



# Registrar Campus Updates

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FALL 2021 – OCTOBER 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

# GENERAL

## Senate Regulation Changes Fall 2021

- Course can be dropped through the 8th week (no “W’s”) – November 19, 2021
- The deadline for grading basis changes (S/NC) is the normal deadline of end of 8th week – November 19, 2021
- 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

## Banner Page Preferences Rolled out in August 2021

- Banner User preferences or settings allow you to change the fields in the filter on a page, move the columns around, or change the number of records per page that default.
- A handful of changes to common Registrar pages have been put into place in production which are visible to all. See the chart sent in the *August 2 Registrar Register* newsletter for which pages.
- You may also set your own settings on Banner pages that will supersede the current setup and will persist to your subsequent Banner sessions.
- See steps on how to do this on [ucrbanner.ucr.edu](http://ucrbanner.ucr.edu) under Supplemental Resources

# GENERAL

COVID Vaccine Mandate – focus on the impact to the student record and Banner processes

- Fall 2021
  - Students who remained non-compliant as of Friday, October 15, 2021, were dropped by the Registrar's Office from any in-person classes. There was only a handful.
  - Students in this category received a final communication from SCAIP notifying them of the action that was taken on their student account.
  - Notes will be placed in SPACMNT since this process will not be initiated by an EAF or Withdrawal form as they normally would be.

# GENERAL

COVID Vaccine Mandate – focus on the impact to the student record and Banner processes

- Winter 2022
  - Due to the campus returning to pre-COVID instructional procedures, it has been determined that the attribute process used for Fall 2021 to allow students to enroll in online sections is not ideal. This process is being discontinued and will not be in effect for winter registration.
  - Students not compliant with the COVID Vaccine Mandate will have an S4 Hold on their account from Student Health Services.
  - The hold will be managed similarly to other health compliance holds for Student Health Services. Compliance is managed in PnC and an hourly data file is sent to ITS to update the holds, as appropriate.

# GENERAL

## Name Change for School of Business and School of Education in Banner

- School of Business update occurred on August 18, 2021
- School of Education update will occur around November 2, 2021
  - We are waiting for the Summer 2021 graduates to be reported to the National Student Clearinghouse

# Courses



## Course Request System (CRS) Deadlines:

### ➤ **Wednesday, December 1, 2021:**

- All Fall 2022 graduate courses and courses affected are due in CRS Reviewer queue.
- All Fall 2022 undergraduate cross-listed, renumbered courses, and all courses that are affected by a course change are due in CRS Reviewer queue.

### ➤ **Tuesday, January 25, 2022:**

- All undergraduate courses not affecting other courses are due in the CRS Reviewer queue.
- For all courses to appear in the 2022-2023 General Catalog, courses are due in the CRS Reviewer queue.

**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

- Online Courses for Winter 2022 and Beyond – Courses must be approved by the Committee on Courses in order to be taught online
- Using dashes (-) and slashes (/ or \) causes parsing issues in CRS. Please do not use these special characters in course titles and subtitles.
  - Includes CRS and/or SSASECT
  - If used, the CRS "Work in Progress" queue will lock for users with access to that course subject
  - The fix is complicated and requires ITS resources





# Courses

## Reminders for Entering Courses into CRS

- **Breadth fulfillment for NEW lower-division undergraduate courses**
  - Remember to enter a comment on course for the breadth category
- **Renumbering and Breadth requirements**
  - Transparency/communication between College/Schools is important!
  - Confirmation of breadth must be articulated by department when renumbering

# Courses

- ▶ There is an issue with students being able to enroll in MATH 004 and MATH 005, despite scoring at a higher level on the placement test.
- ▶ Beginning with Spring 2022, these courses will have a minimum and a maximum MPRQ test score in SCAPREQ. This will prevent students from enrolling in the wrong level math course.
- ▶ Scores will be updated on student records before the Spring 2022 term.

Assigned as Pre-req to:	Test Code on SCAPREQ	Test Code	Test Score Range
MATH 005	620	MPRQ	620-621
MATH 004	622	MPRQ	622-623

- ▶ Advisors can request a report from the Registrar's office to confirm student placement is accurate for Winter 2022. (email [crsfeedback@ucr.edu](mailto:crsfeedback@ucr.edu))
- ▶ Reminder that there may also be some students who opted not take a math course or did not pass in Fall 2021. Scores for these students will also be updated.

# Academic Scheduling Winter 2022



<b>Unresolved sections placed in "R" status</b>	Wednesday, October 22 after 4:00 pm
<b>Final deadline for updates</b>	Wednesday, October 22 by 4:00 pm
<b>Schedule of Classes published online</b>	Friday, October 22 at 5:00 pm
<b>Sections with errors placed in "R" status</b>	Friday, October 29 by 5:00 pm
<b>Student registration begins</b>	Monday, November 1
<b>GE classrooms released from sections in "H" status</b>	Monday, December 20 by 4:00 pm

# Academic Scheduling

## Scheduling reminders:

- Grading-eligible Instructors on Sections
  - Unit-bearing sections must have an instructor entered on the SSASECT who is grading-eligible.
  - If needed, submit a rank update request in WorkFront to ensure the instructor of record will be able to submit grades.
- Sections without Instructors
  - Unit-bearing sections – a grading-eligible instructor must be added
  - Non-unit bearing sections – Instructors/TAs teaching the secondary activity must be added. Important for accessing the course in iLearn/Canvas.
  - For cross-listed courses, the primary department is responsible for updating these sections.

If these are not corrected, you will continue to receive reminders on these sections. Our goal is to have all sections updated by the end of the 3rd week of the quarter.

# Academic Scheduling

## General Assignment Room Access

Returning to campus after 18 months of remote instruction has been challenging. Thank you for your patience and understanding while we have worked with Facilities, the Lock Shop, and UCPD to resolve some issues with classrooms not being unlocked in time for classes to start.

- ▶ Process has not really changed. Facilities and the Custodial Staff open general assignment classrooms each weekday morning, starting at 7 am, and lock them each night starting at 10 pm.
- ▶ Process is the same for doors with key locks and newly installed keypad access.
- ▶ 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.
- ▶ You can also contact the Academic Scheduling team and we can contact Facilities on your behalf.

# Academic Scheduling

## General Assignment Room Access

Monday through Friday -- If a room is locked, contact Facilities at 951-827-4214 for **any general assignment room**

### Keypad Access

- Please advise your faculty and TA's not to push the lock button inside classrooms with the new keypad access.
- Posters with instructions will be placed inside rooms soon, if not already added.
- If you have the access code, please do not distribute it. Code will be changing in the future.

### SKYE Hall

- Rooms in SKYE Hall will be unlocked starting at 7 am for prep before class.
- Rooms will not be locked between classes.
- Facilities/Custodial staff will be unlocking all general assignment rooms on weekdays.

### Weekend Access

- UCPD will open general assignment rooms for weekend classes and events.
- Current weekend events are sent to the UCPD each week.
- If a room is locked, faculty should be instructed to contact UCPD at 951-827-5222 to have the room unlocked.

# RECORDS

## Staffing Update

- ▶ Our vacant Student Records Assistant positions have been filled and we are onboarding and training these positions.
  - ▶ Congratulations to Brian Villa, our previous HOSS Information Specialist, and welcome to Halim Alvarez, UCR alumnus, as our new SRAs!
- ▶ Information regarding alpha splits and points-of-contact will be shared out as those duties are redistributed
- ▶ We are currently recruiting for a new HOSS Representative





# RECORDS



Thank you for calling the Registrar's Office . .

Since our main phone line reopened in April, we have handled over **10,000** phone calls.

We remain ready to assist students on **Monday through Friday** from **9am until 4:30pm**.

**(951) 827-7284**

# RECORDS

## General Reminders

### EAF's:

- ▶ MyForms: If a course is entered incorrectly, please pull the form back and make corrections. If it has been processed, a new EAF will be required. We cannot make this change via email or Workfront.
- ▶ Graduate: If an error has been made and the form not processed, please provide the update via the WF ticket. If the form has been processed and ticket closed, please submit a new form and ticket.



### Grade Changes:

- ▶ Grade change forms are submitted directly by faculty from their UCR email to [RegHelpDesk@ucr.edu](mailto:RegHelpDesk@ucr.edu). To maintain security around the process, staff members may not submit forms for instructors.
- ▶ Forms are generally processed in under 10 business days. To help manage email volume, please refrain from sending additional notices or reminders unless a submission has aged past this time.

# RECORDS

## General Reminders

### **Documents Submitted in Workfront:**

- ▶ Wherever possible, please have forms, petitions, etc. fully completed before uploading rather than adding that information in the ticket description or comments.
- ▶ We understand it may be easier to do it this way, however...
- ▶ We archive most documents we process and capturing that additional information can be a tricky process that introduces opportunities for error and omission
- ▶ This will help maintain the accuracy and integrity of records.

**Thank you!**

# RECORDS

## Reminders for UCRV RVW Placeholder in SHATRNS

- ▶ Please remember to run the report to find unarticulated coursework for your students
- ▶ Report is located in Cognos > Student > Admissions > **Transfer Courses Needing Equivalent with Active and Inactive Filters**
- ▶ Admissions provided many filter options enabling you to focus on a subset of students to review transfer work

# RECORDS

## Reminders for UCRV RVW Placeholder in SHATRNS

- ▶ There is only one correct combination utilizing
  - ▶ Subject **UCRV**
  - ▶ Course number **RVW**, and
  - ▶ Title **COLLEGE REVIEW REQUIRED**
- ▶ Units on this placeholder course above should be 0.
- ▶ S is the default grade until the placeholder course is updated.
  
- ▶ Records has a new report to audit these items as we have found the subject and course number without the title, the title without the subject and course number, and equivalent units greater than 0. We will partner with you on these corrections as needed to ensure the accuracy of our transcripts.



# RECORDS

## Withdrawals

### Proper Withdrawals

Please **DO** submit and approve withdrawals for students who are **enrolled** as of the first day of instruction and wish to leave UCR.



### Unnecessary Withdrawals

Please **DO NOT** submit or approve withdrawals for students who have cancelled or not **enrolled** for the term.



# RECORDS

## Withdrawals

### Important Notes:

- ▶ **Auto-Readmit:** If an undergraduate student does not auto-readmit for the next term at the time of their withdrawal in MyForms, they will need to go through the readmission process to return to UCR.
- ▶ **RD Students:** Students who cancel or do not enroll, will be able to enroll for 3 terms subject to the Ready to Enroll (RD) policy. No readmission form is necessary until 3 terms have passed.
- ▶ **Withdrawal Dates:** When providing an effective date for a withdrawal, please ensure it is within the term being withdrawn from. Dates outside the term are not valid.

Please review the academic calendar to understand whether the provided date will result in a "W" grade for the student. Asking our office to "waive" a W grade is insufficient.

# RECORDS

## MyForms

We are aware of a bug in MyForms that shows a student's enrolled units as 0, regardless of their current enrollment status and are working with ITS to address the issue.

- ▶ This was an unintended consequence from the fix implemented earlier in the summer to allow student data to populate EAFs
- ▶ The units data is coming from the "next" term – so when Winter enrollment begins, this value will reflect that term's registration rather than fall's.

We are researching solutions to this issue and will provide updates as they become available.



# 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 [RegHelpDesk@ucr.edu](mailto:RegHelpDesk@ucr.edu) 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 before the end of the year.

# GRADUATION & DEGREE AUDIT

## "Teamwork makes the dream work"

Summer conferrals wrapped up with 1,251 undergraduate/graduate degrees conferred.

Thank you for your continued partnership & collaboration in the degree conferrals process!!

We appreciate the continued support from the advisors, schools/colleges.



# FALL 2021

## Undergraduate Degree Conferral Timeline



Fri. October 29, 2021

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



Fri. December 3, 2021

Registrar's office deadline to complete initial review of application



Fri. December 10, 2021

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



Thu. December 16, 2021

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



Thu. January 13, 2022

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



Thu. January 27, 2022

Degrees Awarded

# GRADUATION & DEGREE AUDITS

## **Missing Grades**

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

## **Friday, January 7, 2022**

List of outstanding grades shared with Colleges/Schools for any last-minute assistance

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

We greatly appreciate your help throughout this process!



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?

- Do you want hands-on and process-based training with Banner? Come to our in-person trainings!
- You can view all 2021 training dates on [ucrbanner.ucr.edu](http://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!



# TRAINING

## Upcoming Dates

### ➤ **Academic Scheduling**

- November 15 and December 3 – Academic Scheduling
- November 3 – Reserved Seating and Waitlist

### ➤ **Courses**

- November 15 – Course Request System (CRS)

# TRAINING

## Upcoming Dates

### ➤ **Records**

- November 2 – Registration and Waitlists
- December 2 – Cohorts and Attributes Maintenance
- December 14 – Academic History Navigation, the Student Profile, and Assigning Advisors

### ➤ **Degree Audit and Graduation**

- November 9 – Degree Audits and 4 Year Plans



# 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

Thank you for being here!

