School Contact Meeting

February 11, 2016


Spring 2016 Cancellation Results

• The Spring 2016 Cancellation process was completed at 4:30pm on January 26th. A total of 161 students were cancelled. The breakdown of the cancellation process is as follows:

  ▪ Graduate Students 76
    • 1 with credit hours

  ▪ Undergraduate Students 83
    • 7 with credit hours

  ▪ Darden Students 1

  ▪ Medicine Students 1
    • 1 with credit hours

  ▪ Law Students 1

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<th>Acad Program</th>
<th>Total Cancelled</th>
<th>Total Cancelled With Hrs</th>
<th>Total Cancelled Without Hrs</th>
<th>Total Late Enrolled</th>
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<th>Without Hrs</th>
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• The Late Enrollment process began January 27, 2016. The ID deactivation process ran on February 1, 2016.

SFS – Sarah & Isaiah
• 125% Rule charge assessed
  o $346/ credit hr.
  o 6 Students – received confirmation e-mail Wednesday, February 10th
    ▪ 4 ASU
    ▪ 2 ERU
  o The appeals form is available on the SFS website:
    • SFS Website: http://sfs.virginia.edu/surcharge
    • FAQs: http://sfs.virginia.edu/sites/sfs.virginia.edu/files/Surcharge%20FAQs.pdf
  o Students with specific questions related to academic standing are directed to contact the registrar's office for your school of enrollment.

• Financial Aid Deadline – March 1st
  o If you intend to apply for need-based financial aid for the 2016-2017 academic year, please be aware of the upcoming March 1, 2016, deadline for applying for state and institutional need-based aid, including AccessUVA scholarships. The date is fast approaching, and we encourage you to complete your applications now rather than waiting until the last minute when there is greater demand for our live services. If you have already completed your applications or if you do not intend to apply for need-based financial aid, you may disregard this message.

In order to be considered eligible for all forms of state and institutional grants and scholarships for the 2016-2017 academic year, there are two application forms you must submit to SFS by March 1, 2016. You must submit BOTH the CSS PROFILE, available at https://student.collegeboard.org/css-financial-aid-profile, and the FAFSA, available at www.fafsa.gov. UVA's CSS Profile code is 5820, and the FAFSA School Code is 003745.

The FAFSA previously utilized a PIN code as an electronic signature, but has now switched to a username and password combination called the FSA ID. If you have not done so previously, you must create an FSA ID in order to complete the FAFSA. Please create your FSA ID well in advance of the deadline, as it may take several days to become active and useable. You can create a new FSA ID, edit an existing FSA ID, or retrieve your username or password at https://fsaid.ed.gov/npas/index.htm.

We understand that tax returns may not be complete prior to March 1, but it is far more important that you complete the application forms using your best estimates and submit them on time than that you wait until after the deadline has passed. If you find that extraordinary circumstances will prevent you from completing these applications
by the March 1 deadline, please contact Student Financial Services at your earliest opportunity so that we may work with you.

You will likely find that it is easier to complete the Profile after you have completed the FAFSA, so we recommend submitting them in that order. Be sure to check your To Do List, starting in April, for any additional documents that we may require, and be sure to read all the emails we send to you to avoid any delays in your financial aid award. If you would like help completing either your Profile or your FAFSA, please consider coming to one of our filing events the week of February 15th. More information is available at http://sfs.virginia.edu/internal/FAFSAevent.

You will receive an additional email reminder about the March 1, 2016, deadline as the date approaches. More information about the application process is available on our website at http://sfs.virginia.edu/undergrad/apply. As always, if you have any questions about applying for financial aid, please write to us at sfs@virginia.edu or call us at (434) 982-6000, and we will be happy to help you.

**Graduation / Finals Program – Kathryn**

- January Diplomas were shipped from the printer to directly students on Tuesday, February 2\textsuperscript{nd}
- May Diploma Information – UREG Website. Please send any feedback on helpful information to be included to Kathryn and send to ureg@virginia.edu.
- Kathryn sent the reports of students not in applied status to all school contacts earlier this week. Please be sure that these students are either placed into applied status or expected graduation dates are adjusted, as applicable.
  - Transcript reviews, beginning of the audit process, and May Finals Program population will all be beginning for May degree candidates in the coming weeks.
- May 2\textsuperscript{nd} will be the date used this year at the cut off for degree candidates to be included in the Finals Program.
- Schools note that the Bookstore is running their list of May degree candidates prior to the Apply to Graduate deadline, which is forcing schools to provide students a letter for the bookstore to indicate that they are in fact graduating. UREG will contact the Bookstore regarding this issue.

**Fall 2015, J-Term and other Grading Issues – Lisa**

- Undergraduate Grade Lapse for 1161 – Thursday, February 18\textsuperscript{th}
- Graduate grade lapse for 1156 – Monday, February 29\textsuperscript{th}

**Record Update – Sheila**

- We are still updating the ‘15-’16 catalog, which will soon be archived.
- Confirmation contact emails were sent out the week of February 8\textsuperscript{th}.
- We will begin the electronic workflow and accept updates for the ‘16-’17 records by March 1\textsuperscript{st}.
- Digital Architecture will be coming to U.Va. March 16\textsuperscript{th}-18\textsuperscript{th} to provide UREG with Acalog training.

**CCI/CCT Forms – Sheila**

- Time to update the forms
- Possible changes to CCI
  - No longer require the following fields:
• Department
• Full Title – Present
• Abbreviated Title – Present
• Course Description – Present
• Course Component 2
  • Add Question such as this course will require lab, discussion, studio or workshop component
    o This course is equivalent to – add description to explain that this means the course is exactly the same as another course
    o Require that any course adding an equivalency be accompanied by all courses to be coded in this manner
    o Explain requisites – SIS can manage requisites to ensure appropriate enrollment
      ▪ We should be encouraging the listing of requisites
      ▪ If instructor permission is a requisite there can be no other requisites applied
    o Repeat for Credit – include definition that explains that this means that the course can count for credit multiple times
      ▪ We can restrict the number of credits and/or the number of course takings.
    o Remove “Specific term taken as a topic”.
• Possible changes to CCT
  o Addition of a new CCT form
    ▪ Often First Time Offering courses and Topical courses cause confusion
    ▪ We will implement a form for First Time Offerings separate from CCT forms
    ▪ This step is to alleviate confusion. Topics courses are permanent courses whereas First Time Offering courses should only be offered once.
• We will keep you posted as to our progress!

Course Catalog/Schedule of Classes Training – Pam & Debbie
• Timetable for access in SIS
  o Access will be removed on Friday, February 19th
  o Access will be restored on Friday, February 26th
• Schedule - The following items should not be changed once open enrollment begins*:
  o Component
  o Class Association Number
  o Grading Basis
  o Credit Hours
  o Dependent Section
*Please remember once a change has been made, it will affect students who already have these courses in their shopping carts and/or are enrolled in the course

• Basic Data Tab
  o Please remember to accurately define the mode of instruction
    ▪ P – In Person
    ▪ +5 – More than 50% Internet-based
    ▪ -5 – Less than 50% Internet-based
    ▪ RR – Research Rate
    ▪ TV – Televised
    ▪ WB – Web Based
- Meeting Tab
  - Do not populate Topic IDs
  - Courses must have assigned instructors - Inst. Access must populate

- Please contact Pam and Debbie if you are interested in additional training