Registrar Campus Updates

Bracken Dailey, Registrar

Fall 2020 – October 21, 2020

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
  - Projects on the Roadmap

GENERAL

Senate Regulation Changes for Fall 2020 and Winter 2021

- ➤ Course can be dropped through the 8th week (no "W's") – Monday, November 30th
- ➤ The deadline for grading basis changes (S/NC) has returned to end of 8th week – Monday, November 30th
- ➤ S/NC courses will not count towards the 1/3 total

    - ➤ The Regulations changes are on the Senate Website – red text within the appropriate regulations
    - ➤ Impacts on the Academic Calendar have been updated
    - ➤ Impacts on Banner have been updated
    - ➤ Impacts on MyForms have been updated

- ➤ Reminder that these are academic changes, so they have no impact on the refund schedule for University Withdrawals.
- ➤ The $4 EAF fee will be charged for fall quarter.

GENERAL

➢Fall 2020 Grading Deadline has been moved to Monday, December 21st
  ➢iLearn will be down for some of winter break for an upgrade and move within Project Genesis.

➢Winter 2021 opening of 2nd pass has been moved to Wednesday, December 9th due to the change in winter transfer orientation/registration

➢Banner upgrade is coming. We will be testing during fall quarter with the upgrade moving into production in January 2021.
  ➢Banner will be down on Tuesday, January 19th

COURSES

Course Request System Deadlines:

- **Thursday, October 22 - Spring 2021** Graduate and Undergraduate Courses and the courses they affect

- **Monday, October 26 – Summer 2021** Graduate and Undergraduate courses and courses they affect

- **Tuesday, December 1 – Fall 2021** Graduate and Undergraduate courses and courses they affect, Undergraduate courses that are cross-listed and/or renumbered

- **Friday, January 29** – Deadline for courses to appear in the 2021-2022 General Catalog

Please see CRS/Registrar website for future dates and deadlines

COURSES

Reminders for Entering Courses into CRS

➤ Senate reports provide information on which programs and majors will be impacted by your course proposal. Review the Reports Website for information on when to request mandatory reports. Ensure all program reports from the Academic Senate are uploaded to the CRS proposal in the attachment section, when required.

➤ Review the Senate Committee on Courses approved Faculty **checklist** to ensure your course proposal meets the General Rules and Policies Governing Courses of Instruction. Pay special attention to syllabus requirements listed on page three.

➤ Review the **General Rules and Policies Governing Courses** of Instruction for changes in course proposals to ensure your proposal includes all requirements for consideration.

COURSES

We would like your feedback.

We are interested to hear from you about how we are doing and how we can improve our support. Please take a few moments to comment on your experience with the Registrar's Office relating to course proposals.

Of course we want to hear if there is a problem, but we would like to hear about your positive experiences, as well.

Email us at: crsfeedback@ucr.edu

Academic Scheduling
WINTER 2021

Department Proof Deadline	Thursday, October 22, by 5:00 pm
Unresolved sections placed in "R" status	Wednesday, October 28, starting at 4:30 PM
Final deadline for updates	Wednesday, October 28 by 5:00 PM
Schedule of Classes published online	Thursday, October 29
Sections with errors placed in "R" status	Friday, November 6, by 5:00 PM
Student registration begins	Monday, November 9
GE classrooms released from sections in a "H" status	Monday, December 21, by 4:00 pm

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ACADEMIC SCHEDULING

Winter 2021

➢ Sections will be updated to the ONLINE instruction method on October 26 by ITS. If you are adding any additional sections after this date, please be sure to use the ONLINE instruction method.

➢ A process has been developed for faculty to submit an In-Person Instruction Proposal for Winter 2021. Please refer any faculty member to this link to apply to teach in-person. If approved, the course must still offer an online option.

  ➢ This system includes an option for faculty to request space for instructing remotely in a general assignment space

➢ The following activity types do not need to go through the approval process.

- Individual Study
- Thesis
- Practicum

- Consultation
- Term Paper
- Tutorial

- Written Work
- Extra Reading
- Clinic

- Internship
- Research

We are currently in PHASE 2

PHASE 1

Minimal Campus Operations

PHASE 2

Limited Campus Operations

PHASE 3

Expanded Campus Operations

PHASE 4

Normal Campus Operations

Table 1: Instructional Phases and Delivery Modes by Course Type

Course type	Phase 1	Phase 2	Phase 3	Phase 4
Lecture, discussion, colloquium, seminar, screening, workshop, demonstration, additional lecture	Remote-only	Remote-only by default; in-person with remote option by exceptional approval for specialized indoor settings only	Remote-only by default; in-person with remote option by exceptional approval	In-person (normal operations)
Laboratory, studio	Remote-only if feasible, otherwise not offered[1]	Remote-only if feasible; in-person with remote option by exceptional approval; otherwise not offered	Remote-only if feasible; in-person with remote option by exceptional approval; otherwise not offered	In-person (normal operations)
Fieldwork	Remote-only if feasible, otherwise not offered[1]	Remote-only if feasible; in-person with remote option by exceptional approval; otherwise not offered	Remote-only if feasible; in-person with remote option by exceptional approval; otherwise not offered	In-person (normal operations)
Individual study, thesis, practicum, consultation, term paper, tutorial, written work, extra reading	Remote-only if feasible, otherwise not offered	Remote-only if feasible, otherwise in-person 1:1 meetings[2]	Remote-only if feasible; otherwise in-person 1:1 meetings[2]	In-person (normal operations)
Clinic, internship	Dictated by site-specific conditions			In-person (normal operations)
Research	Dictated by the campus research plan			In-person (normal operations)

[1] Instructors may access instructional locations for demonstration purposes; Campus Planning Framework standards and the

ACADEMIC SCHEDULING

Scheduling Reminders and Tips:

➢R-Hold Status: Reminder that sections will be placed into R-Hold status if detail corrections are needed. It is important to make corrections and clear these holds as soon as possible as to not delay students from enrolling.

➢Pre-cancellation vs. Deletion: Prior to the Schedule of Classes being published online, sections that will not be offered should be deleted. After the Schedule of Classes has been published, please update the section to pre-cancellation status. Students will then be dropped from the section.

For clarification or assistance with R-Holds, Pre-cancellation, or other scheduling issues, please contact the Scheduling Team.

Academic Scheduling
Spring 2021

Spring 2021 deadlines are just around the corner

"CALL" sent to Academic Departments	Thursday, November 5, 2020
"CALL" Deadline for Academic Departments	Friday, December 4, 2020
Learning Community Room Attribute Codes to be Entered by 5:00 PM	Friday, December 11, 2020
Department Proof Reminder	Friday, January 15, 2021
Sections with errors placed in "R" status	Friday, November 6, by 5:00 PM

➢ Campus has promised to announce the intended instructional method for a term three months prior; therefore, for Spring 2021 we won't know until probably end of December/beginning of January.

ACADEMIC SCHEDULING

A look ahead to Fall 2021

The New Student Success Center is on track to be ready for Fall 2021. This modern building will provide a combined total of over 1300 additional general assignment classroom seats.

RECORDS

Alpha Split for Processing and Student-Related Inquiries

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

Welcome to our new Residency and Fee Coordinator,
Lina Swartzendruber

ResHelp@ucr.edu
lina.swartzendruber@ucr.edu

- Residency for Tuition Purposes
- Questions about student fees
- Orientation Coordinator
- Academic Dismissals
- Student refund appeals

Records

Communication Channels

Workfront

- Requests for processing, records updates, research
- Reporting issues with registration or academic history
- Please be sure to include specifics, including the SID of the student
- Remember to tag anyone who you want to receive an update

RegHelpDesk

- Student-submitted questions and requests
- Grade changes submitted by instructors

Staff Emails

- Staff-generated questions about processes, deadlines, programs, etc
- General communications and correspondence

Records

Cancellation & Withdrawal Reminders

Cancellations

- For enrolled students prior to the first day of instruction

- Students have 3 terms to reenroll (does not count Summer)

- Student submits to RegHelpDesk@ucr.edu

Withdrawals *(Enrolled Student, New or Continuing):*

- For enrolled students on or after the first day of instruction

- Auto-readmit or must submit a readmission application

- Submitted through MyForms

Withdrawals *(Non-enrolled, Continuing Student):*

- Student has 3 terms to reenroll (does not count summer)

- No action is necessary by student or advisor

RECORDS

General Reminders:

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 the form until the section has been created by the department.

GRADUATION & DEGREE AUDIT

Thank you for your partnership with two more conferral cycles!!

➢ Spring 2020 – 4280 students conferred!

➢ Summer 2020 – 1226 students conferred!

GRADUATION & DEGREE AUDIT

WELCOME TO OUR NEW STAFF

Ashley Bojorquez
Degree Audit & Graduation Specialist

Carlee Perez
Athletic Certification & Degree Audit Specialist

GRADUATION & DEGREE AUDIT

Fall 2020 Degree Conferral

➤ College deadline to review all applications to graduate is **Friday, November 6**.

  ➤ We ask that you communicate with us if you do not complete this review with an estimated date of when you will complete it.

➤ College deadline to review any applications marked DR, PM, or NR is **Thursday, December 17** except any students with pending WF tickets or transfer work.

➤ College deadline is **Wednesday, January 13** to finalize all issues for fall graduates.

GRADUATION & DEGREE AUDIT

Missing Grades

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

➢ There is a date on the graduation timeline when we share the list of those grades for which the faculty has not responded to us and we have been unable to collect them with the college and school graduation contacts.

➢ At this point we are asking for your assistance in collecting the grade from the instructor/department so that the student can graduate.

GRADUATION & DEGREE AUDIT

Degree Works Updates

➢New project done as of Sept, we completed University Honors block in Degree Works as communicated to undergraduate colleges/schools by Honors. This block is maintained by University Honors.

➢We are working through fall 2020 undergraduate program updates in Degree Works and appreciate your patience and responses to review those when we are ready.

➢We are working through a few small post-upgrade issues in Degree Works and appreciate the feedback some have provided to help us find and recognize those. Please continue to reach out via WF ticket if you are noticing any issues.

WANT HELP?

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

- **Final 2020 training dates occurring. We are working on finalizing the 2021 training schedule. It will be posted to ucrbanner.ucr.edu and the Learning Center.**

- 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!

TRAINING
Upcoming Dates

- **Academic Scheduling**
  - October 23, November 16 and December 4 - Academic Scheduling
  - November 4 – Reserved Seating and Waitlist

- **Course Request System (CRS)**
  - December 7 - Course Request System

TRAINING
Upcoming Dates

- **Records**
  - October 28 – Registration and Waitlists

  - December 16 – Academic History Navigation, the Student Profile, and Assigning Advisors

  - November 18 – Overview of the General Student Record, General Person, and General Student Navigation

  - December 3 – Cohorts and Attributes Maintenance

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

FUTURE PROJECTS

- Electronic grade changes – enhancement to iGrade

- We are working on a new video for the UC Learning Center:
  - Introduction to Banner

Thank you for being here!