

# Registrar Campus Updates

Bracken Dailey, Registrar and Kari Geske, Associate Registrar

Fall 2018 - October 16, 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 - Banner 9

- ▶ As of September 18, the Banner Training instance has been available in R'Space for testing in version 9.
- ▶ The data was refreshed at the end of August, so anything added to production after that time period will not be in Banner training.
- ▶ If you want to refer to Banner 8 in the training instance, go to [bannersbxu.ucr.edu](http://bannersbxu.ucr.edu) in your browser. This will not be available after fall term.
- ▶ Banner training is where you want to practice using Banner 9 and “try things out”. Please be discerning about in which instance you practice.

# GENERAL ITEMS - Banner 9

- ▶ Ucrbanner.ucr.edu now has Banner 9 procedures and resources from our information sessions
- ▶ October 20-21:
  - ▶ Banner will be upgraded.
  - ▶ Banner will have both versions 8 and 9 available for all pages.
    - ▶ R'space will have two links, one for version 8 (current link) and a new one for version 9
    - ▶ Changes made in 8 or 9 will save to the same database. It's different views of the same info.
- ▶ January 2019:
  - ▶ Banner 8 link and instance will no longer be available

## What's New in Banner 9 : Information Sessions

Monday, Oct. 8th,  
2-4pm,  
HUB 302 South

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Wednesday, Oct. 10th,  
10am-12pm,  
HUB 302 South

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[Presentation PowerPoint](#)  
[Banner 9 Video](#)  
[What's New in Banner 9](#)  
[Banner 9 Tips](#)

# GENERAL ITEMS - Ellucian Updates

- ▶ UCR has met weekly and now monthly with the Senior Product Manager of Banner Student addressing key priorities for the campus
- ▶ With this partnership close to 30 issues have been resolved and still working on others
- ▶ Issues and enhancements have an evolution and it takes time:

Identification and replication of issue or Identification and specification of enhancement.

- Ellucian has to take a broad view understanding their product is used by over 2500 universities across the world

Programming and testing by Ellucian

Testing by UCR

Functional user experiences it in Production

# Academic Scheduling and Courses

- ▶ Welcome to Toni Van Buhler - New Scheduling Analyst!

Tina Montgomery  
Assistant Registrar for  
Academic Scheduling and  
Courses

Jeffery Williams  
Scheduling Analyst

Margaret Stewart  
Scheduling Analyst

Toni Van Buhler  
Scheduling Analyst

Melinda Miller  
Course Specialist

Deborah Briese  
Scheduling Assistant

# COURSES

- ▶ Course Request System(CRS)Website Refreshed: [registrar.ucr.edu/crs](http://registrar.ucr.edu/crs)
  - ▶ Provides comprehensive information on the UCR Course Approval Process
  - ▶ Provides CRS/Course Approval Deadlines
  - ▶ Provides Additional Resources:
    - ▶ Committee on Courses Link
    - ▶ Forms and Templates for Course Proposals/Submission
    - ▶ General Course Policies and Guidelines
- ▶ Spring 2019 Course Approval Deadlines
  - ▶ October 23: All courses with an effective term of Spring 2019 and the courses they affect are due in the CRS Reviewer Queue
- ▶ Summer 2019 and Fall 2019 Course Approval Deadlines
  - ▶ Please Visit CRS website for dates

# ACADEMIC SCHEDULING

- ▶ The Course Scheduling Workgroup's Recommendations
  - ▶ Academic Scheduling Coordinator meeting (September 26, 2018)
    - ▶ Power Point presented at this meeting was provided to Academic Departments via email on September 27, 2018.
  - ▶ Associate Provost Ken Baerenklau and Bracken are completing a “tour” to discuss recommendations with various departments and at College/School Chair’s meetings.
  - ▶ Course Scheduling Committee (CSC) has been convened and the committee has begun work.



# ACADEMIC SCHEDULING

## ▶ Winter 2019

- ▶ October 18: Schedule of Classes(SOC) Proof Deadline for Academic Departments
- ▶ October 25: SOC Published
- ▶ October 31: Suggested Deadline for Learning Community Reserved Seating Entry
- ▶ November 2: Sections with Errors Placed in Registrar Hold Status
- ▶ November 5: Registration Begins

# ACADEMIC SCHEDULING

## ▶ Spring 2019

- ▶ November 8: Call Sent to Academic Departments
- ▶ December 7: Call Deadline for Academic Departments
- ▶ December 14: Course Sections Available in 25Live
  - ▶ Learning Community Room Attribute Codes to be Entered by Academic Departments
- ▶ Implementation of Course Scheduling Workgroup Policy-GE Classroom Room Hold Release

# ACADEMIC SCHEDULING

## ▶ Fall 2019

- ▶ Implementation of All Course Scheduling Workgroup Recommendations
  - ▶ Clock Hour Change
  - ▶ Prime-Time/Compliance
  - ▶ Meeting Patterns
  - ▶ Priority Scheduling
  - ▶ GE Classroom in Hold Status Released-Implemented Spring 2019

# RECORDS

- ▶ Welcome to Dominic Laureano - New Residency and Fee Coordinator!

Jason Heidenfelder  
Assistant Registrar for  
Records

Stacey Marsalisi  
Student Records Assistant

Gabby Ochoa  
Student Records Assistant

*In Recruitment*  
Student Records Assistant

Liz Alday  
Student Records Assistant

Dominic Laureano  
Residency and Fee  
Coordinator

6 Student Workers

# RECORDS

- ▶ Dominic Laureano is our new Residency and Fee Coordinator
  - ▶ Point of Contact for:
    - ▶ Residency questions
    - ▶ Academic Dismissals
    - ▶ Tuition and Fee appeals/adjustments due to withdrawal
    - ▶ Orientation

# RECORDS

- ▶ Cross training of Student Records Assistants to improve services and better coverage when staff are out

- ▶ Duties will be divided by an alpha-split or rotating basis

- ▶ Alpha Split

- ▶ Part-Time Fee Waivers

- ▶ EAFs

- ▶ Withdrawals

- ▶ Grade Changes

- ▶ UC and Special Program Transfer work processing

- ▶ Bio Demo Changes

- ▶ Cancellations

- ▶ Other records adjustments

Gabriela Ochoa	Liz Alday	Stacey Marsalisi
A - G	H - O	P - Z

# RECORDS

- ▶ Rotating duties will have a primary point of contact to make it easier for you to contact us.
  - ▶ You can always contact [reghelpdesk@ucr.edu](mailto:reghelpdesk@ucr.edu), any the Student Records Assistants, or Jason if you are uncertain who the point of contact is.

Gabriela Ochoa x2-5977	Liz Alday x2-5978	Stacey Marsalisi x2-5966
<b>Point of Contact for:</b> <ul style="list-style-type: none"><li>• Educational Leaves</li><li>• Readmission</li><li>• UC Online</li><li>• Diplomas</li><li>• CSU San Bernardino Cross-Registration</li><li>• UCDC</li></ul>	<b>Point of Contact for:</b> <ul style="list-style-type: none"><li>• Grade submission</li><li>• Employee Fee Waivers</li><li>• Student Death</li><li>• Late grade rosters</li><li>• EAP</li><li>• Student Conduct</li><li>• Transcripts</li><li>• Notary Diploma Requests</li></ul>	<b>Point of Contact for:</b> <ul style="list-style-type: none"><li>• Subpoenas</li><li>• Intercampus Vistors</li><li>• Intercampus Exchange</li><li>• Simultaneous Enrollment</li><li>• Killea</li><li>• Veterans Resource Center</li><li>• Verifications</li></ul>

# RECORDS

- ▶ Spring diplomas are being mailed!
  - ▶ Mailed automatically to student's Permanent Addresses with no mailing fee
  - ▶ Notifications will be sent to UCR email addresses
  - ▶ Student with holds or bad addresses will have their diplomas sent to the Registrar's Office. We will be reaching out to those students with further instructions on how to get their diplomas mailed.
  - ▶ Past graduates can request to have their diploma mailed at no cost through [reghelpdesk@ucr.edu](mailto:reghelpdesk@ucr.edu)
  - ▶ Deadline for Summer 2018 graduates to update their address is November 1<sup>st</sup>



# RECORDS

## ▶ Fee Assessment and penalty changes

- ▶ Fall quarter fee payment penalties are now complete.
- ▶ Final “teeth” for outstanding tuition and fees owed is the SBS delinquent account hold. Students will not be able to enroll in Winter 2019 until paid.
- ▶ We are retiring the use of the PD (Pending Conferral of Degree) Enrollment Status code on SFAREGS. Students being evaluated for graduation no longer will be assessed fees (unless they enroll) and so this code is not necessary.
- ▶ Students who did not enroll for fall quarter are being coded RD (Ready to Enroll)

# RECORDS

- ▶ Ready to Enroll policies:
  - ▶ Students have up to 3 consecutive quarters to be in a RD (Ready to Enroll) student status.
  - ▶ During those quarters the student is permitted to enroll with continuing students without submitting a readmission application.
  - ▶ Students in the “Ready to Enroll” status are not enrolled or paid for that quarter. Therefore, the student is not eligible for campus services.
  - ▶ As noted on the readmission application, an easy identifier to know if the student has to submit a readmission application, is that their Status will say “Inactive”.
    - ▶ New version of readmission application on registrar.ucr.edu; please toss any copies you have stored
  - ▶ Undergraduate PULP applications are no longer necessary.

General Student SGASTDN 8.5.8 (BANPROD)

Confidential

ID: 860775934 Littlelamb, Mary H.

Learner Curricula Study Path Activities V

### General Learner

New Term: 201840 Fall 2018

**Student Status:** RD Ready to Enroll

Student Type: C Continuing

Residence: R Confirmed CA Resident

Fee Assessment Rate:

Class: FR Freshman

### Student Profile - Mary H Littlelamb (860775934) CONFIDENTIAL

Term: Fall 2018 Standing: Good Standing, as of Fall 2017

Notes: 52



**CONFIDENTIAL**

Mary H Littlelamb

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Unofficial Transcript

#### Student Information

##### Bio Information

Email: [marlar.littlelamb@email.ucr.edu](mailto:marlar.littlelamb@email.ucr.edu)

Phone: 951 8272072

Date of Birth: 01/01

##### General Information

Level: Undergraduate

Class: Freshman

**Status: Ready to Enroll**

Student Type: Continuing

First Term Attended: Summer 2016

Last Term Attended: Fall 2017

Leave of Absence: Not Provided

##### Graduation Information

Graduation Applications: None

##### Advisors

Primary / College Advisor: [Malcolm Dewayne Manuel](#)

# RECORDS

- ▶ Students who withdraw from the university will either 1) auto-readmit at the time of their withdrawal (creating an active status for the next quarter) or 2) will be made inactive and the student will need to submit a readmission application once the student determines the term he/she would like to return.
- ▶ For **new** undergraduate students, this process mirrors and therefore replaces, the one-year eligible to readmit process. The only difference now is they do not have to complete a readmission application with the college/school within that first year.
  - ▶ New incoming undergraduate students who show intent by enrolling will now be coded with the new RD code. Fall admits would also have winter and spring to enroll. If they do not enroll during that time, they will then be required to go through the full undergraduate admission process if they want to attend UCR.
  - ▶ These students used to be coded in the Student Status field with a RA “Eligible to Readmit” code.

# RECORDS

## ▶ Education Abroad Reciprocity Students

- ▶ Primary data point that identifies these students is the EAR Fee Assessment Rate code
- ▶ These students will not have a junior/senior standing because transfer work is not data entered into Banner and articulated.
- ▶ Prerequisites for coursework and restriction junior/senior standing overrides are given by the Colleges/Departments
- ▶ Registration, by the advisors, for these students does not have to wait for their time ticket

General Student SGASTDN 8.5.8 (PPRDXE)

Confidential

ID: 860775934 Littlelamb, Marygradesd H.

Learner Curricula Study Path Activities Veteran

**General Learner**

New Term: 201840 Fall 2018

Student Status: AS Active

Student Type: C Continuing

Residence: N Nonresident

**Fee Assessment Rate: EAR Educ Abroad Prog Reciprocity**

Class: 00 Sophomore

Banner Field	Banner Value	Banner Description
Level	U	Undergraduate
Major	HSLM	Limited Student (Visitor)
Class	VS	Visiting/Non-degree seeking
<b>Fee Assessment Rate</b>	<b>EAR</b>	<b>Educ Abroad Prog Reciprocity</b>
Student Type	V	Visitor

# Academic Scheduling and Courses

- ▶ Welcome to Nelson Quintanilla and David Gilbert- New Degree Audit and Graduation Specialists!

Jerome Thompson  
Assistant Registrar for  
Degree Audit and  
Graduation

Josie Hernandez  
Degree Audit and  
Graduation Specialist

David Gilbert  
Degree Audit and  
Graduation Specialist

Nelson Quintanilla  
Degree Audit and  
Graduation Specialist

Alysson Cruz  
Athletic Certification  
Coordinator

Tammy Waggoner  
Degree Audit and  
Graduation Assistant

# GRADUATION & DEGREE AUDIT

- ▶ Chancellor/Provost initiative to decrease degree conferral time period
  - ▶ We are excited to resume our partnership with the Bourns College of Engineering and continue the Graduation Pilot program into the fall quarter.
  - ▶ Colleges, like CHASS, are making philosophical shifts in how degrees are cleared in an effort to meet the administration's initiative.
  - ▶ Other Colleges and Schools are also making necessary shifts to meet new deadlines.
- ▶ We finalized the review of the ODS; a database containing data between Banner and Degree Works. This is the first step in creating reports between both systems.

# GRADUATION & DEGREE AUDIT

- ▶ We working on developing additional Cognos reports for the Colleges to assist identifying graduation issues sooner.
- ▶ We released a "Graduation Dashboard" which displays a summary of the degree conferral progress for the quarter.
- ▶ Reminder - the deadline to review and submit summer graduation applications is Wednesday (tomorrow).
- ▶ The Fall Degree Conferral Timeline is now published and was emailed out yesterday.



# WANT A LITTLE HELP?

- ▶ Do you want hands-on and more process-based training with Banner 9? Come to our in-person 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 knowledge. Come get great tips and tricks!
- ▶ Look for them in the UC Learning Center (the staff LMS)!!

# TRAINING - Upcoming Dates

- ▶ **Academic Scheduling and 25Live**

- ▶ October 25 - 10:00 a.m.-12noon
- ▶ November 14 - 2:00 p.m.-4:00 p.m.
- ▶ November 27 - 10:00 a.m.-12noon

- ▶ **Course Request System (CRS)**

- ▶ November 9 - 10:00 a.m.-11:30 a.m.
- ▶ December 10 - 1:30 p.m.-3:00 p.m.

# TRAINING - Upcoming Dates

- ▶ **Degree Audit and Graduation**

- ▶ October 18 - Degree Audits and 4 Year Plans
- ▶ November 8 - Managing Graduation Applications

- ▶ **Records**

- ▶ October 22 - Registration and Waitlists
- ▶ October 30 - Cohorts and Attributes Maintenance
- ▶ November 13 - Overview of the General Student Records (SGASTDN)
- ▶ November 29 - Academic History Navigation, the Student Profile and Assigning Advisors

# PROJECTS RECENTLY COMPLETED

- ▶ Transition of MyForms to a new server
- ▶ Implementation of Single Document Fee
- ▶ CRAMS and SIS Archival
- ▶ Fee Assessment and Late Payment Repercussion Changes
- ▶ Transition in 2018 to new Banner 9 pages

# FUTURE PROJECTS

- ▶ Electronic grade changes - enhancement to iGrade
  - ▶ **STATUS: Do not expect this to be in production until mid to late 2019**
- ▶ Evaluate electronic transcript and diploma options
  - ▶ **STATUS: Has had to be pushed due to other priorities, but we hope to begin investigating options in 2019**

# Resources to Equip You

- ▶ Don't forget to you use your resources!!!!
  - ▶ [Ucrbanner.ucr.edu](http://Ucrbanner.ucr.edu): documentation and support ticket submission
  - ▶ R'Space: Banner - Training instance
- ▶ Make sure to read the Daily Digest - we are using that to share training opportunities and large policy changes

