Open Forum – Spring 2019
February 27 & 28, 2019

Office of the Registrar
Our Agenda

- Welcome
  - Staff Changes
  - Quick Wins
  - Policy Focus
  - Projects
  - Your Interests
  - Food for Thought

Discussion, Questions, &/or Suggestions
Staff Changes
Welcome...

Hannah Ramey
[transitioned from Transcript Specialist on November 19, 2018]
Graduation Specialist
704-687-5480
hramey1@uncc.edu
Graduation Services, CAPP (Functional), Degree Works (Functional), and Substitutions & Waivers

Olga Pogorelsky
[transitioned from Associate Registrar for Operations]
Senior Associate Registrar
704-687-5704
opogorel@uncc.edu
Oversight of general operations and Acting Registrar in the absence of the Registrar

Whom Do I Contact?
https://sites.google.com/a/uncc.edu/office-of-the-registrar-directory/
Quick Wins
New Website
Quick Wins
Newsletter

SPRING FOCUS (1st BI-ANNUAL EVENT)
Join us for our first spring forum. This two-day forum (same content both days) is designed to provide you with information you can use. Most information will be released in some way to the Office of the Registrar, while information from other areas will also be shared. You pick the day that fits your schedule best. After both days, we will provide you with the presentation and comments/questions/responses from both days. As much as this is designed to convey information, it is more important that we address questions or concerns from you. During the forum, please share any topics of interest. Don’t worry, we have our own topics too. This will be a fall and spring event going forward. We look forward to seeing you.

Mark your calendars for either Feb. 27th @ 8pm or Thurs, Feb 28th @ 8pm. Both days will take place in Cone 112.

TEST YOUR CATALOG KNOWLEDGE - UNDERGRADUATE PASS/NO CREDIT LIMITS
Every student will be permitted during his/her undergraduate years to select up to a half of four courses (at least once per academic year) in which he/she can receive an evaluation of H (honors), IP (pass), or P (no credit). This option is designed to encourage curiosity, exploration, and experimentation in areas where a student has strong interest but little or no previous experience. This Pass/No Credit option only applies to courses normally graded on an A-P scale, and it cannot be used on courses taken by a student for credit toward his/her major or minor or to satisfy University General Education requirements.

NEWGRAD CANCELLATION REPORT
Our graduation cancellation report that uses Degree Works data is now available for users who have Import Grad Access. Click on Student, and then Undergraduate, and then Undergraduate Pre-Approval from Degree Works. When the Office of the Registrar team is working with RIS to publish additional Degree Works reports in the near future.

SUBMISSIONS AND NAVIGATORS
Advisors who have discussed the need for specific submissions and waivers with their advisees, please advance and submit them to our office. In some cases, you can substitute a planned course before the student registers for the course. The Office of the Registrar would prefer to receive submissions and waivers shortly after you have these discussions with your student, so they are in place prior to the next term’s advancement and to aid in degree clearance. The easier, the better. If you need help identifying these students, contact graduation@unc.edu.

OFFICE OF THE REGISTRAR NEWSLETTER
FEBRUARY 2019

IMPORTANT DATES
February 16: Last day to withdraw from a course(s) for session A; grades subject to withdrawal policy
February 20: Faculty final exam grading available for full term
February 21: Faculty final exam grading available for session A
February 26: Last day of classes for session A
February 27 and 28: Final exams for session A

PROOF OF ATTENDANCE
In support of the Office of Student Financial Aid and Federal Reporting, we are working together to develop a means to collect a student’s last day of attendance for F and U grades. The regulations require us to determine whether the student attended class and whether the grade was earned or a result of attendance. Stay tuned for more information.

THE Office of the Registrar NEWSLETTER
FEBRUARY 2019

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WHO ARE YOU GOING TO CALL? HOW CAN WE HELP?
Search by expertise or individual: https://classes.unc.edu/office-of-the-registrar/directory/

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Quick Wins
Section Schedule Building Manual

Section Building Training Manual

Revised: February 4, 2019
Monique Wilson
Quick Wins
Denied Prior, Updated Current

As we continue to look for ways to graduate students on time, we found that there are some students who were denied graduation in a prior term, never applied for a future term, but are now 100%.

We are proactively finding these students, contacting them, and updating their application to the current term, so they can graduate.
The 2018-2019 catalog lifted the requirement that the last 25% of a student’s degree requirements must be taken at UNC Charlotte. This 25% requirement for the degree now encompasses the student’s entire UNC Charlotte career. However, the requirement for completing the last 12 credit hours in the student’s major field of study is still a restriction worth closely monitoring. This requirement is being enforced within the major block of the degree audit and could affect a student’s graduation. A waiver can be submitted by academic petition from the student’s Associate Dean or for transient study by checking the waiver box on the form.

Residence Requirement (2018-2019 UG Catalog)
To graduate, a student must earn at least 25% of baccalaureate degree requirements at UNC Charlotte, including the last 12 credit hours of work in the major field and at least 6 credit hours of any minor field of study. Exceptions to these hour provisions may be made upon the recommendation of the student’s major department and with the approval of the dean of the college of the student’s major. (Please note: earning 25% of the degree at UNC Charlotte cannot be waived due to Southern Association of Colleges and Schools accreditation standards.) Coursework taken in residence shall be construed to mean work offered by UNC Charlotte and taken in courses on the UNC Charlotte campus or at an approved off-campus center.
Policy Focus
Advanced Placement – UNC System

UNC Policy Manual 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

Due to these statewide changes, students will now be given **UWRT 1000** credit for **AP scores of a 3**, they will not be exempt from UWRT 1103 or 1104

Effective 2019-20 academic year
Policy Focus
North Carolina Tuition Surcharge

Policy is still in place 😞

Recent changes for compliance:
- Counting terms post-secondary, including transfer
- Include out-of-state & private college hours since 2013

**Warning emails** sent when students reach 100 attempted hours, regardless of term count
- Results in multiple warnings

Effective 2019-20 academic year
Projects – In the works
Apply for Readmission

- Move the deadline back by two weeks
- Looking to work with college/departments to capture readmission criteria
  - Allow the Office of the Registrar to review?
  - Ensure review criteria captured is honored
  - Report the results of our review (on your behalf)
  - There are 24 departments for which additional review is necessary
- Review options to allow the student to return in another program, if not admissible in their first choice
- Reduce student wait times & College/Department workload
Projects – In the works
Know Me! – UNC Charlotte Personalization  Idea #192

Pick up where former project ended, 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 Bob 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
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.
Projects – In the works
Short Sessions (aka Part of Term Sessions)
- Pilot (Spring & Summer 2019) – Limited
- Planned Soft Launch – Fall 2019
Projects – In the works
Articulation Agreements & Memorandums

We are working towards a centralized repository (outside of Academic Affairs) for Articulation Agreements and Memorandums of Understanding for Domestic and International Partners.

- Transparency
- Specified requirements
- General Reference

Many of the business processes within the Offices of Admission and Registrar are impacted by these agreements.
Projects – In the works
Banner Self-Service 9 (coming soon)

- Banner Self-Service 9 is being installed in a test environment.
- Testing will begin in April & May.
- Movement to production will begin this summer.
- SSB8 & SSB9 will be active, so no SOAR interference
Projects – In the works
Banner Self-Service 9 (coming soon)

Registration

Intuitive registration tools help students and advisors to plan and monitor progress toward academic goals.

- Help support global registration models: search and select, block, and structured
- Construct plan schedules for current and future semesters/quarters
- Build a course registration plan from a student’s existing degree plan with Ellucian Degree Works
- Apply configurable course and section search parameters to create a personalized schedule

Requires SEP (Student Educational Planner)
Projects – In the works
Banner Self-Service 9 (coming soon)

Faculty Grade Entry module provides faculty with improved grading tools

- Streamline the process for posting midterm, final, and incomplete grades
- Offer faculty an intuitive consumer web experience for grade processing
- Simplify the process to import grades from Excel or an institutional learning management system
Projects – In the works
Banner Self-Service 9 (coming soon)

Integrated attendance tracking tool with an intuitive interface makes it easy to track and document student attendance.

- Record attendance information by learning event
- Maintain detailed, consistent and accurate records to reduce financial risk and debt
- Gain powerful insight into your student attendance data
Projects – In the works
Banner Self-Service 9 (coming soon)

Student Profile

Advising student profile delivers single-page access to the most critical information an advisor/mentor/tutor needs to know about their student advisee.

- View a complete student profile with a quick, easy-to-read, at-a-glance format
- Link to transcript, registration, schedule, and degree evaluation
- Standardize advising procedures
Projects – in the Works
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
Projects – in the Works
Change of Major/Minor (Form Edit)

This **catalog policy** change is for the 2019-20 catalog
- Modified term field to indicate change is to be applied towards a future catalog term
- Default action is to remain under the current catalog term

Removed policy language:
Students who change their major/minor are bound by the requirements of their new major/minor that are in effect the semester they officially begin studies in the new program.
Projects – Semi-Complete
Degree in Memoriam

A **DM** is awarded to students in good standing at the time of his/her death and does not meet the requirements of a posthumous degree.
Projects – Complete
Masking SSN

We recently reached out to supervisors on campus for faculty and staff that had access to the SPAIDEN and SPAPERS forms in Banner. We asked whether viewing SSN on these forms was a business case need of the employee’s position.

This project is complete

We are striving to improve our handling of student personal information.
Some programs assess a fee when students become majors. If the change occurs after drop/add, the change is held until the next term. The idea is that students did not register for any courses restricted to the major.

Major Changes that included a fee assessment, between census and the last day of the term.
Projects – Complete
Major Assessment Fee – Part II

Working with the Bursar’s Office, we can now change the major in the system immediately and waive the fee in the current term.

This project is complete.
Thank you to the Bursar’s Office!

Benefits: Reports are more accurate in the current term and advisors can properly prepare prior to the next term’s registration.
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...
Your Interests
Q: How to handle registration authorizations and waitlists for students from other campuses, participating in UNC Online and the registration deadlines between the campuses?

A: UNC Online registration opens to other campuses about a month after UNC Charlotte student registration and they follow our registration deadlines. Both campuses must be within their registration windows for a student to register. UNCO does not show waitlisted courses as available.
Requested Topics/Questions

From you...

**Q:** Aligning Degree Works with the catalog requirements – fine tuning requirements that are too broad/vague?

**A:** Since moving to Degree Works, the Office of the Registrar has been working to align program requirements with the appropriate catalog. We are asking a lot of clarifying questions and adding language to the audit for greater transparency. We are also suggesting (to departments) clarifying language for inclusion in future catalogs.
Q: Repeat course override form – Will this become an electronic option through Banner Self Service?

A: Repeat course overrides are entered within the Faculty & Advisor menu in Self-Service Banner, by the department. If the student is selecting grade replacement, that submission happens in My UNC Charlotte.

Although this is already an online function, our objective is always to move away from paper or PDF submittal forms.

*To view registration override instructions... (p.19)*
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.
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.*
Requested Topics/Questions
From you...

Q: How do we raise awareness among the students about the types of registration errors?
A: NinerCentral and the Office of the Registrar are interested in how we might increase awareness. We are open to suggestions.

For now, registration errors are explained here.
Requested Topics/Questions
From you...

Q: How do we raise awareness among the faculty about the types of registration errors? Can we develop a Quick Reference Guide for Faculty?

A: A quick reference guide for faculty sounds like a great idea. We will look into this.

For now, registration errors are explained here.
Requested Topics/Questions

From you...

Q: Faculty need more education about the relationship between Canvas and Banner, especially updating the class lists at the beginning of the semester, when enrollment is changing frequently.

A: Course enrollment processes normally run 1x/day (5:15am), but are set to run 4x/day (5:15 am, 10:15 am, 3:15 pm, & 10:15 pm) beginning 2 weeks prior to drop/add. CTL just added this question and more details to their FAQ.

FAQ: When are Canvas enrollments run?
Requested Topics/Questions
From you...

Q: How are students with requirements in both CAPP and Degree Works handled?
A: The Office of the Registrar uses a hybrid approach – a combination of reviewing Degree Work audits and asking departments to ensure requirements in CAPP have been met.
Requested Topics/Questions
From you...

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

<table>
<thead>
<tr>
<th></th>
<th>Spring 2019 UG Graduates Applied</th>
<th>Fall 2018 UG Graduates Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Works</td>
<td>3,863</td>
<td>1,813</td>
</tr>
<tr>
<td>CAPP</td>
<td>27</td>
<td>38</td>
</tr>
<tr>
<td>Hybrid (DW&amp;C)</td>
<td>10</td>
<td>9</td>
</tr>
</tbody>
</table>

*based on each degree*
Requested Topics/Questions
From you...

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

**Total CAPP & Hybrid**

- 2013-14: 75
- 2012-13: 23
- 2011-12: 5
- 2010-11: 6
- 2009-10: 6
- 2008-09: 1
- 2007-08: 2
- 2003-04: 1

**UNC CHARLOTTE**
Food for Thought
Students can meet the Critical Thinking and Communication requirement (in the purple square) if they have transfer credit for two first-year writing courses. Degree Works will reflect this when the CTC attribute is applied to that student’s second writing course. However, the CTC attribute will not fulfill the Critical Thinking and Communication option (in the red square).

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Studies Courses</td>
<td>Still Needed: Choose from 3 of the following:</td>
</tr>
<tr>
<td>- Western History and Historical Awareness</td>
<td>(1 Class in LBST 2101) or</td>
</tr>
<tr>
<td>- Global and Intercultural Connections</td>
<td>(1 Class in LBST 2102) or</td>
</tr>
<tr>
<td>- Ethical Issues and Cultural Critique</td>
<td>(1 Class in LBST 2211 or 2212 or 2213 or 2214 or 2215) or</td>
</tr>
<tr>
<td>- Critical Thinking and Communication</td>
<td>(1 Class in LBST 2301* )</td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
</tr>
<tr>
<td>- Writing in the Discipline (DANC)</td>
<td>Still Needed: 3 Credits in DANC @ with Attribute RWRI</td>
</tr>
<tr>
<td>- Writing Intensive (W)</td>
<td>Still Needed: 3 Credits in @ @ with Attribute RWRI</td>
</tr>
<tr>
<td>- Oral Communication (O)</td>
<td>Still Needed: 1 Class in @ @ with Attribute RORL</td>
</tr>
<tr>
<td>Critical Thinking and Communication</td>
<td>Still Needed: 1 Class in LBST 2301* or @ @ with Attribute CTC</td>
</tr>
</tbody>
</table>
If a student is approved for a partial withdrawal, the student is still responsible for payment.
Waitlist – Part I

No permit overrides are allowed, for courses containing a waitlist.

No Exceptions!

*To view students on the waitlist for a particular section... (p.18)*
Waitlist should never be combined with reserved seating or added to cross-listed courses.

No Exceptions!
Students have 24 hours to register after receiving an open seat notification, before the seat is offered to the next student on the waitlist.

However, seven days prior to the first day of classes, this drops to 12 hours.
Miscellaneous Food for Thought

Report Options

**Report Express**
- Available to all faculty & staff
- Basic reports such as class lists, enrolled students, graduated students, advising holds, etc.

**Report Central**
- Must be a licensed WebFOCUS user
- Administrative & academic reports
- Each academic department has at least one person with access.
Grading Notices & Late Grades

Last semester, we sent additional grading notices and extended the time. Did it help?
Minimum Grade for Transfer

Minimum Grade?

C- (1.67)
Discussion, Questions, Suggestions