School Contact Meeting  
March 12, 2015

Attendees: Sally Armentrout, Andrew Breen, Emily Cockrell, Tracey Doniel, Jason Dugas, Barbara Graves, Janelle Jennings, Mary Lane, Marci Lachniet, Judy Updike, Tracy Pettit, Sarah Doran, Travis Boyd, Tina Freitag-Kirkaldy, Debbie Shiflett, Lisa Howdyshell, Janet Crawford

- **Student Financial Services**
  - BOV will be meeting in the next couple of weeks concerning tuition & fees for Fall 2015

- **Cancellation**
  - Emails Feedback – None received. Will try again with deadline of Friday, March 27 for comments to Tina. Emails included.

- **Graduation / Degree Conferral**
  - Discussion of changes to May process
    - Ceremonial Scrolls Draft
    - School Websites – Please ensure that all graduation related pages refer to the new processes/terminology. Websites can direct visitors to UREG and Major Events websites.
  - Upcoming Important Dates
    - March 3 – 20: Diploma file creation to review until the May 1st deadline
    - March 19 – 20: Produce transcripts for audit review
    - May 1: Finals Program due to printer
  - SR Diploma Processing report in Discoverer now includes student’s diploma mailing address

- **Grading**
  - Email reminder was emailed to Faculty last week to review Spring Grade Rosters
  - Spring 2015 Grade Rosters will be available to view in SIS Wednesday, April 22nd
  - Grade deadline Tuesday, May 12th

- **SOC**
  - Schedule of Classes for Summer and Fall live tomorrow (Friday, March 13th)
  - For all schedulers, it is essential going forward that actual instruction dates of courses be listed in SIS. Scrutiny over dates of instruction has amplified from a reporting standpoint and these must be in the system of record.
    - All known class meeting times before the term should be published in SIS. (UG Policy)

- **Enrollment**
  - Enrollment Appointments for Graduates starts March 30th and Undergrads start April 6th
Appointment times have blocks of 100 students released per block instead of the previous 50

- Open Enrollment for Fall 2015 – Monday, August 3rd
  - Credit limits for Undergrad College and Commerce will increase on Tuesday, August 4th
- Fall 2015 – Enrollment Instructions, Add/Drop/Withdrawal, and Exam schedule will be available on UREG website Friday, March 13th

**SIS**

- Purges Update
  - **Dropped Courses Purge:** due to the fact that some of the information that is available on the Enrollment page (Records and Enrollment > Enroll Students > Enrollment) would be unavailable after purging, the determination was made that we will not be purging Dropped Courses.
- SIS will be down Saturday, April 18th and Sunday, April 19th
- Work is ongoing to update the SIS Help documents for Staff/Faculty

**Transfer Policy**

- In light of Sweet Briar College closing, the Provost’s office is working with schools on their willingness to accept transfer students into their degrees and waiving the institutional requirement that states and undergraduate student must complete at minimum 50% of their credits at U.Va.
  - Policy: Transfer students must earn at least half of the credits necessary for a given degree in a University of Virginia program of study.
- Student still must complete at least 25% of their credits for degree at U.Va. per SACS policy.
- Guidance hopefully forthcoming early next week.
- Transfer deadline is March 28th.

**RECORD**

- Deadline for updates Friday, May 29th

**CANCELLATION EMAILS:**

**No Enrollment email (12/29/14 to students with no Spring 2015 enrollment):** (not sent to new students [spring], Darden, Law, Medicine, or SCPS students)

Subject: Enrollment Underway

You are receiving this notification because you have not yet enrolled for the Spring 2015 semester. Enrollment is currently underway, and you should begin adding classes at your earliest opportunity.

If you are a graduate or part-time student, it is particularly critical that you enroll in the proper number and type of credits (class or non-topical research) as soon as possible, to ensure that tuition charges and any financial aid are accurately reflected on your account.

If you have any questions about your enrollment, please contact your school.
No Enrollment email (send 1/08 (spring 2015) Do not send to Law or SCPS except BIS students

Subject: You are Not Enrolled

You are receiving this notification because you have not yet enrolled for the Spring 2015 semester. Enrollment is currently underway, and you should begin adding classes at your earliest opportunity.

If you are a graduate or part-time student, it is particularly critical that you enroll in the proper number and type of credits (class or non-topical research) as soon as possible, to ensure that tuition charges and any financial aid are accurately reflected on your account.

Also, if you do not enroll before 5:00 p.m. on Friday, January 16, you will no longer be considered a current student at the University. As applicable, your ID card will be deactivated, and all student privileges - including Housing, Dining, and Cavalier Advantage - will be unavailable. You will not be reported to the National Student Clearinghouse, and loan repayment notices may be initiated.

If you have any questions about your enrollment, please contact your school.

Negative Holds email (send 1/8 (spring 2015) - Do not send to Law or SCPS except BIS students

Subject: Your Enrollment is Blocked

You are receiving this notification because you currently have a hold in the Student Information System (SIS) that, if not resolved, will result in you being dropped from your classes and deactivated as a student.

You can see your current holds and what steps you need to take to resolve them in your SIS Student Center.

* View Holds in the right hand column near the top of the Student Center.

* Click "details" to see more information about the hold, as well as what steps you need to take to have it removed.

Once you have taken the necessary steps to resolve a hold, please allow up to 48 hours for the hold to be removed from the SIS.

If you do not clear this hold before 5:00 p.m. on Friday, January 16, you will no longer be considered a current student at the University. As applicable, your ID card will be deactivated, and all student privileges - including Housing, Dining, and Cavalier Advantage - will be unavailable. You will not be reported to the National Student Clearinghouse, and loan repayment notices may be initiated.

If you have any further questions about a particular hold, please contact the office responsible for the hold.
Cancellation email (send 1/19 (spring) after cancellation process is run):

Subject: You are Not Enrolled

As of this afternoon, Monday, January 19, you are no longer considered a student at the University of Virginia for the Spring 2015 semester, either because you did not enroll in any classes or because you had an outstanding hold. As applicable, this means:

1) You have been dropped from any classes in which you were enrolled.

2) Your record has been inactivated and you are NOT CONSIDERED A CURRENT STUDENT.

3) Your University ID card will be deactivated effective Thursday, January 22, and any Housing, Dining, Cavalier Advantage, or other student privileges will be unavailable.

4) You will not be reported to the National Student Clearinghouse, and loan repayment notices may be initiated.

If you are planning to attend the University for the semester, you must resolve any outstanding holds and report to UREG (Office of the University Registrar) in Carruthers Hall immediately to begin the late enrollment process. Business hours are M-F, 8 am - 5 pm (see http://www.virginia.edu/registrar/contact.html).

If you have any questions about your enrollment, please contact UREG at ureg@virginia.edu or 434-924-4122.