Office of the Registrar
Open Forum
Fall 2015

Wednesday, September 16
Thursday, September 17
Our Agenda

• Welcome
• Staff Changes
• Continued Discussion (prior fora)
  – Preferred Name
  – Degree Audit
  – Banner/Online Catalog
• New Information (since last fora)
  – Late Graduation Application Study (Spring 2015)
  – Common Definitions
  – Local Address Collection
  – Major Change Suspension
  – UNC Online Drop/Refund
  – Continuing Education
  – Course Fees
  – Subs/Waivers Update
  – Online Video Tutorials
  – Complete Term Withdrawal
  – NC Veteran’s Choice Act Update
  – Online Accelerated Program Facts
• Discussion, Questions, &/or Suggestions
Up and Comers...

Jaron Collins  
*Report Developer*  
910-962-3957  
collinsjd@uncw.edu  
Report delivery, including SSRS and immunization compliance; National Student Clearinghouse

Just started on Sept. 8

Whom Do I Contact?  
[http://www.uncw.edu/reg/WhoDoIContact.htm](http://www.uncw.edu/reg/WhoDoIContact.htm)
Responsibility Change...

Fran Hewett
Transcript Specialist
910-962-3127
hewettf@uncw.edu
Transcript services, degree substitutions & waivers, and domestic transient study course approvals.

Whom Do I Contact?
http://www.uncw.edu/reg/WhoDoIContact.htm
Continued Discussion
Preferred Name (Update)

Places Where Preferred First Name is used

- Online Campus Directory
- Email Display Name (OWA/Outlook)
- Diploma
- SeaNet
  - Grade Reports
  - Class Rosters
  - Faculty Rosters
  - Advisee Rosters
- mySeaport
  - Class Photos
  - Advisee Photos
- Blackboard Learn
- Degree Audit
- Most Web Reports

Future Preferred First Name Use Planned:

- Unofficial Transcripts
- UNCW OneCard
- Housing Room Assignments
- Auxiliary Services
- & many other ancillary systems

Places Where Legal First Name Is Used:

- Student Accounts
- Financial Aid
- Responses to enrollment inquiries, such as verification requests (unless you have chosen FERPA exclusion)
- Official Transcripts
- Payroll
Degree Audit Update

On hold

Waiting to be identified for 2015-2016 one-time funding.

An online demo was made available on Monday of this week. If you were unable to attend and wish to receive a recording of that demo, let Jon know.

Several Registrar staff will be visiting ECU on Sept. 22 to see Degree Works in action. If you have additional questions, they are willing to ask ECU staff during the visit. Contact Teresa White (2-4176)
Degree Audit Update

Forum Notes:
• Transfer articulation is built into our system now, but it will move to Banner if we move forward with DegreeWorks.

Question – Is it basically just for a degree audit?
Answer – Degree works offers a few other options and has the subs and waivers approval process built into it, so it may negate all the work we’ve done in the past year. It also has an NCAA component that helps keep our athletes eligible, in addition to numerous other bells and whistles. It also has a degree plan planning tool, which we do not have right now. As far as the university is concerned, they’ve seen the demonstrations and there is huge support for this, but really and truly we feel we will get the most out of it when we see it in action at ECU on Sept 22.
Banner & Online Catalog

**Summer 2016**
*Oct 29 - Courses available in SSRS*
Course Building Workshops
- Nov 2, 8-5
- Nov 3, 8-12
- Nov 4, 1-5
- Nov 5, 1-5
*Nov 5 - Courses visible in SeaNet*

**Fall 2016**
*Jan 31 - Courses available in SSRS*
Course Building Workshops
- Feb 1, 8-5
- Feb 2, 1-5
- Feb 3, 8-12
- Feb 4, 1-5
*Feb 4 - Courses visible in SeaNet*

**Spring 2017**
*Mar 17 - Courses available in SSRS*
Course Building Workshops
- Mar 22, 8-5
- Mar 23, 1-5
- Mar 24, 8-12
- Mar 25, 1-5
*Mar 25 - Courses visible in SeaNet*

The undergraduate catalog currently is entered into the online catalog Acalog... *(est. change fall 2016)*
- Course description and title are loaded from Acalog into Banner
- Pre/co-requisites, course attributes, equivalencies, grade mode, and schedule type manually entered into Banner

The graduate catalog is entered into Banner
- The course description and title are uploaded from Banner to Acalog.
Forum Notes:

• Some courses have changeable titles and some don’t. If you feel the need to change a title that is not a seminar and is just a normal course, reach out to Shane Baptista (baptistas@uncw.edu). If it is a legacy short title that would be better suited with a different naming convention, Shane will look into it, but you may need to complete a curriculum change form if one hasn’t been completed already.
New Information
Why didn’t you apply before the deadline?

All students who missed the online application for graduation deadline for spring 2015 had to schedule a face-to-face appointment with the Registrar.
Late Graduation Application Study (Spring 2015)

32 students/2500 = 0.98% of applying population

Statistically insignificant

Who are these 32 students?
Late Graduation Application Study (Spring 2015)

32 students/2500 = 0.98% of applying population

Statistically insignificant

24 Males (75%)
8 Females (25%)
Late Graduation Application Study (Spring 2015)

32 students/2500 = 0.98% of applying population

*Statistically insignificant*

<table>
<thead>
<tr>
<th>CAS 16 (50%)</th>
<th>CHHS 3 (9%)</th>
<th>WCE 0 (0%)</th>
<th>CSB 13 (34%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Study Abroad</td>
<td>2 Poor Advisement</td>
<td>1 Procrastination</td>
<td>1 Poor Advisement</td>
</tr>
<tr>
<td>2 Not Eligible</td>
<td>1 Procrastination</td>
<td></td>
<td>11 Procrastination</td>
</tr>
<tr>
<td>3 Poor Advisement</td>
<td></td>
<td></td>
<td>1 Wrong Day</td>
</tr>
<tr>
<td>8 Procrastination</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Late Graduation Application Study (Spring 2015)

32 students/2500 = 0.98% of applying population

Statistically insignificant

What, besides a lot of appointments, did we take away for this review?
# Late Graduation Application Study (Spring 2015)

<table>
<thead>
<tr>
<th>To Do</th>
<th>Ideas (provided by the students)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Have academic departments forward reminder to all of their majors</td>
</tr>
<tr>
<td></td>
<td>Ask capstone instructors to send notices or announce in their courses, as all are seniors</td>
</tr>
<tr>
<td>✓</td>
<td>Sidewalk chalk reminders</td>
</tr>
<tr>
<td></td>
<td>A-frame signs in high traffic areas on campus</td>
</tr>
<tr>
<td>✓</td>
<td>Email reminder more frequently from Registrar</td>
</tr>
<tr>
<td>✓</td>
<td>Note that you have to apply, even if not walking</td>
</tr>
<tr>
<td>✓</td>
<td>Picture/graphic in email notification...prompts further reading</td>
</tr>
</tbody>
</table>
Sent to all students with >88 earned hours 15th of each month (or closest business day) Not yet applied to graduate

Dear Senior,

The application for graduation deadline is a date I don’t want you to miss. I am sending this email to you because you’ve earned 112 or more credits (not based on the results of a complete degree audit), and have not yet applied for graduation. I understand that you might be working on particular degree requirements, a double major or a second degree, that could extend your matriculation. This is fine and I hope you are discussing your degree plans with your academic advisor. I’ll send a friendly reminder once a month, now that you’re close enough, in hours, to apply.

In the event that you do plan to graduate this term, you must apply by the deadline. You can apply for graduation online for this term and/or a future term, through SeaNet. Don’t delay. Apply Today. Even if you don’t plan to attend the ceremony, you are still required to submit an application for graduation.

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>October 16, 2015</td>
</tr>
</tbody>
</table>

Please review your degree audit each semester. If any concerns appear or if anything appears to be missing, discuss these issues with your academic advisor. You will know you’re ready to graduate when you see one of the two messages below, at the top of your degree audit:

>>> ALL REQUIREMENTS COMPLETED - IN-PROCESS COURSES USED <<<

or

****** ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET ******

More information, along with application instructions, can be found at: [http://www.uncw.edu/reg/graduation-deadlinesApp.htm](http://www.uncw.edu/reg/graduation-deadlinesApp.htm). The key is to apply now and if your graduation timeline changes, just contact the Office of the Registrar and we’ll update to a new term.

Thank you.

Jonathan (Jon) T. Reece
University Registrar | Office of the Registrar
University of North Carolina Wilmington
601 South College Rd, CPO Box 5613 | Wilmington, NC 28403
910.962.3126 (voice) | 910.962.3887 (fax)
Office of the Registrar website: [http://www.uncw.edu/reg](http://www.uncw.edu/reg)

Please consider rating my (and our office’s) performance, by completing our [Office of the Registrar Customer Satisfaction Survey](http://www.uncw.edu/reg). I want to know how we can serve you better.

PUBLIC RECORDS LAW NOTICE. Please be advised that emails and attachments sent from this email address, as well as emails, replies and attachments sent to this email address, may be "public records" under North Carolina Public Records Law, NCGen Chapter 132. All "public records" are subject to disclosure to the media and the public.
Late Graduation Application Study (Spring 2015)

**Forum Notes:**

- Last fall, there were still a number of students who missed the deadline, so Jon did a pilot test to see why students were missing the date. Each student was asked to come in for a face-to-face meeting with Jon so that he could evaluate the results.

- Over the course of the last year, we’ve moved the graduation application deadline into the semester in which the student is graduating. With the idea being, less students will miss the deadline if we push it as close as we possibly can to Seahawk Salute. Either way, we still had students who missed the deadline, so I wanted to figure out where the communication was lost in the process.

- Although it took quite a bit of time, Jon (with the help of those 32 students) was able to come up with a list of ideas on how to better communicate the deadline to students. Ways that advisors and members across campus can help is by communicating these announcements and reminders to your advisees as many students say they do not pay attention to generic campus announcements.
Forum Notes:

**Question** – If someone is planning to walk, but not graduate for another 3 or 4 hours, where do they apply to walk? Or, how do we explain to them what to do?

**Answer** – In addition to applying online, they also have to submit an additional paper form. This may be something Jon can include in his notification regarding the “walk” process. As an advisor, if you are not able to see the directions for graduation from a student’s perspective, we will review and provide you with some direction.
Common Definitions
for new students

UNCW often uses language that we assume students know. We’ve tried to define these in an effort to help students understand.

http://www.uncw.edu/reg/commondefinitions.htm
## Common Definitions
### for new students

<table>
<thead>
<tr>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year</strong></td>
</tr>
<tr>
<td><strong>Part-of-Term (or semester)</strong></td>
</tr>
<tr>
<td><strong>Alternate PIN (or registration pin)</strong></td>
</tr>
<tr>
<td><strong>CRN (Course Registration Number)</strong></td>
</tr>
<tr>
<td><strong>Withdrawal (individual courses, but not all courses)</strong></td>
</tr>
<tr>
<td><strong>Cross-Listed Course</strong></td>
</tr>
<tr>
<td><strong>Substitution (of degree requirement)</strong></td>
</tr>
<tr>
<td><strong>Petition for Competency</strong></td>
</tr>
<tr>
<td><strong>Basic Studies</strong></td>
</tr>
<tr>
<td><strong>Extension Campus</strong></td>
</tr>
<tr>
<td><strong>Extension Course Restrictions</strong></td>
</tr>
<tr>
<td><strong>Re-Enrollment</strong></td>
</tr>
<tr>
<td><strong>Post-Senior</strong></td>
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<tr>
<td><strong>Matriculation</strong></td>
</tr>
</tbody>
</table>
Local Address Collection

At the request of our Dean of Students, UNCW is now collecting and/or verifying local addresses for students, each term, during registration. Students will be asked to update and/or enter their local address. Extension students and students with an active residence hall address will not be asked to update, as it is not relevant.

The local address is where the student lives, off-campus, during the term in question. This is not their permanent address, PO Box, or out-of-state address. Unless they are living with their parents and commuting to campus, it shouldn’t be their parental information.

The Office of the Dean of Students needs to know where students are in the community, for health and safety reasons. They’ve had requests to track down students in the local community and have had to resort to unorthodox methods of tracking. Students will be prompted each semester, as students move several times during their time at UNCW.
Local Address Collection

The local address is the off-campus address where you live during the academic year. If you have a post office box as your off-campus address, please add your local street address. After entering or updating your local address, select Please Update. If your local address has not changed, please select I have no need to update my address.

You will be asked to confirm your local address, each semester, prior to registration.

Local Address
Valid From This Date: MM/DD/YYYY
Until This Date: MM/DD/YYYY
Address Line 1: 
Address Line 2: 
Address Line 3: 
City: 
State or Province: NC
ZIP or Postal Code: 
County: Not Applicable

Please update I have no need to update my local address

RELEASE: 8.5.1.2
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Local Address Collection

Forum Notes:

• This collection is a part of registration every semester.
• When a student attempts to register, they will be prompted to add their local address and will not be able to register until they verify their local address.
• A student is able to bypass it if they don’t have any updates.
• This is local so it is hardcoded “NC” in there, and you are also able to bypass it if you have no updates.
• We don’t want to slow down the process, so once a student enters it the first time, they can just hit a button and continue to register.
• If they have a change, we can’t force them to update, but at that point we have at least attempted to collect that information.
Forum Notes:

**Question** – We ran into this in our June orientation. Many students did not have their on campus residency yet, so we struggled on what to do since they were on campus, but did not know the exact location. Collecting it at this point doesn’t seem like it would be accurate, so is there a way around this?

**Answer** – I will take this back to DOS office because it is under Student Affairs, and it may just be a matter of them providing housing assignments earlier.

**Question** – What about OAP students?

**Answer** – They are registered by an advisor, so this does not apply to them.
Local Address Collection

Forum Notes:

Question – What if they are actually staying at their permanent address? For example, what if you are from Wilmington and you are living at your parent’s house, so your permanent address is also your local address?

Answer – You will just add your local address. The system will still accept your address as long as it is local to North Carolina.

Question – If a student lives on campus, they will not get this message, correct?

Answer – Correct, if they have an on campus address, we know where they are and they will not get this message.
Major Changes (suspended)

This is just a friendly reminder that curriculum changes will be **suspended** through the online major change application in Seaport **between October 1, 2015 and November 11, 2015**. Please remind your advisees to submit their requests prior to its closing. The system will re-open on Thursday, November 12, 2015.
Forum Notes:
• We don’t do major changes in our system during advisement. We shut down the system during advisement and then 10 days into registration. If you have students that want to change, now would be the time to do so.

Question – Are there any notifications that will go out to students regarding this date?
Answer – Not to students, but it is on our website, although there is a slim chance they will visit our website. We do send it to advisors. The fall reminder was emailed to advisors on Wednesday, September 16th.
- UC sends it out to their students who have 30 hours or more, and a reminder was also sent on Wednesday, September 16th to all who use the major change application.

Question – Do you think there is a need to send to students?
Answer – I don’t think it would hurt, and I think in the long run it will ensure people end up where they belong.
- We will take it back and try to come up with something
If a student withdraws or drops a class that they are taking through UNC Online, is there a protocol for the student to receive a refund for the course?  

*(question from CSB)*
There are two programs:

**UNC Online** – courses other than languages

**World Language Exchange** – only languages

**Prior to Fall 2015**

If **UNCO**, students pay the visiting school for the course, thus the student falls under the visiting school’s refund schedule.

If **WLE**, they pay **UNCW** for the course. Drop/Withdraw fall under the same refund schedule for any other course at **UNCW**.

**Effective Fall 2015 (both programs)**

Students pay on their home campus and are bound by their home campus refund, drop, and withdrawal policies.
UNC Online

Forum Notes:

• World Language Exchange is just for language, so for instance, we don’t offer Cherokee but WCU does, so our students can take online with WCU.

• When UNC Online was originally set up, we were paying the visiting schools. If our student went to WCU they would pay the tuition for that one course at WCU, then if their student came to us, they would do the same.

• Now, UNCGA has set it up so that UNC Online and World Language function the same and is billed from the home campus.

• Student will be registered for a fictitious placeholder course at UNCW when they are attending another institution, which then produces a charge and student pays the fee, then the other campus gets the FTE for their funding.

• In summary, we get tuition funding and they get state funding.
Forum Notes:

Question – What does a fictitious course look like on a record?
Answer – It will be a UNCX subject code then a 110/120/130/140 and it is determined by the number of credit hours. If it is a 1 credit hour course it would be UNCX110, 2 credit hour course UNCX120, etc. The course number itself represents the number of course credits a student will earn.

Question – Will it show on a degree audit?
Answer – Will not show up on degree audit or transcript, it only exists in registration for billing purposes. It will never move beyond registration. I am pretty certain it doesn’t show up on degree audit.

Question – If they send us a transcript from another school, do they articulate it?
Answer – Yes, but it is a little different with UNC online and WLE program because we don’t receive a transcript; it is all automated. The student registers thru UNC Online portal and it creates registration at the other campus and then puts a placeholder on our side. We do not intervene at all. Then when the course is done it is transferred to us and automatically articulates to a UNCW course. It is very hands off.
Forum Notes:

Question – Are there deadlines? For instance, if a student takes a spring course, when should we expect to see their grade show up?

Answer – It takes less than 24 hours. I can’t give you a definitive answer because it depends on the faculty member posting the final grade, but once they do that, it will take less than 24 hours to show up on the student’s transcript. Now, it will also send the final grade even if a student makes less than a C, but it will not be articulated because it cannot count towards transfer credit. Keep that in mind if a student comes to you and says that their class has not been appeared yet because nine times out of ten, that is the reason why.
**Forum Notes:**

**Question** – Does that elevate the need for a student to obtain their own testing services for tests thru UNC Online? In the past, there were additional fees that students were responsible for.

**Answer** – From UNCGA...

There are a variety of types of proctoring, and depending on location and service, some of them do have a cost to the student. Online proctoring services through ProctorU.com always have a fee associated with them; university testing centers and most libraries seldom do. Individuals who are licensed by us as proctors have the option of charging a fee. All fees are clearly displayed to the student prior to them selecting a proctor.

Future: UNCGA is reviewing ways to waive fees for financial need students at a minimum. Ideally, they are looking to somehow centrally fund them for everyone. It is one of the items on the agenda of the UNC Online Task Force.
Forum Notes:

Question – Do they still have to submit transcripts?

Answer – No, it is completely automated. It isn’t a new process, it has been like this for about a year. As of last semester, all of the UNC campuses came on board, so we all function electronically. Students do not have to request a transcript, or pay the fee for the transcript. As soon as your grade is posted, less than 24 hours later it is already articulated on your transcript, because it will already go through our transfer articulation rules. The placeholder course will not show up on your transcript, nor your degree audit.
Continuing Education

We had an interaction, a couple of weeks ago, with a student who is participating in the Swain Center’s – online short courses program. We learned a great deal and thought we’d share.
Continuing Education

Two Departments:

• **Osher Lifelong Learning Institute** – programs for individuals 55+ years of age
  – [http://uncw.edu/olli/](http://uncw.edu/olli/)

• **Swain Center (CSB)** – online certificate and short courses for all ages
  – [http://uncw.edu/profdev/ceus.html](http://uncw.edu/profdev/ceus.html)
Independent of credit bearing programs:

- **Osher Lifelong Learning Institute** – uses a separate student information system called Aceware.

- **Swain Center (CSB)** – provides a number of programs, including online short courses. Individuals pay UNCW, but take the courses through ed2go.com, who also credential the student upon completion. Individuals are eligible to use their GI benefits to cover the cost.
Course Fees

If course fees are required, i.e. liability insurance, please reach out to us as soon as possible. We can help you get those in place.

Our deadline for efficient application of these fees is prior to the term fee assessment. After that point, fees have to be manually added for each affected student in the course.
Forum Notes:

Question – Fees don’t show up on the catalog, which is usually where a student looks to see if there is a fee associated with a class. Is there a way to get it added to the catalog?

Answer – That is a current action item and we are working to get the fees referenced in the acalog (online) catalog. Hopefully by the spring we will have a new field added and pushed from Banner to acalog, so it will be buried between those two data sources. Right now in SeaNet, it just says liability insurance but does not list the exact price. We are also working with student accounts on getting updated amounts for those fee codes and including that in the acalog description which is where a student could see it. This hinges on how frequently the costs change too. We are working on trying to identify that because we want to be as transparent and upfront as we can when a student is registering for a class.
Substitution & Waivers (Update)

Subs/Waiver workflow went into production on Wednesday (9/9). We are now working on the following plan:

• Verify access has been granted for each of those involved in testing
  – Kara Frase couldn’t add user roles until it went in production (at least 1-2 days)
• Use our student workers as test subjects (each of them) in production
• Notify the deans/chairs of the majors our students are in, ensuring they are aware of the students’ names (as test subjects)
  – Or we temporarily grant ourselves dean/chair roles
• Enter the request as an advisor
• Verify that our draft documentation is accurate
• Tweak security/roles, if necessary
• Test again, if necessary
  – Include deans/chairs, if not included originally
• Roll out to campus
Substitution & Waivers (Update)

Forum Notes:
• The information provided in the previous slide serves as the proposed timeline.
• We initially had some issues moving from our test environment to production. It was successfully moved into production on Monday.
• We could not assign individual access until we moved it to production, so that is what IT is working on now.
• In order to have access to the system, you have to fill out the request form. If you have not received the form, email Erin at stledgere@uncw.edu
• Once access is in place, we can do some small, final testing in production.
• We may ask some of you to be testers before we roll out to campus.
• This process will alleviate a lot of the issues we have with the subs and waivers application, which is about to expire. It will be a little bit more robust and be completely different from how you’ve handled in the past.
Forum Notes:

Question – Is this moving to a more electronic document?
Answer – Not necessarily more electronic, but it is more encompassing. It will automatically give you an option early on if it is a course in your college, or if it is a subs and waiver for a class outside of your college. There are a lot of different approval avenues, so it will route accordingly. Competencies will also be covered.

Question – Will there be a timeline associated with the rollout and is there an expectation once it’s rolled out on how departments will respond?
Answer – We’ve built into the process once it is initiated, there are reminders, so students, deans, chairs, will know where it is in the process. The only drawback I know that will be an issue, is that it does not know how to start midstream and work its way up. For instance, if a dean initiates a waiver it will still go back to the beginning, even though it doesn’t necessarily need approvals. We will provide instructions on how to use this, so don’t feel like you are on your own.
Online Video Tutorials

In an effort to continue to provide exemplary service, the Office of the Registrar has developed an online video tutorial program. The videos can be found across a variety of mediums to ensure they are available to anyone wanting to educate themselves on the wide range of procedures that we manage.
Online Video Tutorials

The video tutorials can be found on the following websites:

• **Skillport** – Listed under “UNCW Custom Courses”
• **Office of the Registrar Website** – [http://www.uncw.edu/reg/videotutorials.html](http://www.uncw.edu/reg/videotutorials.html)
• **YouTube** – UNCW Office of the Registrar channel
Online Video Tutorials

Videos Currently Available:

• **REG100** – FERPA Student Awareness
• **REG110** – All About Degree Audits
• **REG120** – All About Transcripts

Future Planned Videos:

• Residency
• Tuition Surcharge
• Re-enrollment
• Major Change
• UNC Online
• Graduation
Online Video Tutorials

Future Plans

• All of the videos can be accessed via Skillport, so that students, faculty & staff will have the opportunity to review each presentation and take a quiz at the end.

• Once we have a variety of tutorials available, we will look to develop a Registrar Certification program to challenge individuals across campus to become familiar with the academic services we manage that are so important to the success of the student.
Complete Term Withdrawal Application

• Located in Seaport, under Student Services Tab
• Allows students to completely withdraw from UNCW after drop/add ends, through Reading Day of selected term
• Students need to be aware of the total number of credit hours from which they have withdrawn (maximum of 16 allowed for entire academic career)
• Messages are included throughout the application regarding Satisfactory Academic Progress (SAP) and withdrawal counts
• Students may cancel the application at any time during the process, except for the very last item. A warning is given at the last opportunity to cancel the withdrawal application.
Complete Term Withdrawal Application

Message indicates whether the student is within the withdraw passing (W) or failing (WF) time period.

Message, also, reminds students about 16 hour threshold and SAP.
Complete Term Withdrawal Application

The UNCW Board of Governors established a state-wide policy, effective fall 2014, whereby students are limited in the number of withdrawals allowed during the entirety of their undergraduate career. That limit has been set at sixteen (16) semester hours. Partial withdrawals are not allowed. Any withdrawals beyond the initial 16 credit hours will be automatically recorded as “WF” regardless of the student's performance in the course at the time of withdrawal. “WF” grades will negatively affect GPAs and Satisfactory Academic Progress (SAP). For further information please go here and consult your academic advisor. If you have withdrawn from courses at UNCW previously, run a degree audit to verify where you currently stand in your withdrawal count.

Available Terms

Informs students of their existing withdrawal count (16 max)

You currently have 7 credit hours from which you may withdraw.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Class #</th>
<th>Section #</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM</td>
<td>495</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>CHM</td>
<td>212</td>
<td>1</td>
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<tr>
<td>GER</td>
<td>209</td>
<td>800</td>
<td>3</td>
</tr>
</tbody>
</table>

Example of student exceeding max count; CTW automatically sends issue to Office of the Registrar for review

By clicking the 'Continue' button you have agreed and verified that you understand you are requesting to withdraw from the term(s) or semester(s) selected and that you want to continue with the withdrawal process.

By clicking the 'Cancel' button, you are terminating the withdrawal process and will continue attending classes.

If you have any questions about your decision to withdraw from UNCW, please contact the Office of the Dean of Students at (910) 962-3119, email deanofstudents@uncw.edu or come by the office in Fisher University Union, Suite 2013 to discuss your situation.
Complete Term Withdrawal Application

Once term is selected, informs students of refunds, if applicable.

Any and All outstanding charges are applied before determining if refund is available.
Complete Term Withdrawal Application

Next, students are prompted to complete a survey asking why they are withdrawing and other helpful information for UNCW.
Complete Term Withdrawal Application

The decision to withdraw impacts students in various ways. The following offices provide additional information to be considered and students must check off each message before they may proceed with the withdrawal process:

- Financial Aid
- Housing
- Parking
- Registrar
- Student Accounts
- Student Health Center
- Auxiliary Services

And are presented with a final message regarding withdrawal limits and SAP.
Complete Term Withdrawal Application

This page is the final opportunity for students to either cancel or proceed with the withdrawal process. Students may either cancel or confirm.
Complete Term Withdrawal Application

• Athletes, international, and Isaac Bear Early College students must be approved by the designated approver in the above departments.
• Military students receive different messages depending upon their Active Duty status.
• Confirmation emails will be sent to each student and their advisor.
• Additional withdrawal notifications will be sent to each instructor for current term.
• Other offices, for which students have connections, notified.
Complete Term Withdrawal Application

Forum Notes:
• Undergraduate students only. Does not apply to OAP students either. The 16 hour limit does apply, but the use of this application does not
• The survey is used to track pattern behavior, so UNCW can address

Question – UC asked...Since students have to indicate the “reasons why” they are withdrawing, is there a way for us to have access to their responses? Do we get the information from the Dean of Students?

Answer – Dean of Students office and also Linda Reece, who works for Terry Curran, can pull that information. Originally we had an open ended question why they were withdrawing, and students were putting in really personal information such as “I need help,” but no one was reviewing the data on a regular basis which was a problem. So we changed some of that based on that interpretation, but there are people now who are looking at that information. We don’t want to collect those types of answers. We want them to get immediate help from the Dean of Students office.
NC Veteran’s Choice Act Update

Provides instate tuition rate for qualifying students

- Honorable discharge after July 1, 2012 with 90 active service day minimum and college enrollment within three years of separation
- Use of Chapter 30 or 33 veteran benefits or Fry Scholarship
- Have “place of abode” in NC
- Veteran or dependent using transferred benefits
- Application and some documentation required
- Effective July 1, 2015
- 50 UNCW recipients to date
Forum Notes:

- **Admissions Update** – the fall semester was the first term and ended up being a little bit retroactive due to the timing of the limitations. However, moving forward all of these students should be caught at the admissions point and then depending on when they register for classes they would move on to Freeman.

**Question** – Is there a flyer or anything we could provide to students and advisors that would bring attention to it?

**Answer** – Not, that we’ve issued. Admissions have a form for this, but do not have a flyer, but can look at getting one created. There has been some back and forth with UNCGA regarding all of the regulations, so it has been somewhat of a continuing evolvement. In the meantime, this info is available our website.

**Question** – What if a student doesn’t find out until February but they started in the fall, are their charges retroactive?

**Answer** – We are not sure. The documentation has some grey areas, but that is what we were led to believe. All of this information is on our website and we will continue to update our website as new policies are approved.
Online Accelerated Program (RN-BS) Progress Facts

New Fall 1, 2014 Admits: 99
New Fall 1, 2015 Admits: 154
56% increase

May 2014 OAP Graduates: 18
May 2015 OAP Graduates: 42
133% increase

Total Fall 1, 2014 Registered Students: 350
Total Fall 1, 2015 Registered Students: 639
83% increase
Discussion, Questions, Suggestions
Forum Notes:

Question – From the Cameron School of Business perspective, we look ahead at preregistration dates and registration dates, and sometimes as we’ve gotten further into the year, those dates have changed. Is there anything we can do to be better informed when something like that happens, so that we make sure we have the right day when we communicate this information.

Answer – Yes, that would fall on our shoulders and we can come up with a plan. There is an academic calendar in the catalog and that is subject to change, but we try to keep our google calendar up to date as best we can. If we make any dramatic changes to that calendar, we will make it a point to email these changes to our forum listserv.
**Forum Notes:**

**Question** – What is the process of getting the course fees added on the first round?

**Answer** – To get it on the catalog level, so they roll out to the specific sections, those would be fees like liability insurance. In your case, Kathy Browder would send us a list of those of which courses it applies to and we would add it to the catalog. Next roll is the summer which occurs at the end of October. If we get it added to the catalog before then it will be rolled out for the summer.

**Question** – The link on your website that gives you directions on how to change advisors in Banner is not available, can you look into that?

**Answer** – Yes, we will take a look.
Additional Discussion

Forum Notes:

**Question** – Can you go over insufficient academic progress? What is the advisor’s responsibility for that and what are the consequences as a student who goes on it?

**Answer** – This whole notion of SAP was not invented at UNCW, it is a UNCGA change. They came out with fostering student success, and each campus can determine what that threshold is going to be. The federal financial aid minimum is 67%, so that is what we decided to go with. UNCGA said you could not go any lower than the federal minimum. Limiting registration hours does not help the student so we took that away and now we just flag them. They will be flagged as insufficient academic progress on their transcript and will stay like that until they get above that percentage. We could potentially have a student who graduates with the flag their last semester. It does not hurt the student at all, and is more like an ascetic repercussion. We have some really good students and before the fostering student success initiative, many students were using withdrawals to maintain a high GPA. For instance, they would sign up for 5 classes and then drop the hardest class in order to maintain their GPA. Withdrawals are the worst culprit when it comes to SAP. This is another reason why they put that 16 hour limit was to prevent students from falling behind and dropping below that percentage. As an advisor, we would just recommend working with your students to help them choose their classes well and ensure they are prepared for them and do not get to a place where they need to drop.
Forum Notes:

Question – On the FUSS website, it says to contact your advisor, but we aren’t sure what advice we are supposed to give them?

Answer – We can change that, but it’s honestly just to prompt the student to get back about SAP level. If you don’t feel that message is appropriate anymore and you have no guidance to help them get out of the hole, we can certainly take it off. As long as you are earning credit versus what you attempted, you are okay.

Question – The articulation agreement that now includes PRD, is only for certain NC colleges? What was the major change that happened in the articulation agreement between summer and fall.

Answer – It is not new, but ..... (can’t hear the answer may need to check with Teresa)