

Registrar Open Forum

Fall 2011

Welcome

Thursday, October 6

Agenda

- **Registrar's Office staff changes (Gil Bowen)**
- **Quick updates on projects (Teresa Rodgers, Gil Bowen)**
- **Class schedule workshops (Shane Baptista)**
- **Some announcements and discussion (Teresa Rodgers, Chris Wrede, Gil Bowen)**
- **Open discussion, questions, suggestions (All)**

Registrar's Office Staff Changes

- Assistant Registrar for Catalog and Registration
– Shane Baptista
 - 962-2001
 - baptistas@uncw.edu

Shane joined our office in early August 2011 from the
Center For Teaching Excellence Office.
Contact Shane for all of your class building and scheduling needs.

Updates on Projects

- Automating Subs and Waivers (Teresa Rodgers)

We are in the final testing stages for a new online process for subs and waivers. This would eliminate the paper form that is heavily used and circulated. This process would be initiated by the student's academic advisor. Students will not have access to this online form. Advisors will be able to access this through mySeaport. The advisor will have multiple options: Request for Course Substitution, Request for Course Waiver and a special section for requests from the Theater and Music Departments. These departments have special coding for their performance requirements.

The student's record will automatically be populated within the form from Banner (850, major, catalogue year). This form will be a simple and easy way to track the progress of approvals. Please mark the form accordingly if the student is an athlete.

Users will be able to see exactly where in the process this request is; even if it's been denied. We are going to be looking into permissions to approve, as it was brought to our attention that we have administrative assistants that often approve in the chair's place. We will keep everyone posted as we ensure that the access and permission adhere to these types of situations; as well that when we look into the status/progress is on the sub/waiver, that the alternate approvers are apparent as well. We are still testing courses that have been recently renumbered and or cross listed; we will continue to keep everyone posted on the progress.

Contact Teresa Rodgers with Questions or Concerns.

• Interactive degree audit (Teresa Rodgers)

Teresa presented the new Interactive Degree Audit that is currently live. The new audit is easier to read because of interactive charts, graphs, and enhanced fonts and coloring.

She reminded us that we do not round GPA's; we are going to work with the vendor to take away the third decimal point; example: 3.48 instead of 3.487. Another change we will look into is to make the GPAs more specific; so users know if it's the overall or major GPA being referred to.

The pie chart is not interactive; the other graphs are.

Students are university studies or basic studies; although the top of the audit will always state General Education as there are two different options.

Teresa reminded everyone that the top part of the audit (the graphs and charts) should match the body of the audit. If there are discrepancies, contact Teresa. We have run across errors for courses that have been renumbered or that are cross listed. As stated before, contact Teresa for clarification.

Another issue that has been brought to our attention is that occasionally off campus or overseas users have issues loading the audit; that the web browser they are using produces a new window for the audit. If students have issues, they need to contact TAC.

Teresa encourages any questions, concerns or suggestions to be brought to her attention. Computer, applied and oral requirements are still being trouble-shooted. We will keep you posted with our progress. Biology courses have caused some confusion due to renumbering. Contact Teresa with any specific situations that need attention.

Major Change and Declaration Requests and Approvals

- Students will access the new application through mySeaport.
Keep in mind that this does not refer to University College Students
 - catalog year
 - degree
 - major, minor, and/or concentrations
 - Students will be guided through the process online and appropriate persons will be notified of the change via email.
- The application will continue current restrictions and approvals
 - Emails to approvers
 - Email confirmations

Pre Approval for Pre Majors have been tested and approved for this new process. We are working with IT on final improvements. If there are changes in your departments on major change processes, contact our office directly. Suggestions made by the Associate Deans will be adhered to.
- Testing
 - Many of you have tested.
 - Contact Jon (reecej@uncw.edu) for access to test.
- How will campus know when this goes live?
 - Registrar website, newsletter, Facebook, Twitter
 - Shelly Meyers will help to advertise the 'Go Live' date. That date is to yet to be determined.

Class Schedule (1 of 3) Shane Baptista

- Class scheduling workshops for summer 2012
 - Mon, Nov 14 – 8am to 5pm – RL 1022
 - Tues, Nov 15 – 12pm to 5pm – RL 1022
 - Wed, Nov 16 – 8am to 12pm – RL 1022
 - Thurs, Nov 17 – 12pm to 5pm – RL 1022
 - Fri, Nov 18 – 8am to 12pm – RL 1022

Shane reminds the forum to be aware of the location change from the Summer sessions to the Fall Sessions. We also want to remind everyone that those departments that participate in the schedule building workshops are those that have fewer errors in their class schedules.

It's easier to fix errors early on. We encourage department schedule builders to attend these workshops.

Class Schedule (2 of 3)

- Class scheduling workshops for fall 2012
 - Mon, Feb 13, 8:00-5:00 – HO 249
 - Tues, Feb 14, 12:00-5:00 – HO 249
 - Wed, Feb 15, 8:00-12:00 – HO 249
 - Thurs, Feb 16, 12:00-5:00 – HO 249
 - Fri, Feb 17, 8:00-12:00 – HO 249

Gil explained that the dates of the workshops are different from last year. It was suggested that there be more time between the Fall and Spring workshops so the departments have time to look for errors and plan for the Spring accordingly.

Class Schedule (3 of 3)

- Class scheduling workshops for spring 2013
 - Mon, March 26, 8:00-5:00 – HO 249
 - Tues, March 27, 12:00-5:00 – HO 249
 - Wed, March 28, 8:00-12:00 – HO 249
 - Thurs, March 29, 12:00-5:00 – HO 249
 - Fri, March 30, 8:00-12:00 – HO 249

After the final workshop, we take a week to clean up any errors and prepare to publish for pre-registration. April 1st is usually the normal release date, but it will be a week or two later like last year to adhere to the workshop schedule change.

A concern that was brought up was to ensure that schedule builders know how to correctly enter and code distance education courses (DE courses). These types of courses do often cost more for a main campus student and departments often place restrictions on who can take these specific courses. It was stated that Jon Reece has specified in the past how to code these courses directly and even place a comment in the course description about the fees affiliated with these courses. It was also stated that departments can control and adjust their restrictions accordingly throughout registration to ensure that extension students are in fact getting into these DE courses they need to get into before offering the course to main campus students.

Discussion (1 of 2)

- PED Waivers for over 55 years of age (Teresa Rodgers)

For students over age 55, we no longer need waiver forms since the catalog policy is clear. The School of Health and Applied Human Services will verify age and post these. If you have a student over age 55 where the degree audit is requiring PED 101, please notify Cara Sidman or Annette Campbell in the School of Health and Applied Human Sciences. They will post the waiver.

- Transient Study (Teresa Rodgers)

- **Why We Do This:** The point of transient study is twofold: one, to ensure the transfer course will transfer back into UNCW, and two, to inform students and advisors know which UNCW course the transfer course equates to.

- **What Registrar Does:** we look up the student's transfer hours totals for two year schools (64 hrs. max) and four year schools (93 hrs. max). If a student has reached the maximum, it does not mean they cannot transfer the course in, it simply means a credit swap will have to occur to keep the student from going over the maximum hours. A note is added to the transient study online approval form: Student has reached maximum transfer hours allowed. Additional credit allowed only by a transfer credit "swap" by advisor. Once credit is posted, advisors should let our office know which course to "swap" out to allow the new credit.

- What the Registrar Does Not Do:** Run a degree audit to see if the course has been taken, or if the course is needed in the degree requirements. Advisors or approvers, please run a degree audit. Look carefully for the UNCW equivalent of the transfer course. Lately we have had cases where the transfer course was already taken at UNCW, course was taken two times at the other institution, or the transfer course was not needed. These instances caused students not to graduate as planned.

Late Grades Statistics-Chris Wrede

Term	# Gradable Enrollments	# Unreported Grades*	% Unreported Grades	# Remaining NR grades	# Approved Late Grading - Crs	# Approved Late Grading - Enrl	# Remaining Late Grades
Fall 2009	59145	307	0.52%	8	18	282	
Spring 2010	54433	234	0.43%	7	46	993	
Summer 2010	10649	104	0.98%	1	70	685	1
Fall 2010	60885	700	1.15%	3	51	649	
Spring 2011	55873	159	0.28%	1	22	94	1
Summer 2011	10760	168	1.56%	43	34	485	9 (4 classes)

* At close of grading, excludes those approved for late grading

Late Grades Notes

- Unreported grades affect course repeats, academic standing, Dean's List, etc. etc. They also affect GRADUATION. If we approve a late grade, we are aware and insure that there aren't any surprises around graduation.
- Instructors who know they will not meet the grading deadline should notify the Registrar's Office (wredec@uncw.edu) ASAP to be coded for extended grading
 - **CC: the department chair and academic dean** for approval
 - When grades are available, they can be entered in Seanet as usual and **notify the Registrar's Office**. Grades must be rolled to appear in Seanet, on transcripts, etc. Grades are rolled nightly during grading period. After the deadline, they are not automatically rolled; they are done so manually on a weekly basis.
- 'Z' grades – used for academic dishonesty and are reported to the Dean of Students Office for follow-up. Examples are: Plagiarism and violation of honor code etc. We often see this used when the instructor doesn't know what else to put. Please avoid using Z unless using it appropriately.
- NR: Not Recorded

Discussion(2 of 2)

- **Graded audits (Gil Bowen)**

We now have Graded Audits along with regular Audits. Both forms can be found on our website. We often have special requests where a student needs to take a class he or she has credit for already, but needs to take it again for a specific reason; often it's a graduate school requirement, for example. The student doesn't receive credit but needs a grade for the course and is aware that the grade doesn't effect their GPA. Contact our office if you have any questions between a Graded Audit and Audit.

- **Wait list Adjustments After Registration has Started (Gil Bowen)**

Waitlists are beneficial as long as the department works with them not against them. If your department gives overrides to students that aren't on the waitlist, those on the waitlist do not get a fair shot at the spot in the class. Encourage instructors not to do this.

- If a department wants to drop a wait list, the chair (or administrative assistant acting for the chair) should notify the students on the waitlist, then tell the Registrar's Office to drop them, and only then drop the max to zero.
- Otherwise the students on the waitlist do not get notified that the waitlist is no longer being used.

Discontinuation of ROOM 102

- Multiple time/days – Discontinuation of ROOM 102 (Gil Bowen)
 - ROOM 102 course was originally created so that departments could hold additional classroom space for testing, etc.
 - We are no longer using ROOM 102
- Instead, we recommend that multiple lines be used in the “real” course meeting times/locations form in SSASECT-
 - Add another line in the Meeting Page of SSASECT
 - Jon has tested this and is planning to provide a demonstration at the upcoming scheduling workshops
 - Better reflects the actual meeting times on the student’s visual schedule in SeaNet
 - This will benefit the departments as well for efficiently using available space

Discussion, Questions, Suggestions

- Questions about the Undergraduate Student to take Graduate Course Form were mentioned. The form can be found on our website or the Graduate Schools website. It's originally turned into the Graduate School (Please see David Childers for further questions). The Graduate School registers the student into the graduate course. The Registrar's Office received the form from them for processing (Please see Daniella Polich for further questions).
- Writing intensive courses do not show on the audit until the course is completed and the grade is turned in.
- Discussion about the DE courses was brought up again. Brainstorming about ideas to inform students of the possible higher cost of these courses was brought up. Jon Reece and Matt Hinnant will work together on a comment or even a pop up to be used when student register for these courses. We want to help insure that students are aware of the cost differences. We will keep you posted on any updates.
- The scheduling work shops are open for graduate course schedule building as well. If you have specific questions about graduate courses, speak to your department graduate coordinator, your department schedule builder or the Graduate School.