School Contact Meeting  
January 8, 2015

Attendees:
Arlyn Burgess, Emily Cockrell, Amanda Crombie, Barbara Graves, Janelle Jennings, Marcia Lchniet, Martha Ann Toms-Farmer, Chris Doran. Rebecca Garver, Lisa Howdyshell, Debbie Shiflett, Travis Boyd, Sheila Tolley, Tina Freitager-Kirkaldy, and Janet Crawford

• Student Financial Services
  o Deadline for most tuition bills were due Tuesday, January 6th
  o Holds for non-payment went on Tuesday night
  o SFS sent an email to third party payers and students/parents reminding them of payment and the cancellation process
  o SFS provided detail regarding the calculation of Satisfactory Academic Progress (SAP) in relation to the potential consequences for students when instructors don’t report grades on time. In short, if the student has not successfully completed enough hours to demonstrate satisfactory progress towards a degree, they can be penalized such that they will not receive their financial aid. Calculations of SAP are made soon after grades are due, so students that are otherwise doing everything that they are supposed to do may be financially impacted by instructors failing to turn grades in by the deadline.

• Cancellation
  o Email was sent on December 29th to all term activated students with no enrollment (except Darden, Medicine, Law, or SCPS)
  o Reminder email will be sent today to all term activated students without enrollment (except Law and SCPS – non-BIS) and all term activated students who have a Negative Service Indicator
  o Negative Service Indicators must be cleared and students enrolled in at least one hour by Friday, January 16th @ 5PM to avoid cancellation
  o Cancellation will take place Monday, January 19th at 4PM
    ▪ Term and Program Plans will be inactivated
    ▪ Cancelled students will receive email notification on the 19th at the completion of the process
  o Reenrollment begins at 8AM Tuesday, January 20th @ UREG.
  o Cancelled students that do not live On-Grounds will have ID cards deactivated on Thursday, January 22nd
  o Law School Cancellation will run one week later

• Graduation / Degree Conferral
  o December Overview
    ▪ All degrees have been posted in SIS for Fall 2014, except Law
    ▪ FBI and other certificates will be processed next week
  o Discussion of changes to May process
    ▪ Schools were asked and responded that they do send emails to students that have not completed the Applied to Graduate process in SIS reminding them of the deadline of February 1st
• Any students that are placed into Applied status administratively after the February 1 deadline should be reminded to update their Diploma Mailing Address in SIS

• Grading
  o 30 Grade Rosters are still outstanding for 1148 (Non-Law, Darden, Medicine, SSPS)
    ▪ 2nd email went out to instructors with Approve status on Monday, January 5th to remind them to complete the process
  o J-Term Grade Rosters are available – Law School second week Grade Rosters will be available next Wednesday, January 14
  o Grade Lapse for Fall 2014 undergraduates will run Monday, January 19th
  o Dean’s List will run Tuesday, January 20th
  o Asked schools contacts what that thought about converting Blank Grades to a ‘Failing Grade’ using the same Grade Lapse schedule (Undergraduate – 30 days, Graduate – 200 days, and Professional – 365 days)

• The RECORD
  o The 2015-2016 Record will be reviewed by the Southern Association of Colleges and Schools for accreditation
  o 2015-16 is now available to update – let me know if you need a refresher training
  o The Records will go live July 1st

• SIS
  o Shopping Cart for Fall enrollment and any remaining data from past terms will be purged prior to the beginning of the Spring term.
  o Academic Requirements purge was completed in mid-December. Rebuilt versions have not generated any negative response to date.
  o Soft launch for Mobile went forward with J-term students as anticipated.
    ▪ Early feedback regarding the system is mostly positive.
    ▪ More detailed information on early results and plans moving forward being revealed this morning to SIS-AB.