



# Registrar Campus Updates

Bracken Dailey, Registrar and Kari Geske, Associate Registrar  
Spring 2018 - June 4, 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

- ▶ Single Document Fee has been approved.
  - ▶ We are the 5<sup>th</sup> 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
<b>Lifetime</b> official transcript
<b>Lifetime</b> enrollment verifications
<b>Free</b> degree completion letter (with seal)
<b>Direct mailing</b> of diploma from vendor to student
<b>Free</b> petitions for Credit by Examination
<b>Free</b> duplication diploma (as appropriate per policy)
<b>Free</b> subpoena processing (submitted on behalf of student)

# Fee Assessment and Late Payment Repercussions Comparison

## BEFORE

- ▶ All Active Students Assessed Fees
- ▶ All Students Assessed Late Payment Fee
- ▶ Courses dropped at fee payment deadline
- ▶ Student Business Services provides some flexibility with holds
- ▶ 3rd week lapse inactivates students not paid or not enrolled

## AS OF FALL 2018

- ▶ Enrolled Students Assessed Fees
- ▶ Undergraduate Students Assessed Late Payment Fee at time of fee payment deadline
- ▶ Courses dropped one week before instruction
- ▶ Student Business Services provides less flexibility with holds
- ▶ No lapse. Students not paid get a hold. Students not enrolled have 2 additional quarters to enroll without readmission

Partnering with Student Affairs Marketing and Communication to a robust communication plan

# COURSES

- ▶ CRAMS Archive of course proposals- Should be Completed Late July
  - ▶ Approximately 41,990 documents

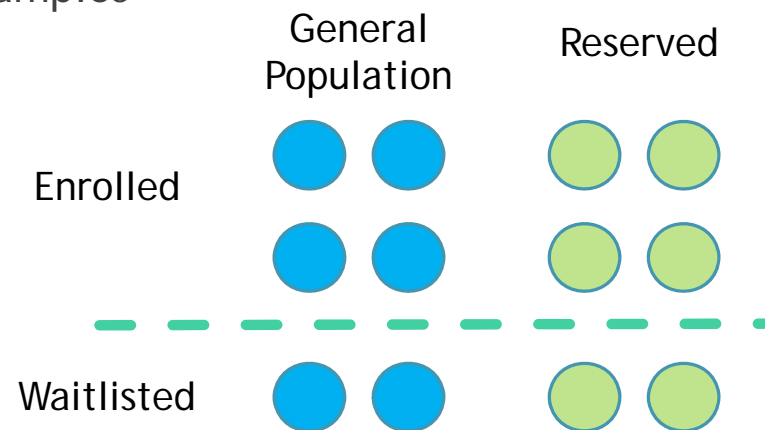
Winter 2018 (February) Launch	Spring 2018 CRAMS & CRS	Summer 2018 CRAMS Retired
Deploy new CRS system supporting proposals for Winter 2019	CRAMS and CRS proposals reviewed in parallel (both systems).	All CRAMS proposals complete. CRAMS system retired. Only CRS proposals going forward.

# ACADEMIC SCHEDULING

- ▶ **Winter 2019 Call**
  - ▶ Call sent to departments: **Friday, June 8, 2018**
  - ▶ Call deadline: **Friday, August 10, 2018**
- ▶ Newly renovated GE classroom-Skye Hall - Room 170(Surge 170)
- ▶ New course section status in SSASECT-"R" - Registrar Hold
- ▶ Academic Scheduling Web page content updates - Will be completed late summer 2018

# ACADEMIC SCHEDULING

- ▶ NEW functionality with last upgrade - Using Reserved Seat Rules and Waitlists on the Same Sections
  - ▶ A waitlist corresponds to the specific group of seats designated. Banner will offer a seat to a student on the waitlist when one is available in that group.
- ▶ PowerPoint from training is available at [ucrbanner.ucr.edu](http://ucrbanner.ucr.edu) to include examples





# ACADEMIC SCHEDULING

➤ NEW functionality with last upgrade - Showing Reserved Seats on the Schedule of Classes

**Search Results** — 45 Classes  
 Term: Fall 2018 Subject and Course Number: CHEM001A Chemistry Search Again

CRN	Subject	Subject Description	Course Number	Section	Title	Units	Meeting Times	Instructor	Status	Seat Availability	
11922	CHEM	Chemistry	001A	001	GENERAL CHEMISTRY Lecture	4	S M T W T F S 11:10 AM - 12:	Harman, William (Primary)	<b>FULL: 0 of 6 seats remain.</b> <a href="#">LINKED</a>	0 of 4 general seats remain. 0 of 2 reserved seats remain.	<a href="#">View Linked</a>
11923	CHEM	Chemistry			GENERAL CHEMISTRY			Sefting, Mark (Primary)	3 of 4 seats remain. 2 of 2 waitlist seats remain. <a href="#">LINKED</a>	1 of 2 general seats remain. 2 of 2 general waitlist seats remain. 2 of 2 reserved seats remain.	<a href="#">View Linked</a>
11924	CHEM	Chemistry							<b>FULL: 0 of 6 seats remain.</b> <a href="#">LINKED</a>	0 of 4 general seats remain. 0 of 2 reserved seats remain.	<a href="#">View Linked</a>
11925	CHEM	Chemistry							1 of 2 seats remain. 1 of 1 waitlist seats remain. <a href="#">LINKED</a>	0 of 1 general seats remain. 1 of 1 general waitlist seats remain. 1 of 1 reserved seats remain.	<a href="#">View Linked</a>
11927	CHEM	Chemistry							1 of 2 seats remain. 1 of 1 waitlist seats remain. <a href="#">LINKED</a>	1 of 1 general seats remain. 1 of 1 general waitlist seats remain. 0 of 1 reserved seats remain.	<a href="#">View Linked</a>
									3 of 5 seats remain. 0 of 1 waitlist seats remain. <a href="#">LINKED</a>	0 of 2 general seats remain. 0 of 1 general waitlist seats remain. 3 of 3 reserved seats remain.	
									1 of 2 seats remain. 1 of 1 waitlist seats remain. <a href="#">LINKED</a>	0 of 1 general seats remain. 1 of 1 general waitlist seats remain. 1 of 1 reserved seats remain.	
									1 of 2 seats remain. 1 of 1 waitlist seats remain. <a href="#">LINKED</a>	1 of 1 general seats remain. 1 of 1 general waitlist seats remain. 0 of 1 reserved seats remain.	

# RECORDS

- ▶ Students cannot drop their last class in R'Web. This is by design.
  - ▶ Please do not do this for them in Banner
  - ▶ Students need to follow Cancellation or Withdrawal procedures if they don't plan to attend.
- ▶ We are in the process of reorganizing work in Records to have more cross-training and shared duties.
  - ▶ More specific information will be sent when the restructuring is complete.
- ▶ Residency is in full swing! Please encourage new students you speak with to submit their Statement of Legal Residency now to avoid higher nonresident tuition charges.

## RECORDS - Question through Workfront

- ▶ Before the quarter ends, is there an option for students to request for their transcript to be sent once all the current quarter grades are on the transcript for that term?
  - ▶ Yes, students have the option to hold for grades which allows them to place a transcript order today, but not have it print until after the grade deadline.
  - ▶ We print all transcripts that have been held for grades on the Friday after the grading deadline.
  - ▶ One caveat students have to remember though is that we print them even if there are GDs. That sometimes is an issue for students, so it could be in their interest to wait until they know all grades are officially submitted.

# GRADUATION & DEGREE AUDIT

- ▶ Welcome our new staff member - **Angeline Gonzales** starting June 18<sup>th</sup>.
  - ▶ Her experience includes transfer articulation, degree conferral, and athletic certifications.
- ▶ School of Medicine is now live in DegreeWorks!
- ▶ We are in the process of transitioning the Public Policy major from CHASS to SPP.
- ▶ The deadline to review and code all applicants for spring graduation is **Monday, August 13**

# TRAINING IS HERE!

- ▶ Thank you for those staff who have attended our new ongoing trainings!
- ▶ These are in-person trainings 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

- ▶ Some of the trainings coming up over the next month:
  - ▶ Overview of the General Student - June 5, 2018
  - ▶ Academic History Navigation, the Student Profile, and Assigning Advisors - June 13, 2018
  - ▶ Academic Scheduling/25Live Refresher Training - June 14, 2018
    - ▶ Training will include the new item from the upgrade - how to add reserved seating and waitlist
  - ▶ Degree Audits and 4 Year Plans Training - July 2nd

# TRAINING

- ▶ Updated Procedures at [UCRBANNER.UCR.EDU](http://UCRBANNER.UCR.EDU)
  - ▶ Add Reserved Seating and Waitlist
  - ▶ Learning Community Overview
  - ▶ Learning Community Cohort and Block Schedule Preparation for Colleges
  - ▶ Graduation procedures

## PROJECTS CURRENTLY WORKING ON

- ▶ Implementation of Single Document Fee
  - ▶ STATUS: Finalizing coding for tracking and communication plan. Current plan is for a July 2018 implementation with first assessment in August for Fall 2018.
- ▶ CRAMS and SIS Archival
  - ▶ STATUS: Finalizing archival of both systems in preparation for decommissioning. Current plan is Summer 2018 completion for both systems.
- ▶ Fee Assessment and Late Payment Repercussions
  - ▶ STATUS: Finalizing changes in system jobs and communication plan. Communications will occur June - September with new processes first impacting fall fee assessment in August.



## PROJECTS CURRENTLY WORKING ON

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

## FUTURE PROJECTS

- ▶ Electronic grade changes - enhancement to iGrade
  - ▶ **STATUS:** Do not expect this to be in production until late 2018-2019 academic year
- ▶ Evaluate electronic transcript and diploma options
  - ▶ **STATUS:** Has had to be pushed due to other priorities

# Resources to Equip You

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

