

Important Policy and Procedural Changes

Population It Impacts	Key Description of Change	Current Practice	When and How will Change Take Place	Special Notes
Staff	Access to departmental billing will change from being granted by Central Computing to Departmental SAA's	Departments request access to Departmental Billing screens in SIS via centralized process	Access to Banner for the Departmental Billing role will be granted by Departmental SAAs.	
Staff	Course Material Fees are assigned at the section level and assessed by department not by course.	Course Material Fees are assigned through the fee tables by Student Business Services. The detail code is down to the course level.	This will be effective for Winter 2017 Academic Scheduling (effective June 2016). Course Material Fees will be added to SSADETL and the detail code will be department based.	
Staff	Graduate students will be assigned to their college instead of Graduate Division.	Currently all graduate students have their curriculum listed under the college code of GD for Graduate Division.	C&C/Registrar's Office will be performing major changes on all graduate students as we transition for Winter 2017, so that graduate students instead are coded based on the college that owns the major the student is completing.	Since we are doing major changes, please note that the historical records will be remaining with the GD, no program code is listed, and the college designation will start as of Winter 2017.
Student	4 year course plans and term plans	Four year course plans are done on paper between the advisor and student as appropriate; BCOE has A+; term plans are within Growl for CNAS	This will be effective for Winter 2017 registration. Students required to submit a term plan will have a hold on their record and they will use the Term plan is self-service to submit the courses they plan to take.	We are still finalizing the populations that will receive the 4 year course plans. Most likely the batch load of them will be for incoming freshman only.
Student	Enrollment verifications can be ordered in self-service.	All enrollment verifications must be submitted in paper form.	Beginning on October 21, 2016. Students will log into R'Web to request enrollment verifications via self-service if the student does not need a form verified by hand.	
Student	Growl will no longer exist. Self-service functionality will be imbedded into R'Web.	Students complete all self-service functionality within Growl. Although they can get to Growl through R'Web it is not required.	Beginning at 5 p.m. on Friday, October 14, Growl will no longer be available. Beginning on October 21, 2016 students will log into R'Web and they will have new icons that allow them to interact with self-service.	Although this only really impacts students we need to communicate to the campus to remove Growl from websites and any other printed materials.
Student and Staff	Academic Standing will be run after Summer Session	Currently academic standing is only run for Fall, Winter and Spring.	This will be effective Summer 2017; the academic standing job will be run at the final grading in September.	Visiting students wil have a standing showing on their transcript but they are not tracked by the Colleges. Academic Dismissals will not be evaluated for Summer.
Student and Staff	Academic Standing will be run for Graduate Students	Currently standing is not run for graduate students.	This will be effective Fall 2016; the academic standing job will be run at the final grading in December.	The rules and values are specific to Graduate Division
Student and Staff	All graduate and medical courses will be restricted by level no matter the course approval through Committee on Courses.	The restriction is not added to the system unless the department remembers to add it to the course approval form and it is approved by Committee on Courses.	This will be effective for Winter 2017 Academic Scheduling (effective June 2016). The restrictions will be assigned to the course even if it was not on the course approval at the time it was approved by Committee on Courses.	

Population It Impacts	Key Description of Change	Current Practice	When and How will Change Take Place	Special Notes
Student and Staff	Class rank will no longer be captured.	Class rank is captured and available for students.	This will be effective as of October 21, 2016 . Class rank does not exist in Banner and will not be calculated for Fall 2016 forward.	The Registrar's Office will have the class rank documents retained for historical record keeping if previous students want to know their class rank.
Student and Staff	Conferral date for Summer Session will be moved to be in line with the end of the Summer Term (which is also equal to the end of the last summer session)	Currently the conferral date is in the end of August, but there are summer sessions that extend into September.	This will be effective for Summer 2017.	
Student and Staff	Course overlap will be enforced at time of registration for those courses that both have the overlap (bidirectional)	Currently SIS does not stop students from registering for courses that have content overlap and therefore, are not permitted to take both.	This will be effective for Winter 2017. Banner will enforce at the time of registration if a course has content overlap with another course and you can't get credit for both.	Banner can only control for content overlap when it is on both courses (bidirectional). If the content overlap is when the courses are taken in a specific order or for a series of courses it will not be enforced at the time of registration and must continue to be reviewed and caught by advisors.
Student and Staff	Deadline for Add/Drop - Tuesday of 2nd Week; Assignment of "W" grade begins Wednesday of 2nd Week	Currently Add/Drop continues through the end of 2nd week; "W" grade is assigned 3rd week on	This will be effective for Winter 2017; Add/Drop will end Tuesday of 2nd week; "W" grades will assign beginning Wednesday of 2nd week.	
Student and Staff	Deferred Payment Plans (DPP) signup will require immediate payment for application submission.	<ul style="list-style-type: none"> • DPP Application is submitted and the application fee is charged to the account. • DPP Application is only allowed for submission if the student qualifies in that term. • DPP calculates and displays the amounts due per month during the application process. • DPP amounts can be adjusted by SBS if new charges are added to the account in the same term. 	<p>Effective Winter 2017 quarter.</p> <ul style="list-style-type: none"> • DPP Application fee will be due immediately with submission of the application, regardless if the student qualifies. • DPP Application fee is non-refundable, even if the student does not qualify. • DPP amounts are calculated after the application process, and can be viewed once the student is approved for DPP. • DPP amounts cannot be adjusted after they are calculated, so new charges would be due in addition to DPP amounts. 	
Student and Staff	Four year course planning will be available online in Degree Works.	Colleges/Departments vary in practice but 4 year course plans traditionally are done on paper with the student. BCOE does utilize A+.	New incoming freshman starting with Fall 2016 will have four year course plans assigned to them. Other students can create course plans as desired.	
Student and Staff	iEval will no longer hold grades.	If a student has not completed an iEval for a course their grade is masked until the published grade release date on the Academic Calendar.	This will be effective Fall 2016. Grades will not be held if a student does not complete the iEval for the course.	This will be reviewed by the Academic Senate to determine if they see a negative impact to the submission of evaluations.

Population It Impacts	Key Description of Change	Current Practice	When and How will Change Take Place	Special Notes
Student and Staff	New payment options for students to pay their account balances	Students can pay with MasterCard, Discover and American Express and eCheck with a service fee.	Effective October 21, 2016. Students will be able to pay with Visa and Western Union in addition to eCheck/ACH, MasterCard, and American Express. No service fee for ACH/eCheck payments.	
Student and Staff	Professional level for credential students will be merged into the Graduate level.	Currently credential students are given a professional career which separates their academic record from a graduate record.	Computing and the Registrar's Office will be performing major changes on all credential students as we transition for Winter 2017, so that credential students instead are coded as graduate students.	Since we are doing major changes, please note that the historical records will be remaining with a <u>p</u> level and the change to <u>G</u> will start as of Winter 2017.
Student and Staff	Readmission after lapse will no longer require the official readmission application to be completed and signed by the college.	Students lapsed in the 3rd week lapse must complete and receive College approval from readmission	This will be effective Winter 2017. The student will submit a new form used for reinstatement after lapse that will be used by the Registrar's Office. The College will no longer be part of the process.	
Student and Staff	Refund frequency is changing	<ul style="list-style-type: none"> • Direct Deposits and Checks are processed 3 times each week. • Direct Deposit information entered in Growl will feed to payroll. • Direct Deposit signup requires 5-7 business day waiting period before it is available for use. 	<p>Effective October 24, 2016.</p> <ul style="list-style-type: none"> • Direct Deposits will be processed nightly (5 days per week) • Paper Checks will be processed and mailed once per week • Direct Deposit information entered in CASHNet will not feed to payroll. • Direct Deposit signup will not require a waiting period before it is available for use; it will be available immediately. 	
Student and Staff	Separate Authorized User for Self-Service Billing and Payments	Growl allows students to authorize users to view and/or pay in a single location, for all related offices.	<p>Effective October 21, 2016:</p> <ul style="list-style-type: none"> • R'Web will only allow students to authorize users to <u>discuss</u> account information with SBS. • To allow authorized users to view or pay, students will be required to create a separate authorization in CASHNet for self-service billing and payments. • Parents will have a separate URL and login for CASHNet that is established independently of R'Web 	
Student and Staff	Stipend refunds for Graduate Students will change from paying the full amount regardless of outstanding charges on student account to NET of any charges that are outstanding on the student account.	Stipend refunds for graduate students currently pay in full regardless of any outstanding charges on the student account.	Effective October 24, 2016. Stipend refunds for graduate students will pay NET of any charges that are outstanding on the student account.	

Population It Impacts	Key Description of Change	Current Practice	When and How will Change Take Place	Special Notes
Student and Staff	<p>Subtitles for courses will now be the title of the section. Subtitles will show on the transcript as the title.</p>	<p>Subtitles are listed under the title of the course.</p>	<p>This will be effective as of October 21, 2016. Subtitles for courses will now be the title of the section and will print on the transcript as the title of the course.</p>	
Student and Staff	<p>The lapse process is changing in time and we are officially adding a third lapse. Lapse 1: Fee Payment Deadline – Night of the quarterly fee payment <ul style="list-style-type: none"> • Students who have not paid will have courses dropped (DD) and a \$50 late fee. (no changes) Lapse 2: Night before first day of instruction <ul style="list-style-type: none"> • Students who have not paid will have courses dropped and they will be inactivated as a student Lapse 3: The night of end of drop/add <ul style="list-style-type: none"> • Students who have paid but not enrolled </p>	<p><u>Lapse 1:</u> Fee Payment Deadline – Night of the quarterly fee payment <ul style="list-style-type: none"> • Students who have not paid will have courses dropped (DD) and a \$50 late fee. <u>Lapse 2:</u> Night of Friday of Third Week <ul style="list-style-type: none"> • Students who have not paid will have courses dropped and they will be inactivated as a student <u>Lapse 3:</u> 4th week lapse <ul style="list-style-type: none"> • Students who have paid but not enrolled </p>	<p>This will be effective Winter 2017. The first lapse will occur on December 15, 2016 for the Winter 2017 fee payment deadline.</p>	<p>Students who are lapsed in the 2nd lapse will no longer have to complete a readmission application and have the College sign the readmission. They also will not need to have an EAF signed, because registration will still be available for the student in self-service. The deadline to readmit after lapse 2 is the end of add/drop.</p>
Student and Staff	<p>Titles of secondary activities will not say Discussion, lab or workshop, but instead it will carry the same title as the course and primary activity.</p>	<p>Titles of secondary activities reflect the activity not the title of the course.</p>	<p>This will be effective for Winter 2017 Academic Scheduling (effective June 2016). The secondary activities will have the title of the course.</p>	<p>Activity is designated in the schedule type of the section.</p>
Student and Staff	<p>Undergraduate students will only be able to repeat “whole” courses within the 16 unit maximum. We will no longer split courses.</p>	<p>If a student repeats a course that has enough units that it would cross over the 16 unit maximum the course would be split to allow for the available units to be excluded.</p>	<p>This will be effective Fall 2016. We will keep split courses on a student's record until an action occurs that invokes the new policy would impact the split. Therefore, the split course will remain on the record until such time that a future action by the student would require us to put the course back together.</p>	<p>Example: If a student has repeated 14 units and repeats another 4 unit course, that course will not be able to be excluded as part of the 16 units. If a student has repeated 14 units and repeats a 2 unit course, that course will be excluded as part of the 16 unit.</p>
Student and Staff	<p>Waitlisting will no longer be a nightly forced processed, but instead a more dynamic process that requires action by the student.</p>	<p>Students waitlist for the lecture and discussion and in a nightly process the system determines if the student can be enrolled in the sections or not. If there are seats available the system automatically enrolls the student.</p>	<p>This will be effective for Winter 2017 registration. See Special Notes for more details on changes.</p>	<ul style="list-style-type: none"> • Waitlisting will be on secondary sections only (or primary if there is no secondary section). • When a seat becomes available the student will receive an email notifying that he/she has 24 hours to go into self-service and enroll into the course. • The seat is on hold for the student for 24 hours. After that time it will be released to the next student on the list.