Office of the Registrar
Open Forum
Fall 2014

Wednesday & Thursday,
September 18 & 19, 2014
Agenda

• Welcome
• Staff – New, Ups, and Outs
• Online Accelerated Program (OAP)
• Withdrawal Limits
• Satisfactory Academic Progress (SAP)
• Classification Changes
• Tuition Surcharge Updates
• SeaNet Proxy
• Preferred Name
• GUISRCH – Neat Trick
• University Studies Reminder
• 4 year plans for the NC Community College System
• Graduation Deadlines Extended
• Cleared to Graduate?
• Discussion, Questions, &/or Suggestions

Added:
• Curricular Changes Suspended
WELCOME

Online Student Specialists to the Office of the Registrar Staff!

Melissa Millner
ext. 27359
millnerm@uncw.edu
(formally Front Counter Liaison)

Matthew Stewart
ext. 22077
stewartm@uncw.edu

Whom Do I Contact?
http://www.uncw.edu/reg/WhoDoIContact.htm
...And we said goodbye to Daniella...

Whom Do I Contact?
http://www.unCW.edu/reg/WhoDoIContact.htm
Online Accelerated Program (OAP)

• Six 7.5-week sessions
• Currently only RN to BS in Nursing
• Banner issues with part of term
  – SIG consultants’ top priority
• Online Student Specialists
  – Matthew Stewart and Melissa Millner
  – Dedicated to OAP issues
• Contact OAPRegistrar@uncw.edu
Withdrawal Limits
(effective fall 2014)

All undergraduate, degree-seeking students will be limited to 16 semester hours of withdrawals.

- Applies to the duration of the student’s undergraduate career, including second degrees
- Established to encourage students to think hard about their course selections, utilizing the drop/add period to determine whether to remain in the course

Exceptions can be made with approved, extenuating circumstances

- Students will need to appeal to their respective associate dean
- Appeal documentation/reasoning needs to have originated during the course time period
- Pre-existing conditions, prior to course registration will be harder to appeal
- Military deployment will automatically qualify as an exception

Conduct Suspensions & Term Withdrawals

- Could quickly exhaust withdrawal limit
- Conduct suspensions will not count as an extenuating circumstance
- Term withdrawals could be eligible for appeal, if they meet the criteria above
Withdrawal Limits
(effective fall 2014)

Withdrawals for approved extenuating circumstances are:
• not susceptible to Tuition Surcharge
• but, are included in Satisfactory Academic Progress

A new grade will appear on student transcripts, to differentiate between withdrawals.
• W – Withdrawal
• WE – Withdrawal for Approved Extenuating Circumstances
• WF – Withdrawal Failure

After meeting the withdrawal threshold, faculty will assign the grade earned, at the conclusion of the term.
Withdrawal Limits
(effective fall 2014)

Documented extenuating circumstances may include:

- Death of an immediate family member, in a given term
- Traumatic and unforeseen circumstances which are considered beyond a student’s control, in a given term
- Serious emotional instability, physical injury or illness which has resulted in the student’s inability to complete academic responsibilities, in a given term

Students should note that poor standing in a course does not constitute an extenuating circumstance, in and of itself.

It is the student’s responsibility to initiate a written appeal and to provide the necessary supporting documentation. **Deadline:** ASAP, but no later than the next semester’s last day of classes.
Withdrawal Limits
(effective fall 2014)

Important for students to know:

- Withdrawals attempted prior to fall 2014, will **not** be counted toward the 16 hour limit. This rule is term specific (eff. fall 2014), not catalog specific. Therefore, it is applicable to all students.

  **Reason:**
  The rule did not exist when students withdrew previously. They cannot be held accountable for prior decisions made without this information.

- Partial withdrawals will **not** be allowed.
Withdrewal Limits
(effective fall 2014)

Forum Notes:
Question: Will the military withdrawals WM (withdrawal-military) on the transcript?
Answer: No, the WM will revert automatically to a WE on transcript.
Satisfactory Academic Progress (SAP)  
(effective fall 2014)

SAP will become part of academic standing, beginning this fall.

Definition: The ratio of attempted hours to earned hours

\[
\text{Earned Hours} \div \text{Attempted Hours} = \% \text{ Progress towards Degree}
\]

Previously, SAP was used only in financial aid. Effective this fall, students who do not have >= 67\% progress towards degree, will be placed on academic probation.

- Academic Probation will appear on the student’s transcript
- Limits the student to 14 semester hours of registration, in the following term

Exceptions
- Withdrawals prior to fall 2014
- Grades forgiven thru special readmission (w/ ‘X’ prefix)
Satisfactory Academic Progress (SAP)

(effective fall 2014)

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Completely independent of Financial Aid’s Satisfactory Academic Progress calculation. Students are told to consult their aid counselor, if identified.
Satisfactory Academic Progress (SAP)
(effective fall 2014)

• New Banner process is in place to handle SAP with the academic standing rules.
• New code: PS “Academic Probation - UNCGA SAP”
• What if student is below 2.0 AND doesn’t meet SAP?
  – Other probation/dismissal rules take precedence (PR, SU, etc)
  – We would not dismiss due to SAP if otherwise good standing
• End-of-term reports will be updated to include SAP calculation
• New flow charts for the 2014-15 academic standing rules will be published on our website within the next week.
Satisfactory Academic Progress (SAP)  
(effective fall 2014)  

Retention Chart removed.  
All students must maintain 2.0 cumulative GPA requirement.

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**Retention, Dismissal and Readmission**

The University of North Carolina Wilmington both encourages and requires scholarship. In order to remain at the university, all students enrolling fall 2010 and later must meet the grade point requirements outlined below.

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**Retention Chart**

<table>
<thead>
<tr>
<th>Total Quality (GPA) Hours and Transfer Hours</th>
<th>Good Academic Standing</th>
<th>Academic Probation</th>
<th>Required Grade Point Average for Eligibility to Continue in the University</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-45</td>
<td>2.00</td>
<td>1.75</td>
<td>1.09</td>
</tr>
<tr>
<td>46 more</td>
<td>2.00</td>
<td>1.75</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Transfer students are placed in the above retention chart based on total hours transferred from all institutions attended. Transfer students’ grade point averages are computed only on quality hours attempted through the University of North Carolina Wilmington.
Satisfactory Academic Progress (SAP)
(effective fall 2014)

**Forum Notes:**

**Question:** If a student is put on academic probation, is the advisor notified?

**Answer:** No, but we do have the information available. The Dean’s usually handle this, so if the Associate Dean thinks you should have access to this report, then you can have access. We like to share.

**Question:** So, the difference between the attempted UNCW hours and the adjusted are calculated. You are always using the attempted hours to figure out SAP?

**Answer:** Do you mean within SAP? All withdrawals will count in SAP from fall forward, so yes. This is new. That is why we are excluding the past. Ixchel (Director, Financial Aid) wanted us to be clear that a student could be fine with us, and not okay with Financial Aid. We try to be clear with people, to let them know there is a difference.
Classification Changes
(effective fall 2014)

Classification of Students

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to graduate in eight semesters, a student must average 31 hours each year.

The required number of hours passed for each classification is as follows:

<table>
<thead>
<tr>
<th>Hours Credit</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 27</td>
<td>Freshman</td>
</tr>
<tr>
<td>From 27-58</td>
<td>Sophomore</td>
</tr>
<tr>
<td>From 59-88</td>
<td>Junior</td>
</tr>
<tr>
<td>More than 88</td>
<td>Senior</td>
</tr>
</tbody>
</table>

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UNIVERSITY of NORTH CAROLINA WILMINGTON
Forum Notes:

Question: Is the classification of student hours effective for past catalogs?
Answer: Yes, the change affects all students...regardless of catalog year.
Getting the word out...

At least we look good!
FUSS Updates Webpage

http://www.uncw.edu/reg/students-FUSS.htm

For Students: Student Services & Financial Aid > Student Records > What is all the FUSS about?

For Advisors: Faculty Services > Advisor Menu > Advisee Listing > View Fuss
Tuition Surcharge

• Implemented for Fall 2014
• Grades of W and WF are included
• Grades of WE are excluded
• All transfer credit accepted by UNCW after 8/15/2013 is included
  – No exclusion for private schools
  – No exclusion for out-of-state
• Transfer credit accepted prior to 8/15/2013 is unaffected
Tuition Surcharge

- FUSS Page Tuition Surcharge Calculator
- Live calculation of surcharge-applicable hours
- Includes exclusions
- Does not reflect remaining hours until a surcharge is assessed

The calculator below indicates how many hours you have that count toward the 140 hour limit for degree completion set by the North Carolina tuition surcharge policy. This policy imposes a fifty percent surcharge on tuition for undergraduate students who exceed 140 hours in completing a baccalaureate degree.

In addition to attempted and in-progress UNCW hours being calculated below, hours accepted for transfer are also surcharge-applicable. Some hours are excluded from being surcharge-applicable, such as AP credit and courses taken during summers, while in high school, or at UNC extension campuses. Those hours should already be removed from the calculation you see.

The 140 hour limit is sometimes raised higher, such as when a second major or degree is being earned or the student has already earned an undergraduate degree.

See http://uncw.edu/reg/tuitionSurch-overview.htm for detailed information on the statute, counting surcharge-applicable hours and exclusions, and contact information for the Office of the Registrar if you have questions about the surcharge.
SeaNet Proxy: Solution to FERPA Management where the student can control who and what Student information (Student Records and Scholarship and Financial Aid) is shared with Proxy.

Proxy: Parent/Legal Guardian that a SeaNet user sets up to see SeaNet pages specific to their (the user’s) record. A first name, last name, and E-Mail address are required when the proxy is defined.
Available SeaNet Pages

- **Student Records**
  - Student Information (Student Status, Residency, Citizenship, Class, Program, Test Scores etc.)
  - Address(es) and Phone(s) (View Students Address and Phone Numbers)
  - Term Final Grades
  - Unofficial Transcript
  - Degree Audit
  - Graduation Application
  - View Holds (Displays students hold which are viewable on SeaNet)
  - Student Detail Schedule (Calendar View of Students Class Schedule)

- **Scholarship and Financial Aid**
  - Award Package By Aid Year (Award Overview, Resources, Terms & Conditions, Accept Award Offer, Special Messages)
Front Desk Verification - GPAPRXY

- Use the passphrase to identify the proxy.
Forum Notes:

Question: What if something is not checked?
Answer: Then we cannot talk to them on that subject.

Question: What do the parents see?
Answer: Exactly what the students see.
It’s our hope that the parents will talk to the students, but we can talk to them about anything they can see.

Question: As advisors, will we have access to the GPAPRXY form to see if this is checked, passphrase, and active dates?
Answer: Exactly what the students see. If you have banner access, we plan to add to your security class. We are also adding a SeaNet version for those without Banner access.

Question: Do you know when that will be live?
Answer: Our goal is roll-out in spring.
Forum Notes:
Question: Can there be an update to allow discussion with advisors (notes not in banner)?
Answer: We can look into adding. It would simply exist to aid in replacing current FERPA forms used by advisors. Until then, if you want to provide that level of information, the current paper forms will need to be used.

Question: What if a parent is wondering why Johnny got a D in a course?
Answer: We want to encourage open dialogue between parent and student. We wouldn’t know the answer to that question either.

Question: Are mid-term grades available?
Answer: We can add any SeaNet pages to this access. This sounds like a viable option to add.

Question: If a student is doing poorly in a class and a parent can see that, and can see who the professor is, it will make parents prone to call the instructor to discuss their child’s performance.
Answer: That can happen now because instructor information is readily available now. We certainly don’t want to push parents in that direction.

We have to retrain our parents that it isn’t appropriate to contact instructors. Talk with their student.
Preferred Name

1. Summary Class List
2. Mid Term Grades
3. Final Grades
4. Faculty Registration Permits/Overrides
5. Student Verification
6. Faculty View of Student Information
7. View Student Address and Phones
8. Select Student E-Mail Address to View
9. Student Schedule Links
10. Student Detail Schedule
11. Student Summary Schedule
12. Student Schedule by Day and Time
13. Faculty Student PIN
14. View Holds
15. Advisee Listing
16. Test Scores
17. Student for Grade Change
18. Change Grade
19. Assign Incomplete (Select a Student)
20. Select Student for Grade Assignment
21. Pending Grade Approvals
22. Status of Grade Requests
23. Graded Audit/Audit Approvals
24. Class Scheduler Form

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JR/ML
Go to **GUISRCH**.
Enter the **Email or phone number** *(be sure you separate the area code and number)*. 
**Next Block**.

When you close the form, it will remember the ID for use in another form.
University Studies Requirement Reminder

If a department would like to have any 491 course count towards University Studies Requirements (e.g. *Explorations Beyond the Classroom*), keep in mind that the request needs to be submitted to the University Studies Advisory Committee, as well.

Questions?
Contact Dr. Martin Posey Assoc. Vice Chancellor & Dean of Undergraduate Studies

*UNCW*
North Carolina Community College Degree Plans

*Please note, majors and degree plans are forthcoming. Please continue to check back for updates.*

**Cameron School of Business**

- B.A. Economics - AS option
- B.S. Business Administration, Accountancy Option - AS option
- B.S. Business Administration, Economics Option - AS option
- B.S. Business Administration, Entrepreneurship and Business Development Option - AS option
- B.S. Business Administration, Finance Option - AS option
- B.S. Business Administration, Human Resource Management Option - AS option
- B.S. Business Administration, Information Systems Option - AS option
- B.S. Business Administration, International Business Option - AS option
- B.S. Business Administration, Management and Leadership Option - AS option
- B.S. Business Administration, Marketing Option Marketing Strategy - AS option
- B.S. Business Administration, Marketing Option Professional Selling - AS option
- B.S. Business Administration, Operations Management Option - AS option

**College of Arts and Sciences**

- B.A. Anthropology - AA option
- B.A. Biology - AS option
- B.A. Biology, Teacher Licensure - AS option

http://www.uncw.edu/admissions/NCCCDegreePlans.html
Online Graduation Application

Graduation Application Deadlines have been extended!
Graduation Application Deadlines

Fall 2014 – Friday, October 17th
Spring 2015 – Friday, March 6th
Summer 2015 – Friday, June 26th

• Implementing these changes will allow the students more time to apply to graduate
• Accommodate our online accelerated programs (OAP)
• Eliminate the handling of PAPER APPLICATIONS in our office
  (late exceptions—must have associate dean approval)
Graduation Application Deadlines

 Forum Notes:
 Question: How does this affect students who apply in a term, and can’t meet the graduation criteria. All students applying for December, applied in April. Now, as an advisor, when they apply in the same term they want to graduate, I can’t help them select their courses?
 Answer: You are right, in that case, we would push that application forward. We can modify it so advisors are given two semesters of data.

 Question: I don’t rely on Paula’s reports because we have such a high volume of students.
 Answer: What changed was not the student’s couldn’t apply, it just shifted from online to paper on April 15.

 Question: But, you only took ones that were cleared to graduate.
 Answer: Now you only get the list of students who don’t clear. Everybody gets their own departmental list. We are getting the list to you earlier and when a student is cleared, they disappear from your list. The idea is to make it more manageable. Excessive late subs & waivers make diploma distribution take longer than we would like.
Graduation Application Deadlines

**Forum Notes:**

**Question:** Moving the deadline into that semester is very scary for us?

**Answer:** We are one of the only schools not accepting grad apps during the graduation term. I can rethink this. Its less about giving them more opportunity to apply and more about using the online application, instead of paper. We were simply accepting paper apps after the online deadline.

**Question:** If you can add wording, “You may not graduate”...a statement that takes if off the advisors shoulders, and puts it on the shoulders of the student if they apply late.

**Answer:** We can add that. There are some requirements, need 88 hours, no pre-majors, etc. already.

**Question:** Will this affect the time from graduation and degrees awarded?

**Answer:** That remains to be seen, but is one of the driving initiatives for these changes. Grades will still post after the ceremony.

**Question:** When we are holding reserved seats for minors, it is causing book buying problems.

**Audience Answer:** A note can be placed in your book order specifying the total enrollment for the course.

**Question:** How long do you recommend waiting before recycling a course number?

**Answer:** 10 years. Because we can still have students re-enrolling long after that 10 year wait period, its recommended to find a new number, if possible.
## Clearance Checklist

<table>
<thead>
<tr>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 times/semester list to depts</td>
<td>Bi-weekly list to depts</td>
</tr>
<tr>
<td>All applicants, whether audit clears or not</td>
<td>Only applicants that don’t clear audit</td>
</tr>
<tr>
<td></td>
<td>Only applicants within your dept</td>
</tr>
<tr>
<td></td>
<td>Ability to resolve earlier and more frequently</td>
</tr>
<tr>
<td>Used list to invite graduates to dept functions</td>
<td>Independent report provided to use for invites</td>
</tr>
</tbody>
</table>
Forum Notes:

**Question:** On Sub-Waiver system...currently, it doesn’t appear that faculty members or advisors, who do a sub or a waiver, get an email informing when its finished. They don’t know if it went through, who the next approval is and end up putting it in twice. If they make a mistake, like they forgot to put a comment, can they go back in and open it up to add a comment?

**Answer:** First question, we are working on the ability to ping the advisor when done. Second question, the app doesn’t allow edits after submission. We will add this to the list for the redesign.

**Question:** Is there a timeline on when this modification will be added?

**Answer:** It is near the top of our list of improvements. There are a couple of things going on...we need to solicit modification ideas from the Associate Deans and you all, the end users. This is one medium to gather that information. We want to have a complete list of suggestions before approaching IT. The programmer who built the application is no longer at UNCW, so this will be a rather extensive re-write.

**Question:** Along those same lines, if faculty send one of these, its either reject or accept. There isn’t a ‘return for improvement’ option. Its not the same as reject.

**Answer:** We will be adding this to the list of improvements. We want this option available too. Please send any future suggestions to Paula Greene, who will collect for submission to IT.
Reminder

We don’t recommend printing degree audits for advisees.

• dated at the time of print
• subs/waivers/transfer credit are added all the time
• waste of paper
• go green – view online with student
Degree Audit

RFI or RFP?
That is the question.
Discussion, Questions, Suggestions
Registrar – Follow-up Items

We will report back to you on updates

Substitution & Waiver Application
1. Notify advisor when sub or waiver has been posted.
2. Add ability to send request backwards for more information, not accepting or rejecting...simply needing revisions.
3. Chair Routing: route to department of course or route within major
4. Add Dean of Undergraduate Studies for US requests.
5. Send additional suggestions to Paula Greene, as soon as possible.

Graduation
1. Provide two semesters (current & next) of graduation applicants, not clearing.
2. Add ‘If applying during the same semester in which you’re graduating, your opportunities to adjust your courses could result in delaying your graduation.’

Proxy
1. Access to GPAPRXY or SeaNet version for Advisors
2. Adding option for advisor notes (allowing conversation)
3. Adding mid-term grades
Curricular Changes Suspended

Effective spring 2012, the University adopted a policy to suspend curriculum changes during key advising points in the semester. This applies to changes/additions of catalog year, major, minor and/or concentrations. No opportunities for change will be allowed during the time periods listed below.

The dates for suspending these changes are:
• Spring – March 1st through the 10th day of pre-registration in April
• Fall – October 1st through the 10th day of pre-registration in November

For Fall 2014, this will be October 1, 2014 through Nov 12, 2014 - Opening Thursday, Nov 13, 2014

This policy changed to allow advisors to adequately prepare for advising students under their current curriculum.