

Registrar Campus Updates

Bracken Dailey, Registrar

Winter 2023 – February 1, 2023

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



Fees

- The UC Grad and Prof Assoc Fee is still on hold and at this time won't be implemented until Fall 2023.
- Changes coming for Spring 2023 with the evaluation of students who did not pay by the fee deadline:
 - DRAFT NOT FINAL APPROVAL*
 - \$100 fee will be reduced to a \$45 Administrative Tuition Processing Fee
 - Implementation of a 5-day grace
 - For Undergraduates the fee and dropping of classes will happen on the same day
 - Graduate students will still not be dropped from classes
 - Terminology is changing – website will be updated

Courses

- **New Policies to Review**
 - The revised General Rules and Policies Governing Courses of Instruction **have been approved** and updated on the Academic Senate website.

Courses

Course Approval Processes – Do you need a report?

- ❓ Depending on your course proposal, you may need to request a mandatory report(s).
- ❓ The purpose of ordering reports is to show which majors would be impacted by your course proposal.
- ❓ See [Request a Report](#) for step-by-step directions.
- ❓ When modifying a course in CRS, select the "Change, Restore, Discontinue A Course" option, the related courses can be found by selecting "Click for Courses Related".

Courses

Course Approval Processes

- CRS course proposals submitted by Course Preparer and routed to the Reviewer/Registrar Office Queue.
 - The Reviewer will ensure that all related courses are submitted for the same effective term as the course being changed by adding a comment and loading all affected course to the preparer's queue.
- When **discontinuing or renumbering** a course, all affected courses must be submitted at the same time, otherwise, they will be returned.
 - It is important that all affected courses and main courses be submitted together to ensure they have the same effective term.
 - Committee on Courses utilizes a concurrent report to ensure all affected courses are approved together.

Courses

Fall 2023 New and Change course proposals were due in the CRS Reviewer queue by January 19.

Upcoming Deadlines:

- **Wednesday, April 26** – All Graduate courses and courses they affect for Winter 2024 are due in the CRS Reviewer queue
- **Wednesday, May 10** – All Undergraduate courses and course they affect for Spring 2024 are due in the CRS Reviewer queue

Proposals submitted after these dates must have an approved exception request attached.

Please see Registrar/CRS website for future dates and deadlines. Deadlines for Committee on Courses meetings are posted on the [Academic Senate Website](#).



Academic Scheduling



Upcoming Deadlines

Spring 2023 Unresolved Sections Placed in Registrar Hold Status by 5:00 pm	Wednesday, February 1 (Today)
Schedule of Classes is Published Online	Thursday, February 2
Learning Community Reserved Seat Entry at 5:00 pm	Wednesday, February 8
Sections with Errors Placed in Registrar Hold Status by 5:00 pm	Friday, February 10
Student Registration Begins	Monday, February 13
Fall 2023 "Call" Sent to Academic Departments by 5:00 pm	Tuesday, February 7
"Call" Deadline for Academic Departments by 5:00 pm	March 10
Learning Community Room Attribute Codes to be Entered by 5:00 pm	Friday, March 17

Academic Scheduling

Final Exam Scheduling for Graduate Courses

- Final exams for graduate courses are scheduled **by request only**.
- Please advise your graduate level faculty of this. If they plan on holding a final they should notify their scheduler, who will then forward any graduate level final requests to Academic Scheduling.
- Graduate finals will be scheduled after all undergraduate final scheduling is complete.

Updating Sections to Pre-cancellation Status

- To cancel a class after the Schedule of Classes is published, update sections to Pre-cancellation status for the Registrar's Office to process the cancellation.
- Ensure that you manage the students enrolled in sections to be cancelled **before** updating the status to Pre-Cancellation.
- Once the status is updated, the Registrar's Office will drop students from **ALL** enrolled activities of the course.

Academic Scheduling

Instructors for Winter Sections

- Email notifications have been sent out regarding instructor updates for sections. Thank you for working to update your sections. Current sections **with enrollment** that still need to be corrected:
 - Secondary Activities – 74 sections without instructors
 - Primary Activities – 2 sections without instructors
 - Non-gradable-eligible instructor – 1 section

How do I fix these sections?

- **Sections without an instructor listed on the CRN in Banner** – Add the instructor who will be grading the section or the TA who will be teaching the secondary activity.
- **Instructors identified as not grading-eligible for their section** – submit a Workfront request to update the rank for the instructor in Banner.

Academic Scheduling

How do I fix these sections? (continued)

New Faculty, not yet entered in Banner (SIAINST)

- **Step 1** - Onboarding and assigning of the UCR NetID is completed with UC Path by the department.
- **Step 2** – Create a WorkFront ticket and fill out the Instructor Request form. *Tips on next slide*
- **Step 3** – Registrar's Office will update Banner to include the rank and a PSN, if appropriate.
 - Note: a PSN cannot be issued to ASSTT or ASSOCI.

After the Registrar Staff has updated the WorkFront ticket that the request has been completed, the instructor can be entered into the CRN in Banner SSASECT.

Academic Scheduling

Submitting WorkFront Tickets

Tips for entering your ticket:

- Always include the Banner ID when submitting requests for TAs.
- Enter the correct information into the correct field. (NetID, Date of Birth, etc.)
- The birth date is the only way we have of confirming that we are selecting the correct person in the database.
- Watch the ticket for comments and/or questions and please respond promptly.
- After submitting your WorkFront ticket, please wait until you receive confirmation that the updates have been completed **before** assigning instructors to sections in Banner.
- It is the department's responsibility to assign instructors to sections in Banner for both primary and secondary activities.
- Please submit requests as soon as possible to ensure:
 - Access to Canvas / eLearn
 - Instructor of record has access to submit grades in iGrade.

Records |

Staffing Updates



Excited to announce that the unit is fully staffed!!!

Welcome to Jose and Sally, our new Student Records Assistants!

Duty distribution for new staff will be provided during the Winter term.

Records Staff:

Student Records Assistants

Halim Alvarez



A – F

halim.alvarez@ucr.edu

Brian Villa



M – R

brian.villa@ucr.edu

Jose A. Aguilar Jr.



G – L

jose.aguilar-jr@ucr.edu

Sally Torres



S – Z

sally.torres@ucr.edu

Records Staff:

Leads and Coordinators

Raekisha Anafi

Customer Service Lead

Raekisha.Anafi@ucr.edu

- Assistance with aged tickets or other processing items
- Workfront ticket routing
- Customer service escalations
- Staff inquiries regarding diploma status
- **Students should still email RegHelpDesk@ucr.edu for assistance**

Arturo Rangel

Residency and Fee Coordinator

ResHelp@ucr.edu

- Residency for tuition purposes
- Statement of Legal Residence (SLR)
- Tuition and fees inquiries
- Appeals for residency, withdrawal refund amounts, late UG part-time fee waivers

Records |

Grade Collection Cycle

- ✓ We work with instructors, department chairs, and deans 3 times each term to collect outstanding grades
- ✓ Processing is returning to normal following the Fall 2022 strike impacts
- ✓ Independent study rosters also sent for confirmation in Weeks 3 & 10

All outstanding GD grades by
department

Week 5

All GD grades for term
Graduating students with GD grades
Graduating students with incompletes

End of Term

Week 9

Graduating students with GD grades

Records |

Other Information

Diplomas:

- It has come to our attention that some diplomas were not ordered for Spring 2022 graduates and we are working to get these diplomas to them as quickly as possible. We are also taking this as an opportunity to work with our vendor on process improvement.

Credit & Billing Hours:

- When updating student registration for variable-credit courses (research, special studies, etc), both the credit hours and billing hours must be adjusted on SFAREGS. These values should always be equal and impact students' bills.

▼ COURSE INFORMATION							Settings
Section Detail		View Detailed Results					
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours

Records |

Transcript Entry & Articulation

Responsibility for entering and posting transfer coursework has shifted out of the Registrar's Office and is processed by Undergraduate Admissions and Transfer Credit and Articulation Services.

- For undergraduate students, please submit requests and questions via the [Transfer Credit and Articulation Services](#) ticket in Workfront
- Questions about graduate-level articulation continue to be handled by Grad Division

Records |

iGrade Update

Expected launch in
early March ahead of
Winter grading

Makes grade changes
and incomplete
removals a self-
service function for
instructors (no more
grade change forms!)

Grade changes will
reflect in real-time in
Banner when
submitted
by instructors

View-only access role
for department staff

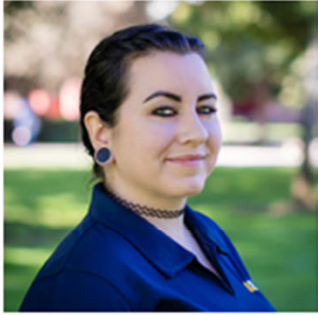
DEGREE AUDIT & GRADUATION TEAM

"Dreams and Teams Work Together"

In the fall we conferred 580 undergraduate students and 343 graduate students.

We appreciate the continued partnership and open communication between the colleges and the DAG team.





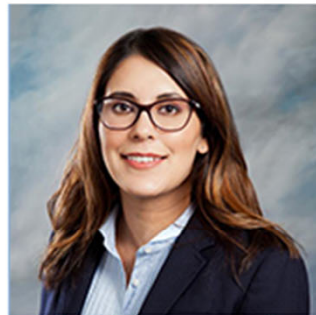
Jenna Connor

jennac@ucr.edu



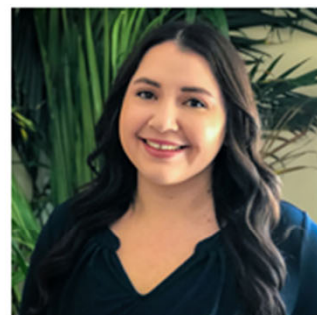
Nelson Quintanilla

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Cristina Gutierrez

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Ashley Bojorquez

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Emily Flores-Jimenez

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Degree Audit and Graduation Team

GRADES/GRADUATION & DEGREE AUDITS

March 28, 2023, Grades due

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

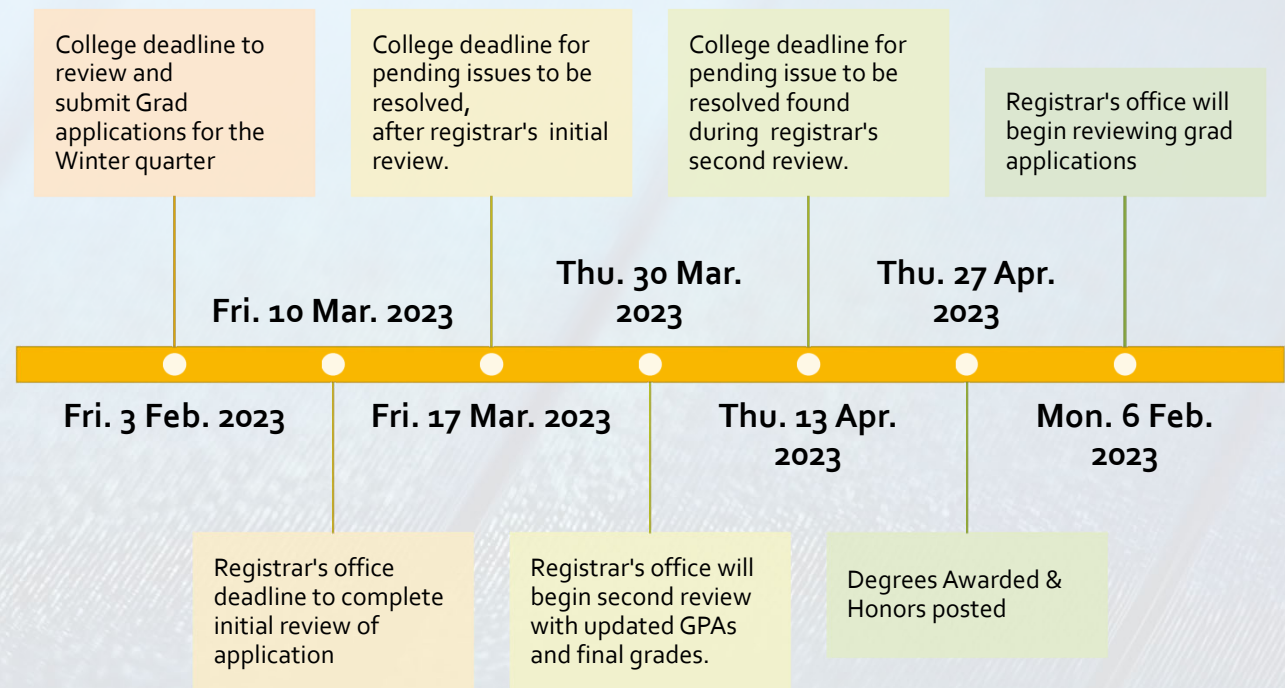
March 29, 2023, Grades, Units and GPA's are updated for the quarter.

Any outstanding missing grades will require the graduation application to be moved to the next term.

March 30, 2023, All grad applications with grade impediments will be updated to NR.

April 07, 2023 List of outstanding grades shared with Colleges/Schools for any last-minute assistance

Winter 2023 Undergraduate Degree Conferral Timeline



DEGREE WORKS UPGRADE 5.0.1 TO 5.0.7

Major in Electrical Engineering

INCOMPLETE

Credits required: 36 Credits applied: 24 Catalog year: 2022-2023 GPA: 3.33


Unmet conditions for this set of requirements:

36 units are required. You currently have 24, you still need 12 more units. With Graduate Advisor approval, graduate courses taken and completed as part of a related MS program at UCR may count towards the 36 units of coursework required. Students with an MS from a non-UCR institution may use up to 16 units of equivalent courses.

	Course	Title	Grade	Credits	Term	Repeated
○ Required Courses	EE 248	OPTMZN FOR MACHINE LEARNING	REG	(4)	Winter 2023	
	EE 215	STOCHASTIC PROCESSES	A-	4	Fall 2022	
	EE 230	MATH METHODS FOR ELE ENGINEERS	A	4	Fall 2022	
	EE 236	STATE & PARAMETER ESTIMTN THRY	REG	(4)	Winter 2023	

NEW LOOK OF RESPONSIVE DASHBOARD

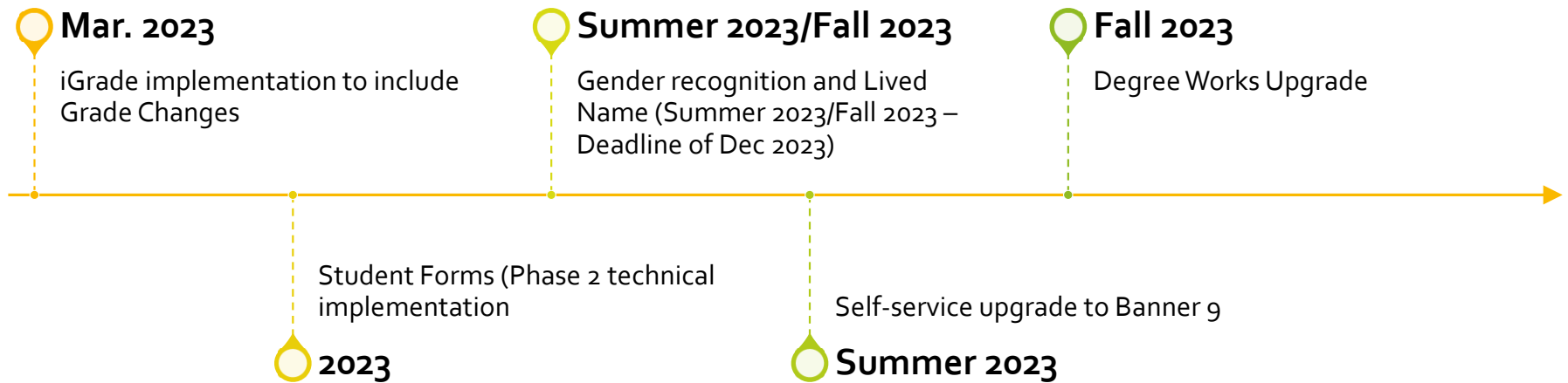
COMING OCTOBER 2023



We are about to
embark on some
polls to test your
knowledge

Put your
thinking caps on
....

Are you ready for quiz time?!



Projects we are working on ...

WANT HELP?

2023 Trainings have been posted!!

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

You can view all 2022 training dates on ucrbanner.ucr.edu and in the UC Learning Center! Feel free to jump in and get these on your calendar!

These are remote 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!



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Academic Scheduling

February 2 - Academic Scheduling

February 9 – 25Live Pro

February 15 – Cross-Listed Courses

March 21 – Permission Prerequisites (Special
Approval Codes)

April 17 – Online Course Section Management



Courses

February 23 and April 11 – Course Request
System (CRS)

TRAINING
Upcoming Dates



Records

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

March 14 – Curricular Maintenance and Changes

April 21 – Overview of the General Student Record and General Person and General Student Navigation



Degree Audit and Graduation

February 14 – Degree Audits and 4 Year Plans

April 11 – Managing Graduation Applications

TRAINING
Upcoming Dates

RESOURCES To Equip You

➤ The answers at your fingertips:

- **Ucrbanner.ucr.edu**: Procedure documentation, support, access information, and more!
- **R'Space**: Banner Training instance
- **UC Learning Center**: Training opportunities sign-up

Spring 2023 MEETING

WEDNESDAY, May 10, 2023

8:15 A.M. – 9:30 A.M.

VIA ZOOM (LINK WILL BE PROVIDED IN
UPCOMING EMAIL)

**** Date is a little later in the term than
normal due to conflicts on my calendar.**



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Thank you for
joining us!

