Registrar Campus Updates

BRACKEN DAILEY, REGISTRAR

FALL 2022 – OCTOBER 19, 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

GENERAL

Expiration of COVID-19 Temporary Senate Regulations

Pre-pandemic Policies:

- R1.1.4 A student may drop a course without prior approval no later than the end of the second full week of instruction. From the third through the sixth full week of instruction, a course may be dropped with the approval of the advisor. Any course drop which would reduce the undergraduate student's academic load to less than 12 units must be approved by the Dean.

- R1.1.5 A course dropped after the end of the second full week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.

- R1.2.2 Students enrolled in any undergraduate degree program may receive credit for courses undertaken and graded S on the Riverside campus to a limit of one-third of the total units undertaken and passed on the Riverside campus at the time the degree is awarded. Units completed on another campus of the University by a Riverside undergraduate student enrolled as an intercampus visitor are considered Riverside work for the purposes of this regulation.

Courses

Courses

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-2023-2024-courses-631f5d80be299-.pdf

Academic Scheduling

Upcoming Deadlines

Winter 2023 Unresolved Sections Placed in Registrar Hold Status by 5:00 pm	Wednesday, October 19 (Today)
Schedule of Classes is Published Online	Thursday, October 20
Learning Community Reserved Seat Entry at 5:00 pm	Wednesday, October 26
Sections with Errors Placed in Registrar Hold Status by 5:00 pm	Friday, October 28
Student Registration Begins	Monday, October 31
SPRING 2023 "Call" Sent to Academic Departments by 5:00 pm	Wednesday, November 2
"Call" Deadline for Academic Departments by 5:00 pm	Friday, December 2
Learning Community Room Attribute Codes to be Entered by 5:00 pm	Friday, December 9

ACADEMIC SCHEDULING

Compassionate Clause for Faculty Modality is in place for Fall quarter, but we do not have confirmation on Winter 2023 at this time.

Academic Scheduling

To Cancel or Delete?

➢ Prior to the Schedule of Classes being published online, we ask that you delete any sections that will not be offered.

➢ After the Schedule of Classes is published, update sections to Pre-cancellation status for the Registrar's Office to process the cancellation.

Updating Sections to Pre-cancellation Status

➢ Ensure that you manage the students enrolled in sections to be cancelled **before** updating the status to Pre-Cancellation.

➢ Once the status is updated, the Registrar's Office will drop students from **ALL** enrolled activities of the course.

UC Online section Cancellations

➢ Once registration begins these need to be extremely rare.

➢ If it is required, please ensure to communicate with the Registrar's Office. We must ensure we understand the impact to students from the other UC Campuses and communicate with UCOP.

Academic Scheduling

General Assignment Rooms

Update on Issue with Locked Classroom Doors:

Covers have been installed on the doors with keypad entry to help prevent accidental locking of the door. So far, we have not received any reports of locked doors and the covers seem to be working. 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.

Student Success Center Classrooms:

Electronic panels have been installed outside the doors in the Student Success Center. These panels display the current activity in the room and can be updated in real time via live feed from 25Live.

Academic Scheduling

Important Reminders for Fall Instructors

Notifications have been sent out for sections needing updates. As a reminder, we strive to have these updated by the end of third week
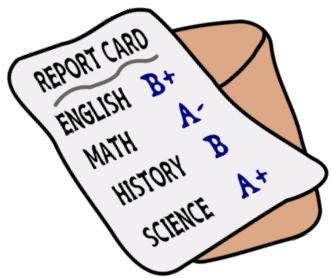
- **Sections without an instructor listed on the CRN in Banner** – add the instructor who will be grading the section or the TA who will be teaching the secondary activity.

- **Instructors identified as not grading-eligible for their section** – submit a WorkFront request to update the rank for the instructor in Banner.

Please process requested changes as soon as possible to ensure access to their courses and that the instructor of record has access to submit grades.

Records | Staffing Updates

Raekisha Anafi
Customer Service Lead

Email: Raekisha.Anafi@ucr.edu

- ▶ Assistance with aged tickets or other processing items
- ▶ Workfront ticket routing
- ▶ Customer service escalations
- ▶ Staff inquiries regarding diploma status Students should still email RegHelpDesk@ucr.edu for assistance

Arturo Rangel
Residency and Fee Coordinator

Email: ResHelp@ucr.edu

- ▶ Residency for tuition purposes
- ▶ Statement of Legal Residence (SLR)
- ▶ Tuition and fees inquiries
- ▶ Appeals for residency, withdrawal refund amounts, late UG part-time fee waivers

Student Records Assistants

Halim Alvarez
A – F
halim.alvarez@ucr.edu

In Recruitment
G - L
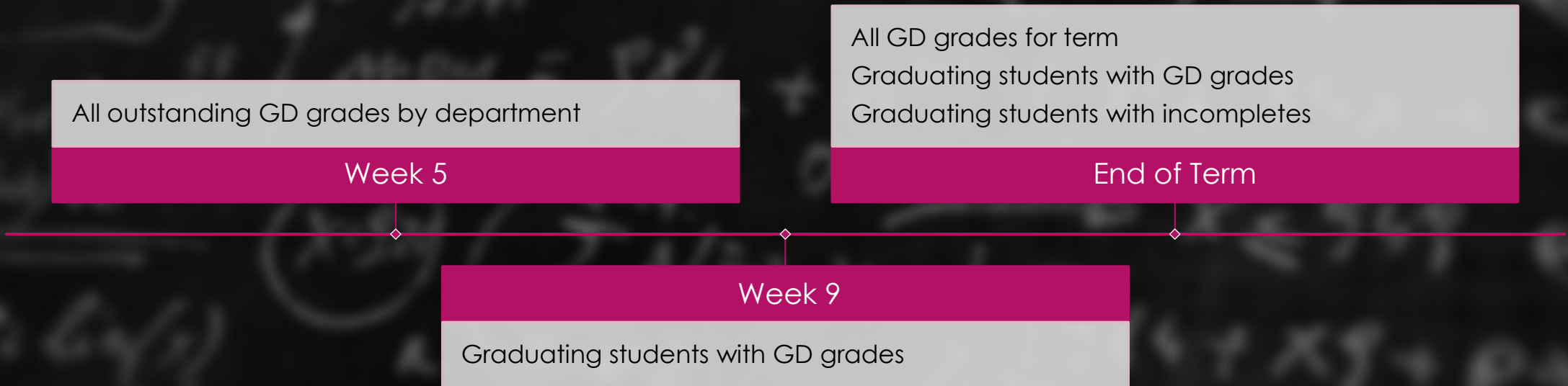
Brian Villa
M – R
brian.villa@ucr.edu

Stacey Marsalisi
S - Z
stacey.marsalisi@ucr.edu

Records |
Grade Collection Cycle

We work with instructors, department chairs, and deans 3 times each term to collect outstanding grades

All outstanding GD grades by department
Week 5

All GD grades for term Graduating students with GD grades Graduating students with incompletes
End of Term

Week 9
Graduating students with GD grades

✓ **Independent study rosters are also sent for confirmation in Weeks 3 and 10**

Records | Technology

MyForms

▶ Corrections made to logic and messaging over the summer to ensure unit totals are accurate and routing is based on current curricula.

Statement of Legal Residence (SLR)

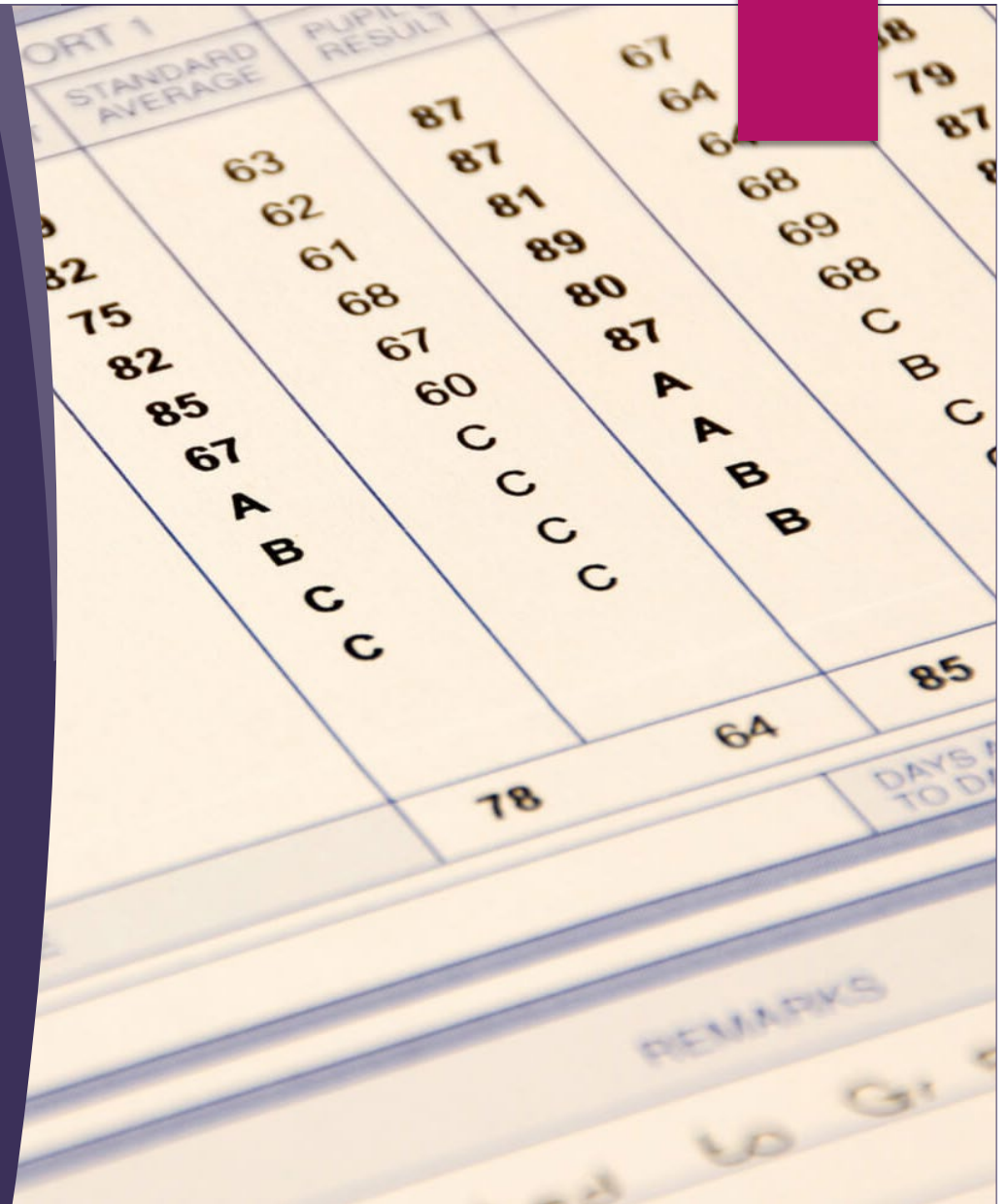▶ New version released in March. Automatically classified 57% of students for Fall.

▶ Students seeking reclassifcation should contact ResHelp@ucr.edu to open SLR. Additional functionality will be added in a future release to address this gap.

iGrade

▶ New version planned to release prior to fall grading that includes updated look and feel and self-service grade changes (no more grade change forms!).

Records |
Transcript Entry & Articulation

► UG transcript entry for UC campuses and extension centers has moved to Transfer Credit and Articulation Services. Transcripts are logged on the incoming and continuing student logs.

► Articulation for UG UCR Extension courses has moved to the Transfer Credit and Articulation Services department

► Staff should continue to submit inquiries through the articulation ticket in Workfront

► Questions about graduate-level articulation continue to be handled by Grad Division

Records | A Few Reminders

- A student who has cancelled for a term <u>does not</u> need to readmit. They are eligible to enroll for 2 additional quarters (this does not apply to withdrawals).

  - Undergraduate students should contact our office and request their cancellation be reversed if was submitted in error and they do plan to attend that term. The $70 undergraduate readmission fee would not apply in these cases.

- Please be mindful of the effective date for withdrawals (both course and university) to avoid unexpected results. With the return to pre-COVID academic calendar deadlines, everything dated after **October 7** will receive a W grade.

- When submitting Workfront tickets, especially to troubleshoot an issue, please provide as much context and detail as possible as well as avoiding abbreviations that may not be readily understood. This will help us better respond to your needs. Thanks!

DEGREE AUDIT & GRADUATION TEAM
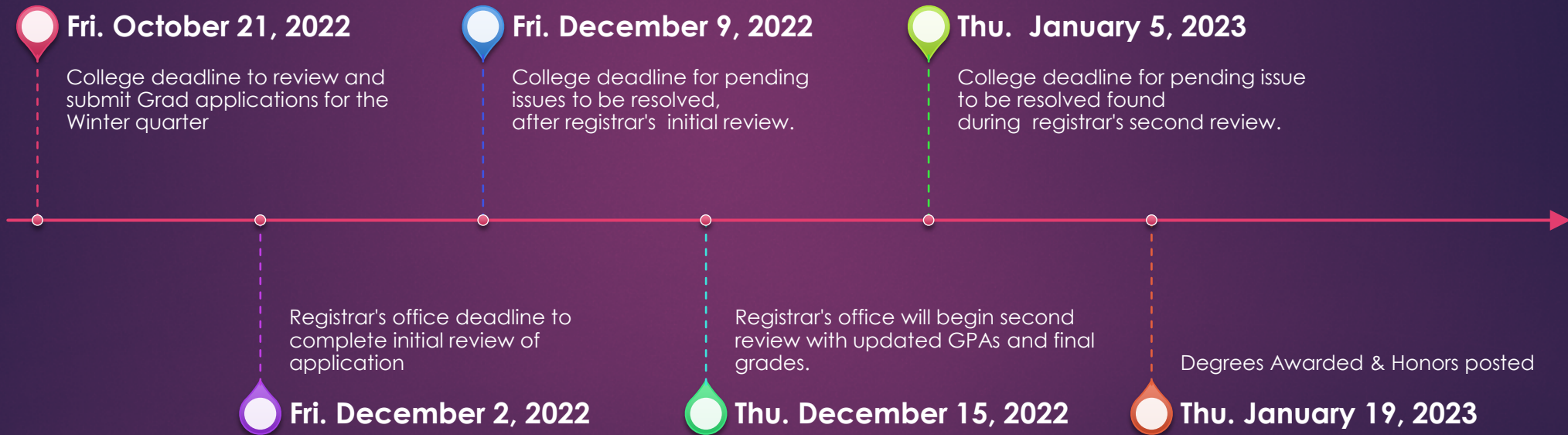
"Dreams and Teams Work Together"

Summer conferrals are set to end at
about 1049 undergraduate and
223 graduate degrees to be conferred.

We appreciate the continued partnership and open
communication between the colleges and the DAG
team.

Fall 2022
Undergraduate Degree Conferral Timeline

Fri. October 21, 2022

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

Fri. December 9, 2022

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

Thu. January 5, 2023

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

Registrar's office deadline to complete initial review of application

Fri. December 2, 2022

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

Thu. December 15, 2022

Degrees Awarded & Honors posted

Thu. January 19, 2023

GRADES/GRADUATION & DEGREE AUDITS

Grades Due Tuesday December 13, 2022

Please remember that our Records unit makes multiple attempts to collect missing grades for graduating students.

Any outstanding missing grades will require the graduation application to be moved to the next term.

All grad applications with grade impediments will be updated to NR, Thursday December 22, 2022

List of outstanding grades shared with Colleges/Schools for any last-minute assistance Tuesday January 3, 2023

DEGREE WORKS UPGRADE 5.0.1 TO 5.0.7

NEW LOOK OF RESPONSIVE DASHBOARD

COMING OCTOBER 2023

Slide taken from Ellucian Presentation on Responsive Dashboard vs Dashboard
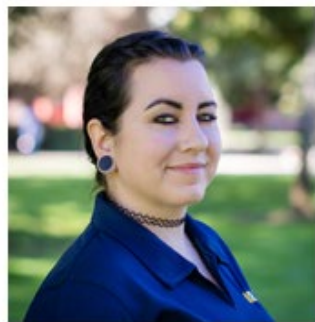
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We would like to welcome Jenna Connor to the Degree Audit and Graduation Team

System Wide Mandates

- Cohort Tuition (UNDERGRADUATES ONLY) – Fall 2022

  - **This mandate has been implemented for Fall 2022; cohorts are visible on SGASADD for those interested.**

- Live Name and Gender Recognition – December 2023

  - **Ongoing development**

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

  - **This mandate has been implemented for Fall 2022; opt-out form is available in R'web**

  - **Graduate students will be implemented for Winter 2023**

- Systemwide Undergraduate Statement of Legal Residence – may end up being a phased approach starting with Fall 2023 admitting class

  - **New short form questions were implemented in the application for 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 .....

Projects we are working on …

- iGrade implementation to include Grade Changes (Fall 2022)

- Student Forms (Phase 1 – December 2022)

- Gender recognition and Lived Name (Summer 2023/Fall 2023 – Deadline of Dec 2023)

- Degree Works Upgrade (Fall 2023)

- Self-service upgrade to Banner 9 (Summer 2023)

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

- October 21 - Academic Scheduling
- November 14 – Academic Scheduling
- November 22 – Reserved Seating and Waitlist
- December 2 – Academic Scheduling

Courses

- October 27 – Course Prerequisites
- November 7 – Course Request System (CRS)

TRAINING
Upcoming Dates

Records

- October 27 – Registration and Waitlists
- November 17 – Overview of the General Student Record and General Person / General Student Navigation
- December 1 – Academic History Navigation, the Student Profile, and Assigning Advisors
- December 8 – Cohorts and Attributes Maintenance

Degree Audit and Graduation

- November 8 – 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

Winter 2023 MEETING

WEDNESDAY,FEBRUARY 1, 2023

8:15 A.M. – 9:30 A.M.

VIA ZOOM (LINK WILL BE PROVIDED IN UPCOMING EMAIL)

Thank you for being here!