If you are not on our open forum email list, or know someone that should be on it, please let us know.
Email Jon Reece directly at reecej@uncw.edu
This email is used to send out important notices, our office newsletter and info about our next open forum.
Agenda Fall 2013

- Welcome
- Office of the Registrar staff changes
- Reserved Seating
- Course Rollover
- Curriculum Action Form
- Not Going to Graduate
- Prerequisite Drop
- Registration Demo
  - SFASTCA (Registration Audit)
- Degree Audits
  - DARS Upgrade
  - Departmental Worksheets
  - OnBase
  - Transient Study
- Complete Term Withdrawal
- Discussion, Questions, &/or Suggestions
Office of the Registrar **Staff** Changes

Freeman Whitney started on Monday (9/16) as Associate Registrar.

962-3123 ([whitneyj@uncw.edu](mailto:whitneyj@uncw.edu))

Check out our ‘Whom Do I Contact?’ page on our website:
[http://www.uncw.edu/reg/WhoDoIContact.htm](http://www.uncw.edu/reg/WhoDoIContact.htm)
Question 1

“With new requirements for minor or cluster (or second major) for all incoming UNCW students, what are likely best practices for saving seats for minors in popular classes that are perhaps required for major and minor, etc. Also, what if the prerequisite track varies between major and minor?”

Banner allows the use of reserved seats. You can reserve seats specifically for minors. As you move towards drop/add, you can open unused reserve seats.

Prerequisites are course based, not major/minor dependent.

Keep in mind that you cannot undermine catalogue restrictions.

POC: Shane Baptista (baptistas@uncw.edu) 2-2001
More info on Major Declarations and Curricular Updates click HERE
To reserve seats, use the following instructions (SSASECT)
(Below is excerpt from Schedule Building Workshop documentation)

Click the Reserved Seats tab on the Section Enrollment Information window.

- This opens the Reserved Seats window.

- On the first line, set the Maximum Seats field will populate from the Maximum number of seats in the enrollment details tab.

- On the next row, seats can be allocated by Level, College, Degree, Program, Field of Study, Department, Class, or Attribute. If any seats are added in these fields, then the overall maximum seats will increase by the same number. Multiple parameters can be used. After the changes have been made, then click SAVE/Commit (F10) to keep your reserved seat changes.

- Notes
  - If you check the overflow box, if the reserve fills, students can select from the open seats too.
  - For example you can ensure majors get a certain amount of seats in a course for a certain amount of time
In the example above, 10 seats for JCOM minor have been reserved for this section. So presently only 10 JCOM students can register for the section. The remaining seats can be used by any student meeting the course restrictions/prerequisites. If the Overflow checkbox is checked, once all of the reserved seats are full, students who meet the reserve can register for seats open in the non-reserved section.
Question 2

“We continue to have problems with “rollover” issues after we’ve customized sections of classes these changes seem to be undone.”

Courses are rolled from the catalog, thus whatever has been approved by the curriculum committee is what rolls forward term to term. Relaxing the restrictions on a course is your prerogative. However, increasing the restrictions is not allowed. If additional restrictions are discovered, the Office of the Registrar will remove those additional restrictions, as they are discovered.

In order to avoid modifying courses each semester, it is advisable to submit a new curriculum action form to the curriculum committee to make the changes permanent and thus listed in the catalog for student consumption. Keep in mind that you can reduce requirements but you must adhere to the parameters in the catalogue.

POC: Shane Baptista (baptistas@uncw.edu) 2-2001
Question 3

Any possibility of working with Carol Pilgrim and perhaps others to create a more streamlined course action form especially for relatively small changes such as refining a course description or correcting an error. The current system is clunky, slow and really inhibits rather than fosters creativity and updating the catalog.

A link to the latest version of the Curriculum Action Form (CAF) is listed here:
https://share.uncw.edu/teams/home/fs/uc/Shared%20Documents1/Course%20Action%20Form.pdf

The Office of the Registrar has assisted the Faculty Senate with updates in the past, but the form belongs to the Faculty Senate.

• Proposals for changing the form should be submitted to Faculty Senate.
• The form received significant modifications last fall.
• The form is being reviewed/updated to include more, not less fields. This form serves many purposes in different systems hence why it includes many fields.

POC: Dr. Gabriel Lugo (lugo@uncw.edu) 2-3246
Question 4

“Streamlining graduation review by chair – is there any way that the system can automatically send email to student saying you aren’t graduating see your advisor. This puts it on the student’s shoulders to be proactive, look at their audit and contact their advisor.”

Registrar Action Item: We can see if ITSD has a way to identify these students and send an email, with a project request. Good suggestion...

Registrar Action Item: It was suggested that it would be beneficial of advisors had access to see if their advisees have applied for graduation or not. We are going to look into this idea and report back to the group.

POC: Teresa White (whitet@uncw.edu) 2-4176

Information about Graduation click HERE
Question 5

“We would like to see the list of students Shane plans to drop from classes because of missing pre-reqs. Many times students are dropped that shouldn’t be dropped. It really should be a department decision not an automated decision. IF a department doesn’t want to review they can opt out.”

For example, we have many students that we allow to take Course A and Course B at the same time for a variety of issues from freshman advisor didn’t tell them to take it, transfers that couldn’t get a seat in it their first semester, etc.

- When prerequisites are established in the catalog and students do not meet the necessary pre-requisites, it doesn’t lend itself to interpretation.
- If a prerequisite override is entered for the student, the override is honored.
  - Registrar Action Item: During the forum, it was brought to our attention that overrides were not being honored. We will investigate and correct.
- When current term prerequisites are not successfully completed and are necessary for continuance into the next term, it becomes an issue making contact with advisors who are no longer on campus, after grade submission.
- In December 2010, the College of Arts & Sciences opted in support of an automated process for all of its departments. We appreciate this support.
- Notes-
  - Often times the permission override is used when the pre-req override should be used. We encourage staff to use the correct override according to the specific type of override that is needed.
  - Students can register for the pre-req for the summer for a course for the fall. If a student does not pass the pre-req, we have to drop the fall course-unless there is a pre-req override.

POC: Chris Wrede (wredec@uncw.edu) 2-3682
List of Seanet Overrides click HERE
Question 6

“Residency has always been a tough issue. With that said, is there something the University can do to better inform students of their initial residency so they will in turn take action sooner? Or something the University can do to get the initial residency more accurate (many students say they have always lived in NC). Again, I know it’s easier said than done (& is heavily an Admissions issue) but it seems many students don’t realize they are non-residents until they are ready to pay their bill. Perhaps some new ideas can be generated with a discussion of the issue.”

- This is being discussed between the Office of the Registrar and Office of Admissions. Initial decision is based on the information submitted with their application, if they receive non residency they can apply for residency through the Office of the Registrar. If they are granted non-residency again they can appeal to a UNCW appeals board. If they want to appeal that decision then it goes to a state level appeals committee.

- Currently, the only notice is a status, in the top left corner on page 2 of their acceptance letter. We realize that this is not enough or sufficient notification of their status. Often times students do not realize that they are clarified out of state until they receive their bill.

- General Administration (GA) is currently reviewing 3 models for handling residency (General Administration model-next slide):
  - Decentralized
  - Centralized
  - Fully Centralized

- Notes:
  - Acceptance letters are eventually going to become electronic. We will keep this in mind when working forward with changing this process of notifying students of their residency status.
  - GA is re-evaluating this process to attempt to maintain consistency among institutions.
  - We are working with Admissions and Transition Programs on notifying transfer students of their residency status upon attending Orientation. We are reevaluating the way we inform all students (Freshman, Transfer, and Re-Enrolling students) of their status and working on addressing concerns sooner than later.
  - Matt Hinnant from Student Accounts informed the group that their office issues payment plans for non-resident students that ends up almost equating the cost for the first payment compared to a in state resident.

POC: Susan Thornhill (thornhills@uncw.edu) 2-2145 and/or Freeman Whitney (whitneyj@uncw.edu) 2-3123

More info on Residency click HERE
## Potential Solutions:

<table>
<thead>
<tr>
<th>Current State</th>
<th>Solution 1: Common Residency Questions</th>
<th>Solution 2: Partial Centralization</th>
<th>Solution 3: Full Centralization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Responsibility for full process resides with campus.</td>
<td>• Responsibility for full process remains with campus.</td>
<td>• Responsibility for initial classification remains on campus.</td>
</tr>
<tr>
<td></td>
<td>• Campuses use different RV questions on initial and reclassification applications.</td>
<td>• Campuses use same questions for initial and reclassification.</td>
<td>• Responsibility for reclassification, appeals, and SRC appeals moves to central unit.</td>
</tr>
<tr>
<td></td>
<td>• Some campuses have automation in place; others are manual.</td>
<td>• Campuses who are automated remain automated; campuses who are manual remain manual.</td>
<td>• Campuses use same questions for initial and reclassification.</td>
</tr>
<tr>
<td>Description:</td>
<td>• Timing of residency determination differs.</td>
<td>• Timing of residency determination differs.</td>
<td>• All campuses become automated for initial classification.</td>
</tr>
<tr>
<td></td>
<td>• Re-classification is separate process from classification.</td>
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</tr>
<tr>
<td></td>
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<td>• Campuses have different processes for campus appeals.</td>
<td>• Re-classification is separate process from classification.</td>
</tr>
<tr>
<td></td>
<td>• Responsibility is on campus to coordinate with SRC.</td>
<td>• Responsibility is on campus to coordinate with SRC.</td>
<td>• Responsibility is on central unit to coordinate with SRC.</td>
</tr>
</tbody>
</table>

## Technical Options:

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>No new technology</td>
<td>Tech 2A</td>
<td>Tech 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tech 2B</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tech 2C</td>
<td></td>
</tr>
<tr>
<td>Estimated Implementation Cost:</td>
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<td>$2</td>
<td>$3</td>
</tr>
<tr>
<td>Estimated Recurring Cost:</td>
<td>$1</td>
<td>$2</td>
<td>$3</td>
</tr>
<tr>
<td>Recommended Timeline:</td>
<td>1 day</td>
<td>2 days</td>
<td>3 days</td>
</tr>
</tbody>
</table>
Question 7

“Please discuss where we are in possibly making DIS forms completely electronic (like HR online) where the form “bounces” from person to person in the approval line. Sure would be better than dragging paper all over campus. and – any other courses added by forms (honors, internships, etc).”

The Office of the Registrar has recently submitted project requests to move our audit and audit with a grade forms online. Following this development, we plan to take the DIS and Internships online. We don’t have a projected completion timeline, but the train is leaving the station on this.

Many of our forms are available online. We hope to eventually be a paperless office. The hurdle we have with converting DIS or Internships paper forms to an electronic forms is that they often require a third party approval.

POC: Sandy Drew (drews@uncw.edu) 2-3128
Online forms click HERE
Registration
Student Perspective

DEMONSTRATION TIME

Time Tickets Defined...
• Assigned the day following the current term UG withdrawal deadline
• Students can find their time ticket within SeaNet
Office of the Registrar
Student Registration Through SeaNet
and What You See Afterwards in
SFAREGS/SFASTCA
a Silent Demonstration
SFASTCA

- Easy to identify student errors
- Easy to identify when registration activity occurred
- Easy to identify whether an override was provided (just not by whom)
- Activity in SeaNet is simply www_user, whereas if outside SeaNet, actual user ID.

  - www2_user : Student or Advisor registered course
  - ‘temp’: attempting; not registering-has not hit banner
  - ‘base’ : registered-transaction has hit banner
  - DW: Dropped a course online  RW: Registered for a course online
    • [http://www.uncw.edu/reg/documents/Ref_RegStatusCodes.pdf](http://www.uncw.edu/reg/documents/Ref_RegStatusCodes.pdf)
  - You can utilize SFASTCA by filtering the fields to narrow your search
  - Allows you to see error messages received during registration

If you do not currently have access and feel that this would be helpful to diagnose student problems, send us a Banner access form identifying a need for SFASTCA.

What does that code mean? Click [HERE](#)

We encourage access to anyone to anything within a business need.
Degree Audit

**DARS** (*Degree Audit software*) upgrade -

We are still testing the upgrade of DARS to the latest version “u.achieve”. The issues remain with the vendor, mostly regarding our repeat policy changing from 5 repeats to 3.

**POC:** Teresa White ([whitet@uncw.edu](mailto:whitet@uncw.edu)) 2-4176
Degree Audit

• Newer major/minor with older catalogue year - students may declare a new major or minor and keep their current Gen/Ed. The system only allows one catalogue year. Email Teresa White (whitet@uncw.edu) for details on how to make this work for a particular student’s situation.

  New Minors: Applied Behavior Analysis, Neuroscience, Pre-Law
  New majors: BS Information technology; two new BS Marketing concentrations

• 123 hours do not clear students to graduate. No one can waive this hour. Please check the pie chart or the text of the degree audit. The green bars on the audit may be all clear, yet the overall University hours may not be met.

  Always refer to the text, or red ‘x’s which denote unfulfilled requirements

(View the video of Sammy trying to graduate here)
Transient Study

If departments have students that are no longer active, yet taking courses at another institution their last semester(s) to clear them to graduate, please be aware that mySeaport is no longer available to those inactive students and this is where the online Transient Study request is located.

Please email Teresa White (whitet@uncw.edu) the courses students want to take at the other institution; we need something in writing since there could be issues with transient study and graduation clearance. With Dean or Directors approval we can grant extended access to a students UNCW email address if needed.

More info on Transient Study click [HERE](#)
To see if a course is already evaluated click [HERE](#)
OnBase

OnBase is a data capture program our office has purchased. It takes images off the transcripts and puts the data directly into Banner, eliminating the need to key transfer work.

We are currently testing this software and hope to be live in the spring semester with Cape Fear CC transcripts.

Stay tuned...
Departmental Worksheets

Students have contacted us about worksheets or track sheets on departmental websites that are out of date or not catalog-year based. Students follow the ‘worksheet’ or webpage, however, it does not match their catalog year. Please review any worksheets on the departmental website to ensure they have a catalog year header.

If you would like a Null Audit to make help make sure that your work sheets are correct, contact Teresa White.

POC: Teresa White (whitet@uncw.edu) 2-4176
Complete Term Withdrawal

DEMOnstration Time

Complete Term Withdrawal is now online. In the past it was a paper form and the student had to meet with the Dean of Students to process the withdrawal. Now students do this online and we are able to collect information about the student. We are looking to become more involved in the re-enrollment process with students and the data we collect form this will help with that process.

In order for the withdrawal to be completed, the student must review a check off list from various departments from campus. Each department has its own message concerning withdrawing and this text can be changed at any time. We are going to investigate ways to make that check off list printer friendly.

Nothing changes in Banner until they complete the whole process. The application adheres to the academic calendar and the Withdrawal Passing and Withdrawal Failing periods.

This system does recognize students that may not be permitted to use this system (Athletes, International, Honors, Military) and adhere to their needs accordingly. So far we have had over 25 students use the complete term withdrawal process.

Matt Hinnant from Student Accounts informed the group that when a student withdraws from a single course there is no refund. Refunds only apply to complete term withdrawals.

Students may go to mySeaport and select the Student Services tab.

The Complete Term Withdrawal request will be on the left menu under ‘Services’.

POC: Jennie McNeilly
(mcneillyj@uncw.edu) 2-3119
Discussion, Questions, Suggestions

- We reminded the group that we have changed the name of the ALT PIN to REGISTRATION PIN in order to lessen the confusion of the PIN students use to register from the PIN they use to log in into SeaNet.

- **Registrar Action Item: Summer Permissions Students:** We intend to look into new ways to adhere to the needs of these students.

- **SSRS reports:** A member of the audience inquired if there was a way to create a way to organized your most frequently run reports. Unfortunately this system cannot support short cuts or a favorites tab. But it was suggested to utilize the search feature of SSRS.

- **Registrar Action Item: Student Photos:** Anyone can look up student photos (How?) but administrative staff cannot look at the photos of students within a course.

- **Registrar Action Item:** We will be working on adding student’s preferred name for students to instructor class rosters.

Let us know how we are doing: [www.uncw.edu/reg/survey](http://www.uncw.edu/reg/survey)