



# Registrar Campus Updates

Bracken Dailey, Registrar  
Winter 2021 - January 27, 2021

## 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
  - Projects on the Roadmap



# GENERAL

## Senate Regulation Changes Winter 2021

- Course can be dropped through the 8th week (no “W’s”) - **February 26, 2021**
- The deadline for grading basis changes (S/NC) has returned to end of 8th week - **February 26, 2021**
- S/NC courses will not count towards the 1/3 total
- Reminder that these are academic changes, so they have no impact on the refund schedule for University Withdrawals.

## Senate Regulation Changes Spring 2021

- The Senate is currently discussing **Spring 2021** options and I expect them to vote on their proposal at the Senate meeting on **February 23, 2021**.

# COURSES

## Course Request System Deadlines:

- **Friday, January 29, 2021** - Deadline for Courses to Appear in 2021-2022 General Catalog
  - All undergraduate new courses
  - For courses to appear in 2021-2022 General Catalog

**Please see Registrar/CRS website for future dates and deadlines**

Always feel free to email us with your feedback at [crsfeedback@ucr.edu](mailto:crsfeedback@ucr.edu)



# COURSES

## Reminders for Entering Courses into CRS

- When renumbering and discontinuing courses, please ensure to click on courses related and evaluate the impacted courses.

CHANGE, RESTORE, DISCONTINUE A COURSE

Search for the course you intend to Change, Restore, or Discontinue. In the Course Number/Title field enter the Subject Code and Course Number (ex. EDUC 050).

Course Number/Title:  Course Status:

Course	Cross Lists	Course Titles	Status	Courses Related	
MATH 008B		INTRO TO COLL MATH FOR SCIENCS	P	<a href="#">Click for Courses related</a>	<input type="button" value="VIEW"/>

Affected Courses for MATH 008B

CS 010; EE 020; CS 010A; CS 010A; EE 020B; CS 011; MATH 09HA; ENSC 143A; ECON 143A; ECON 102A; ME 001C; MATH 007B; MATH 007A; MATH 022; MATH 009A; MATH 009B; MATH 008B; PHYS 002A; BIOL 020;

- These affected courses must be reviewed and submitted with the same term as the initial course.



## Academic Scheduling SPRING 2021

<b>Unresolved sections placed in “R” status</b>	Wednesday, January 27, starting at 4:30 PM
<b>Final deadline for updates</b>	Wednesday, January 27 by 5:00 PM
<b>Schedule of Classes published online</b>	Thursday, January 28
<b>Sections with errors placed in “R” status</b>	Friday, February 5, by 5:00 PM
<b>Student registration begins</b>	Monday, February 8

# ACADEMIC SCHEDULING

## Instructional Method

- Sections have been updated to the ONLINE instruction method. If you are adding any additional sections, please be sure to use the ONLINE instruction method.
  - If your faculty member will be teaching asynchronously, please feel free to delete the day and time on SSASECT and utilize that Schedule Notes to provide any additional guidance.
- Faculty should be using the [In-Person Instruction Proposal](#) system to submit any in-person requests for Spring 2021. Please refer any faculty member to this link to apply to teach in-person. If approved, the course must still offer an online option.
  - This system includes an option for faculty to request space for instructing remotely in a general assignment space
- The following activity types do not need to go through the approval process.
  - Individual Study
  - Consultation
  - Written Work
  - Internship
  - Thesis
  - Term Paper
  - Extra Reading
  - Research (graduate)
  - Practicum
  - Tutorial
  - Clinic

# Academic Scheduling

## FALL 2021

We will continue Fall scheduling as we have every quarter thus far. Please note, I do not have specifics yet of what instruction will truly look like for fall. The campus is aiming for more in-person instruction, but we will share more as we know more.

<b>"CALL" sent to Academic Departments</b>	Tuesday, February 9, 2021
<b>"CALL" Deadline for Academic Departments</b>	Friday, March 12, 2021
<b>Learning Community Room Attribute Codes to be Entered by 5:00 PM</b>	Friday, March 19, 2021



# RECORDS

## Temporary Alpha Split for Processing and Student-Related Inquiries

Liz Alday



**A - G**

d} rðgd | C xfulhgx

Monique Wright



**H - O**

p rqltxh1z ulj kwC xfulhgx

Stacey Marsalisi



**P - Z**

wdfh | 1ydxgd1vC xfulhgx

# RECORDS

## General Reminders:

### 198I Courses:

- ▶ When approving a student for a 198I, please ensure that the section number is correct and has been created for the term prior to submitting to our office.
- ▶ We cannot process the form until the section has been created by the department.

### Special Programs:

- ▶ Please continue to partner with us to keep students moving through the approval processes both for forms submitted by the student as well as emails from our office for programs such as UC Online. Multiple levels of approval are often required before a student can be enrolled.



# Records

## Cancellations, Withdrawals, & Student Status

### Cancellations

(Enrolled Student,  
New or Continuing):

- For enrolled students prior to the first day of instruction
- Students have 3 terms to reenroll (does not count Summer)
- Student submits to [RegHelpDesk@ucr.edu](mailto:RegHelpDesk@ucr.edu)

### Withdrawals

(*Enrolled Student,  
New or Continuing*):

- For enrolled students on or after the first day of instruction
- Auto-readmit or must submit a readmission application
- Submitted via MyForms or R'Grad

### Break in Attendance

(*Non-enrolled,  
Continuing Student*):

- Student has 3 terms to reenroll (does not count summer)
- This is shown by the **RD** student status on SGASTDN
- No action is necessary by student or advisor

# Records

## Communication Channels

### Workfront

- Requests for processing, records updates, research
- Reporting issues with registration or academic history
- Please be sure to include specifics, including the SID of the student
- Remember to tag anyone who you want to receive an update

### RegHelpDesk

- Student-submitted questions and requests
- Grade changes submitted by instructors

### ResHelp

- Questions regarding residency for tuition purposes
- Questions about tuition and fees
- Student appeals for withdrawals

### Staff Emails

- Staff-generated questions about processes, deadlines, programs, etc
- General communications and correspondence

# RECORDS

COVID by numbers - impacts that are probably not surprising because you are feeling it too!

Total Approved Withdrawals	
2019 Spring	2020 Spring
1303	4549
2019 Fall	2020 Fall
1425	3407

*All forms that were not denied, approved, and processed.*

Total Approved Grading Basis Changes	
2019 Spring	2020 Spring
1834	4630
2019 Fall	2020 Fall
1579	1413

*All forms that were not denied, approved, and processed.*

## Incomplete Course Count

Term	Incomplete Count
Spring 2019	396
Summer 2019	93
Fall 2019	452
Spring 2020	621
Summer 2020	120
Fall 2020	806

UC Online Requests	
Spring 2019	
Fall 2019	128
Winter 2020	96
Spring 2020	119
Fall 2020	408
Winter 2021	344
	193

# RECORDS

## Processing Times:

### Volume - Transactional Time - Staffing fluctuation

- Expected processing times for most items are being extended to 15 business days.
  - This processing window begins at the time we receive an item, not when it was first submitted by a student.
- Our goal will be to adjust this processing time down as we can. We have some aspects that are within our control and we are trying to adjust and adapt to make positive change and some things are more out of our control.
- Please be mindful of items you request to be expedited.
  - preventing a student from enrolling in classes,
  - graduating,
  - receiving financial aid

# RECORDS

## Coming Soon:

- We are working on projects to streamline submissions of common student requests
  - Cancellations, biographical/demographical updates, enrollment verifications, and diploma questions/issues.
- These items will be moved out of our RegHelp email account and into a student-facing Workfront queue.
- Additional information will be provided as we approach our go-live date.
- We anticipate launching this new queue during the month of March.

# Ready To Enroll Poll

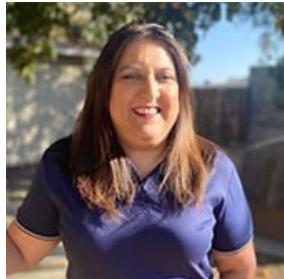
- We are going to deviate from our traditional pattern to do a live poll and information session on the Ready to Enroll (RD) status.
- Put your thinking caps on ....



# Degree Audit & Graduation

- Welcome to our new Assistant Registrar for Degree Audit and Graduation!

Annette Lerma



## GRADUATION & DEGREE AUDIT

**Thank you for your partnership with the fall conferrals!!**

- In Fall 2020, 800 students were conferred!



# GRADUATION & DEGREE AUDIT



## Winter 2021 Degree Conferral

- College deadline to review all applications to graduate is **Friday, February 5**.
  - We ask that you communicate with us if you do not complete this review with an estimated date of when you will complete it.
- College deadline to review any applications marked DR, PM, or NR is **Friday, March 19** except any students with pending WF tickets or transfer work.
- College deadline is **Thursday, April 8** to finalize all issues for fall graduates.

# GRADUATION & DEGREE AUDIT

## Missing Grades

- Please remember that our Records unit makes multiple attempts to collect missing grades for graduating students.
- April 2, 2021 is the date on the graduation timeline when we share the list of those grades for which the faculty has not responded to us and we have been unable to collect them with the college and school graduation contacts.
- At this point we are asking for your assistance in collecting the grade from the instructor/department so that the student can graduate.

# GRADUATION & DEGREE AUDIT

## Degree Works Updates

- We are working wrapping up fall 2020 undergraduate program updates in Degree Works and appreciate your patience and responses to review those when we are ready.
- We are continuing to work through a few small post-upgrade issues in Degree Works and appreciate the feedback some have provided to help us find and recognize those. Please continue to reach out via WF ticket if you are noticing any issues.

## WANT HELP?

- Do you want hands-on and process-based training with Banner? Come to our in-person trainings!
- All 2021 training dates have been posted to [ucrbanner.ucr.edu](https://ucrbanner.ucr.edu) and in the UC Learning Center! Feel free to jump in and get these on your calendar!
- 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!



**2021**

# Introduction to Banner Tutorial



NEW!

- Check out our new online tutorial, **Introduction to Banner!** Created especially for new and still-learning users, this video will help you to become proficient in understanding the organization of Banner pages and how to navigate them.

To take the tutorial, complete the FERPA: How to Protect Student Records prerequisite in the [UC Learning Center](#). Then stay in the UC Learning Center and search “Introduction to Banner.”

# We heard you! We have four new classes for you this year!



NEW!

- **Course Prerequisites** - Learn the step-by-step process for entering prerequisites to ensure prerequisites appear correctly and students are able to seamlessly enroll.
- **Cross-Listed Courses** - Explore the requirements for cross-listed courses, as well as how to set them up properly in Banner.
- **Online Course Section Management** - Find out about the different types of online courses and how to enter online course sections.
- **Permission Prerequisites (Special Approval Codes)** - Learn the concept of permission prerequisites, how they appear at the Banner, and how Academic Scheduling audits sections with permission prerequisites.



## TRAINING

### Upcoming Dates

- **Academic Scheduling**

- February 3 - Academic Scheduling
- February 22 - Online Course Section Management
- April 16 - Reserved Seating and Waitlist

- **Courses**

- February 10 - Course Prerequisites
- March 18 - Course Request System (CRS)

## TRAINING

### Upcoming Dates

#### ➤ **Records**

- February 2 - Registration and Waitlists
- March 23 - Academic History Navigation, the Student Profile, and Assigning Advisors
- April 29 - Overview of the General Student Record, General Person, and General Student Navigation

## TRAINING


### Upcoming Dates

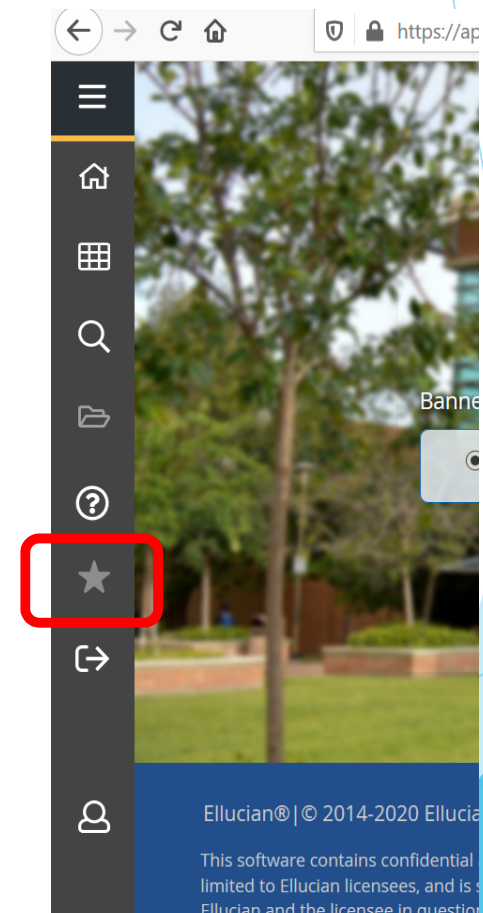
- **Degree Audit and Graduation**
  - February 16 - Degree Audits and 4 Year Plans
  - April 13 - Managing Graduation Applications

## 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

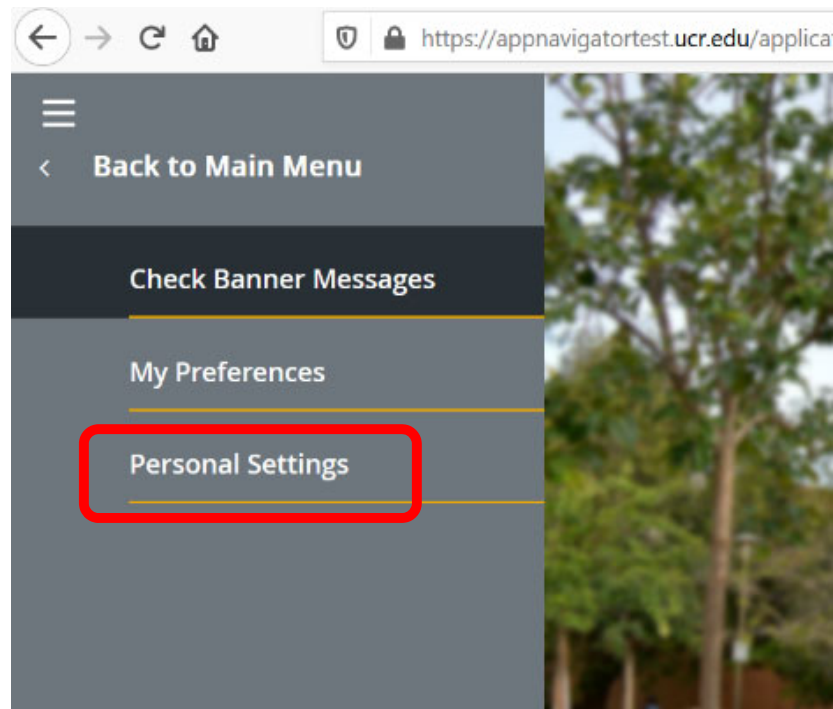
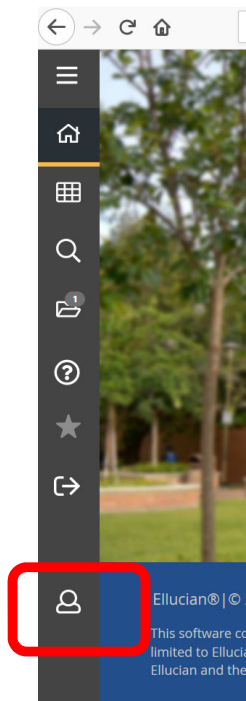
# New Banner features coming with upgrade this weekend!

- As a result of the latest upgrade coming this weekend, Banner will have a few new features!
- You can see details and screen shots at [ucrbanner.ucr.edu](http://ucrbanner.ucr.edu). Click on **training resources** and then you'll see **Banner 9 Tips - January 2021 Release** on the right side of the page.
  - Here is a [direct link to the document](#).
- One of the new features is the ability to mark pages as Favorites, with a star 



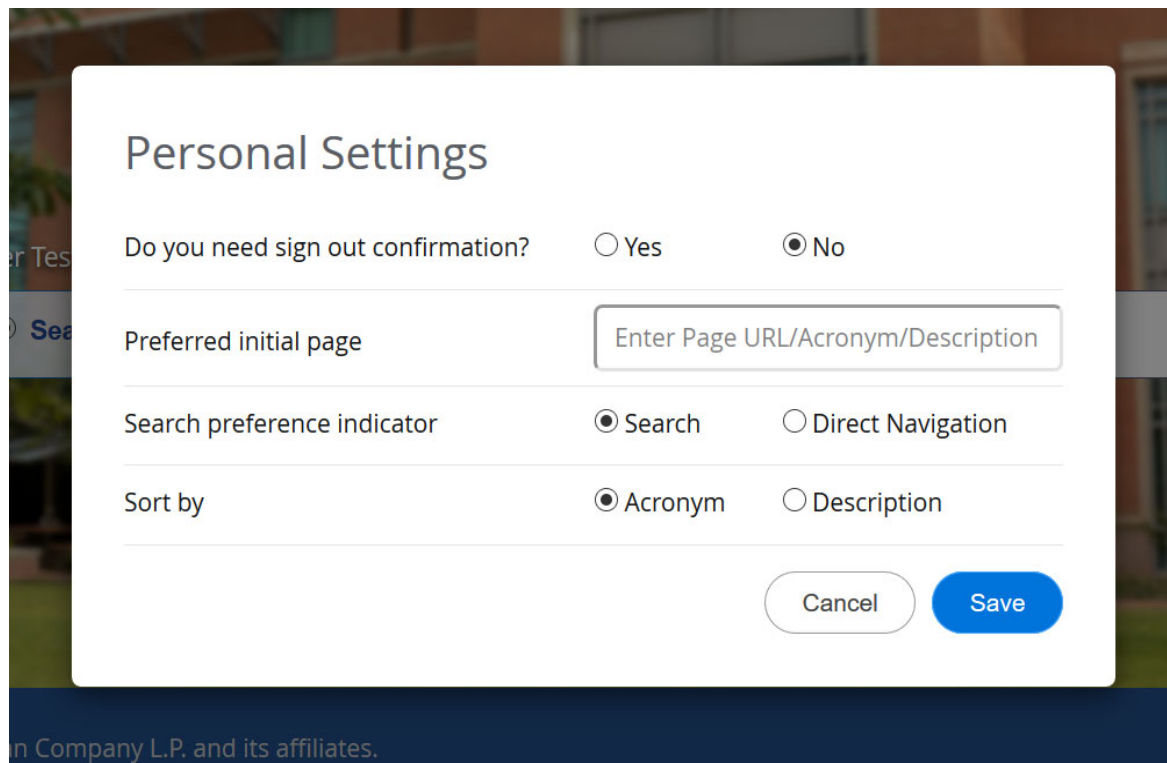
# A new Personal Settings menu

- The main menu now includes a new Personal Settings menu



# New Personal Settings menu

- It has four features to customize your Banner experience. See the aforementioned document for details.



The image shows a 'Personal Settings' dialog box overlaid on a blurred background. The dialog box is white with a dark blue header and footer. The settings are as follows:

Setting	Option 1	Option 2
Do you need sign out confirmation?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Preferred initial page	<input type="text" value="Enter Page URL/Acronym/Description"/>	
Search preference indicator	<input checked="" type="radio"/> Search	<input type="radio"/> Direct Navigation
Sort by	<input checked="" type="radio"/> Acronym	<input type="radio"/> Description

At the bottom right of the dialog box, there are two buttons: 'Cancel' (white with a grey border) and 'Save' (solid blue).

Footer text: in Company L.P. and its affiliates.

## FUTURE PROJECTS

- Electronic grade changes - enhancement to iGrade



Thank you for being here!

