

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



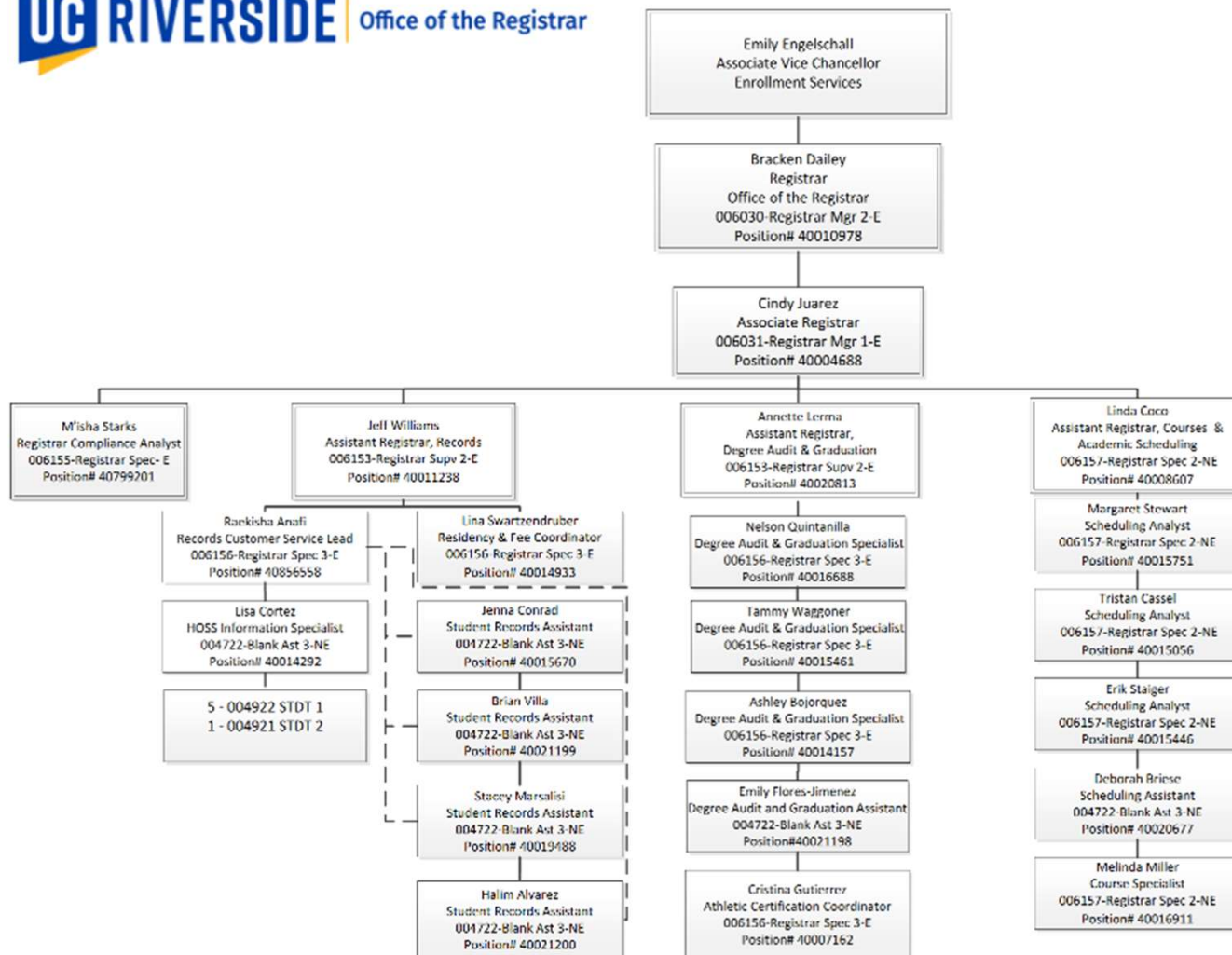
CRISTINA GUTIERREZ
ATHLETIC CERTIFICATION AND
DEGREE SPECIALIST

RAEKISHA ANAFI
CUSTOMER SERVICE LEAD

LISA CORTEZ
HOSS SPECIALIST

Emily Flores-Jimenez
Degree Audit and Graduation
Assistant

TRISTAN CASSEL
SCHEDULING ANALYST



Senate Regulation Changes Spring 2022

- ▶ 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

GENERAL

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



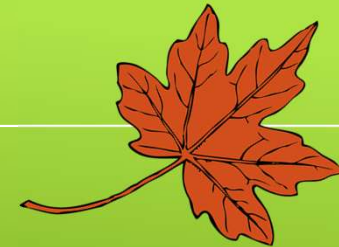
COURSES

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>
- ▶ **Registrar/CRS website** – supports the Academic Senate Courses charge: <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>
- ▶ **CRS Deadlines and proposal routing:** https://ucr-senate-public.s3.amazonaws.com/committees/8/committee_resource/submission-deadlines-for-2022-2023-courses-613f7348514b2-.pdf



ACADEMIC SCHEDULING FALL 2022



Learning Community Templates to be received by 5:00 pm	Friday, April 22
Proof Distributed to Academic Departments after 1:00 pm	Monday, April 25
Proof Deadline for Academic Departments at 5:00 pm	Thursday, April 28
Unresolved Sections Placed in Registrar Hold Status by 5:00 pm	Wednesday, May 4
Schedule of Classes is Published Online	Thursday, May 5
Sections with Errors Placed in Registrar Hold Status by 5:00 pm	Friday, May 13
Student registration begins	Monday, May 16

The Winter 2023 "Call" will be sent to Academic Departments before 5:00 pm on Tuesday, June 7.

ACADEMIC SCHEDULING

Compassionate Clause for Faculty Modality updates is under discussion for Fall quarter. Currently we do not have an update to provide.

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

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

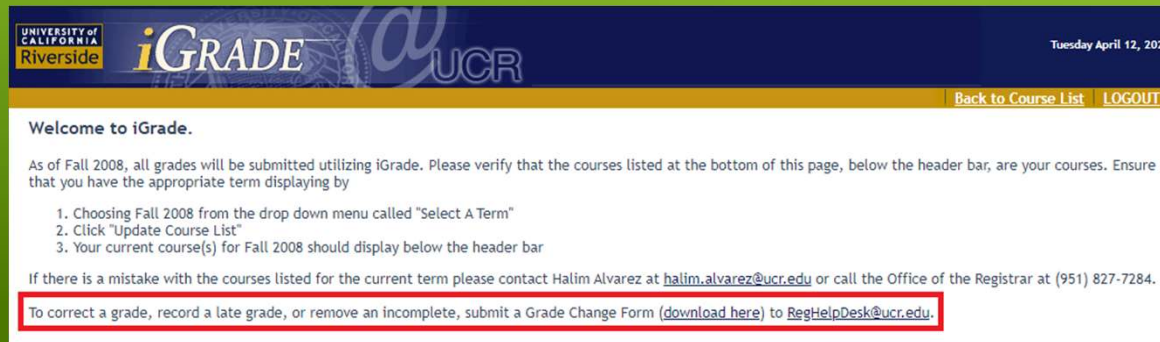
General Assignment Rooms

- 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.

RECORDS

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.



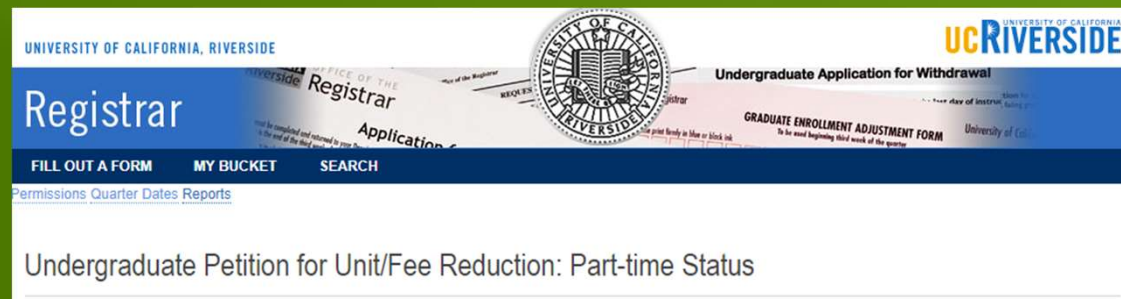
The screenshot shows the top portion of the iGrade website. The header includes the University of California Riverside logo, the iGrade logo, and the UCR logo. The date "Tuesday April 12, 2022" is displayed in the top right corner. Below the header, there are two links: "Back to Course List" and "LOGOUT". The main content area begins with a "Welcome to iGrade." message, followed by instructions for submitting grades for Fall 2008. A red box highlights the instruction: "To correct a grade, record a late grade, or remove an incomplete, submit a Grade Change Form ([download here](#)) to RegHelpDesk@ucr.edu."

- ❖ 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.

RECORDS

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.



RECORDS

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

The screenshot displays the UC Riverside Student Forms website. At the top, the UC Riverside logo and 'STUDENT FORMS' are visible, along with a 'SWITCH BACK' button. The navigation bar includes 'HOME' and 'STATEMENT OF LEGAL RESIDENCE'. The main heading is 'Welcome to Statement of Legal Residence, Mary'. Below this, a paragraph explains the SLR process. A 'Tips' section lists three points: accuracy is important, parents/guardians should be available, and US citizens need immigration paperwork. A 'Begin SLR' button is present. A section for Mary Lamb states her current status is 'Undetermined' and provides a link to begin the SLR. At the bottom, there is a logo for the Office of the Registrar and a copyright notice for the University of California.

UC RIVERSIDE STUDENT FORMS SWITCH BACK

HOME STATEMENT OF LEGAL RESIDENCE

Welcome to Statement of Legal Residence, Mary

The Statement of Legal Residence (SLR) is a series of questions used to determine whether students are considered California residents for the purpose of assessing tuition. After completing the questionnaire, you may be asked to upload documentation to support your statements.

Completed SLR's are generally reviewed within **10 business days** of submission. Upon review, your residency status will either be determined or we will reach out to request additional documentation or information to clarify your responses. Watch your UCR email for additional communications.

Tips:

- Remember - Accuracy is important!
- It may be helpful to have one or both of your parents or guardians available as you complete this form.
- If you are not a US citizen, you will need your immigration paperwork available.
- Communications will be sent to your UCR email address.


For more information about the rules and policies governing residency, please [click here](#).
If you experience issues with this form or have additional questions about residency, contact the Residency and Fee Coordinator at ResHelp@ucr.edu.

All statements and documents submitted to the University of California to support a resident classification for purposes of UC tuition are submitted under penalty of perjury under the laws of the State of California. The student, and parent if applicable, are required to declare under oath, declaration or affidavit, that all statements and supporting documents are true and correct. If a resident classification is obtained based on concealed facts or untruthful statements or documents, the student will be required to pay all tuition and fees that would have otherwise been charged. Additionally, the student will be subject to appropriate University discipline at the discretion of the campus.

Hello Mary Lamb,

Your current residency status for tuition purposes is currently **Undetermined**.
Please click below to begin the Statement of Legal Residence.

[Begin SLR](#)


Office of the Registrar

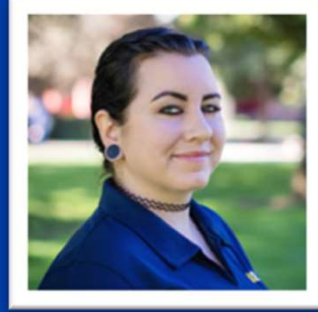
UC RIVERSIDE © 2022 REGENTS OF THE UNIVERSITY OF CALIFORNIA

RECORDS

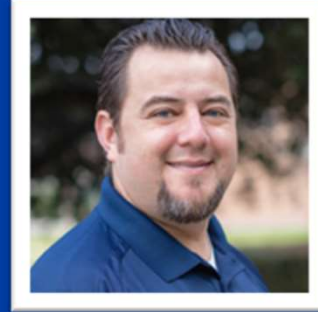
Alpha Split for Student Records Assistants:



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.



**Fri. April 29,
2022**

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



**Fri. June 3,
2022**

Registrar's office deadline to complete initial review of application



**Fri. June 10,
2022**

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



**Thu. June 16,
2022**

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



**Thu. June 30,
2022**

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



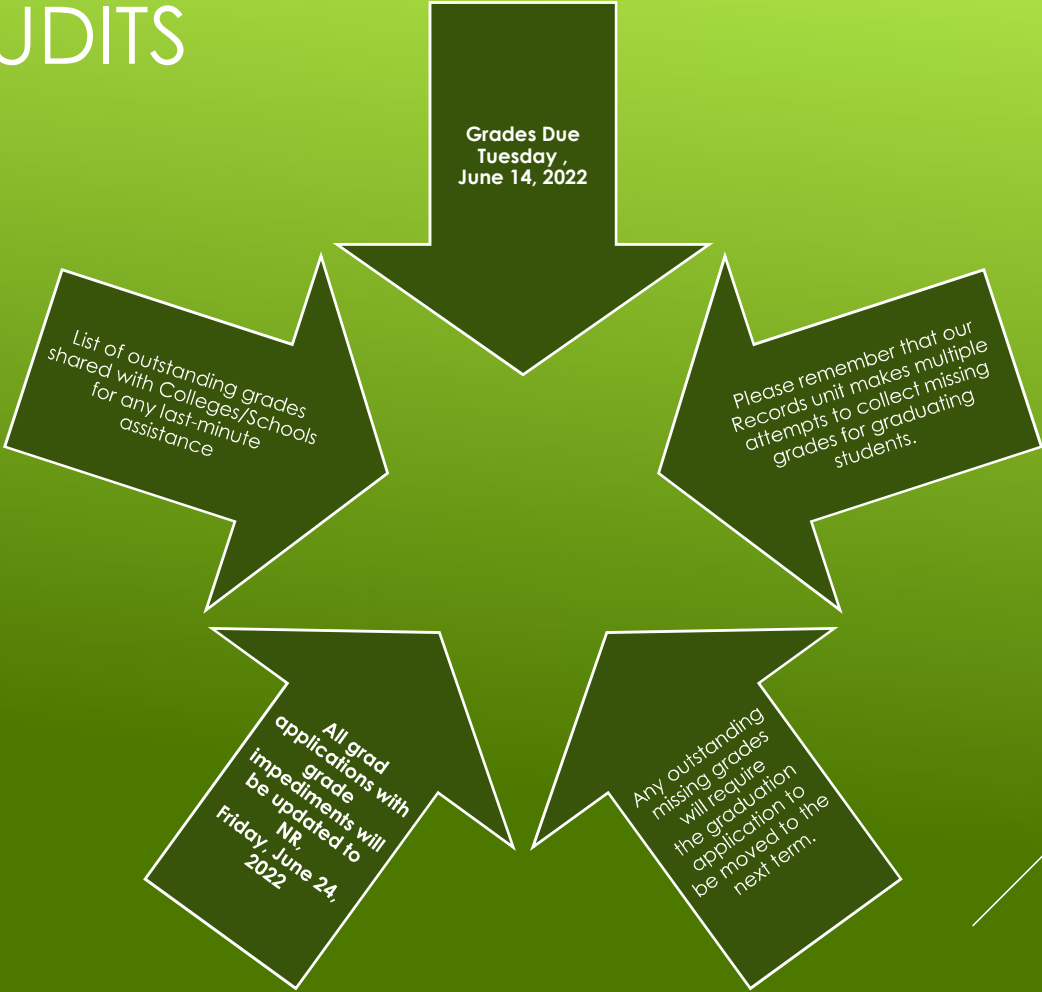
**Thu. July 14,
2022**

Degrees Awarded & Honors posted

SPRING 2022

UNDERGRADUATE DEGREE CONFERRAL TIMELINE

GRADES/GRADUATION & DEGREE AUDITS



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



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ARE YOU
READY FOR
QUIZ TIME?!

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

Put your thinking caps on

A series of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the green background.

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!



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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

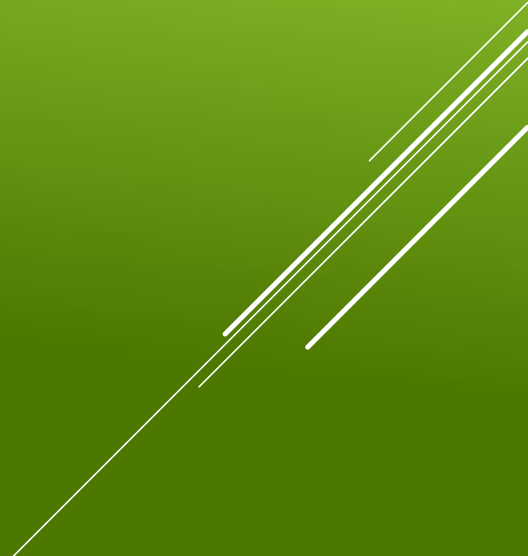
➤ **Records**

- 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

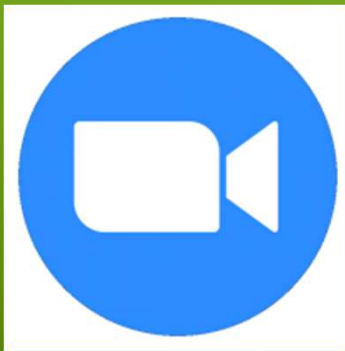
- The answers at your fingertips:
 - **Ucrbanner.ucr.edu**: Procedure documentation, support, access information, and more!
 - **R'Space**: Banner Training instance
 - **UC Learning Center**: Training opportunities sign-up
- 

FALL 2022 MEETING

WEDNESDAY, October 19, 2022

8:15 A.M. – 9:30 A.M.

VIA ZOOM (LINK WILL BE PROVIDED IN UPCOMING EMAIL)



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THANK YOU FOR BEING HERE!