



REGISTRAR CAMPUS UPDATES

Bracken Dailey, Registrar and Kari Geske, Associate Registrar
Winter 2019 – January 30, 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

GENERAL ITEMS – BANNER 9

- Transition to Banner 9 occurred at the end of 2018
 - You no longer have access to Banner 8
 - You now only have a Banner 9 icon in R'Space
- You can continue to practice!
 - Banner training is where you want to practice using Banner 9 and “try things out”. Please be discerning about in which instance you practice.
- Updated documentation can be found at ucrbanner.ucr.edu
 - Header selection – Training
- **Please note:** Registrar’s Banner 8 online tutorials were removed from the UC Learning Center. The documentation above and the in-person trainings will be your best resources moving forward.

GENERAL ITEMS - WEBSITE

- The Registrar's website has been converted to the new Drupal platform and will be live tomorrow, January 31st.
- If you have any pages bookmarked that are not the home page registrar.ucr.edu, you will need to update your bookmark.
- We have worked with Student Affairs Marketing and Communications to ensure all information was migrated appropriately, but if you find an error or something missing, please don't hesitate to let us know.

COURSES

- **January 28**- CRS DEADLINE Fall 2019 & Courses to Appear in the 2019-2020 General Catalog
- **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

Please see CRS website for future dates and deadlines





ACADEMIC SCHEDULING

SPRING 2019

- **January 30-By Close of Business**-All unresolved sections requesting a general assignment classroom will be placed in Registrar Hold, "R", status by Academic Scheduling. These sections will be returned to Active, "A", status once a day and time have been identified and an available classroom assigned.
- **January 31**- Spring 2019 Schedule of Classes published
- **February 6** –Suggested Deadline for Learning Community Reserved Seating Entry
- **February 8**-Course sections with errors placed in "Registrar Hold" Status

ACADEMIC SCHEDULING

SPRING 2019

- **Effective Spring 2019**, a section in department hold ("H") status may retain an assigned general assignment (GE) classroom until 2 weeks prior to the first day of instruction for a quarter.
 - If a section has not been placed into active status by that time, the GE classroom will be unassigned.
 - Should the department wish to open this section in the future and utilize a GE classroom, they must first check classroom availability with the Office of the Registrar/Academic Scheduling.

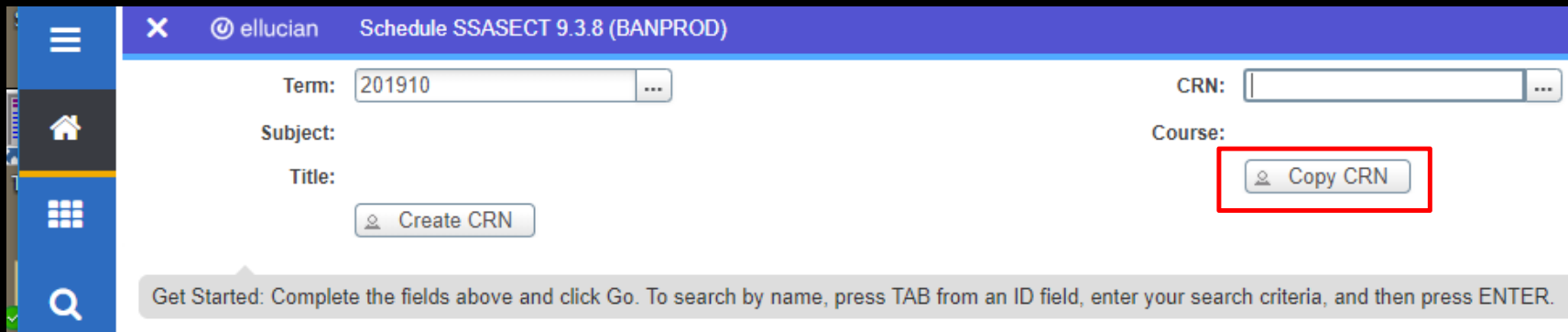
ACADEMIC SCHEDULING

FALL 2019

- Ongoing implementation of the Course Scheduling Workgroup's Recommendations
 - Course Scheduling Committee has been working with department Chairs with pre-assignment agreements to finalize and "clean up" these agreements.
 - Ken Baerenklau and Bracken have been attending many Dean meetings with their Chairs to discuss changes.
 - Fall 2019 CALL will include:
 - New guidelines
 - New meeting pattern matrix
 - New scaffolding information – courses included, day/time/room structure

ACADEMIC SCHEDULING

- We are currently working with Ellucian on a defect in Banner 9 when utilizing the Copy CRN functionality on SSASECT.
- Although not in our procedures, we have heard that some departments would like to utilize this functionality and found that it is not working as expected.



ellucian Schedule SSASECT 9.3.8 (BANPROD)

Term: 201910 ...

CRN: ...

Subject:

Course:

Title:

Create CRN

Copy CRN

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



RECORDS

- Welcome to our newest staff!
 - **Monique Wright** started in December as a Student Records Assistant
 - **Brian Villa** starts as the HOSS Information Specialist next week
- Jason and Gabby are out of the office until end of February and beginning of March, respectively.
- We ask for your patience as we manage the workload.
 - Please refer to the communication sent to the SAMs from Jason on 12/21 regarding the distribution of work for this time period.

RECORDS - WITHDRAWALS

- **Please ensure you are not dropping students from their last class in Banner;** this could happen regardless of whether you know they are planning to cancel or withdraw
 - Self-service purposely does not allow them to do it, so it ensures they follow appropriate university procedures to leave for the term.
 - Compliance with this helps us ensure Late Payment Penalties are applied to the right students and the student's account and Student Status on SGASTDN are both correct.
- Some students are submitting withdrawals even though they have already cancelled, or they are not enrolled in classes as of the 1st day of instruction.
 - When advising students, please let them know **they only need to submit a withdrawal form if they are enrolled in classes as of the 1st day of instruction** and decide they need to leave for the term.

RECORDS - WITHDRAWALS



Last day student attended class/did academic activity in weeks 1-10. Checkbox above utilized if student did not attend.


Auto-generated by student/college submit date.



Effective date of withdrawal determined by academic reasons; must be within weeks 1-10



Student's first interaction, written or verbal, providing notification of intent to withdraw

I did not attend class

Last day you attended class: 1/4/2010  

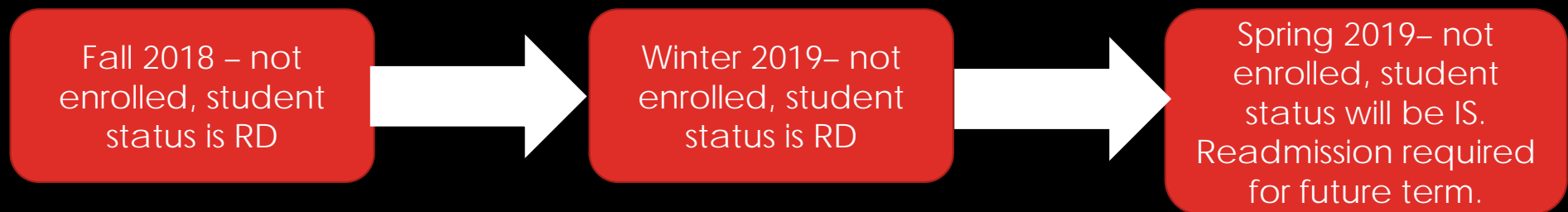
Form Submission Date: 1/19/2010 2:23:28 PM 

Withdrawal Effective Date: 1/4/2010  

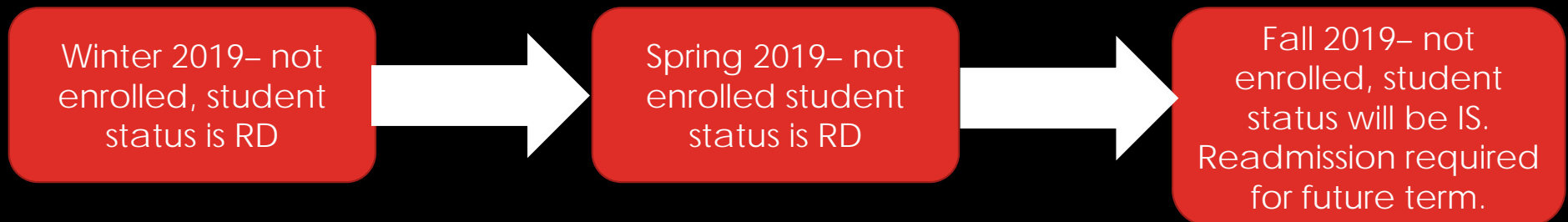
Intent to Withdraw Date: 1/19/2010  

RECORDS – RD CODE

This spring the first group of students with two terms of RD (Ready to Enroll) will be coded as IS (inactive) if they do not enroll in spring classes:



This cycle of 3 terms of enrollment then continues with students whose first term away from UCR was winter:



RECORDS - EAP

- *Education Abroad Program Grades Flow*

Weeks/months after the end of term/semester, the foreign transcript is sent to UC EAP office at UC Santa Barbara

UC EAP office reviews transcript and enters grades into My EAP system – students can then view here

UC EAP office places an Excel with course information in a secure shared drive

Records staff retrieve Excel and enter in transfer work using an institution code starting with E

If no equivalent has been pre-determined, college enters the equivalent course, granting units, which then show on the transcript and degree audit

The institution code ensures that the coursework counts in the UC GPA and clearly displays it as UC Credit on the transcript

RECORDS

- Even though standard transcripts are free, please encourage students to use their unofficial transcript when 3rd parties allow. It provides them instantaneous access to their transcript!
- There will be a new version of the Readmission form posted on our new website tomorrow, due to the School of Business name change. We request you begin using this new version.



GRADUATION & DEGREE AUDIT

- Fall Graduation Dates to Note
 - Deadline to resolve outstanding graduation issues, aka the NR deadline is Tuesday, February 5th.
 - Deadline to confirm all graduates for the Fall quarter is Monday, February 11th.
- The final deadline for degree conferral will be upheld moving forward.
 - Per guidance from the Provost and Deans, we will not hold the final processing of degrees and the ordering of diplomas for pending students not approved for graduation.
- Successful Pilot with BCOE for the Fall quarter!
 - Graduated over 90% of the class week after the final grades were received.
 - We are happy to continue the pilot with BCOE for the winter quarter and will be adding the School of Business.



GRADUATION & DEGREE AUDIT

- New Graduation Application codes in SHAGAPP
 - Department Review code (DR).
 - Code owned by the college. Like the "College Resolving Problem" (PM) code, the Registrar's office will take no action on this record while the college is remedying the issue.
 - The purpose of the code is to assist the colleges in their workflow by identifying an issue is being address by the department/major advisor rather than the college advisor.
 - Registrar Approved-Pending (RP) code. Code use by the Registrar's office for colleges participating in the winter graduation pilot.



GRADUATION & DEGREE AUDIT

- WorkFront – Continuing to make improvements:
 - Updating our custom form based the college's responses in effort to collect more information to remedy issues.
 - Updating our process to have incoming issues assigned to a specialist within two business days of submission.
 - Focus on reducing processing time and resolving resolve issues within 10 business days.

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**
 - February 7-Academic Scheduling
 - April 18-Reserved Seating and Waitlist
- **Course Request System (CRS)**
 - April 11-Course Request System Training
- **Degree Audit and Graduation**
 - February 19 - Managing Graduation Applications
 - April 23 - Degree Audits and 4 Year Plans

TRAINING – UPCOMING DATES

- **Records**

- February 5 – Registration and Waitlists
- February 13 - Overview of the General Student record (SGASTDN), General Person, and General Student Navigation
- March 6 – Curricular Maintenance and Changes
- March 20 – Academic History Navigation, the Student Profile, and Assigning Advisors
- April 30 – Cohort and Attribute Maintenance



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



SPRING 2019 MEETING

Wednesday, April 17, 2019

8:15 am – 9:30 am

HUB 302 South

