School Contact Meeting

March 10, 2016

Attendees: Travis Boyd, Kathryn Brice, Lisa Howdyshell, Tina Freitager-Kirkaldy, Sheila Tolley, John Higgins, Sarah Doran, Isaiah Behnke, Sharon McDonald, Jason Dugas, Judy Updike, Mary Lane, Martha Ann Toms-Farmer, Emily Cockrell, Tracy Mourton, Andrew Breen, Iva Gillett, Arlyn Burgess, and Terri Smith

SFS

• Degree candidates with account balances will be contacted starting at the end of the month

May Graduation

• May diploma information is now listed on UREG Website
• Email reminders regarding diploma name and address were sent to all degree candidates (Law and Medicine are still pending but will be sent soon)
• Graduation lists to be sent to schools in the near future
• Dissertation Titles due in SIS March 31st. Reports will pick up changes prior to the May 2nd deadline for the Finals Program.
• Transcript review for degree candidates currently ongoing in UREG
• UREG would welcome any assistance rolling & tying ceremonial scrolls
  o Would schools prefer distribution of scrolls in boxes or the felts as in years past?
• Bookstore follow-up from February
  o We contacted the bookstore regarding the date they used to pull students for the early regalia pick up
  o They shared their policy and they did not pull the report until February 2nd
  o In addition they continue to update their list throughout the term
  o Please let us know if you hear of any complications for your students
    The College and Architecture heard from several students who had been on the list since early in November or so and these students were not on the Bookstore list
    UREG will contact the Bookstore with this information

CeDiplomas (Certified Electronic)

• Coming in May for all graduates
• Only for graduates May 2016 forward
• Available to students to email, share, etc. forever
• More detailed demo to come

Fall and Summer Enrollment

• Fall enrollment appointments begin for Graduates on March 28th with the Priority group and Undergraduates following on April 4th
• Summer enrollment begins April 11th
• Appointment times have blocks of 250 students released at a time versus the 175 per block for Spring registration (it was 100 for last Fall)
  o Enrollment times and advisor holds available in SIS for students tomorrow
• Open Enrollment for Fall 2016 – Monday, August 1st
  o Credit limits for Undergrad College and Commerce will increase on Tuesday, August 2nd
• Fall 2016 – Enrollment Instructions and Add/Drop/Withdrawal dates will be available on the UREG website today
• Schedule of classes for Summer and Fall go live today

Term Activation

Term activation is complete for the 1166 and 1168 semesters for all careers.
• Returning students term activated for Summer:
  o Undergraduates: ARU, ASU, CPU, CUU, ENU, FBU, MCU, NRU
  o Graduates: ARG, ASG, CPG, CUG, CUGN, ENG, FBG, MCG, NRG, PVG
  o Business: DAG (EMBA & GEMBA only)
  o Medicine: MDG
  o Other: CPGN, CPNN, CPUN, CUNN
• Returning students term activated for Fall:
  o Undergraduates: ARU, ASU, CPU (BIS & BPS only), CUU, ENU, FBU, MCU, NRU, PVPB
  o Graduates: ARG, ASG, CPG, CUG, CUGN, ENG, FBG, NRG, PVG
  o Business: DAG
  o Law: LWG
  o Medicine: MDG
  o Other: CPGN, CPNN, CPUN, CUNN
• Appointment times have been assigned for both terms (except for Law, which will be assigned later)
• Advising holds have been placed for most undergraduates (some College plans are excluded) and for Graduate Nursing and Graduate Architecture students. Advising holds for College students will expire on 04/08/2016.
• New students will be term activated starting 03/14, but not given enrollment appointments; they can enroll as of the Open Enrollment dates (4/13/2016 for summer; 08/01/2016 for fall)
• Advising holds, appointment times, and course offerings will be visible in Self Service on 3/11/2016.

Summer Session  Validation Appointment = 3/11/2016, 12:00 midnight

<table>
<thead>
<tr>
<th>Group</th>
<th>Enrollment Appointment Dates (Codes)</th>
<th>Students Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates</td>
<td>04/11 @ 7:00 AM (0001)</td>
<td>3,701</td>
</tr>
<tr>
<td>4th &amp; 3rd Year Undergrads</td>
<td>04/11 @ 7:00 AM (0001)</td>
<td>8,178</td>
</tr>
<tr>
<td>2nd &amp; 1st Year Undergrads</td>
<td>04/12 @ 7:00 AM (0002)</td>
<td>3,681</td>
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</tbody>
</table>

Fall Semester
Undergraduate appointment times are scheduled from 7:00 AM to 8:45 AM and 4:00 PM to approximately 9:30 PM over four weekdays (04/04 - 04/07). SCPS students can begin enrolling as of the Open Enrollment date, 08/01/2016. Validation Appointment = 3/11/2016, 12:00 midnight
<table>
<thead>
<tr>
<th>Group</th>
<th>Enrollment Appointment Dates (Codes)</th>
<th>Students Assigned</th>
<th>Available Appointment Dates (Codes)</th>
<th>Space Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Priority</td>
<td>03/28 @ 7:00 AM (0001)</td>
<td>27</td>
<td>03/28 @ 7:00 AM (0001)</td>
<td>9.973</td>
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<tr>
<td>Graduate</td>
<td>03/29 @ 7:00 AM (0002)</td>
<td>3,326</td>
<td>03/29 @ 7:00 AM (0002)</td>
<td>6,674</td>
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<td>LNEC Priority</td>
<td>04/04 @ 7:00 AM (0100)</td>
<td>179</td>
<td>04/04 @ 7:00 AM (0100 - 0101)</td>
<td>321</td>
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<tr>
<td>4th Year Priority</td>
<td>04/04 @ 7:30 AM - 8:00 AM (0102-0104)</td>
<td>581</td>
<td>04/04 @ 8:00 AM (0104 - 0105)</td>
<td>419</td>
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<tr>
<td>4th Year</td>
<td>04/04 @ 8:30 AM - 6:45 PM (0106-0119)</td>
<td>3,387</td>
<td>04/04 @ 6:45 PM (0119 - 0130)</td>
<td>2,873</td>
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<tr>
<td>3rd Year Priority</td>
<td>04/05 @ 7:00 AM - 7:30 AM (0200-0202)</td>
<td>609</td>
<td>04/05 @ 7:30 AM (0202-0203)</td>
<td>391</td>
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<tr>
<td>3rd Year</td>
<td>04/05 @ 8:00 AM - 6:00 PM (0204-0216)</td>
<td>3,244</td>
<td>04/05 @ 6:00 PM (0216-0230)</td>
<td>3,506</td>
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<td>2nd/1st Yr Priority</td>
<td>04/06 @ 7:00 AM - 7:15 AM (0300-0301)</td>
<td>476</td>
<td>04/06 @ 7:15 AM (0301-0302)</td>
<td>274</td>
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<tr>
<td>2nd Year</td>
<td>04/06 @ 7:45 AM - 5:45 PM (0303-0315)</td>
<td>3,154</td>
<td>04/06 @ 5:45 PM (0315-0330)</td>
<td>3,846</td>
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<td>1st Year</td>
<td>04/07 @ 7:00 AM (0400)</td>
<td>4</td>
<td>04/07 @ 7:00 AM (0400 - 0429)</td>
<td>7,496</td>
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<td>College “penalty”</td>
<td>04/07 @ 9:30 PM (9999)</td>
<td></td>
<td>04/07 @ 9:30 PM (9999)</td>
<td>250</td>
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</tbody>
</table>

**Grading/Records Updates**

- Grade and name change forms
  - We will no longer will be accepting grade change/name change forms by fax. Please e-mail these forms to UREG@virginia.edu. In the future, we will be working towards usage of The Box for transmission of these forms, as a yet more secure way to send the information.

- Outstanding Grades (Number of Rosters Outstanding)
  - 1146 – 3
  - 1148 – 1
  - 1156 – 5
  - 1158 – 22
  - 1161 – 10

**Acalog Training**

- UREG training with Digital Architecture on site March 17th & 18th
- Training is open to all Acalog users on March 18th, 1pm-3pm in NAU 211
- We sent a “Save the Date” to all current Acalog users on Friday, March 4th
- The trainers from Digital Architecture will be providing the leadership for this training

**SIS Access**
• It is that time of year when SIS administrative passwords need to be changed
  o This stems to prepare for an audit and was a Pat Hogan directive
• There are a number of faculty members that have SIS administrative roles as well as self-service
  o If their SIS administrative password expires, this prevents them from using their self-service access, as well
• Some forget they have other SIS roles and will end up in a quandary leading them to call on you and others for assistance
• Below is an email similar to the one from last year that went to faculty members with multiple roles
  o The key points are that they
    ▪ need to use the iKey
    ▪ sign on administratively as the school contacts do
    ▪ change that password annually.

Dear SIS User,

Your SIS administrative password has expired because you have administrative role(s) in SIS and have not reset your password within the past year. Until your administrative password has been changed, you cannot access details in SIS via self-service (using your Netbadge login) as you normally would. You will not be able to view your advisees or remove their holds.

In order to change your SIS administrative password, you must logon to SIS via the administrative link following these instructions:
  • Establish VPN using your iKey/token
  • Go to Virginia.edu and scroll to the bottom, in blue, to click on SIS
  • On the right side of the SIS portal page, select SIS Admin User (do not use the SIS login button on the left!)
  • Use your computing ID and SIS password to log into SIS. If the screen returns again, but is blank, your password is incorrect. Contact the helpdesk if you have forgotten your password ([http://its.virginia.edu/helpdesk/](http://its.virginia.edu/helpdesk/))
  • After logging in, you will be prompted to change your password, if expired, or you can reset it by using the menu item, Change My Password
  • Once you have changed your administrative password, you will be able to use SIS self-service to view your advisees and remove their holds.
  • If you do not have an iKey, please contact ccsupport@virginia.edu stating that you do not have an iKey and do not use your SIS Administrative roles and we initiate the process to remove them.
  • If you have an iKey but have not used your SIS administrative access and do not need this access, please contact ccsupport@virginia.edu to gather the information to request the role be removed.

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CCI/CCT Forms

• Changes that have been submitted for consideration by the SOC/Course Catalog Team
Remove
  • Department
  • Full Title (present)
  • Abbreviated Title (present)
  • Course Description (present)
  • Credit Hours (present)
  • Course Component 2

Change
  • Instruction page

Add
  • Instructions on form for Repeat Credit
  • Instructions on form for Requisites
  • Instructions on form for Equivalency
  • New form for “First Time Offerings”
    • Much confusion surrounds Topical courses the addition of the “First Time Offerings” form will separate Topics from “First Time Offerings”

Returning to the University

• The electronic workflow for Returning to the University is technically ready for release
• UREG has a few questions regarding the first step of the workflow
  o Four years ago when the UG Forms Committee met there was not a way for the schools to look up in the NSC whether or not a student matriculated elsewhere during their time away
  o UREG offered to provide this service so work on the form could continue
  o NSC Student Tracker availability can now be assigned to school representatives
  o The Student Tracker provides enrollment status but does not address if the student was enrolled in a degree seeking program
    • Do you refuse re-admission to students who have matriculated elsewhere?
    • Does your school send students back to Admissions to apply as a Transfer Student if they matriculated elsewhere?
  o At this time UREG is not in a position to provide the Student Tracker look up for all schools as we do not provide assistance for your re-admission processes
• We cannot move forward on this project without more information
  o We welcome your comments

Reporting

• When we receive reporting requests our Report Coordinator, Thuy Vu, provides assistance
• When the report serves the purpose required by the requester we send all school contacts the access for the report
• Schools indicate that they would like to know when a new report is set up for other school contacts and have it shared with all