Office of the Registrar
Open Forum
Spring 2015
(with notes)

Wednesday, February 25
& Thursday, February 26
Our Agenda

• Welcome
• Staff - Gains & Losses
• Office of the Registrar Motto
• Continued Discussion (prior fora)
  – Withdrawal Limits
  – Satisfactory Academic Progress (SAP)
  – SeaNet Proxy
  – Preferred Name
  – Degree Audit
• New Information (since last fora)
  – Record Retention
  – World Language Exchange/UNC Online
  – Summer Changes
  – State Authorization
  – Explorations beyond the Classroom
  – INT/STA/UPS Placeholders
  – Workflows
  – Banner & Online Catalog
  – Ceremony Date vs Degree Award Date
  – NCCC Waivers & UGETC courses
  – Residency Update
• Discussion, Questions, &/or Suggestions
JR

Whom Do I Contact?
http://www.uncw.edu/reg/WhoDoIContact.htm

Erin St. Ledger
Executive Assistant
910-962-3126
stledgere@uncw.edu
Office administrative support, budget and web site maintenance, student worker supervision, and newsletter.

Ben Kempton
NCAA Eligibility Specialist
910-962-2143
kemptonb@uncw.edu
Athletic transfer evaluations, APR and GSR.

Ruth Doucette
Front Office Liaison & Records Specialist
910-962-7198
doucetter@uncw.edu
Front office liaison, enrollment and degree verification, transcripts, and course drops/withdrawals.

Up and Comers…
...And we said goodbye to Craig & Mike

Whom Do I Contact?
http://www.uncw.edu/reg/WhoDoIContact.htm
Office of the Registrar

Motto

Realize and understand needs
Echo and empathize
Go above and beyond
Continued Discussion
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)

Withdrawals for approved extenuating circumstances are:

• not susceptible to Tuition Surcharge
• but, are included in Satisfactory Academic Progress
• cannot negatively impact the student’s GPA (new clarification)
• tracked as a registration status code = WE (new clarification)
• assigned a grade of W regardless of when it falls in the semester (new clarification)

Any Withdrawals

• Students will not be limited on their withdrawals, as they often withdraw prior to the end of the term in order to pre-register to repeat the course in the following semester.
  – The difference is, once the threshold of withdrawals is met, a WF will be assigned regardless of when it falls in the semester.
Forum Notes:

Question – What is considered an extenuating circumstance?

Answer – Extenuating circumstances are outlined in the catalog, but basically, it is something that has to be out of a student’s control. Documented extenuating circumstances may include: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student’s control; 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.

Question – If a student withdraws themselves after the withdrawal date, will it be considered a WF if it’s in the withdrawal failure timeframe?

Answer – Yes, but it does not count towards their 16 hour limit. The 16 hour limit is only for withdrawal passing situations.

Question – Does it come in on a degree audit?

Answer – Yes, it collects withdrawals and you can find under “University Requirements and Limitations” section of the audit. In addition, in SeaNet, under the “Faculty/Services tab,” select “Advisor,” and it will show any student, not just the students you are advising.
Withdrawal Limits
(effective fall 2014)

Forum Notes:
2nd half of slide 9...

Note: The latest Faculty Senate verbiage [Motion 2015-01-M05] contradicts this statement. I’m waiting on a clarification from the Academic Standards Committee. We’ll provide an update in our next newsletter, following the clarification. It is our hope that students will not be required to finish the remainder of the semester to receive an F instead of a WF. The results are the same.

[Motion 2015-01-M05]
“After the initial 16 credit hour threshold has been met, students will be required to remain in the course and subject to the grade earned at the conclusion of the semester.”
Satisfactory Academic Progress (SAP)  
(effective fall 2014)

Issue: Students who finish the term with an Incomplete, Not Reported, etc. grade, the system does not automatically recalculate their academic standing when a grade change occurs.

Solution: In progress *(currently requires manual intervention)*
Satisfactory Academic Progress (SAP)  
(effective fall 2014)

Forum Notes:
Question – Is this the same report as financial aid?

Answer – No. They could have the same issues, but they may already have something in place to deal with these students. SAP for financial aid is completely different due to the fact that it has been around for such a long time. This process, in particular, is part of a student’s academic standing and only came into effect fall 2014, so anything prior to last fall does not come into account in our standings. We are currently working with financial aid on clarifying communications, but want to make sure everyone is aware today, so that if students have questions, you know where to send them and that there is a manual process in our office to clear it up.

Question – Can students see their SAP percentage?
Answer – Yes.
SeaNet Proxy

As we presented in the fall...

• students can authorize any individual to view some/all of their SeaNet records
• can grant/remove access at anytime
• proxy receives their own login credentials
Your fall forum recommendation *(fulfilled)*
How do faculty/advisors determine who has been granted access and to what?

– Login to **SeaNet**
– Faculty Services Menu
– Advisor Menu
  – 1\(^{st}\) – choose **ID Selection** or search by name
  – 2\(^{nd}\) – choose **Student Proxy**
Student Proxy

• If nothing is listed, the student has not authorized access.
• Each proxy will be listed separately, as the student may wish to allow different access levels for each.

**Information available:**
• Proxy Name
• Proxy Description
• Relationship
• Proxy’s Email
• Access Dates (*pay attention to these & honor them*)
• Passphrase (*proxy needs to know this phrase*) – security
• Which pieces of information you’re allowed to convey = Y
Preferred Name (Update)

Places Where Preferred First Name Is Used:
- Online Campus Directory
- Email Display Name (OWA/Outlook)
- Diploma

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

Future Preferred First Name Use Planned:
- SeaNet
  - Grade Reports
  - Class Rosters
  - Faculty Rosters
  - Advisee Lists
- mySeaport
  - Class Photos
- Unofficial Transcripts
- UNCW OneCard
- Degree Audit
- Housing Room Assignments
- Reports
- Blackboard
- Auxiliary Services
- & many other ancillary systems
Degree Audit Update

On hold

Funding has been provided for DARS by ITSD since 2004. That funding is ending after this year.

Current Objective: Find funding to continue offering current degree audit

Future Objective: Find funding to facilitate potential purchase/training with new degree audit

Cannot go to bid unless funding is available, in the event a new vendor is selected.
New Information
Be sure your department is following a record retention policy. The minimum should be the University of North Carolina General Records Retention and Disposition Schedule. Yes, the most up-to-date version is April 2007.
World Language Exchange & UNC Online

http://www.uncw.edu/reg/registration-UNCOOnline.htm

- Our students taking coursework elsewhere or

- Other UNC students taking coursework at UNCW.
  - Our students (while enrolled)
  - Banner records
  - SeaNet/Blackboard Access
  - Will need to find their UNCW username/PW
    - https://appserv02.uncw.edu/dasapps/getid/

**Future:** Operationally, two systems will merge
World Language Exchange & UNC Online

Forum Notes:
Question – If our student is taking a course not offered at UNCW through the World Language Exchange, and that credit comes in as transfer credit, it must be a “C” or above to count?

Answer – Correct.
Summer Innovation Task Force Recommendations (Summer 2015)

• Move 2015 summer online main campus courses to Distance Education (800 sections).

• CHANGE in minimum course enrollments for full payment to:
  – 15 for undergraduate and graduate for Summer School main campus
  – 10 for undergraduate and graduate for Distance Education Summer.

Previous minimum enrollments were set at 15 for undergraduate and 7 for graduate for both Summer School and Distance Education.

• Proration is approved for every student under 15 for Summer School (undergraduate and graduate) and 10 for Distance Education (undergraduate and graduate).

POC: Dr. Cecil Willis, Interim Associate VC for External Programs
Forum Notes:
Update from Dr. Cecil Willis:
As far as graduate minimum enrollment goes, they are looking at various options, as there are some problems that may impact some of the different programs across campus. As soon as they have something they will distribute.
Forum Notes:

Question – Are you still receiving recommendations?

Answer – With the exception of the minimum enrollments, all of the other recommendations have been adopted, so they are basically a law at this point, but the issue is that the graduate courses minimum of 15 might be problematic. They are in the process of trying to determine if there is a way they can address the issue within the parameters of that requirement. There is more information to come regarding this issue.

Question – As far as the move of 2015 summer online main campus courses to Distance Education goes, does this mean that DE students will get priority registration?

Answer – The way that it is coded now, yes. This is something we will need to do some additional research on and will go back to the drawing board. The way our system is set up now has DE as the priority at the 800 level, so it may be something we do a little different for summer sessions. More information to come regarding this issue as well.

After researching, the priority registration given to DE students is determined by department. This change will require educating or informing schedule builders not to restrict DE courses to DE students, before going to non-DE populations. There should be no restrictions for DE or main on any summer online courses.
State Authorization
Online Courses, Internships, Clinical, etc.

• Admission of applicants residing outside the state of North Carolina to an online degree or certificate program or individual online course offered by University of North Carolina Wilmington is dependent upon UNCW’s ability to secure authorization from the applicant’s state of residence, if such authorization is required.

• A student's ability to participate in an internship, clinical or other field experience is dependent upon the individual states authorization requirements and UNCW's authorization status with that state.
State Authorization
Online Courses, Internships, Clinical, etc.

http://uncw.edu/dl/StateAuthorizationsDistanceLearningUNCW.html

POC: Dr. Cecil Willis, Interim Associate VC for External Programs
Forum Notes:

Update from Dr. Cecil Willis:

Currently working with Faculty Senate in terms of trying to address internship and placement issues, so some policies will be set up where we are able to review and inform different programs whether a placement can be made in a particular state. This is an ongoing process as far as seeking authorization goes so this list could change over time. If it says “fully authorized,” then you can offer a DE program course, or placement in that state. However, if it says “partial,” it gets tricky in terms of placement or internship and is essentially what they are working with the program directors on. As of right now program directors will need to contact our office. Our hope is to have a policy in place that will be in the faculty handbook and spell out how the procedure will operate.
State Authorized Definition of Terms

Online Programs: These generally refer to applicants to approved online degree, certificate and licensure programs. Authorization rules would also apply to non-degree seeking students.

Resident Students: Students who are enrolled in a campus-based program or course.

Authorized: University Of North Carolina Wilmington is authorized to offer all online programs and courses in that state. In the internship categories, UNCW students are allowed to participate in internships, practicums, student teaching and clinical experiences unless otherwise indicated.

Partial Authorization: University Of North Carolina Wilmington is only authorized for online programs and courses that do not require any type of internship, practicums, student teaching, or clinical experience. All students (online and resident) are not allowed to participate in any type of internship, practicums, student teaching, or clinical experience unless otherwise indicated.

Not Authorized: Residents of the state are not permitted to enroll in any University Of North Carolina Wilmington online programs or courses. Internships, practicums, student teaching or clinical experiences by online or resident students are not permitted unless otherwise indicated.

Internships found by student: This is defined as any internship, practicum, student teaching or clinical experience that is found by the student acting independently. Students may receive credit for the experience and the experience may be monitored by campus faculty. The university may provide assistance with finding the experience, but does not require the student to participate in a particular experience.

Internships organized by the university: This is defined as experiences that are a result of a formalized agreement between University Of North Carolina Wilmington and the entity providing the experience. This would also apply to students who are required to complete an experience at a specific location designated by the university.

Regulated Professions Could Require Additional Authorization: Students enrolled in programs that lead to professional licensure (Nursing, Teaching, etc.) may be required to seek additional approval from state professional boards in order to be licensed in that state. Students seeking clinical experiences or student teaching in those states may also need additional approval from the appropriate state board. Contact e-learning for specific information.
University Studies
Explorations beyond the Classroom

For DIS & Internships, the following question has been removed from the form...

...and replaced with...
If this course is not approved for Explorations Beyond the Classroom and the student wants the DIS to fulfill the EBC requirement, the instructor/advisor will need to submit a substitution/waiver form.

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

UNCW University of North Carolina Wilmington
INT/STA/UPS Placeholders

• International Study Abroad (INT 294/EXC 294)
  – Originally International Programs Placeholder
  – Course adopted by International Studies Major
  – Fall 2015, will end as OIP placeholder to be replaced with EXC 294 (*reduce confusion*)
  – Remains on transcript – fees associated with course
  – Likely will need to add reference to catalog/grade list

• Study Abroad (STA 294)
  – Will be removed from transcript, as it is simply a full-time placeholder without associated fees

• University of Paris Sorbonne (UPS 294)
  – Will be removed from transcript, as it is simply a full-time placeholder without associated fees
Three (3) New Workflows

• Course Cancellation Notification Workflow
  – Notify Instructor
  – Notify Student
  – Notify Registrar

• Residency Notification Workflow
  – Notify student, if change from non-resident to resident

• Degree Awarded Notification Workflow
  – To student when degree awarded in Banner
    • Alerts that diploma will arrive in 2 weeks
    • Provides mailing address for diploma
Forum Notes:

Question – What is the email message that is sent to the student because other departments also send their own messages?

Answer – Jon will send the actual text to anyone that needs it for the course cancellation [NEXT THREE SLIDES]. It is very basic with the Registrar logo, student name, course number, section, and a note for the student to contact their advisor. In addition, the verbiage can be different for each of the three people, if necessary.

Question – When the system checks whether or not a degree has been awarded, does it check if they have a hold on their account?

Answer – No, but we will take note of that and check. This would be a situation in which we would want a different message. This doesn’t prevent us from putting it on a transcript, but would prevent them from getting their diploma or transcript in the mail.
Notice to Registrar – Drop Students

From: registrar@uncw.edu

To: Susan Paradis;
Cc: Susan Paradis;

Action Items

Fall 2014: ACGL 201 202 Financial Accounting Lab has been cancelled by the department. Please remove all students from the course and click the link below to confirm.

Students that will be dropped:

850013645, 850352469, 850353747, 850353971, 850354090, 850355564, 850360697, 850362502, 850362794, 850362954, 850378497, 850380976

[Confirm Drop]
Notice to Students

registrar@uncw.edu
Thu 9/18/2014 3:32 PM
Inbox

To: Susan Paradis;

Dear Student,

Fall 2014: ACGL 201 202 Financial Accounting Lab has been cancelled. Please contact the respective department or your Advisor for any questions or concerns.

Office of the Registrar
Notice to Instructor(s)

Your department has cancelled Fall 2014: ACGL 201 202 Financial Accounting Lab. The Office of the Registrar will email the students regarding this course cancellation.
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:

Question – Are the current fall deadlines for courses populated yet?

Answer – We do not have a deadline, but the deans’ office in various colleges may, but that’s a college by college question. There is no standard as of right now.
Ceremony Date vs. Degree Award Date

• Ceremony Date:
  – Date your students will participate and walk.

• Degree Award Date:
  – *For fall and spring graduation*
    • the actual degree award date is the date(s) of the ceremony.
    • if we have two ceremony dates, we use the Saturday (not Friday) date.
  – *For summer, since there are no ceremonies*
    • the actual degree award date will correspond to the term end date for summer session 2.
Forum Notes:
Question – Are the dates listed on the transition website, the dates of the actual ceremony?
Answer – Yes, so feel free to point people in the direction of that page.
Additional waivers beginning Summer 2015 for NCCCS students with an AA/AS degree:

• 3 credits from either II.e. Living in Our Diverse Nation or II. f. Living in a Global Society

   The default for all majors is to waive the Living in a Global Society requirement (with the exception of B.S. Public Health Studies, which shall receive Living in Our Diverse Nation waiver. This waiver may be changed from LDN to LGS or vice versa, at any time

• 3 credits of IV. a. Writing Intensive Competency

• 3 credits of IV. b. Information Literacy Competency

• 3 credits (all of) IV. c. Quantitative and Logical Reasoning Competency
NC Community College AA and AS Waivers

Forum Notes:

AA and AS Waivers

• Students will receive 12 additional hours of waivers beginning Summer 2015.
• If any students want to change what is waived, we will work with them.
• Students can change back and forth if they change majors OR if they bring in one course and want the other one waived – we just need to be notified.
• Remind students to get transcripts in, showing their degrees ASAP, as we will not be able to post the waiver without it.
• This is because of the new CAA

Statement from Dean Posey – It is automatic that a student gets the three credits, so if they’ve taken one Community College course that is writing intensive and come in with an AA, they will have 3 WI credits earned and 3 WE credits waived, due to degree.
NC Community College
AA and AS Waivers

Forum Notes:

Question – When you have the LGS as default, departments can decide which one they want?
Answer – Yes.

Question – Can you change FST’s as they have a ton of global society classes?
Answer – Yes.

Question – If a student takes a writing intensive class at another institution as a transfer student, then comes in with an AA degree, does that mean with the waiver writing intensive or IL courses, they will come in with 3? Since they’ve taken 1 at community college and usually have 1 in their major, so they may meet the 9 hours very quickly?
Answer – Yes. Some students come in with 9 hours, simply because they’ve picked the right courses, but if they take 1 they will get 3 hours waived, then if they take 1 at UNCW, that is 9 right there.
# UGETC courses in the new CAA

<table>
<thead>
<tr>
<th>NCCCS course number</th>
<th>UNCW course #</th>
<th>Requirement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>ART 001 (electives)</td>
<td>II a. Aesthetic, Interpretive, and Literary Perspectives (AIL)</td>
</tr>
<tr>
<td>MAT 143</td>
<td>MAT 001 (electives)</td>
<td>I .c. Math &amp; Statistics</td>
</tr>
<tr>
<td>AST 111, 111A, 151, 151A, 152, 152A Various Astronomy courses</td>
<td>PHY 260 or PHY 001</td>
<td>II. c. Scientific Approaches to the Natural World (SANW)</td>
</tr>
<tr>
<td>COM 231</td>
<td>COM 101</td>
<td>IV. b. Building Competencies-Information Literacy (IL)</td>
</tr>
</tbody>
</table>
UGETC courses in the new CAA

Forum Notes:

Additional Updates:

• Good news – we will make room for them and they will receive some additional credits

• Clarification – we understand that our own OM101 is not approved for IL, but we are required by state to give credit for the community college’s COM231. We had to make it fit somewhere (IL) and this will pull in without the degree earned.

• Have to take these courses even if they don’t have a degree.

• They have to have their degree for the waiver NOT the UGETC.
Residency Reclassification Update

Per General Administration memo (02/12/2015), legally married, same-sex couples receive same consideration in residency determinations as opposite-sex couples.
Discussion, Questions, Suggestions
Questions, Comments, Suggestions?

Forum Notes:

Question – How long does it take for something to change in banner, and for it to cross over to the SSRS report?

Answer – In most cases, all reports in SSRS are updated around 2am, so 24 hours/next day. However, if you have something very sensitive or need it faster, please reach out to Albie Lange, Report Writer, and he can help – langef@uncw.edu

Question – Why are some students not being accepted right away into a summer session?

Answer – Summer admission has no restrictions from an academic standpoint. However, the application process does require an application fee and the student could be selected for a criminal background check. Please ensure students for whom you interact or advise are aware of these. For questions, contact Susan Thornhill, Re-Enrollment Specialist at thornhills@uncw.edu