

Open Forum – Fall 2019 September 25 & 26, 2019

Office of the Registrar



Our Agenda

- Welcome
 - Staff Changes
 - Informational
 - Quick Wins
 - Policy Focus
 - Projects
 - Your Interests
 - Food for Thought
- Discussion, Questions, &/or Suggestions





Welcome...



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Transcripts, Documents, ImageNow (C7)



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Dena Kowal
Scheduling Analyst
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*Classroom Scheduling, Senior Citizen Audit, Greater Charlotte Consortium,
Inter-Institutional Registration, Early College, Curricular Updates*

Whom Do I Contact?

<https://sites.google.com/a/uncc.edu/office-of-the-registrar-directory/>



Anica comes from UNC Charlotte's College of Arts and Architecture
Katie comes from The Citadel
Dena comes from UNC Greensboro

Welcome... (effective Monday)



Nickcoy Findlater

Assistant Registrar for Scheduling & Registration
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*Classroom, Exam, and Academic Calendar Scheduling
Special Population Registrations*



Maureen Martinez

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Graduation Services

Whom Do I Contact?

<https://sites.google.com/a/uncc.edu/office-of-the-registrar-directory/>



Nickcoy comes from UNC Charlotte's College of Engineering
Maureen is moving from another position within our office



Course & Curriculum Deadlines 2020-2021 Catalog

October 31
Strongly recommended deadline for 'Course Revision' proposals to be **launched and approved by Originator** via Curriculog

December 31
Deadline for all course and curriculum proposals to be **launched and approved by Originator** via Curriculog

March 2
Fall 2020 Schedule of Classes posted online

March 23
Deadline for 'Course Revision' proposals to reach Banner step and **receive Fall 2020 effective term**

March 30
Fall 2020 Registration begins

April 1
Deadline for all course and curriculum proposals to be **reviewed/approved by the UCCC and/or Graduate Council** steps

June 1
2020-2021 Undergraduate Catalog released online

June 15
2020-2021 Graduate Catalog released online




We have been working with Leslie Zenk in Academic Affairs to align the catalog and banner together. When changes happen in the middle of the year, they get out of alignment. Banner will make the changes available, but it won't be available in the catalog yet. The important dates here are March 23rd and April 1st, end dates for curriculum changes in Banner and the catalog.

Day of Remembrance – April 30, 2020
Calendar Change

Delayed Start of Finals – 1 day

April 28, 2020 – Last Day of Classes
April 29, 2020 – Reading Day
April 30, 2020 – Day of Remembrance
May 1 – 2, 2020 Examinations Begin
May 2, 2020 – Saturday Examinations
May 4 – 7, 2020 – Examinations Continued
May 8 – 9, 2020 Commencement



The Day of Remembrance is April 30th. This will push exams back one day.
The University will be open but no classes.

Q: So no academic activities that day? We have an exposition of our student work that day? Should we reschedule it?

A: The intention of the Day of Remembrance is to free students, faculty, & staff to attend commemorative events. It is recommended that this event is rescheduled or it is classified as optional, with no grade impact.

Republican National Convention 2020 Center City Impact

**The convention will impact
the first week of classes in Fall 2020.**

August 24-August 27

**Several offices, including the Office of the
Registrar, are working to anticipate changes in the
Center City schedule and provide locations on the
main campus, if requested.**



If meeting times need to occur, our office will work to make space available on the main campus.

Application for Graduation

How far in advance can students apply to graduate?

The application is not limited based on student credit hour or their class level

The application for graduation is available three (3) terms out

**Available application terms are:
Fall 2019, Spring 2020, & Summer 2020**



The Fall online application submission deadline has passed, but we will still accept paper versions.

And, speaking of graduation... Spring 2020 Commencement Update



- Graduates line up in the **Practice Gym**
(used in spring 2019 for the first time)
- **Metal Detectors/Bag Checks** for students & attendees
- **'Marching Order'** – projected use
We already use Name Coach that allows students to record their name or provide a phonetic spelling, but this allows the nomenclators to prerecord the names. Marching Order will also allow the name to be displayed on the jumbotron.
- **Proposed new schedule** (*Faculty Council Review – 10/24*)
 - Friday 10:00 a.m. - The Graduate School (*all colleges*)
 - Friday 3:00 p.m. - COB, CCI, COED
 - Saturday 10:00 a.m. - COAA, COEN, CHHS
 - Saturday 3:00 p.m. - CLAS



This past spring we had a change in venue. The students lined up in the practice gym. It really worked out well holding it there, from our perspective.

Proposed new schedule for Spring 2020. The biggest change is the Graduate School would have their own ceremony.

We anticipate that the doctoral hooding ceremony will be included with the 10am Friday Graduate School ceremony.

We will share the final decision once the review is complete.

NSLDS Reporting Schedule


Via the National Student Clearinghouse

The Office of the Registrar reports enrollment and degree information to the National Student Clearinghouse, who in turn reports the information to the National Student Load Data System (*federal student aid*).

Enrollment for Fall and Spring: (six reports)
Early Registration Report
First of Term
Four additional Subsequent Reports

Enrollment for Summer Terms: (three reports)
Early Registration Report
First of Term
One additional Subsequent Report

Degree Reporting:
Reported only once for each semester



No one asked for this information, but we felt that knowing when we report enrollments and degrees and how NSC error checks our data before sending to NSLDS would be helpful.

Fall 2019 Quick Reference Guide

Office of the Registrar - Fall 2019 Dates and Links
Quick Reference Guide
 Click [Here](#) for the Fall Academic Calendar

Important Dates for the Fall 2019 Term

TERM	First Day of Evening Classes Starting @ 5:00 pm	First Day of Day Classes Starting @ 8:00 am	Last Day to Add/Drop	Last Day of Classes	Last Day of Final Exams
Full Term	Monday, Aug 19	Tuesday, Aug 20	Monday, Aug 26	Wed, Dec 4	Thursday, Dec 12
Session A	Monday, Aug 19	Tuesday, Aug 20	Monday, Aug 26	Friday, Oct 4	Thursday, Oct 10
Session B	Thursday, Oct 17	Thursday, Oct 17	Aug 26 Oct 24	Wed, Dec 4	Saturday, Dec 7

Grading Deadlines (Full Term*)

GRADE	ACCESS AVAILABLE	GRADES DUE
Midterm Grades**	Wednesday, Sept 18	Friday, Oct 4 - by 12pm
Final Grades***	Monday, Nov 25	Monday, Dec 16

*Grading deadlines for other sessions are available on the Academic Calendar.
 **Grading deadlines at southern will NOT appear on the student's transcript or academic history. For more information on unsatisfactory grading at southern, visit: <https://go.southern.edu/2019>
 ***Final grades are official. They will appear on transcripts and on student's academic history. For more on Final grading and instructions, visit: <https://go.southern.edu/2020>
 For technical support contact the ITS Help Desk: 704-687-6600 (x7-6600 Main campus)

Classroom Concerns - Who should I call?

CONCERN	RESPONSIBLE UNIT	CONTACT INFORMATION
Heating/Cooling	Facilities Management	See Building Liaison List link below
Classrooms/Vandalism	Facilities Management	See Building Liaison List link below
Missing Seats/Too Many Seats	Classroom Support	Email: classhelp@unc.edu
Broken Furniture	Classroom Support	Email: classhelp@unc.edu
Locked Room	Facilities Management	See Building Liaison List link below
Chalk, erasers, dry erase markers	Classroom Support	Email: classhelp@unc.edu
Room Reservations	Facilities Management	See Building Liaison List link below
If you have a building room concern and need to contact the building liaison? Find the building here:	Contact your department's Office Manager/Administrative Assistant	See Building Liaison List link below

Helpful Links

Office of the Registrar	https://registrar.unc.edu
University Catalog	https://catalog.unc.edu
Concerned about a student?	https://go.unc.edu/alertness or concerned.aboutstudent@unc.edu
Final Exam Schedule	https://concerned.unc.edu/concern-registrars-exam-schedule
Center for Teaching and Learning	https://teaching.unc.edu

UNC CHARLOTTE

Monique Wilson from our office created this guide. She will continue doing this each semester. We expect to have another out for spring soon.



Quick Wins

Drop or Withdrawal (with a Financial Hold)

Because the drop and withdrawal actions are part of the registration process, Self-Service will not allow students to drop or withdraw online, if a financial hold is in place. With the help of the Bursar's Office, we are no longer holding drops and withdrawals for certain financial holds.

- **Undergraduate students** wishing to perform these actions should send an email to ninercentral@uncc.edu from their UNC Charlotte email account with their name, ID, and CRNs for the course(s).
- **Graduate students** wishing to perform these actions should submit an academic petition and use the "other course related request" category and include the CRNs for the course(s).

These options provide a more student-friendly approach, while adhering to the primary intent of the hold, to prevent adding courses. The request from the student would still have to be submitted by the published deadlines and the withdrawal limit still applies. More information at: <https://ninercentral.uncc.edu/billing-payments-refunds/holds>.



We don't want students to be penalized by incurring additional financial penalties. We want to prevent them from adding, but not withdrawing.

This only applies to financial holds only.

Q: Does this trigger a removal of the hold?

A: No, Niner Central will override the process and allow them to withdraw.

Quick Wins

One-Time Course Approvals

When a global change to a course is necessary and the proposed change will not finalize until the next catalog cycle, a **One-Time Course Approval** can be submitted.

What does this solve?

Too often, requests for one-time course approvals is emailed to a staff member in the Office of the Registrar. The change is made, but the approval is not maintained. That could happen due to staffing changes or email archive settings. This avenue provides a transparent source to explain catalog discrepancies and ensure the change appears in the next year's catalog.



Quick Wins

One-Time Course Approvals - Continued

Within Curriculog (on the 2nd page of forms)...

- Go to “**Other Form 2. One-Time Course Approval**”
- Needed info:
 - Department
 - Course Prefix & Number
 - Explanation of the request
 - Desired effective term
 - URL of submitted Curriculog proposal going thru the standard process.
- Workflow:
 - Originator
 - Technical Verification (*Matt Wyse - quick check*)
 - Department Chair
 - College Dean
 - Banner Team (*implementation*)



This is not used for just one student. This is for wholistic changes.
The reference to College Dean, is actually the respective Associate Dean.



Policy Update

Missing grades - Assigning an NG

Beginning in Summer I 2019, the Office of the Registrar returned to the practice of assigning an NG grade for any grades submitted after the grading deadline. An NG grade is a temporary administrative marker representing an unreported grade. The Office of the Registrar has been negligent in its application of [University Policy 202](#).

Why? Not utilizing an NG has resulted in subsequent grade submissions via single recipient email rather than our approved grade change process, and thus complicating our **grade change audit tracking**. Additionally, the missing grade was being interpreted by Banner as **having met the prerequisite requirements for the next sequential course**, similar to how registration assumes a C grade, allowing registration in the next term.

Grades submitted after the grading deadline will now require a grade change in Self-Service Banner. **Late grades will not be accepted outside of the grade change process**. If you have questions about the grade change process, please contact the [Office of the Registrar](#) or reference pages 23-25 of the [Self-Service Banner Manual](#).

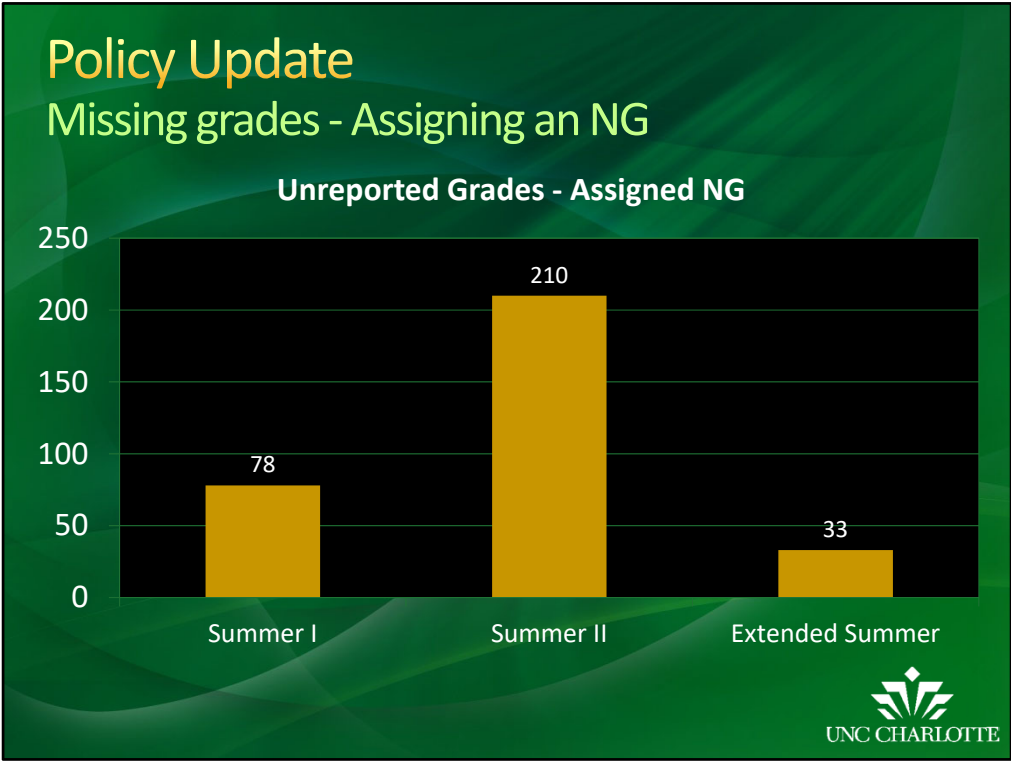


How does this apply to the decision that gave our office the authority to drop courses when students haven't met pre-requisites? This summer we had some students dropped out of classes that shouldn't have been. The drop process worked as it should, enforcing all rules, but some students lacked the appropriate overrides, gained additional credits over the summer, and/or some courses were not accurately identifying the allow populations. If someone has a prerequisite course and they have an incomplete or NG, we don't know if they earned a passing grade or not, thus they do not meet the prerequisite requirements for the next course.

NG Grades: Two notifications are sent to instructors letting them know grades are due. NG grades are not assigned until after grading is turned off.

Q: What is the recourse for a student, if the instructor does not turn in the grade and the student is dropped from a course that they need:

A: We will do our best to work with the student and get them back into the class.



78 – Summer I
210 – Summer II
33 – Extended Summer

Policy Update

Major/Minor GPA Calculation

The Baccalaureate Degree Requirements policy was approved by the Faculty Council on March 14, 2019. This is now applicable for all undergraduate students, effective Fall 2019.

Degree Audit updates are complete

- There is no longer a section called “Additional Courses for Major/Minor GPA” at the bottom of the major and minor blocks.
- Major and minor GPAs only reflect coursework within their respective blocks and no longer uses above-and-beyond courses or courses that do not meet a minimum-grade requirement.
- This should make it easier for students and advisors to determine what courses are used in the GPA calculation and what a student needs to meet their requirements for graduation.
- No changes were made to the overall GPA calculation.



The Office of the Registrar staff did a great job updating all degree audits, working all summer to get this process in place and ready for fall.

Policy Update

Last Day of Attendance

- **Beginning in Spring 2020, all instructors** will be required to enter the last date of attendance/participation **for all students with failing (F) or unsatisfactory (U) grades.**
- **The Last Attend Date is required** to comply with federal student financial aid reporting requirements. This is because a student cannot receive financial aid for a course he or she did not attend.
- **Students who received an F or U** may have to pay back their financial aid funds depending on their last date of attendance.

Applies to Undergraduate & Graduate Students



- The US Dept of Education requires the Office of Financial Aid to determine if a student who receives financial aid *and fails to earn a passing grade in a course* has actually attended and/or completed the course.
- 75% of our student population receives some form of financial aid. A student could become a financial aid applicant at any point during the academic year, therefore this information must be collected for all students. Plus, financial aid status is private information and is not identified to faculty members.
- A student cannot receive financial aid for a course he or she did not attend. For students who received an F or U, we use the last date of attendance to determine:
 - if they attended the class for the entire semester and "earned" those grades, or
 - if they attended all or part of the semester, to determine how much financial aid the student will have to pay back.

Policy Update

Last Day of Attendance

Participation Examples

- The date should be the last date on record that the student attended or participated in class.
- Options include:
 - physically attending/participating in a class activity
 - electronic attendance (ex: Poll Everywhere, attendance module in Canvas, Connect class attendance feature)
 - participating in an online discussion or activity about academic matters
 - attending a study group assigned by the instructor
 - submitting an assignment/project/test/tutorial/quiz
 - initiating contact with instructor to ask a question about the course or course content
- **Note: Even if the class is an online or distance education course, the student simply logging into an online course or viewing a page does NOT count.**



If the student attends all semester, takes the final and still earns an F or U, the last day of attendance will be the last day of class.

If the instructor does not add the last day of attendance for students earning the F or U, Self-Service and Canvas will not accept any grades for the rest of the class.

Policy Update

Last Day of Attendance

Resources:

Last Day of Attendance Webpage

<https://registrar.uncc.edu/gradingholds/last-date-attendance>

Last Day of Attendance Frequently Asked Questions

<https://registrar.uncc.edu/gradingholds/last-date-attendance-faqs>

How to enter final grades in Self-Service

https://registrar.uncc.edu/sites/registrar.uncc.edu/files/media/Final_Grades_Submission_Guide-Banner8.pdf

How to enter final grades in Canvas

https://registrar.uncc.edu/sites/registrar.uncc.edu/files/media/Final_Grades_Submission_Guide-Canvas.pdf



The FAQ also includes syllabus language, if an instructor wants to reference.

Policy Update

Last Day of Attendance

September

- 10th – Associate Deans
- 20th – Department Chairs/Directors
- 26th – Faculty Council
- 25-26 – Registrar Forums

October

- Provost Email to Faculty
- Registrar Newsletter
- Inside UNC Charlotte
- AA eNews Digest
- CTL Bi-Weekly Messages
- My UNC Charlotte (Faculty)

December

- Instructors assigning F/U grades

January

- Start of Term Email

February

- Part A Term – Grading Open

March

- Full Term & Part B Term – Grading Open

May

- Non-Reported Grades



Last Day of Attendance reminders & mentionables at the above times.

Policy Update

Last Day of Attendance

General Info Sessions (no RSVP - Drop In)

- October 10 – 2pm DUKE 208
- November 20 – 10am CHHS 122
- January 14 – 3pm COED 102
- January (TBD) – CCB



These are open sessions in the event instructors have questions or want to see how this will work in the spring. No RSVP needed.

Policy Update

Advanced Placement – UNC Policy 700.10.1[R]

Designed to improve student progression and completion according to student readiness, while avoiding credit for material that a student has not mastered or placing a student into a course for which he/she is not prepared.

- Award appropriate credit to undergraduates scoring a 3 or higher
- Should not deny credit for scores less than 10 years old
- Not required to modify AP standards for scores lower than 3
- Applies only to AP exams for which credit is awarded
- Exceptions based on institutional quantitative study & Board approval

FAQ Note:

Can be applied retroactively, but only if the student moves to the 2019-2020 (or future) catalog, per the regulation.



This is the same slide with showed you last spring, with the exception of the note in yellow. Formerly articulated test scores can be re-articulated for credit, only if the student moves to a catalog year 2019-20 or later. It is recommended that students discuss with their advisor, as this has the potential to do more harm.

Action Item (from the Forums): The Office of the Registrar needs to communicate to students that this is an option and they should seek guidance from their advisor.

Response: The Office of the Registrar is drafting a message (one-time) currently that will be sent to a targeted group...students who earned a 3 or higher on an AP exam.



Projects – Update


Know Me! – UNC Charlotte Personalization *Idea #192*

Exploring opportunities like...

- Class rosters
- Grading lists
- Unofficial transcripts
- ✓ Degree audits
- ✓ Canvas
- Self-Service Banner
- and more
- Incorporating a student's preferred first name and pronoun.
 - William, but goes by Bill at home (He, Him, His)
 - Jonathan, but now goes by Johanna (She, Her, Hers)
- Additionally capturing sex and gender designations – not necessarily for wide usage

Win!
Effective July 1, 2019, all students, faculty, and staff can provide a preferred first name (PFN).

For more information on where PFN is used, planned for use, or no plans for use, visit <https://aux.uncc.edu/49er-card/preferred-name-change>



There is an educational component to this. We need to educate the campus community that we are doing this. There are many systems that aren't connected. Names showing are different, depending on which system has incorporated preferred first name and if not handled appropriately, could undermine this project.

Q: Are these banner fields that we can import?

A: Yes. [spriden_current.pers_pref_fname]

We've made a lot of progress, but we are still trying to fill in all the gaps.

Q: Since email is tied to your first name, can this be changed?

A: This isn't a UNC Charlotte system (it's Google). IT allows you to create an alias, but the user name won't change simply for PFN.

Projects – Update

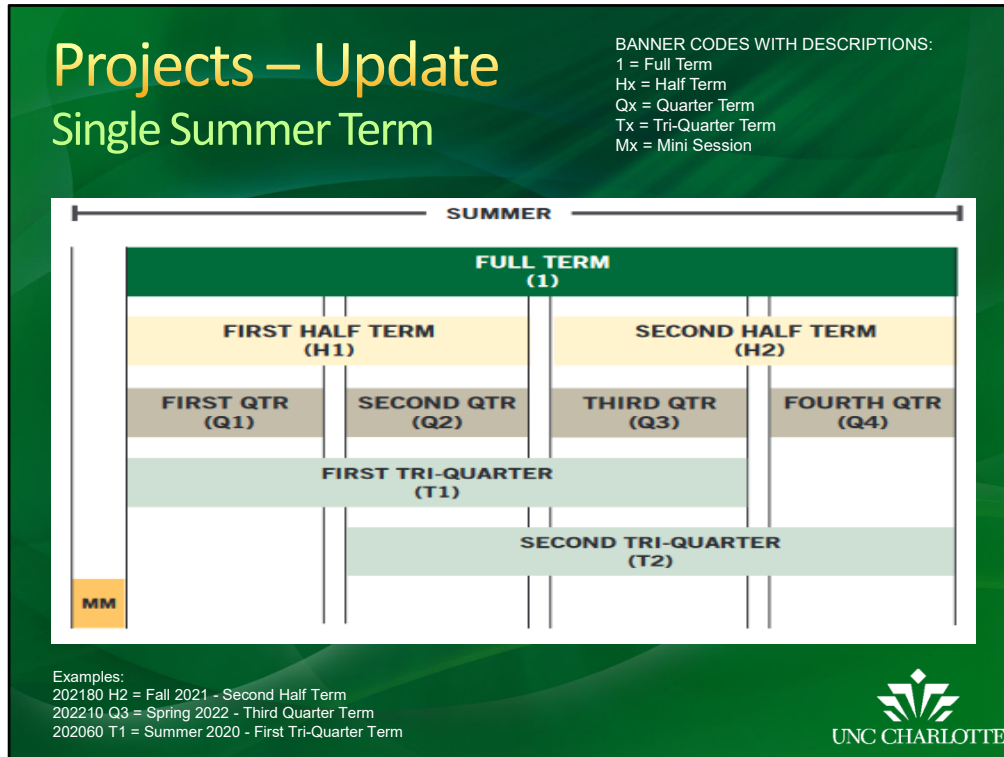
Single Summer Term

The University is moving away from two separate summer terms, beginning in Summer 2020. You may have referred to these as xxxx50 (Summer I & Extended Summer) and xxxx70 (Summer II).

A new single term will become standard for the upcoming and all future summer terms. It will be referenced as xxxx60.

Additional sub-terms have been added to the single summer term to represent the formerly identified summer terms, while also preparing for an expansion into other meeting time options during the summer.





To allow students to complete multiple requirements within one overall term.
 Courses to run end-to-end, one in the beginning of term and one in second half.
 To allow final grading for the first-half course without having to wait until the end of the overall term.

Grants awarded by the UNC System for development of courses with this type of schedule.

Simplifies Financial Aid processes (half-time enrollments, disbursements, and compliance).

Q: Will students be able to graduate during the first-half term?

A: No, graduation will only occur at the end of the term.

Q: ISSO students – Students finishing their degree requirements, but not graduating for another term.

A: We will need to discuss this a little further, but we will work with these students.

We are willing to write a letter on their behalf.

Student will see the sessions just as they do now. They won't see these particular codes, only the descriptions.

Q: Study Abroad – How are registered? If they are gone the majority of the summer, they would be registered in the first half.

A: The full-term is still available. Elizabeth asked that they call her and they can discuss this further.

Projects – Update

Fall/Spring Verbiage Change

BANNER CODES WITH DESCRIPTIONS:
 1 = Full Term
 Hx = Half Term
 Qx = Quarter Term
 Tx = Tri-Quarter Term
 Mx = Mini Session


FALL

FULL TERM (1)			
FIRST HALF TERM (H1)		SECOND HALF TERM (H2)	
FIRST QTR (Q1)	SECOND QTR (Q2)	THIRD QTR (Q3)	FOURTH QTR (Q4)
FIRST TRI-QUARTER (T1)			
		SECOND TRI-QUARTER (T2)	

SPRING

FULL TERM (1)			
FIRST HALF TERM (H1)		SECOND HALF TERM (H2)	
FIRST QTR (Q1)	SECOND QTR (Q2)	THIRD QTR (Q3)	FOURTH QTR (Q4)
FIRST TRI-QUARTER (T1)			
		SECOND TRI-QUARTER (T2)	

Examples:
 202180 H2 = Fall 2021 - Second Half Term
 202210 Q3 = Spring 2022 - Third Quarter Term
 202060 T1 = Summer 2020 - First Tri-Quarter Term



UNC CHARLOTTE

614 students registered during the spring pilot. None were cancelled for non-payment.
 Spring 2020 – students can register mid-way for Session B. (includes F.A. and billing options)
 Summer 2020 – being looked at as a single term with 2 sessions.


Projects – Update

Banner Self-Service 9 (coming soon - delayed)

- Banner Self-Service 9 has been installed in a test environment
- Testing has begun
- Movement to production **has been delayed**
- SSB8 will be active, so no SOAR interference

Registration Faculty Grade Entry Attendance Tracking

Student Profile



This will probably be coming in late January. This was delayed because of a recent upgrade introduced that requires our entire team to test and get ready for production by October 26.

Projects – Update

Academic Petition Application

- Automatic notifications (*turn off during holidays*)
- View option (*without approval*)
- And more in the area of aesthetics, functionality, and retention

Thanks to the Graduate School for initiating and allowing us to tag along



This is in the works now. It is a very impressive application and has the potential to be a standard for similar needs.

The screenshot displays the UNC Charlotte Academic Petition Application interface. The top section features a green header with the text "Projects – Update Academic Petition Application". Below this, the UNC Charlotte logo and "Academic Petition" are visible, along with a user greeting "Welcome Jonathan".

The interface is divided into two main sections:

- My Queue:** This section shows a table with columns: Date Submitted, Petition Type, Student Name, Student ID, Program, Applied to Graduate, Visa, Current Reviewer, and Status. The table is currently empty, displaying "No Active Petitions in your Queue".
- In Progress:** This section shows a table with the same columns. It contains one entry:

Date Submitted	Petition Type	Student Name	Student ID	Program	Applied to Graduate	Visa	Current Reviewer	Status
07/22/2019	Change Grade Mode - Audit	[Redacted]	801 [Redacted]	Art-BFA-Illustration	-	-	Instructor	Under Review

Both sections include a search bar, a "Go!" button, and a "Show 50 entries" dropdown. The UNC Charlotte logo is also present in the bottom right corner of the interface.

This is more intuitive for students and administrators now. Hopefully this will be turned on in the Spring.

This is for undergraduate and graduate.

Q: Reporting and export capabilities?

A: We can certainly ask for this capability. We have to be careful with HIPPA, so we cannot put that out for distribution.

Projects – New

Prerequisites Not Met – Course Drop

The Office of the Registrar began handling drops for courses where prerequisites have not been met.

Spring to Summer I 2019: 45 students dropped
Summer I to Summer II 2019: 65 students dropped
Summer II to Fall 2019: 733 students dropped
...but 208 were re-registered prior to student notification

Included in Pre-Req Not Met Drop process:

- prior course missing, failed, or withdrawn
- not registered for required co-req course
- pre-req course has an incomplete grade
- pre-req course has not yet been graded by the instructor (NG)
- course requires the student to be a senior, junior, sophomore, or freshman
- course requires a specific program of study, major, or minor



Projects – New

Prerequisites Not Met – Course Drop

Areas for Improvement (with timetable):

- Less restrictive section-level prerequisite authorized, change in course, reset to original prerequisite (*most of these were the quick adds prior to notification*) [Resolved with Curriculum One-Time Approvals]
- Additional restrictions were added above the catalog requirements to manage SOAR registrations [Alternative options are being reviewed – should not increase requirements above the catalog]
- Transient Study Credit, Transfer Credit, and AP Credit received after SOAR moved the student into a different class. [Timing is the issue – investigating ways to handle]
- Transient Study Credit, Transfer Credit, and AP Credit is expected to satisfy course prerequisites. [Timing is the issue – investigating ways to handle]
- Distribution list of students affected is not the same in every department/college. [Resolved]



Projects – New

Graduation Survey – Do we have your attention?

As part of our graduation application, students are asked to complete a survey. This survey is meant to be a tool to improve the UNC Charlotte experience for future 49ers.

Discovery:

- 139 questions and not all students answering individual questions
- A few individuals were receiving the results, but they were only reviewing for problems
- A few questions around experiential learning (ie, study abroad, internships, etc.) were being used in Career Services, in conjunction with other data

What are we doing?

- Tara Plank, Graduate Assistant, has been working with various partner offices streamlining questions, strategically determining what is important to know, and working on a better process for asking and analyzing the questions.



Trying to get it down to 10-12 useful questions, but now that we have been asking around, there has been interest in this survey. Some didn't realize we did it. The survey within the grad app is a satisfaction survey, so (in theory) we could use the results to improve the experience of future students, but the results aren't being used as broadly as originally thought. In fact, the survey was a result of a UNC System Office requirement years ago. That is no longer a requirement, but we've continued nonetheless.

Q: There is already a survey that students receive in the semester they graduate looking to determine their future plans (ie, grad school, employment, salaries, offers, etc.) Will this be combined?

A: No, students can apply three terms out for graduation. The survey mentioned during the forum wouldn't be as complete/accurate three terms out.

Projects – New

49er Next Overview

Goal:

Promotes student success in earning an Associates Degree at a community college to a seamless transfer to UNC Charlotte by offering collaborative advising that helps students progress toward timely degree completion, coordinated financial aid processes, career advising, and opportunities to develop financial literacy skills.

Requirements:

- First time, full-time college student
- Pursuing an associates degree with community college
- Remain in good academic standing
- In order to transfer to UNC Charlotte, student must complete application for admission and submit all required official transcripts

Benefits

- Proactive Advising
- Career Advising and Financial Aid Programming
- UNC Charlotte Library Access
- Charlotte 49er Athletic Events
- Rec Center Access (\$25 fee per semester)
- CATS All- Transit Pass (\$25 fee per semester)

49ERNEXT 
CENTRAL PIEDMONT • UNC CHARLOTTE TRANSFER PARTNERSHIP



The Transfer Center will be doing the proactive advising.

Projects – New

49er Next Phases

Pilot Phase- Implementation in progress

- Institution: Central Piedmont
- 111 Students enrolled in program for Fall 2019
- 49er ID card benefits available; proactive advising component begins December 2019
- MOU signing/Press Release: Fall 2019

Expansion Phase- Planning in progress

- Proposed Institutions: Catawba Valley, Gaston, Rowan, Mitchell, and Wake
- Invitation Extended: Fall 2019

Future Phases- TBD

- Streamlining Enhancements to program (xml)



Projects – Update

Advisor & Faculty Roles

Security

We are re-aligning the two Banner Self-Service roles of advisor & faculty.

- Advising role
 - Will continue to provide access to the degree audit and other advising tools for all students.
- Faculty role
 - Will no longer have degree audit access and access will be limited to students within a faculty's courses.

Note: The Office of the Registrar is not making decisions for which roles should be granted. That approval remains with the Department Chair or Associate Dean. We just need to know whether advising is a job expectation.



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Reviewing to ensure that no one is impacted with this change. This affects future requests only. No movement since last reported in spring 2019.

Projects – On our radar

TBA – To be announced later

- Graduation Application Improvements
- Advisor Inactivation (upon departure/role change)
- Registration PINS
- Online Substitution/Waiver submission
- Degree Planner Tool
- Capturing/ storing Audits at Graduation
- Online change of Major
- Transient Study
- And more...

Still on the List



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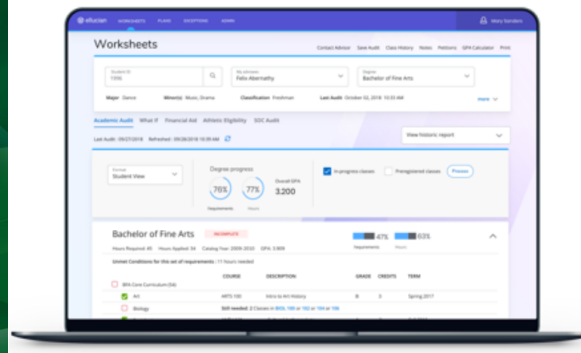
No movement since last reported in spring 2019. Wanted to let you know that we haven't lost sight of these improvements.

Projects – Coming Soon

DegreeWorks

Ellucian Degree Works

A modern user experience for advisors and students is introduced that enhances access to relevant data impacting a student's ability to graduate on time, including engaging with alerts from CRM Advise directly through their degree audit.



DW Upgrade: look will be changing soon. Estimated go-live is September 2020.

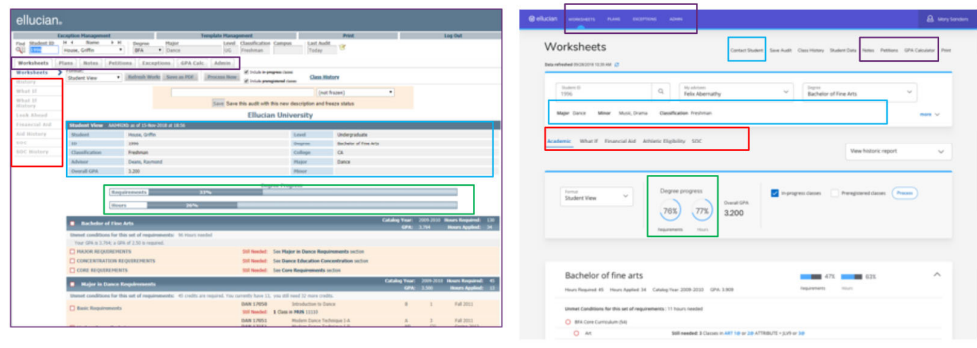
If you want to watch a recording of the webinar where these screenshots were pulled, go to: What's New for Ellucian Degree Works

http://app.learn.ellucian.com/e/er?utm_campaign=20190717%20US%20Discover%20the%20new%20Degree%20Works%20Webinar%20Thank%20You%20JJ&utm_medium=email&utm_source=Eloqua&s=1855015449&lid=6061&elqTrackId=355C7055F7A850D59EC3BC9562E46686&elq=660d5c64266b4afeb8e30d4491997dfe&elqaid=7853&elqat=1

Projects – Coming Soon

DegreeWorks

Before and After – Student Context Section



DW Upgrade: look will be changing soon. Estimated go-live is September 2020. Old and new versions (side-by-side). These are screenshots from a presentation, thus harder to see.

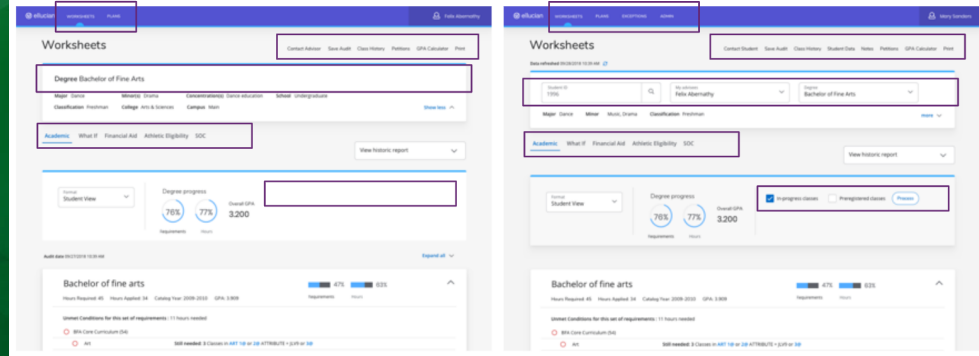
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http://app.learn.ellucian.com/e/er?utm_campaign=20190717%20US%20Discover%20the%20new%20Degree%20Works%20Webinar%20Thank%20You%20JJ&utm_medium=email&utm_source=Eloqua&s=1855015449&lid=6061&elqTrackId=355C7055F7A850D59EC3BC9562E46686&elq=660d5c64266b4afeb8e30d4491997dfe&elqaid=7853&elqat=1

Projects – Coming Soon

DegreeWorks

Two Personas – Student and Advisor



DW Upgrade: look will be changing soon. Estimated go-live is September 2020.

If you want to watch a recording of the webinar where these screenshots were pulled, go to: What's New for Ellucian Degree Works

http://app.learn.ellucian.com/e/er?utm_campaign=20190717%20US%20Discover%20the%20new%20Degree%20Works%20Webinar%20Thank%20You%20JJ&utm_medium=email&utm_source=Eloqua&s=1855015449&lid=6061&elqTrackId=355C7055F7A850D59EC3BC9562E46686&elq=660d5c64266b4afeb8e30d4491997dfe&elqaid=7853&elqat=1

Projects – Coming Soon

DegreeWorks

Before and After – Degree Audit Worksheet

The image displays two screenshots of the DegreeWorks system. The left screenshot is a 'Degree Audit Worksheet' for a Bachelor of Fine Arts degree. It features a table with columns for 'Requirement', 'Status', 'Credits', and 'Term'. The table is divided into sections: 'General Education Requirements', 'Major Requirements', and 'Core Requirements'. Purple arrows point to specific rows and sections. The right screenshot is a summary page for the 'Bachelor of fine arts' degree. It shows progress bars for 'General Education Requirements', 'Major in dance requirements', and 'Core requirements'. Purple arrows point to these progress bars and the 'Requirements' dropdown menu.



DW Upgrade: look will be changing soon. Estimated go-live is September 2020.

If you want to watch a recording of the webinar where these screenshots were pulled, go to: What's New for Ellucian Degree Works

http://app.learn.ellucian.com/e/er?utm_campaign=20190717%20US%20Discover%20the%20new%20Degree%20Works%20Webinar%20Thank%20You%20JJ&utm_medium=email&utm_source=Eloqua&s=1855015449&lid=6061&elqTrackId=355C7055F7A850D59EC3BC9562E46686&elq=660d5c64266b4afeb8e30d4491997dfe&elqaid=7853&elqat=1

Projects – Coming Soon

SEP – Student Educational Planner

The screenshot shows the 'Plans' section of the DegreeWorks system. At the top, there are navigation tabs for 'DEGREEWORKS', 'PLANS', 'EXCEPTIONS', and 'ADVIS'. The main heading is 'Plans', with a sub-heading 'New refreshed 01/20/2014 10:20 AM'. Below this, there are search filters for 'Student ID' (1996), 'My address' (Felix Abernathy), and 'Degree' (Bachelor of Fine Arts). An 'Advanced search' section lists 'Major: Dance', 'Minor(s): Music, Drama', and 'Classification: Freshman'. The main content area is titled 'Student Planner for: Abernathy, Felix' and includes a 'Create new plan' button. Below this is a 'Plan List' table with columns for Description, Active, Modified, Who, Degree, Level, and Status.

Description	Active	Modified	Who	Degree	Level	Status
Dance - Bachelor of Fine Arts	Y	11/03/2014	Vargies, Jennifer	BFA	UG	Locked
Audit view test plan	Y	10/27/2014	Vargies, Jennifer	BFA	UG	Not locked
BFA in Dance Education	Y	02/13/2017	Vargies, Jennifer	BFA	UG	Not locked
Choice duplicate test	Y	05/06/2015	Vargies, Jennifer	BFA	UG	Not locked
Consider a change to Economics	Y	08/21/2014	Vargies, Jennifer	BFA	UG	Not locked
Course link test plan	Y	02/19/2015	Vargies, Jennifer	BFA	UG	Not locked
Online help test plan	Y	10/29/2014	Vargies, Jennifer	BFA	UG	Not locked



DegreeWorks has this tool out there already.

We are looking again at SEP, as a possible tool.

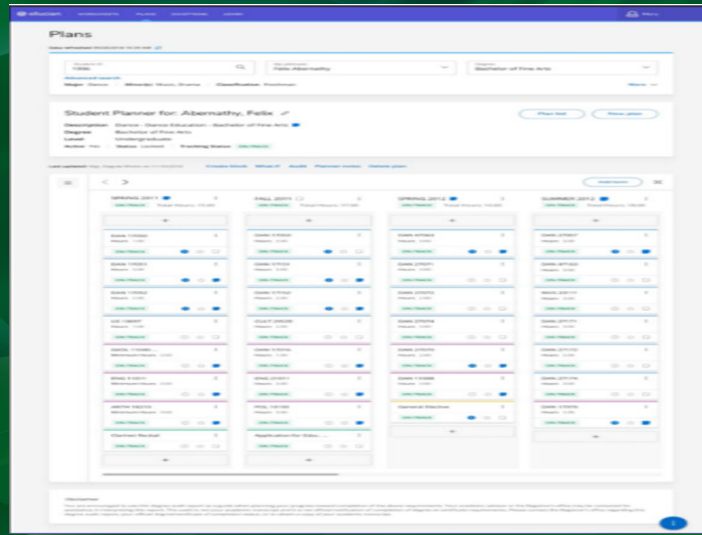
If you want to watch a recording of the webinar where these screenshots were pulled, go

to: What's New for Ellucian Degree Works [there is a discussion about the SEP tool]

http://app.learn.ellucian.com/e/er?utm_campaign=20190717%20US%20Discover%20the%20new%20Degree%20Works%20Webinar%20Thank%20You%20JJ&utm_medium=email&utm_source=Eloqua&s=1855015449&lid=6061&elqTrackId=355C7055F7A850D59EC3BC9562E46686&elq=660d5c64266b4afeb8e30d4491997dfe&elqaid=7853&elqat=1

Projects – Coming Soon

SEP – Student Educational Planner



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http://app.learn.ellucian.com/e/er?utm_campaign=20190717%20US%20Discover%20the%20new%20Degree%20Works%20Webinar%20Thank%20You%20JJ&utm_medium=email&utm_source=Eloqua&s=1855015449&lid=6061&elqTrackId=355C7055F7A850D59EC3BC9562E46686&elq=660d5c64266b4afeb8e30d4491997dfe&elqaid=7853&elqat=1



Requested Topics/Questions

From you...

Q: I think that a review/discussion of FERPA vs. Guest Access Portal might be beneficial. I'm particularly interested in the processing of those online requests. Is there any type of schedule of how frequently that information is updated in Banner? I know that when students complete the online FERPA form, parents and students seem to expect that we (advisors) can immediately begin talking with parents about their student's educational records, etc. Until we can see that the release has been entered in Banner (SPACMNT), we aren't able to begin those discussions though. Is there any type of expected turn-around time that we could share with students/parents?

A: FERPA vs. Guest Access Portal

- The Family Educational Rights and Privacy Act (FERPA) states that university students have the right to determine who can view their education records
- The Guest Access Portal (GAP), a utility in Banner Self Service, allows students to provide selected guests view-only access to their academic records
- This electronic process replaces the "Student Consent for Access to Education Records" form, which at this point, should only be used by inactive students without GAP access
- Banner is updated immediately, when students submit.



Requested Topics/Questions

From you...

Students & Guests

Incoming students are introduced to the GAP feature when they attend the Student Orientation, Advising and Registration (SOAR) Program

A student has the option to create a “passphrase,” a unique verbal expression, that identifies a guest who has been granted access to that student’s education records

A guest must use this passphrase to speak with a university employee about those specific records



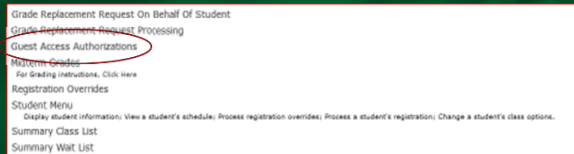
You should always ask for the passphrase.

Requested Topics/Questions

From you...

GAP & FERPA Resources

Details about student-guest relationships can be found using the **Guest Access Authorizations** link in the Banner Self Service Faculty and Advisors menu



Please visit the Niner Central Guest Access Portal & FERPA webpage for additional information:

<https://ninercentral.uncc.edu/student-records-personal-information/guest-access-portal-ferpa>



Requested Topics/Questions

From you...

Q: Audit Form – Will this become an electronic option through Self Service?

A: This is on our project list and has been for some time. Our objective is to move away from paper or PDF submittal forms.

Form 704-693-4121

UNC
REQUEST FOR AUDIT/NO CREDIT GRADING

Students may request an audit or no credit grading for a course in the designated course plan to receiving the form.

- Students may not receive audit or no credit grading for more than four courses each academic year with a maximum of two courses per semester.
- Students may not receive audit or no credit grading for more than four courses or in courses taken to satisfy their major program or General Education requirements.
- Students do not receive academic credit for courses taken with an AUDIT grade type; however, standard course fees are assessed.

Student Name: _____

Student ID # 000 _____ Current Major _____

Course _____ Section _____ Term & Year _____

Requests for AUDIT must be approved by the department offering the class.

Approval Signature: _____ Date: _____

Requests for PASS/NO CREDIT must be approved by the student's major department.

Approval Signature: _____ Date: _____

*Returns approved form to the Office of the Registrar registrar@unc.edu grade type deadline noted in the Academic Calendar online.

10/2019



No movement since last reported in spring 2019.

Requested Topics/Questions

From you...

Q: Course Substitution/Waiver Form – Will this become an electronic option through Banner Self Service?

A: This is on our project list and has been for some time. Our objective is to move away from paper or PDF submittal forms.

Note: Regardless of current or future medium, please submit early or at the time it is discussed with the student. Late exceptions are the primary reason for delaying diploma distribution.

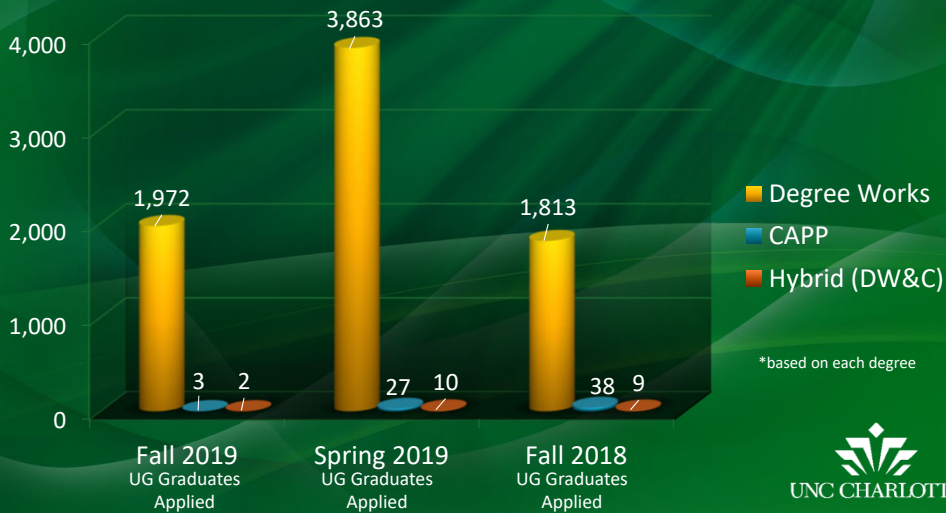


No movement since last reported in spring 2019.

Requested Topics/Questions

From you...

Q: How many students still have requirements in both DegreeWorks and CAPP, CAPP only, and DW only?



Fall 19 – 33 are majors, 4 are minors

Spring 19 - 7 are majors, 3 are minors

Fall 18 - 6 are majors, 3 are minors

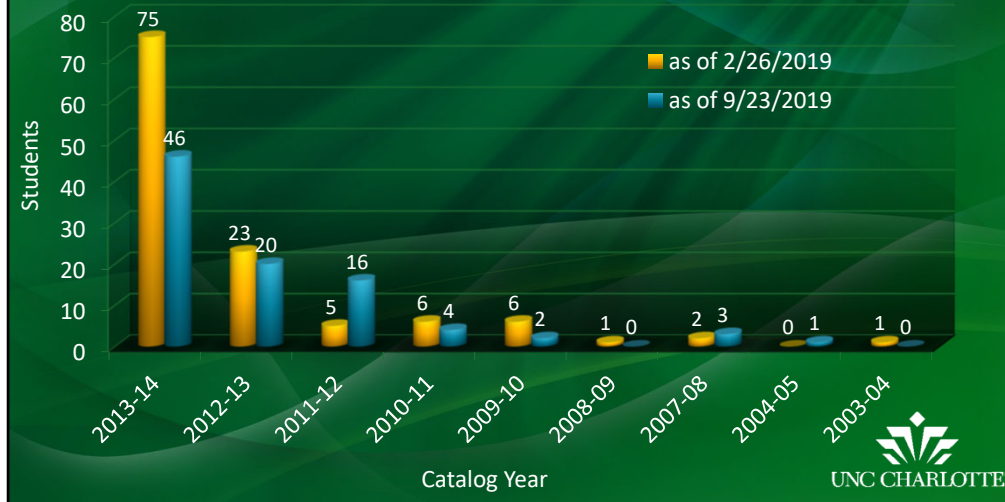
The numbers for the DW vs CAPP is based on the pre-clearance report, it is based on each degree so a student could be applied for multiple degrees.

The online graduation application deadline for fall 2019 has passed, but we will still take paper applications. This means students won't get the graduation survey. If a student is eligible to graduate, we're not going to prevent that. It's likely they might miss the commencement program printing.

Requested Topics/Questions

From you...

Q: How many students are using requirements in earlier catalogs?



Students on older catalogs...

The significance of the dates – 2/26/2019 was the spring forums; 9/23/2019 is this fall's forums.

Just a comparison to what we showed you in the spring.

Post-Forum discussion (to clarify): There are still some students who are utilizing different catalogs for 2nd majors/minors, etc. Our current process is to align all curriculums to the same catalog for the student. It is anticipated that all students will be in alignment in a couple of years. We may still have some students utilizing older catalogs, but at least their own curriculums will align with a single catalog year.



Miscellaneous Food for Thought

Special Topics – What's the topic?

Topics within special topic courses are entered in the Section Long Title in Banner (SSASYLB)

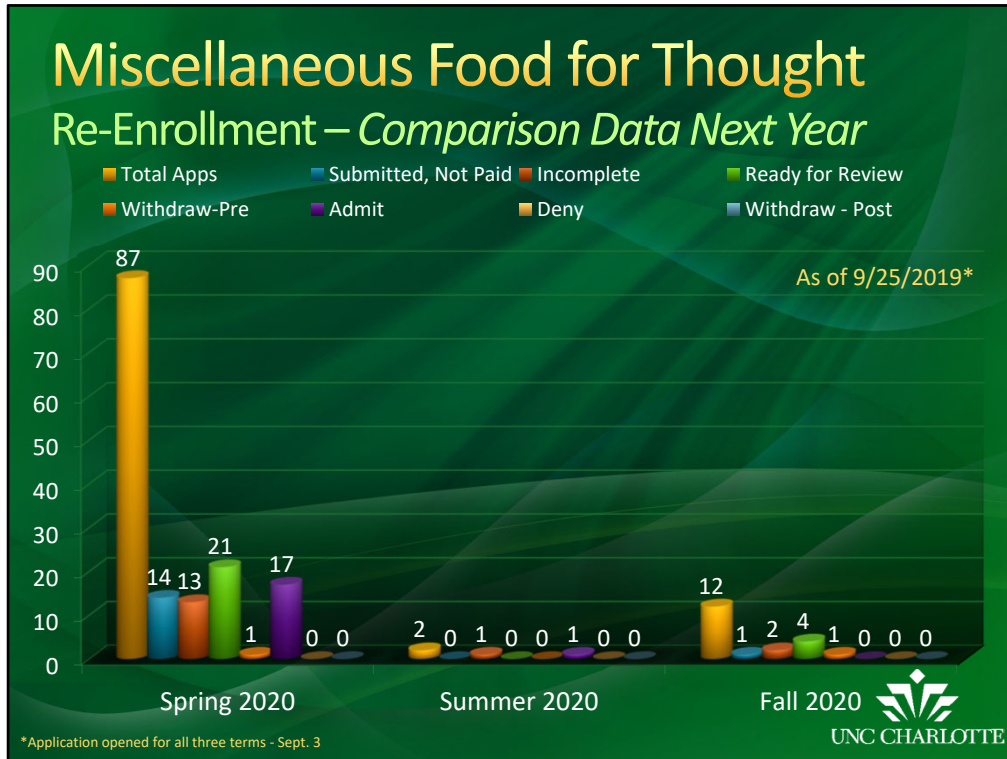
Tips:

- **You should not type over the course title on the main SSASECT form.** The course title rolls over to the section from the catalog level. The title of the course must appear the way that it was approved for degree audits, as well as, Institutional Research purposes.
- The correct entry of the Section Long title on the Section Syllabus form SSASYLB should be the exact course title as it appears in Banner, followed by a colon and then the Section title. For example: *Seminar in AMST: Media Violence and American Culture (W,O)* or *Topics in International Studies: Politics of Terror*.
- **Do not** use the Long title field for descriptions, instructional methods, indicating other sections, cross-listings, credit hours, pre/co-reqs, web links or HTML tags. (e.g. '50% Online', 'Hybrid' *or* '
').
- **Do not** use the apostrophe (!) symbol in the long title. This interrupts printing transcripts.

Why is this important?

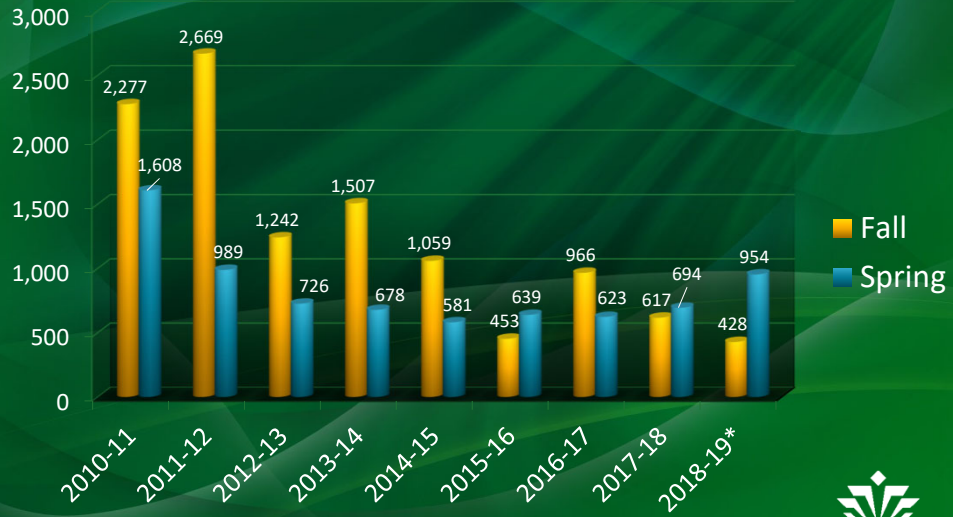
1. Maintained for archival needs
2. Enables the Office of the Registrar to correctly determine repeat for forgiveness (*only if the same title*).





There is no comparison data, as we just started collecting in this manner. Next recruitment cycle (spring 2021), we'll have comparison data.

Miscellaneous Food for Thought Grading Notices & Late Grades



*fall grading extended due to snow; spring grading extended due to 4/30 incident



Q: Transient study form still on the table?

A: Still on the list, it has been delayed also. See slide 22.



This doesn't have to be the only time for questions or suggestions. We are here to help year round.
Thank you for attending.