Attendees: Sheila Tolley, Travis Boyd, Tina Freitager-Kirkaldy, Mike Harmon, Morgan Thacker, Emily Cockrell, Martha Ann Toms-Farmer, Kristine Nelson, Tracey Doniel, Barbara Graves, Tracy Mourton, Sarah Doran, Isaiah Behnke, Janelle Jennings, Rebecca Garver, Andrew Breen, Marcia LaFleur, Sheilah Sprouse, Terri Smith, Suzi Dougald

**SFS**
- Financial Aid – we’ve started reading applications for Fall 2018.
- Tuition and Fees: Board of Visitors approved tuition and fee rates for 18/19. SFS is working to update webpages. More to come on this update.
  - The 2018-19 Approved T&F document is here on the [Office of Financial Planning & Analysis](#) (formerly Budget Office) website (see link under the Budget News on right hand screen)
- **Degree Candidates:** down to 6 students with balances. We’re working to resolve remaining students by end of day Monday 12/18.
- **125% Rule / Credit Hour Threshold** review and send communication to schools and at-risk students before winter break. Surcharge will be assessed to students after Add/Drop in Spring.
- Term Statements available as of 12/12
- **Charges Due Dates & Addresses:**
  - Most Program Charges Due: 1/10/2018
  - Classes Start: 1/17/18

**Grading for 1178**
- Grades are due 48 hours after final exam/project period for the course – notice there is no grade deadline date. What has the response been in the schools to this so far?
- UREG, SR Support, and Collab will be monitoring email after hours for emergency grading situations between 12/15 – 12/20
- Grading statistics will appear on transcript for UGRD on 12/19.
- Schools need to be in contact with UREG regarding all school changes.
- Last year, we sent emails to instructors with outstanding Fall grades after the holidays. How would you like to handle this given the differences in the calendar this year?

**December Degree Conferral**
- Degree candidates lists will be sent to schools December 20th
  - Include Computing ID in Filename title when saving
  - Upload to Box when complete
- Degree posting will begin December 20th
• Degree conferral date will be December 21st
  o Diplomas ordered after all conferrals complete
• Reminder that students have access to their CeDiploma the same day that their diploma ships. They can go into SIS to reserve their CeDiploma (this gives them an opportunity to provide Paradigm with an alternate email address)
• Reminder about Diploma Address and primary name changes: students were told December 1st was the deadline. However, they can still go into SIS and edit their Diploma Address, we don’t have to manually update as we do with primary name changes
• Dissertation titles are due December 15th

• The Box – Mike presentation
  o After the 1st of the year, all grade and program changes need to be sent to UREG via The Box
  o All documents need to be sent to ureg@virginia.edu, not folks individually.

BOX SET UP INSTRUCTIONS

• Login to your UVA Box Portal
  • In the top right under the **NEW** drop down menu select folder
    • Name this folder Ex. UREG
  • Upload the Grade Change Form, Withdrawal Form etc...
• Once the file is uploaded hover over the 3 dots that will say more options, Click there

  ![Test.docx](image)
  **Today by Michael Harmon**
  **11.2 KB**
  ***

• Select Share and Get Share Link
• The next page will pop up. Be sure to choose People in your company and only type in UREG@virginia.edu in the email box to send it directly to us
• Press Send
• Once complete UREG team member will email you letting you know that action has been taken on the students record

• **Academic Level**
  
  o UREG has received feedback from a number of schools indicating training is necessary. We will be reaching out to schedule boot camps to take place soon after the beginning of the new year.

• **UBI**
  
  o Graduation module (SIS_SR_Graduation_Processing) should be released by the end of the week. We will still follow our past practices again for producing degree candidates’ lists. We encourage you, though, to test this new module against your existing reports, if possible.
  
  o UREG participated in enhanced UBI training this week and it seemed to be very beneficial for our staff. We have broached the idea of doing something similar with the School Contacts after the holidays. Is there interest in such a training session?
  
  o The UBI Community is a very useful resource to get questions answered when stuck working in that system.

• **Curriculog Update**
  
  o Process maps are being created
○ Workflows are being determined at the school level

● Data Security

○ We discussed data security in the context of sharing student data over email
○ Although not included in the guidelines below, University ID has been deemed by ISPRO to be more sensitive than Empl ID

DATA SENSITIVITY CLASSIFICATIONS AND EXAMPLES

The Data Protection of University Information (IRM-003) establishes four data classifications of sensitivity: **highly sensitive data, moderately sensitive data, internal use data, and public data**. Listed in the table that follows are examples of data within each classification:

<table>
<thead>
<tr>
<th>Highly Sensitive Data</th>
<th>Highly sensitive data are explicitly defined in the University’s <a href="http://security.virginia.edu/university-data-protection-standards#Data%20Sensitivity%20Classifications%20and%20Examples">Data Protection of University Information (IRM-003) policy</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples:</strong></td>
<td>Any personal information that can lead to identity theft if exposed, e.g. Social Security numbers, passport numbers, driver’s license numbers, financial account numbers</td>
</tr>
<tr>
<td></td>
<td>Any form of personally identifying information (PII) in combination with social security number (SSN), driver’s license number, passport number and/or financial</td>
</tr>
</tbody>
</table>
account number. For example, computing ID and driver’s license number, or home address and SSN.

Medical information that reveals an individual’s health condition or medical history; this includes, but is not limited to, HIPAA-protected information.

Any store or file of passwords or user-ids and passwords on any multi-user system or computer.

**Moderately Sensitive Data**

*Moderately sensitive is the default classification for all data that is not explicitly defined as highly sensitive data, may be held from release under FOIA, or that is not intended to be made publicly available.*

**Examples:**

University ID numbers

FERPA-protected student information not covered by the definition of highly sensitive data

*Data* that may be withheld from release under the Virginia Freedom of Information Act (FOIA)

Are not public records

Personnel and financial information not covered by the definition of highly sensitive data, but not intended to be made public.
| Any information that doesn’t fit into the other three categories |
| Caution: An executive data steward may designate otherwise moderately sensitive data under his or her responsibility as highly sensitive for purposes of these standards |

| **Internal Use Data** | **Internal use data is classified as a public record available to anyone in accordance with the Virginia Freedom of Information Act (FOIA) but is not intentionally made public (see the definition of public data). For a complete list, see Code of Virginia § 2.2-3700 Virginia Freedom of Information Act.** |
| **Examples:** |
| Salary information |
| Contracts |
| Specific email correspondence not otherwise protected by a FOIA exemption |

| **Public Data** | **Public data is intentionally made available to the public** |
| **Examples:** |
| Data intended for a public web site |
| All information in the University’s Common Data Set |
| Data available from Financial Reports available as a subset of the President’s Reports Archive |