REGISTRAR CAMPUS UPDATES

Bracken Dailey, Registrar

Winter 2022 – January 26, 2022

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

WELCOME

M'ISHA STARKS
REGISTRAR COMPLIANCE ANALYST

CINDY JUAREZ
ASSOCIATE REGISTRAR

Senate Regulation Changes Winter 2022

GENERAL

➢ Course can be <u>dropped</u> through the 8th week (no "W's") – February 25, 2022

➢ The deadline for <u>grading basis</u> changes (S/NC) is the normal deadline of end of 8th week – February 25, 2022

➢ <u>S/NC courses</u> will not count towards the 1/3 total for <u>undergraduate</u> degree requirements

➢ Reminder that these are academic changes, so they have no impact on the refund schedule for University Withdrawals.

➢ Changes are on the Academic Senate website under Manual – Regulations – Grading - https://senate.ucr.edu/regulations/section/513/01

➢ Registrar's website has also been updated to reflect appropriate variances

We don't have any current information on Spring 2022

COURSES

Course Request System (CRS) Deadlines:

➢ **Tuesday, January 25 (Yesterday):**

    ➢ All courses to appear in the 2022-2023 General Catalog

➢ **Friday, April 22:**

    ➢ Winter 2023 graduate courses and affected courses are due in the CRS Reviewer queue.

➢ **Friday, May 6:**

    ➢ Winter 2023 undergraduate courses and affected courses are due in the CRS Reviewer queue.

Please see Registrar/CRS website for future dates and deadlines

Always feel free to email us with your feedback at crsfeedback@ucr.edu

Reminders for Returned Course Proposals and

CRS Deadlines

COURSES

Proposals returned by the Committee on Courses for corrections must go through the same routing process as the initial course submittal.

Each group and/or committee will need to review the proposal by the deadline provided in the notes **before** it is forwarded back to the Committee on Courses CRS queue.

If the proposals are returned after the provided deadline, please change the course proposals' effective term to the following term or a later term.

COURSES

Reminders for Entering Courses into CRS

➢ **When entering course titles, subtitles, umbrella/topic titles into CRS:**

  ➢ Long titles and subtitles:

    ➢ Do not use acronyms, abbreviations, or apostrophes

    ➢ Do not use dashes "-" or slashes "/" "\"

  ➢ Long titles should be spelled out entirely – 100 character maximum.

  ➢ Short titles can be truncated to a maximum of 30 characters.

  ➢ Roman numerals appear in the General Catalog (PDF) as follows:

    ➢ Roman number II appears as Ii

    ➢ Roman numeral III appears as Iii

  Consider using numbers (1, 2, and 3) as an alternative

ACADEMIC SCHEDULING
SPRING 2022
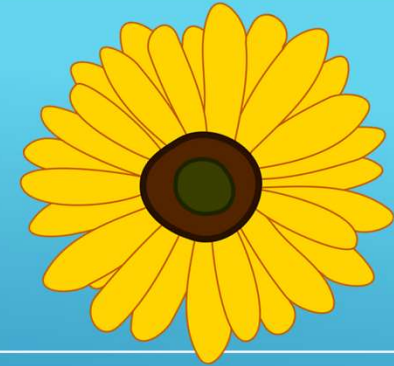
Unresolved sections placed in Registrar Hold Status ("R") by 5:00 pm	Wednesday, January 26 (Today) after 4:00 pm
Schedule of Classes published online	Thursday, January 27
Sections with errors placed in "R" status	Friday, February 4
Student registration begins	Monday, February 7
GE classrooms released from sections in "H" status	Monday, March 13 by 4:00 pm

The Fall 2022 "Call" will be sent to Academic Departments before 5:00 pm on Tuesday, February 8.

ACADEMIC SCHEDULING

Compassionate clause modality updates for Spring 2022

This was communicated to the Deans in January. Although dates have passed, I wanted to provide the process that occurred.

➢ **January 21, 2022** -- Department Chairs send courses to Deans for approval

➢ **January 24, 2022** -- Deans send consolidated list of approvals (that includes specific section numbers) to me emily.engelschall@ucr.edu

➢ We will update the system as we receive approvals from Emily with the intent that we will have all approvals and Banner updated by **January 26, 2022**

➢ **January 27, 2022** -- Changes are transparent to students when schedule of classes opens

With the return to in-person instruction, the compassionate clause is still open for Winter 2022. Faculty should work with their Chair and Dean.

ACADEMIC SCHEDULING

Scheduling reminders:

➢ **Grading-eligible Instructors on Sections**

  ➢ Unit-bearing sections must have an instructor entered on SSASECT who is eligible to grade.

  ➢ If needed, submit a rank update request in WorkFront to ensure the instructor of record will be able to submit grades.

➢ **Sections without Instructors**

  ➢ Unit bearing sections – a grading-eligible instructor must be added.

  ➢ Non-unit bearing sections - Instructors/TAs teaching the secondary activity must be added. This is important for accessing the course in iLearn/Canvas.

  ➢ For cross-listed courses, the primary department is responsible for updating these sections.

➢ **A request to correct sections with these issues was sent out on Wednesday, January 12.**

➢ Reminder: the goal is to have all sections updated by the end of 3rd week. We are now in week 4. If you received this notification, please update your sections as soon as possible to ensure there are no delays with posting student grades.

ACADEMIC SCHEDULING

➢ **Increasing Max Enrollment for Sections in a General Assignment Classroom**

  ➢ Confirm that the assigned classroom can accommodate the increase.

  ➢ If the new max exceeds capacity, contact Academic Scheduling to request a room change.

  ➢ Do not increase the max until a larger room can be confirmed.

➢ **General Assignment Room Updates**

  ➢ No changes to room access for Winter term. Facilities and Custodial Staff open general assignment classrooms each weekday morning, starting at 7 am, and lock them, starting at 10 pm.

  ➢ If you receive a report of a locked classroom, please contact Facilities at (951)827-4677. For issues after hours, contact the emergency number at (951)827-4677.

  ➢ Plan ahead: the following rooms will be removed from inventory <u>AFTER</u> Spring 2022.

    ➢ UV Theater Rooms 8, 9, and 10

RECORDS

Grade Changes:

❖ Grade Change Forms should be submitted directly from the instructor to RegHelpDesk@ucr.edu. This helps us track and search for submitted forms as well as respond more quickly to questions.

❖ Forms are generally processed within 10 business days, often sooner.

❖ We are working with ITS on making the Grade Change Form available to instructors directly through iGrade. More information to follow.

❖ Please do not submit Workfront tickets informing us that a form has been submitted unless expedited processing is being requested for a critical deadline.

RECORDS

<u>Applying Courses to Additional or Alternate Levels:</u>

❖ Please remember that this process cannot be completed until the end of the term once grades have rolled to history.

❖ Requests can be submitted at any time, but must be held until the end of the term.

❖ Processing generally occurs within 3 days of the grading deadline.
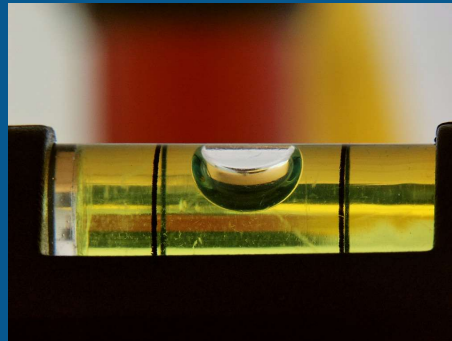
RECORDS

Withdrawals:

- ❖ We continue to receive a large volume of withdrawals for undergraduate students who are not enrolled for the term. Please do not approve these forms.

- ❖ Applications with auto-readmits charge the student when the college approves the form, requiring manual adjustments to correct the charge.

- ❖ First-time freshman and transfer students who did not enroll in courses should be directed to Undergraduate Admissions. They are not eligible to withdraw and auto-readmit to the following term.

Undergraduate Application to Withdraw from the University for [winter ∨] [2022 ∨]

STOP: If you submit this form you will be dropped from ALL CLASSES and WILL NO LONGER BE A UCR STUDENT. Use the Enrollment Adjustment Form if you want to drop some but not all classes this term and remain enrolled as a UCR student for this term. Please see the Academic Calendar for associated deadlines. This form is required to withdraw from the university because R'Web will not allow you to drop your last class.

With the approval of the Associate Dean, students may withdraw from a given quarter through the last day of instruction utilizing this form. Once this form is approved by the Associate Dean, the Registrar's Office will officially withdraw you from the institution. If you stop attending class, and have not been approved to withdraw from the quarter, failing grades will be posted and your eligibility to reenter the University of California, Riverside or transfer to another institution may be jeopardized.

UNDERGRADUATE	PROCESS FOR STUDENT	STUDENT STATUS
Enrolled; Cancelled prior to first day of instruction	Cancellation via Workfront	Ready to Enroll assigned at time of cancellation
Enrolled; Withdrawal first day of instruction through end of term	Withdrawal via MyForms	Inactive assigned at time of withdrawal (with or without auto-readmit)
Not enrolled as of first day of instruction (No Bill)	**NONE**	Ready to Enroll will be assigned during 4th week (depending on number of quarters may be inactive)
First time incoming student – Enrolled or demonstrated enrollment attempt prior to first day of instruction	Follow above 3 rows – same as continuing student; cancellation goes through admissions	
First time incoming student – No enrollment attempt	Undergraduate Admissions/Registrar	Inactive

Graduate students do not auto-readmit and withdrawals are via R'Grad

First time graduate students are inactive if not enrolled as of the first day of instruction regardless of enrollment attempt

RECORDS

<u>Withdrawals:</u>

❖ W grades for course and term withdrawals are date-driven.

❖ Please review the academic calendar to understand when W grades will be entered on a record and ensure forms are dated appropriately.

❖ Simply asking our office to "waive W grades" is insufficient.
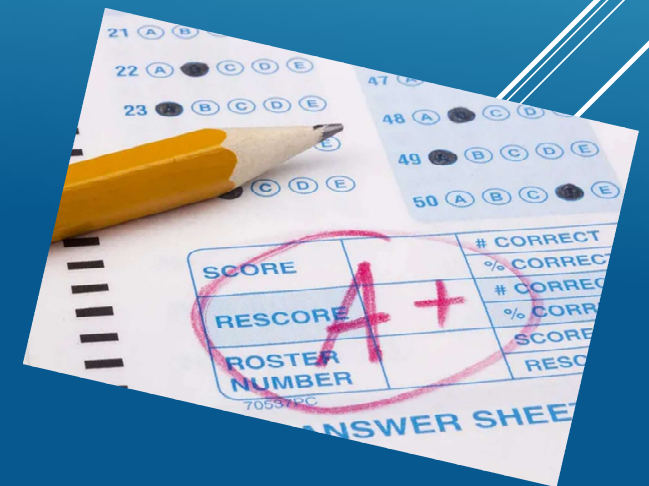
RECORDS

Cancellations for Undergraduate Students:

❖ Our new cancellation form launched in December for the Winter term.

❖ The form will go live when registration opens and submissions are accepted until 11:59pm on the day prior to instruction beginning.

❖ Students should now utilize this form rather than emailing RegHelpDesk

❖ New undergraduate students and non-enrolled continuing students will be appropriately redirected.

❖ More information is available on our website: https://registrar.ucr.edu/registering/cancellation-withdrawal-absence-readmission
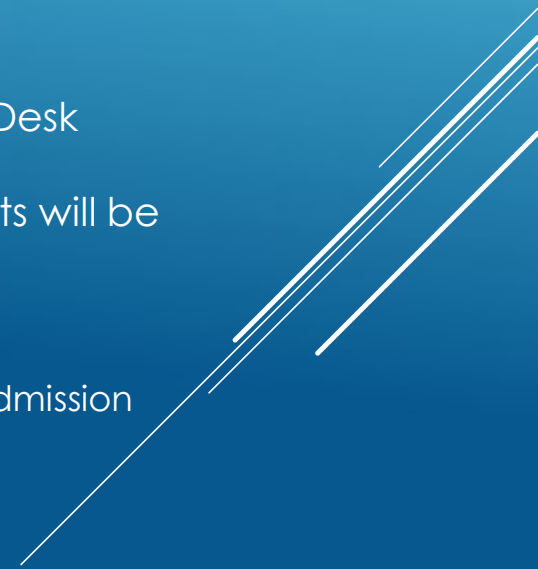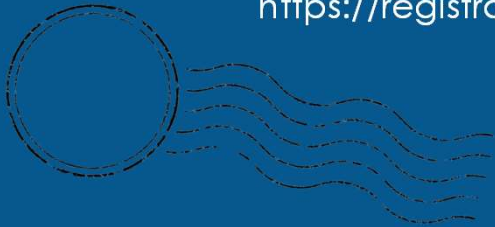
RECORDS

Coming Soon!

We anticipate launching our new Statement of Legal Residence (SLR) system ahead of Fall admissions decisions being released.

GRADUATION & DEGREE AUDIT

"Teamwork makes the dream work"

Fall conferrals wrapped up with 812 undergraduate/graduate degrees conferred.

Thank you for your continued partnership & collaboration in the degree conferrals process!!

We appreciate the continued support from the advisors, schools/colleges.

Fri. Feb. 4, 2022

College deadline to review and submit Grad applications for the Winter quarter

Fri. March 11, 2022

Registrar's office deadline to complete initial review of application

Fri. March 18, 2022

College deadline for pending issues to be resolved, after registrar's initial review.

Tues. March 22, 2022

Grades due to the Registrar's office

Thu. March 24, 2022

Registrar's office will begin second review with updated GPAs and final grades.

Thu. April 7, 2022

College deadline for pending issue to be resolved found during registrar's second review.

Thu. April 21, 2022

Degrees Awarded & Honors posted

WINTER 2022
UNDERGRADUATE DEGREE CONFERRAL TIMELINE

Grades Due Tuesday , March 22, 2022

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

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

All grad applications with grade impediments will be updated to NR, Friday, April 1, 2022,

List of outstanding grades shared with Colleges/Schools for any last-minute assistance

We greatly appreciate your help throughout this process!

GRADUATION & DEGREE AUDITS

SYSTEM WIDE MANDATES

- Cohort Tuition – Fall 2022

- Live Name and Gender Recognition – December 2023

- Systemwide Undergraduate Statement of Legal Residence – may end up being a phased approach starting with Fall 2023 admitting class

ARE YOU READY FOR QUIZ TIME?!

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

Put your thinking caps on ....

WANT HELP?
2022 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!

TRAINING
UPCOMING DATES

- **Academic Scheduling**
    - February 2 – Academic Scheduling
    - February 16 – 25Live Pro
    - February 23 – Online Course Section Management
    - January 20 – Reserved Seating and Waitlist

- **Courses**
    - November 15 – Course Request System (CRS)
    - February 9 – Course Prerequisites

TRAINING
UPCOMING DATES

➤ **Records**

  ➤ November 2 – Registration and Waitlists

  ➤ December 2 – Cohorts and Attributes Maintenance

  ➤ December 14 – Academic History Navigation, the Student Profile, and Assigning Advisors

➤ **Degree Audit and Graduation**

  ➤ November 9 – Degree Audits and 4 Year Plans
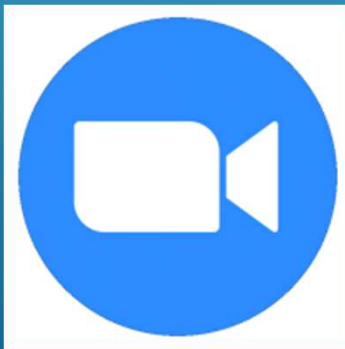
RESOURCES
TO EQUIP YOU

➢ 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 2022 MEETING

WEDNESDAY, APRIL 20, 2022

8:15 A.M. – 9:30 A.M.

VIA ZOOM (LINK WILL BE PROVIDED IN UPCOMING EMAIL)

THANK YOU FOR BEING HERE!