

# Registrar Open Forum Spring 2011

Monday, January 31

Thursday, February 3

# Agenda

- **Registrar's Office staff changes**
- **Quick updates on projects**
- **Class schedule**
- **Some announcements**
- **Open discussion, questions, suggestions**

## Registrar's Office Staff Changes

- Student Records Clerk: (Allison Moore)
- Transcript Specialist: (Yanet Diaz)
- Front Office Liaison: (Chrissy Minguela)
- Tammy Mckenzie, Assistant Registrar of Catalogue and Registration, will be leaving UNCW on Feb 28<sup>th</sup>, 2011

# Updates on Projects

- Major change workflow emails – Live

Assignment of Advisor: Student receives confirmation email that the major change has been processed. The person assigned in the each department for assigning advisees receives an email as well. We understand that there might be more than one person assigned this role in each department, but at this point and time this is all that's available

- Automating subs and waivers (working with ITSD)

This process is currently being worked on and its goal is emulate the manual process being used now. This should be available for testing soon and live by early May 2011. This process will make the approval process more smooth and hopefully make the substitution and waivers appear on degree audits sooner. The new online system will incorporate drop down and fill in formats. As we work to build this system we will send updates and screen shots to our Forum email list for input and suggestions

- Excused absence for religious observance

A recent rule by the General Assembly directs schools to allow students at least two excused absences for religious observance. The Faculty Senate Steering Committee and the Vice Provost have reviewed this. We are working with ITSD to develop a process to handle this. That process will be built in SeaNet within the next year. The students will log in, choose the days (must be within a reasonable period of time before the observance date) and then the instructor would be notified via email. We will not ask any questions about religious affiliation or the holiday that the student is observing. We are simply tracking the requests. This policy is going to be in the course catalogue as well in the annual FERPA notification that is emailed to all students. We will keep you posted as we make more progress with this project .

## Class Schedule (1 of 3)

- Class scheduling workshops for fall 2011
  - February 7 – 8:00-5:00 in HO 249
  - February 8 – 1:00-5:00 in HO 249
  - February 9 – 1:00-5:00 in HO 249
  - February 10 – 8:00-12:00 in HO 249
  - February 11 – 8:00-12:00 in HO 249
  - The workshops are available to help with any questions or assistance your department may need when it comes to building your schedule.
  - These class schedule workshops are not required, but our experience shows that schedule builders who do attend have fewer errors in their schedules.

## Class Schedule (2 of 3)

- Class scheduling workshops for spring 2012
  - March 28 – 8:00-12:00 in HO 249
  - March 29 – 1:00-5:00 in HO 249
  - March 30 – 1:00-5:00 in HO 249
  - March 31 – 8:00-12:00 in HO 249
  - April 1 – 8:00-12:00 Location TBA

At the request of multiple departments on campus, there is now a longer gap between schedule building sessions to let departments and schedule builders have more time to prepare. Each workshop week will be followed by a week of clean-up. After that, that term's schedule will be available in SeaNet.

- ***SeaNet opens for Fall 2011 Pre-Registration on April 11<sup>th</sup> 2011***

# Class Schedule (3 of 3)

- **Instructional method** - As mentioned in the last Registrar Forum, we are not using 'ONLIN' anymore to label online courses. Fully online courses should now be coded OLASY or OLSYN. Overall, these are the categories we will be using:
  - **[blank]** - In-person. Face-to-face instruction (real time and real people with instructor in the same room as the students)
  - **WEBE** - Web-based with some in-person class meetings. A class is considered a WEBE even if the class meets only once.
  - **OLASY** - Fully Online – asynchronous. Internet or Web-based *asynchronous* (instructional materials made available on the Internet and available 24 hours a day every day—not time-dependent slots)
  - **OLSYN** - Fully Online – synchronous. Internet or web-based SYNCHRONOUS (instruction made available on the web or internet in time-dependent slots)
  - **REMOT** - Non-web based at remote site. Television, videocassette, CD, DVD, etc. (non-Web-based instructional materials distributed to the student at a remote site)
  - **INHWFY** - Interactive real-time video (e.g., NCREN / NC Information Superhighway). Some members of the class at a remote studio with monitors used to convey two way audio and video signals
- The Office of Institutional Research reports our classes using these categories to the General Administration.
- These full descriptions will not be available for students to see when they are signing up for courses. They will only see the acronym and a short description of what it means due to Banners character limit. We will work on a link to a information page showing the full descriptions. The full descriptions also can be found on our website at: [http://www.uncw.edu/reg/faculty-reference\\_InsMeth.htm](http://www.uncw.edu/reg/faculty-reference_InsMeth.htm)

# Announcements (1 of 2)

- Tuition surcharge – Jon Reece [reecej@uncw.edu](mailto:reecej@uncw.edu)
  - Almost 3000 emails have been sent to students concerning tuition surcharge. 109 recipients are recipients of surcharge this semester. The other recipients received warning emails that they are 20 to 40 credit hours away from being surcharged
  - Transfer Credit is counted in the calculation. We accept 93 credits from a 4 year college and 64 credits from community colleges; 140 credits is the limit before you get surcharged. Transfer credit has to count towards these calculations, but ANY summer courses (UNCW or transfer courses) do not count
  - If you are a Double Major or a Double Degree, the threshold is usually higher than 140 credits
  - Tuition Surcharge is now 50% of tuition. This can amount to a lot of money for out-of-state students.
  - Calculations going on now. Withdrawals do not count, but any attempted hours do; also F's do count in the surcharge calculation. Surcharges will be added to student e-bills on February 24. No regulatory changes.
  - March 11 is deadline for waiver request (30 days from when the notification was originally sent)
  - Notification has all instructions on the process
  - For more information please see our website: <http://www.uncw.edu/reg/students-tuitionSurch.htm>
- Residency manual update-New Version: Easy to Read and Understand Policies and what's truly required to be a North Carolina Resident
  - Effective this past fall 2010
  - Posted on our website at [http://www.uncw.edu/reg/documents/NC\\_Residence\\_Manual\\_Aug\\_2010.pdf](http://www.uncw.edu/reg/documents/NC_Residence_Manual_Aug_2010.pdf)
- Disney internship
  - Karen Thompson in Career Services can provide Disney enrollment verifications for students enrolled in a Disney internship program. The Enrollment Verifications that we provide do not work for students in this program, therefore any requests for verification for these students should go to Career Services.
- Registrar customer service survey
  - <http://www.uncw.edu/reg/survey>
  - Easy to use survey - includes open ended questions. We encourage faculty, staff, students, and alumni to participate. We would like any type of feedback on how we are doing here in the Registrar's Office



## Announcements (2 of 2)

- **Major Confusion Workshop (February 22, 6-8pm) in Warwick Center Ballroom 4 .**
  - Discussion of major declaration and major change processes. This program will also cover how different departments may have a different procedure to become part of their major. This is geared toward continuing students; not freshmen.
  - Co-sponsored by University College, Career Services, Registrar. Each group will represent on various topics.
  - Reed Curtis, University College, is the main contact for this event.
- **ImageNow upgrade – new and exciting capabilities**
  - Downtime March 16-18 (during spring break)
  - ‘What’s New’ Training Sessions will be offered later this spring
  - Please have patience with the Registrars Office at this time. The downtime with ImageNow restricts all access to student files during this time.
  - The receipt of faxes, which print into our imaging system, will be impaired during this time period.
  - WebNow will also be down during this time.
- **Graduation application deadline**
  - April 15 for Summer 2011 and Fall 2011 – UG and GR - If students do not make this deadline, they must come in and fill out an application at the Registrars Office if they are UG or go to the Graduate School if they are GR
  - On-time graduation applications help us build the lists that are available to departments for the final clearance. The early application also helps with the commencement planning.
- **Late grades** - We highly encourage grades to be reported on time. This past semester we had over 700 unreported grades. As of right now, we still have over 100 NR's. When grades aren't reported, it compromises reports that we run and rely on, as well as the students transcripts and GPAs. Instructors can request an approval for late grading. Grades are due May 16<sup>th</sup> for Spring 2011

# Discussion Notes

- **Dropping Advisor-** There was a question concerning the list of advisees that instructors see when they log into SeaNet. If an advisee changes advisors or leaves the school for any reason, the instructor will still see the name of the advisee on their list if the advisee is not removed through SeaNet. If an advisee is removed in the present term, the advisor will still see that advisee until the end of that term. The following term, the advisee will be removed their advisee list
- **Undergraduate to Graduate Transition-** Are we able to disable the advisee that's assigned to an advisor after the advisee graduates or transitions to Graduate School? Unfortunately no. The new department (whether undergraduate or UNCW Graduate School) must end the previous advisor and add a new one.
- **Reporting Question-Advisees-** Please send any questions about reporting to our Report Manager Craig Funderburk [funderburkd@uncw.edu](mailto:funderburkd@uncw.edu) or ext 22143.

# Discussion Notes Cont.

- **Time tickets for Summer and Fall 2011-** Time tickets for Summer and Fall 2011 will be available February 21<sup>st</sup>, 2011. Reports through SQL for PINS and Time tickets will be available the next day <https://uncwreports/reports/Pages/Folder.aspx>
- **PIN Numbers for Registration-** For re-enrollee students PINS are assigned right away, but the time ticket process is run about once each week. If a re-enrolling student does not have a time ticket, feel free to contact the Registrar's Office. PIN numbers are available to all advisors and many university administrators such department office personnel.
- **University Studies-** Effective with the fall 2011 catalog term, University Studies will replace Basic Studies. This transition is still in the approval process , but we are working to build the degree audit rules before orientations begin. There is concern with how this will affect students in University College as well as transfer students. These issues along with other changes will be examined as progress is made on this project. Teresa Rodgers is the main point of contact in our office, but Kemille Moore in University College and Kim Sawrey in Psychology are leads on University Studies.