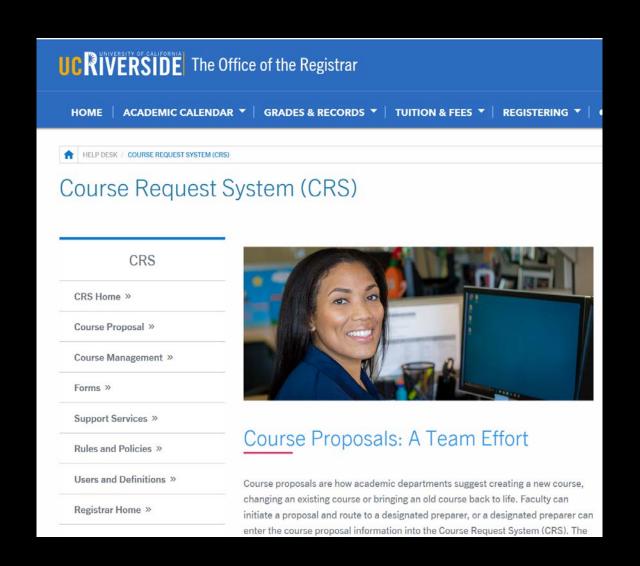# REGISTRAR CAMPUS UPDATES

Bracken Dailey, Registrar
Spring 2019 – April 17, 2019

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

COURSES

- New release coming (Thursday 4/18/2019) for CRS with new functionality to download search information

- Use the CRS website to empower yourself https://registrar.ucr.edu/resources/crs

COURSES

Important Reminders When Submitting Your Course Proposals!

- Review the Academic Senate Guidelines – New policy information as of May 2018:

  - **Grade types and grading statements** – grading statement only needs to be added if the grading type is not the default

  - **Repeatability** – note differences between undergraduate and graduate repeatability; also pay close attention to "topics"

  - **Duplication of credit/overlap** – it is the department's responsibility to ensure a new course proposed does not duplicate nor overlap existing courses offered by other units. Providing explanation and/or consent documenting consultation at the time of course proposal submission helps prevent courses from being returned by Committee on Courses.

- Academic Senate Guidelines: Academic Senate > Committee Listing > Courses
  https://senate.ucr.edu/committee/8/Proposed%20Changes%20to%20Course%20Rules%20Policies%20-%205-29-18%20Approved.pdf

COURSES

- **Reminder !** CRS DEADLINE for Courses to Appear in the <u>2019-2020 General Catalog was January 28, 2019</u>

- **April 25**-CRS DEADLINE Winter 2020 Graduate Courses and the Courses They Affect

- **May 9-**CRS DEADLINE: Winter 2020 Undergraduate Courses and the Courses they affect

- **October 24-**CRS DEADLINE: Spring 2020 Undergraduate and Graduate Courses and the Courses they affect

Please see CRS website for future dates and deadlines

ACADEMIC SCHEDULING

Important Scheduling Reminders When Building Your Schedules!

- **Entering classroom assignments in Banner should not occur**
  - All classroom scheduling & un-scheduling should be done in 25Live
  - Academic Scheduling is to administer all scheduling, un-scheduling and room shifting of GE classrooms

- **Cross-listed Courses:**
  - Primary department of a cross-listed course must add or maintain the secondary partners (e.g., adding link identifiers/connectors, adding the P and S coding)
  - Primary department of a cross-listed course must pre-cancel the secondary partner(s) of the course

ACADEMIC SCHEDULING

- **Room Attributes:**
  - Add or update the room attribute code on a
    CRN in Banner

- Proper entry of credit, billing, and contact hours is critical to successful registration for students, all fields <u>must</u> be entered except for variable credit courses.

- **Gradable Indicator:**
  - Appropriate checking/unchecking the gradable box per the credit hours value is critical to student grading, outcomes on Degree Works Worksheet/graduation audit and sharing online courses with ILTI (UCOP).

ACADEMIC SCHEDULING
FALL 2019

- **April 26** – Learning Community Templates Due from Learning Community Coordinators

- **May 2** – Schedule of Classes Proof Due from Academic Departments

- **May 8** – Unresolved Course Sections placed in Registrar Hold Status

- **May 9** - Schedule of Classes Published

- **May 15** – Suggested deadline for Learning Community Reserved Seating Entry

- **May 17** – Course sections with errors placed in Registrar Hold Status

- **May 20** – Student Registration Begins

Both questions submitted in workfront were related to waitlist

- Scheduling Coordinators and Enrollment Managers – please ensure you triple check your maximum seats and ensure they match for all your activities. Students continue to have challenges in enrolling off of the waitlist if there is a mismatch and so the lecture is not available.

- Delivered Banner registration does show that a course has available seats when a seat is offered to a student on the waitlist.
  - We do not have set up options to change this
  - Collectively continue to educate students to look at the row below to see that the waitlist is active

RECORDS

- **Registration Repeat job**
  - This is a job that is scheduled to run
  - It runs just prior to the start of registration and then ongoing during registration
  - Prior to the 2nd pass, CNAS courses approved giving 1st time takers priority are updated to assign appropriate REPEAT codes to students
  - If you feel a student should have a repeat code but does not, please do not send the student to the Registrar's Office, please submit a workfront ticket so Jimmy can review it

- **Part-time Fee Waivers**
  - Remember to reduce the maximum units on SFAREGS
  - Starting Fall 2018 deadline was moved to Friday of 2nd Week

RECORDS

- **Enrollment Adjustment Form Deadlines**
  - Please try to approve the EAF's as you receive them to minimize the rush at the deadline
  - Especially for the add deadline for Friday of 3rd week, it is critical that we get them processed prior to the end of business on Friday so that the appropriate enrollment is captured for our census reporting to UCOP

- Please forward questions regarding community college transcript to Undergraduate Admissions through workfront option – Articulation

RECORDS

- **Spring 2019 first quarter we will have students who have been RD for three consecutive quarters turn to IS**

- **Conditional Add/Drop is still turned off in self-service registration.**
  - I have not been able to recreate the problems reported during spring 2019 registration so I decided to turn it off for the time being

- April 12th – May 6th it is a "2 women show", so please be mindful and allow additional processing time

RECORDS

Continuing to work to make positive impacts on Grade Delays (GD)

- Personalized emails are going to faculty who teach independent studies and research courses (90's, 190's and 290's)
  - 3rd week and 10th week emails

- After grading deadline email is going to Chairs notifying them of faculty who have not submitted grades for the quarter.

- Second email specifically requesting grades still outstanding from the quarter for students graduation – Deans will be copied

- Mid-Term of each quarter reminder of all still outstanding grades (regardless of term), highlighting student who are schedule to graduate – Deans will be copied

GRADUATION & DEGREE AUDIT

Deadlines

- **Winter Graduation Dates to Note :**
  - Deadline to finalize all degree candidates in Banner is Thursday, April 25th
  - Deadline to resolve outstanding graduation issues, aka the NR deadline is Friday, May 3$^{rd.}$
  - Deadline to confirm all graduates for the Winter quarter is Thursday, May 9th.

- **Spring Graduation Dates to Note :**
  - Deadline to complete reviews for students graduating in the spring is May 3rd.
  - Deadline to submit transcript for spring graduation is June 18th.
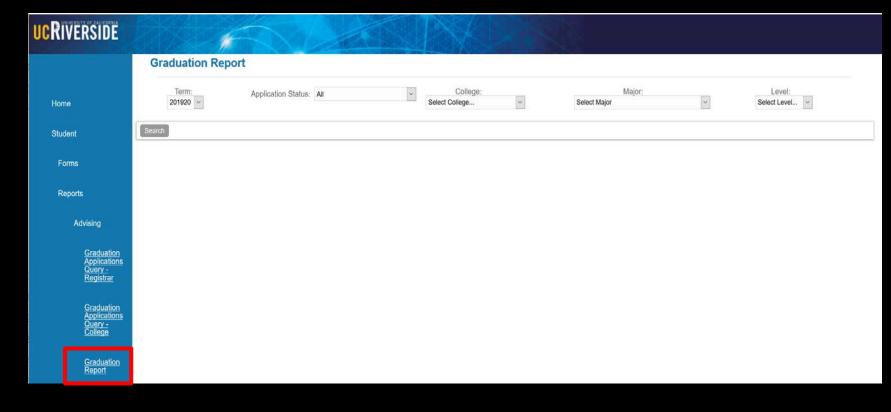
GRADUATION & DEGREE AUDIT

Updates

- This Friday, April 19th our office will graduate the students from BCOE and School of Business as part of a new graduation process in Banner.
  - This is new process where the students will be conferred their degrees in Banner via mass update process.
  - This process will be implemented to the campus for Spring quarter.

- Beginning Spring - All issues identified by the colleges review, should be updated with the appropriate code (PM or DR) for you college/school. This includes notes with the description on the issue in DegreeWorks.
  - Encourage to include Workfront ticket number on your notes if available.

GRADUATION & DEGREE AUDIT

Reporting - New BanApps "Graduation" report is available to the colleges.
https://ucrbanapps.ucr.edu/BannerApps

- The report is against live data against Banner and DegreeWorks.

- Report includes the student's progress toward their degree.

- Current GPA and earned units to date.

- Identify which students have transfer or report coursework or both.

WANT HELP?

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

- All 2019 trainings are in the UC Learning Center now!!

- 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**
  - April 18-Reserved Seating and Waitlist
  - June 19-Academic Scheduling
  - September 19-Reserved Seating and Waitlist
  - October 14-Academic Scheduling
  - November 14-Academic Scheduling

- **Course Request System (CRS)**
  - September 12-Course Request System Training
  - November 9-Course Request System Training

- **Degree Audit and Graduation**
  - April 23 - Degree Audits and 4 Year Plans
  - May 7th - Managing Graduation Applications

TRAINING – UPCOMING DATES

- **Records**

  - April 30 – Cohort and Attribute Maintenance
  - May 8 – Registration and Waitlists
  - May 15 - Overview of the General Student record (SGASTDN), General Person, and General Student Navigation
  - June 12 – Academic History Navigation, the Student Profile, and Assigning Advisors
  - June 26 – Curricular Maintenance and Changes

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

- Make sure to read the Daily Digest – we are using that to share training opportunities and large policy changes

FUTURE PROJECTS

- Electronic grade changes – enhancement to iGrade
  - **STATUS:** Do not expect this to be in production until late 2019

- Evaluate electronic transcript and diploma options
  - **STATUS:** We are investigating options