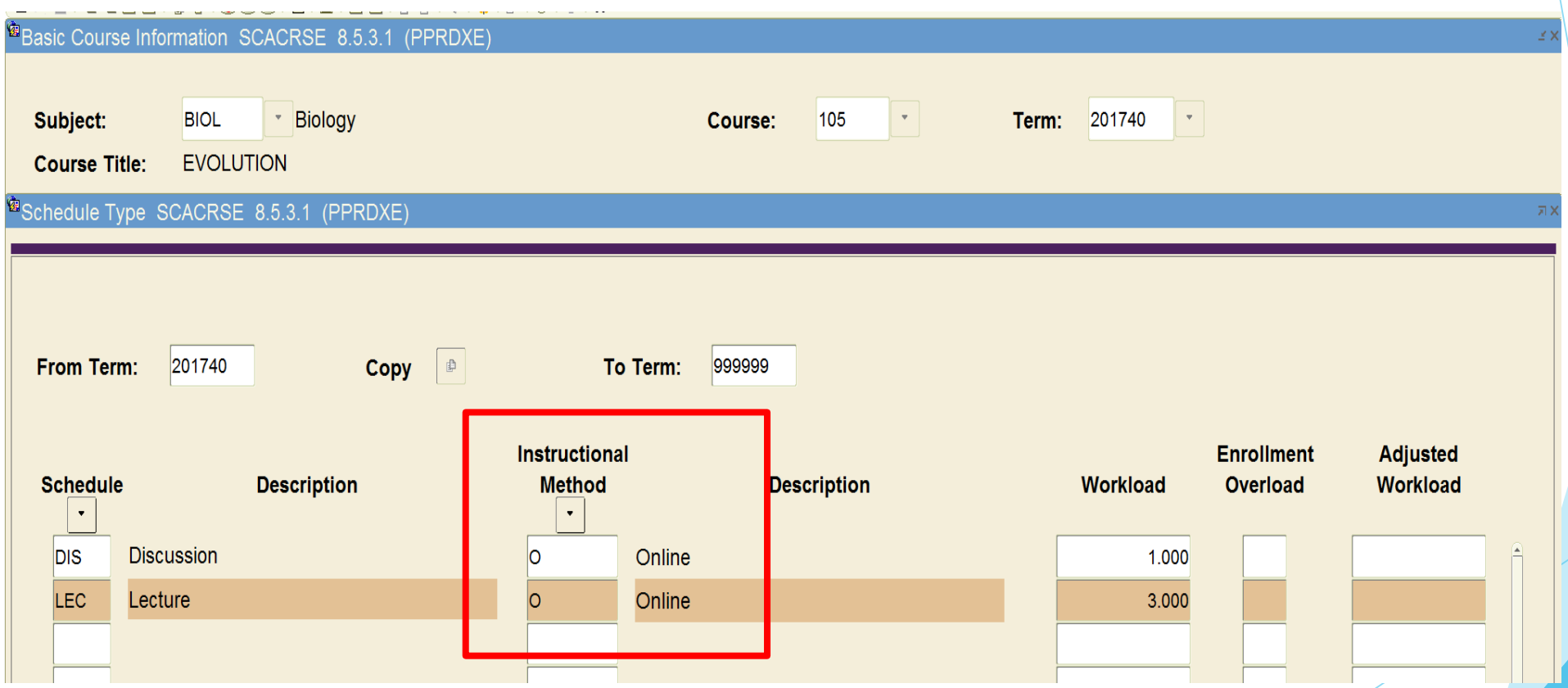
  - Under this program we have:
    - 37 courses that have or are receiving funding from ILTI
    - 12 courses approved by UCR Committee on Courses to be taught fully online
    - Courses are coded in Banner in SCADETL, SCACRSE and SSASECT

- The Senate is currently reviewing a definition of Hybrid

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



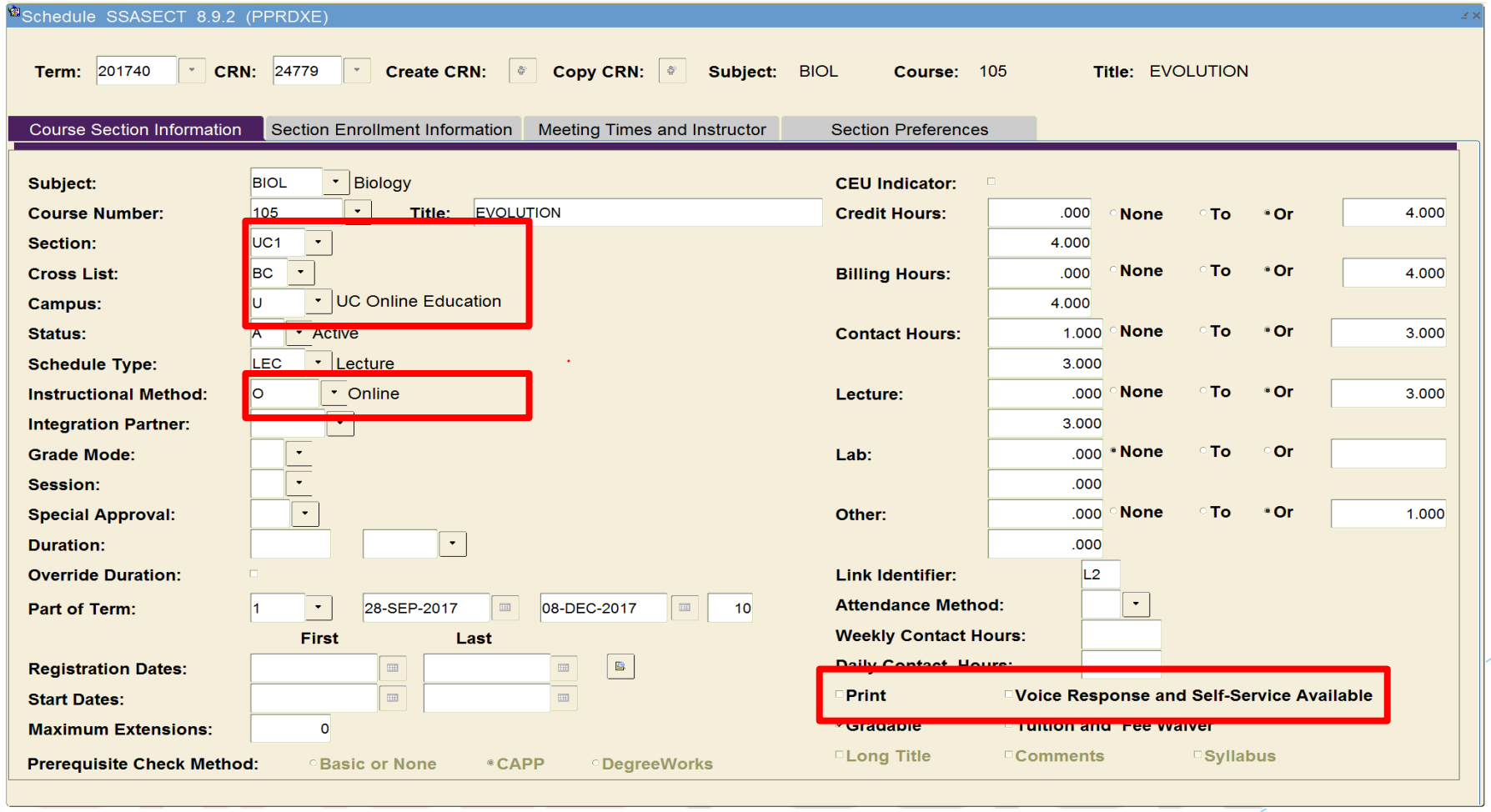
SCACRSE shows the Instructional Method: if it is approved to be taught online you will see an O



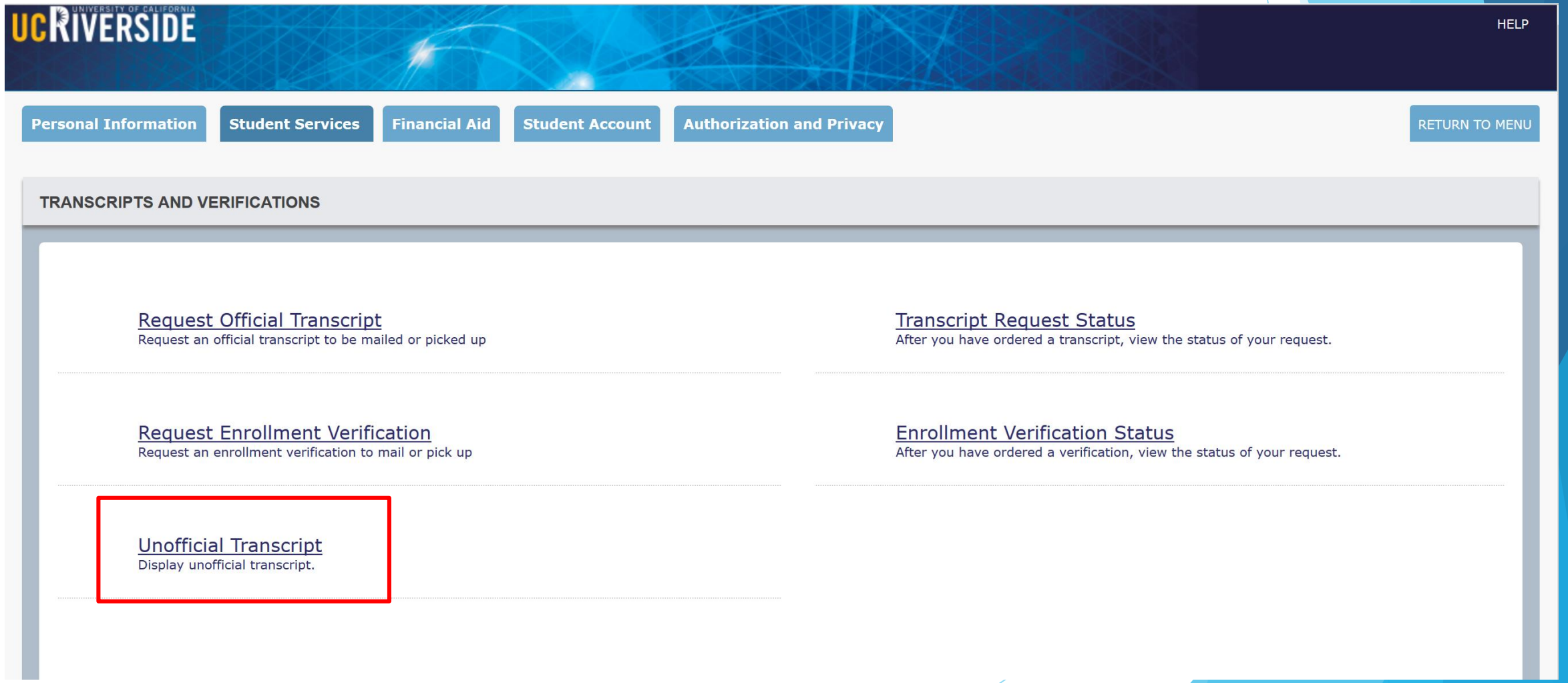
Online Courses at the section level

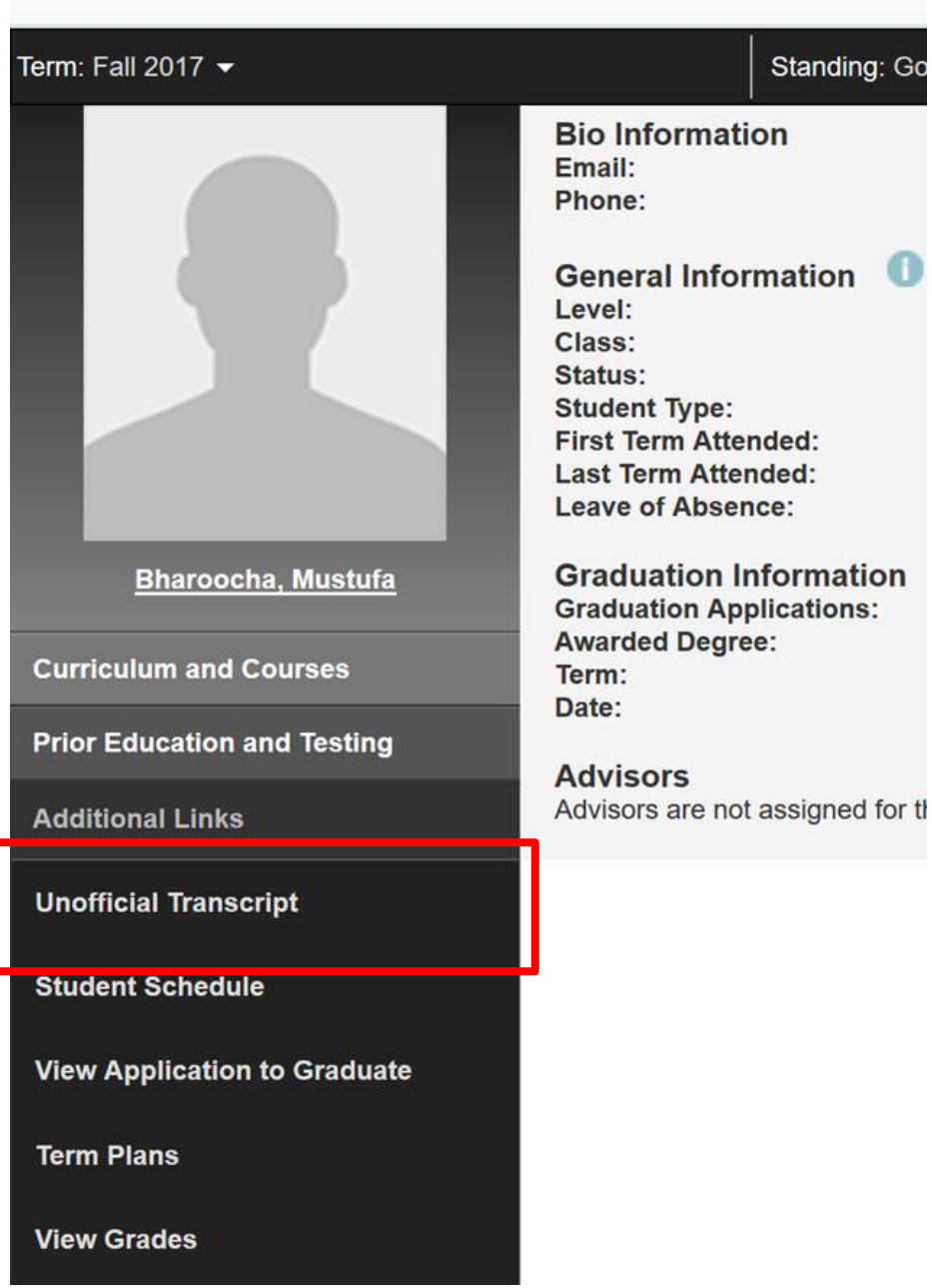
- SECTION – if the section is the UCOE/ILTI cross-listed section, it must have a UC% as the section number. The partner UCR section would have the traditional section identification.
- CROSS-LISTED – if the section will be allowing cross-campus enrollment a cross-listed section must be created for the 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.



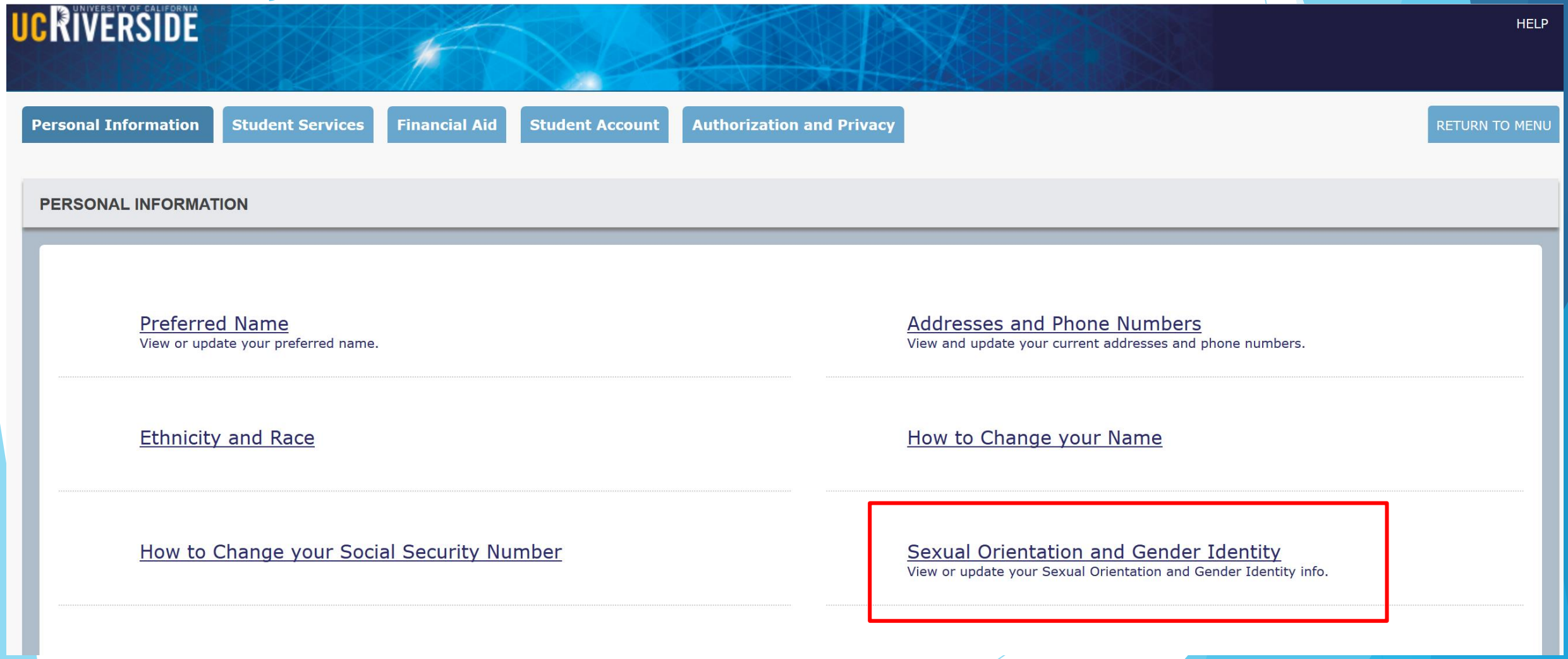
RECORDS – Unofficial Transcript viewing is LIVE!

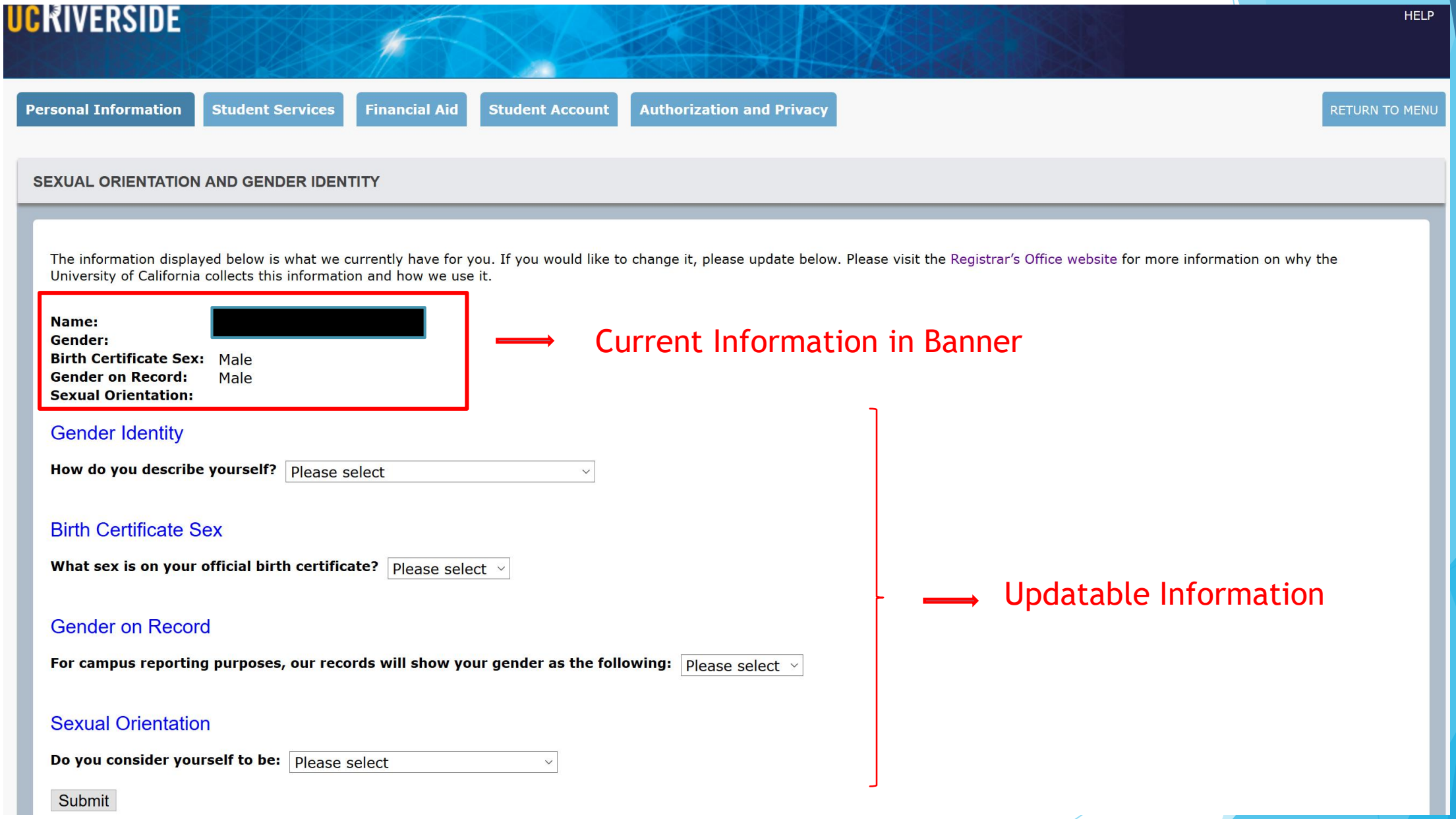




- Unofficial transcripts can be found both in the Transcripts and Verification area of self-service and also in the Student Profile.
- Students with transcript holds will not be able to access their unofficial transcript.

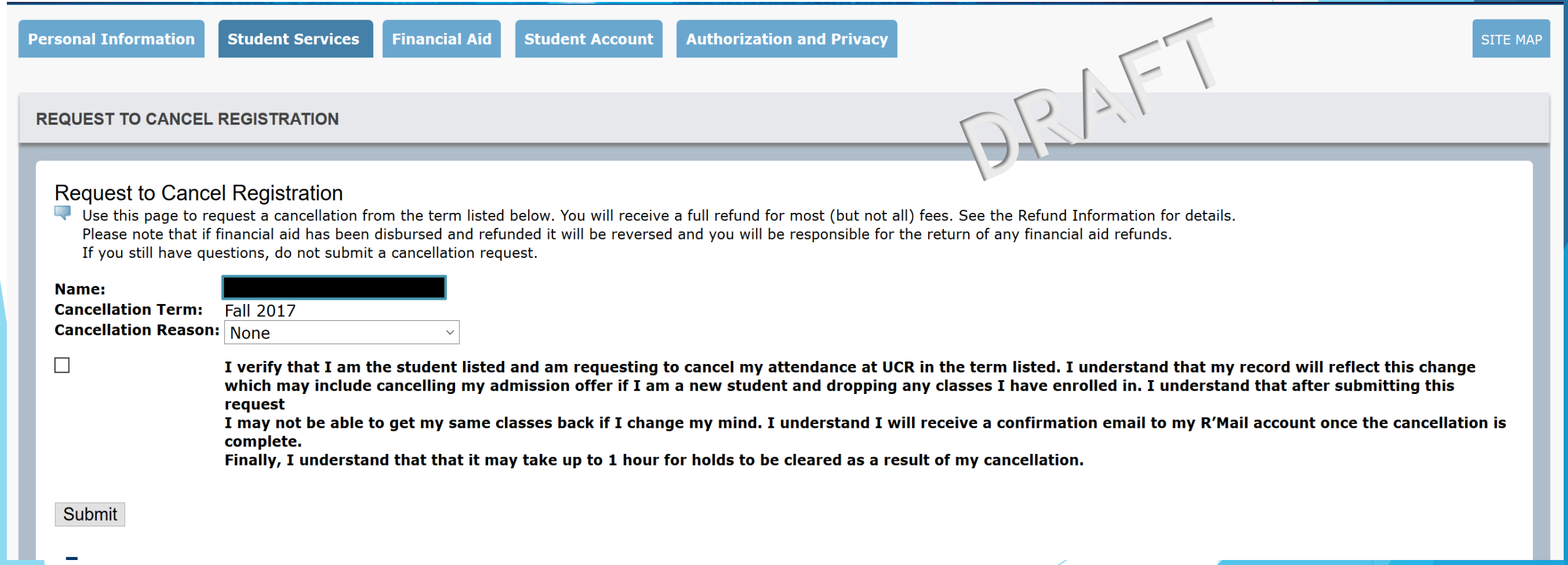
RECORDS – Sexual Orientation and Gender Identity form is LIVE




UCRIVERSIDE
HELP
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:
Gender:
Birth Certificate Sex: Male
Gender on Record: Male
Sexual Orientation:
Current Information in Banner
Gender Identity
How do you describe yourself? Please select
Birth Certificate Sex
What sex is on your official birth certificate? Please select
Gender on Record
For campus reporting purposes, our records will show your gender as the following: Please select
Sexual Orientation
Do you consider yourself to be: Please select
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



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

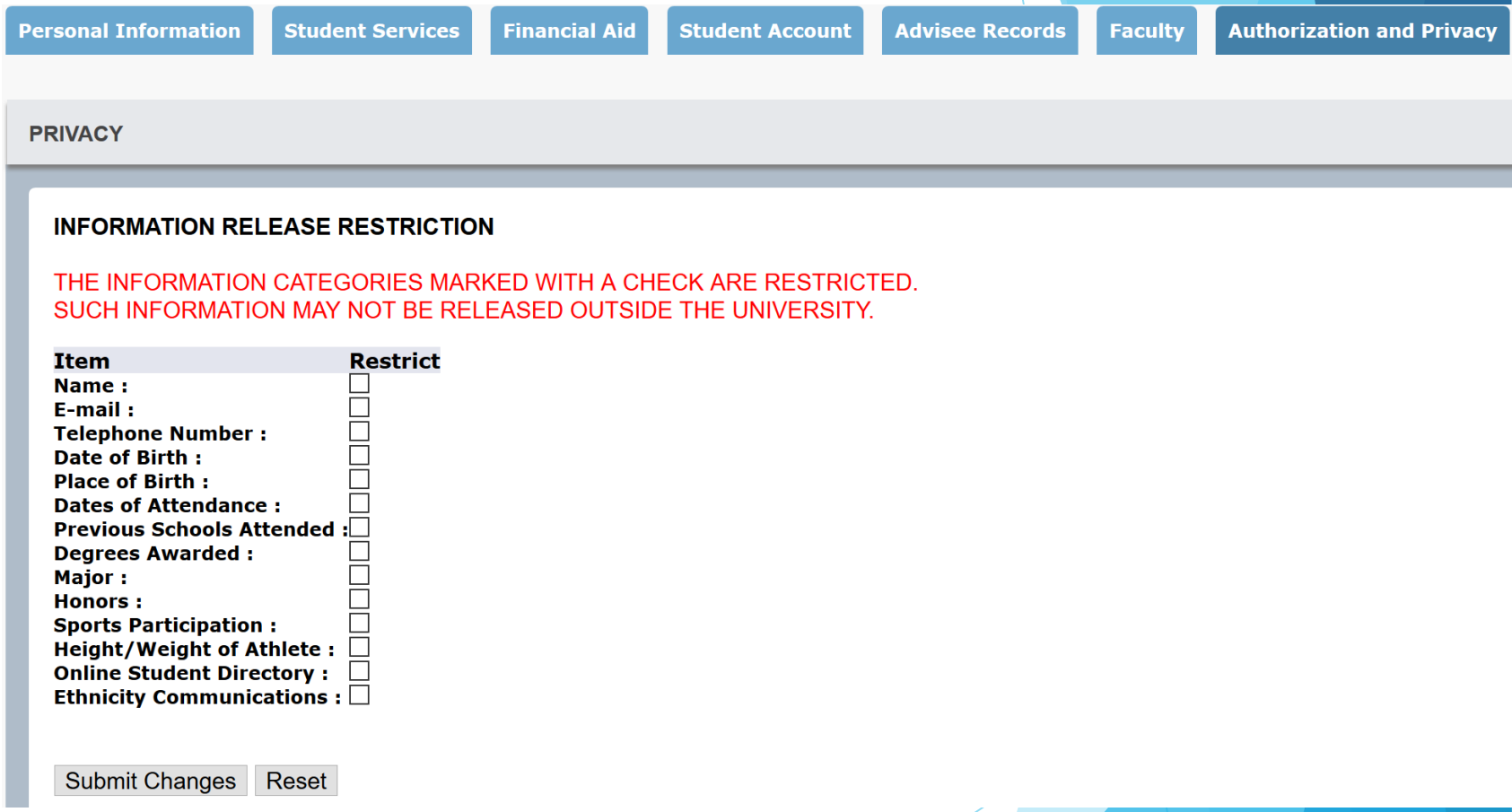
- Students who have applied to graduate who are still active in SGASTDN
  - Will be assigned time ticket and an EL record will be created in SFAREGS
  - EL value will then be updated to PD (for winter 2018 this is happening this week; future terms it will happen as term preparation is occurring)
    - 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



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.

QUESTIONS