School Contact Meeting

January 14, 2016

Attendees: Travis Boyd, Kathryn Brice, Lisa Howdyshell, Tina Freitager-Kirkaldy, Sheila Tolley, Sarah Doran, Isaiah Behnke, Sheilah Sprouse, Jason Dugas, Martha Ann Toms-Farmer, Rachel Miller, Emily Cockrell, Rebecca Garver, Scott Miller, Marcia LaFleur, Sally Armentrout, Tracy Doniel, Barbara Graves, Tracy Mourton, Amanda Crombie, Mary Lane, Terri Smith, Arlyn Burgess

Impact of Academic Level on Entering Transfer Students

- Current practice regarding academic level coding for incoming transfer students is to admit them as Level 1 and later code them at Level 3 when transfer credit has been assessed.
  - This practice causes major issues from a grants and loan perspective due to differential tuition between Levels 1 and 3.
- The question from Student Financial Services is if there are issues at the school level with defaulting incoming transfer students as Level 3 as opposed to Level 1. Doing so would be less disruptive for the student and easier for Student Financial Services to explain to the students.

Spring 2016 Cancellation Process

- January 14th
  - SFS Holds will be placed
    - Holds with an effective date > January 14th will not affect Spring Cancellation 2016
  - No Enrollment and Negative Holds (AENR Impact) emails will be sent to students (not Law or SCPS non-degree)
  - SFS has resumed the refund process as of today
- January 20th
  - SFS sends reminder email to students with outstanding balances
- January 21st
  - SFS applies late fees to students with existing overdue balances
- January 22nd
  - Published deadline for holds to be removed
- January 25th
  - Cancellation process will run at 4pm
  - Emails will be sent to students affected by the cancellation process
- January 26th
  - Late Enrollment required for re-enrollment to the University and classes
    - Instructions
      - Complete student portion of the form
      - Present form to Student Financial Services for approval
      - Present form to Dean’s office (after 7th week only) for approval
      - Return form to UREG to activate your Spring 2016 Term
• Enroll in classes
  • January 28th
    o ID cards will be inactivated
  • January 29th
    o Law School cancellation will be processed if necessary

125% Rule
• 68 total students
• 9 approved for no surcharge
• 59 need to be reviewed
• A list will be provided to the school contacts for review
• Please review the list and let us know your recommendations

December Degree Conferral/Diploma Processing Debriefing
• All fall 2015 degrees have been conferred as of Thursday the 7th, with the exception of a couple of special cases.
• The goal is to have diplomas for all Fall graduates ordered by 2pm today, January 14, 2016
• If you should receive questions regarding when the degrees will be conferred and when they will receive their diploma → please refer them to the UREG website (http://www.virginia.edu/registrar/diploma.html) to view the timeline
• All fall degree information was uploaded to the National Student Clearinghouse Monday, January 11th
• The schools were asked keep track of the number of complaints and or/questions initiated from August and December graduates relative to degree conferral timing. This is to gauge the need for an email notification to be sent to students once degrees are conferred.

Fall 2015, J-Term and other Grading Issues
• Reminder emails were sent on January 12th, to all instructors with outstanding grades (except for Law/Darden/SCPS instructors)
  o Emails were also sent to Curry off Grounds instructors
• Overall for all schools there are 241 outstanding grade rosters
• For everyone excluding Law/Medicine/SCPS there are 30 outstanding grade rosters
• For 1156 → 5 outstanding grade rosters
• For 1148 → 1 outstanding grade roster
• For 1146 → 3 outstanding grade rosters
• Grade lapse for 1158 undergraduates will occur on January 21st
• Dean’s list will run on January 22nd (Update: January 25th)

Course Catalog/Schedule of Classes Training overview (Training will be next month after the School Contact Meeting)
• The following dates were provided to you recently. Here they are again:

  **Fall 2016 timeline for course scheduling**
  1st galley sent—11/18/2015
1st galley due—12/17/2015
2nd galley sent—1/21/2016
2nd galley due—2/05/2016
SIS Scheduling Access removed – 2/19/2016
Begin S25 run—2/22/2016
SIS Scheduling Access restored – 2/26/2016
Class Search available—3/11/2016
Advising begins—3/21/2016
Grad enrollment begins—3/28/2016

Spring 2017 tentative timeline for course scheduling as of 11/9/2015
1st galley sent—5/5/2016
1st galley due—7/22/2016
2nd galley sent—8/25/2016
2nd galley due – 9/9/2016
SIS Scheduling Access removed – 9/23/2016
Begin S25 run – 9/26/2016
SIS Scheduling Access restored – 9/30/2016
Class Search available – 10/14/2016
Advising begins – 10/24/2016
Grad enrollment begins – 10/31/2016
Undergrad enrollment begins – 11/7/2016

• Enrollment Issues if the course has been changed after scheduling and enrollment
  o If the credit hours, requisites or title has changed while students have the course in their shopping cart they will not be able to enroll from the shopping cart
  o If there are changes after a student is on the waitlist they will need to delete the waitlisted course and add it back
  o If you encounter enrollment problems please send them to UREG and we will assist
  o Assisting will not result in enrollment as only the schools can by-pass the policies set forth to override a student in the course

• Course Catalog Forms
  o Often forms are received incomplete
  o Incomplete forms require additional time to complete
  o At this time all fields need to be completed to assure accuracy
  o The form needs to be updated
  o UREG will update the form and send to you for comments
  o Please share the forms with your approval committees and ask them to provide input
  o Comments must be received by March 1st

• We will have a Schedule of Classes mini-training session after the February School Contact meeting
  o Please invite your schedulers to this meeting (only invite actual schedulers as we will be meeting with departments in the Spring)

UREG Operations Calendar
- UREG is busy updating and improving the Operations Calendars
- Please remember that all dates are subject to change
- What dates would you like to see?

New Staff

- Thank you for your patience as we continue to acclimate our new Team members
- We continue to need your assistance as we train and improve our processes