REGISTRAR CAMPUS UPDATES

Bracken Dailey, Registrar
Spring 2022 – April 20, 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
CRISTINA GUTIERREZ  
ATHLETIC CERTIFICATION AND DEGREE SPECIALIST

LISA CORTEZ  
HOSS SPECIALIST

Emily Flores-Jimenez  
Degree Audit and Graduation Assistant

RAEKISHA ANAFI  
CUSTOMER SERVICE LEAD

TRISTAN CASSEL  
SCHEDULING ANALYST
Course can be dropped through the 8th week (no “W’s”) – May 20, 2022

The deadline for grading basis changes (S/NC) is the normal deadline of end of 8th week – May 20, 2022

S/NC courses will not count towards the 1/3 total for undergraduate 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
COURSES

Course Request System (CRS) Deadlines:

- **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.

Looking ahead: Spring 2023 graduate and undergraduate courses and affected courses are due Friday, October 21, 2022.

Please see Registrar/CRS website for future dates and deadlines.
Always feel free to email us with your feedback at crsfeedback@ucr.edu
Important links to help with course proposal submissions:

- **Academic Senate Courses website** – dates for meetings to support the 2022-2023 Academic Year (AY): [https://senate.ucr.edu/committees/8](https://senate.ucr.edu/committees/8)

- **Registrar/CRS website** – supports the Academic Senate Courses charge: [https://registrar.ucr.edu/resources/crs](https://registrar.ucr.edu/resources/crs)

- **Graduate Council website** – dates and deadlines to support all courses numbered 200 and above: [https://senate.ucr.edu/committees/13](https://senate.ucr.edu/committees/13)

### ACADEMIC SCHEDULING
#### FALL 2022

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Learning Community Templates to be received by 5:00 pm</td>
<td>Friday, April 22</td>
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<tr>
<td>Proof Distributed to Academic Departments after 1:00 pm</td>
<td>Monday, April 25</td>
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<tr>
<td>Proof Deadline for Academic Departments at 5:00 pm</td>
<td>Thursday, April 28</td>
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<tr>
<td>Unresolved Sections Placed in Registrar Hold Status by 5:00 pm</td>
<td>Wednesday, May 4</td>
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<tr>
<td>Schedule of Classes is Published Online</td>
<td>Thursday, May 5</td>
</tr>
<tr>
<td>Sections with Errors Placed in Registrar Hold Status by 5:00 pm</td>
<td>Friday, May 13</td>
</tr>
<tr>
<td>Student registration begins</td>
<td>Monday, May 16</td>
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The Winter 2023 "Call" will be sent to Academic Departments before 5:00 pm on Tuesday, June 7.
Compassionate Clause for Faculty Modality updates is under discussion for Fall quarter. Currently we do not have an update to provide.
ACADEMIC SCHEDULING

Process for Requesting Disability Accommodations

- If you have an instructor with a physical limitation or disability who needs a specific accommodation, a request needs to be submitted to HR/Disability Management to have the need documented and approved.

- Notify Academic Scheduling if the instructor is teaching and provide specific building and/or classroom request to accommodate the need. This notification needs to be sent to Academic Scheduling prior to every quarter the instructor is teaching.

- Academic Scheduling staff will verify approval with the Disability Management office.

- A request for a furniture item needed to accommodate an instructor's documented disability also needs to go through HR/Disability Management.

- Any accommodation for a student with a physical disability should be referred to the Student Disability Resource Center.
ACADEMIC SCHEDULING

General Assignment Rooms

- We are still experiencing some issues with classrooms being locked when they should be open for classes. If you receive a report of a locked classroom, please contact Facilities at (951)827-4214. For issues after hours, contact the emergency number at (951)827-4677.

- We also request that you notify Academic Scheduling if this occurs so we can continue to troubleshoot the cause.

- Please remind faculty and TA’s to not lock the GE classroom with keypad access when done teaching their class. Custodial Services will lock GE classrooms at the end of each day.
Grade Changes:

- The grade change form has been updated to simplify completion by instructors.
- Now available to instructors within iGrade and accessed at the top of the site.
- No changes have been made to the submission process – it should still be sent to RegHelpDesk@ucr.edu from the instructor's UCR email address.
- If 15 or more students from the same section need to be updated, we will continue to accept grade rosters from the instructor as well.
- iGrade rebuild is underway with a target completion within the fall quarter. This will include grade change functionality.
Undergraduate Part-Time Fee Waivers (PTFW) in MyForms:

- When approving a PTFW, please ensure that the student's maximum units are updated to 10 on SFAREGS and the student is enrolled in no more than 10 units.

- Forms for students enrolled in more than 10 units will be denied by our office.
Statement of Legal Residence (SLR):

- The new SLR program successfully launched in early March
- Key enhancements include:
  - Smart forms
  - Improved automation
  - Integrated document upload
- Residency determinations for 203 students have already been made
RECORDS

Alpha Split for Student Records Assistants:

Halim Alvarez
A – F
(951) 827-5978
halim.alvarez@ucr.edu

Jenna Conrad
G – L
(951) 827-5977
jenna.conrad@ucr.edu

Brian Villa
M – R
(951) 827-3379
brian.villa@ucr.edu

Stacey Marsalisi
S – Z
(951) 827-5966
stacey.marsalisi@ucr.edu
GRADUATION & DEGREE AUDIT

"Teamwork makes the dream work"

Winter conferrals is set to end at about 800 undergraduate and 169 graduate degrees to be conferred.

We appreciate the continued partnership and open communication between us and the colleges.
<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Fri. April 29, 2022</td>
<td>College deadline to review and submit Grad applications for the Winter quarter</td>
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<tr>
<td>Fri. June 3, 2022</td>
<td>Registrar's office deadline to complete initial review of application</td>
</tr>
<tr>
<td>Fri. June 10, 2022</td>
<td>College deadline for pending issues to be resolved, after registrar's initial review.</td>
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<tr>
<td>Thu. June 16, 2022</td>
<td>Registrar's office will begin second review with updated GPAs and final grades.</td>
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<tr>
<td>Thu. June 30, 2022</td>
<td>College deadline for pending issue to be resolved found during registrar's second review.</td>
</tr>
<tr>
<td>Thu. July 14, 2022</td>
<td>Degrees Awarded &amp; Honors posted</td>
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GRADES/GRADUATION & DEGREE AUDITS

Grades Due
Tuesday
June 14, 2022

- List of outstanding grades shared with Colleges/Schools for any last-minute assistance
- Grades Due
- Any outstanding missing grades will require the graduation to be moved to the next term.
- Please remember that our Records unit makes multiple attempts to collect missing grades for graduating students.

All grad applications with grade impediments will be updated to NR by June 24, 2022.
SYSTEM WIDE MANDATES

• Cohort Tuition (UNDERGRADUATES ONLY) – Fall 2022

• Live Name and Gender Recognition – December 2023

• UC Student Association (UCSA) Systemwide Fee and UC Graduate and Professional Council (UCGPC) Systemwide Fee

• 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
  ➢ May 13 - Cross-Listed Courses
  ➢ June 6 - Permission Prerequisites (Special Approval Codes)
  ➢ June 7 - Cohorts and Attributes Maintenance
  ➢ June 15 - Online Course Section Management
  ➢ June 16 - Academic Scheduling
  ➢ September 16 - Reserved Seating and Waitlist

➢ Courses
  ➢ August 17 - Course Request System (CRS)
  ➢ September 27 – Course Prerequisites
TRAINING
UPCOMING DATES

- **Records**
  - May 10 – Registration and Waitlists
  - June 11 – Cohorts and Attributes Maintenance
  - July 20 – Academic History Navigation, the Student Profile, and Assigning Advisors
  - August 10 – Overview of the General Student Record and General Person / General Student Navigation
  - September 13 - Curricular Maintenance and Changes

- **Degree Audit and Graduation**
  - May 10 – Degree Audits and 4 Year Plans
  - June 28 - Managing Graduation Applications
  - August 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
FALL 2022 MEETING

WEDNESDAY, October 19, 2022
8:15 A.M. – 9:30 A.M.
VIA ZOOM (LINK WILL BE PROVIDED IN UPCOMING EMAIL)
THANK YOU FOR BEING HERE!