School Contact Meeting
April 9, 2015

Attendees: Sally Armentrout, Arlyn Burgess, Amanda Crombie, Sharon McDonald, Barbara Graves, Mary Lane, Tracy Mourton, Sheilah Sprouse, Tashana Starks, Rebecca Garver, Sarah Doran, Travis Boyd, Tina Freitager-Kirkaldy, Lisa Howdyshell, Janet Crawford, Sheila Tolley, Rodney Floyd, Stash Stanley

- **Student Financial Services**
  - The Board of Visitors approved tuition and fees at the March 25th meeting.
    - Within the approved tuition rates, there is a new “step” increase for all In-State undergraduate students of $1000 that will be added to the base tuition for students matriculating in the 15-16 academic year. This additional funding will be used to help provide more grant aid to low and middle income Virginians.
    - For students who will be using the Virginia Prepaid Education Plan (VPEP) to pay their tuition, VPEP WILL cover the step increase, but will NOT cover any of the tuition differentials for McIntire, Batten, or Engineering.
    - There was also a 4 year guaranteed tuition program approved. The detailed numbers have not been finalized. Only available to In-State undergraduate students entering this year. More to come on this.
  - Students who intend to graduate this spring must pay all outstanding balances by April 30th.
  - Student Health has asked us to begin a new Hard Waiver process for domestic students, in addition to the one that is already in place for international students. This entails charging all students who have enrolled in the Aetna student health plan, or students who have not been able to waive the requirement to enroll in the Aetna student health plan, for the plan. SFS is working with Student Health to ensure we bill just a subset of students who actually need to be charged, and it’s likely the billing will not happen until the fall. Details are still being finalized and this has not yet been approved. A representative from Student Health will likely attend a future School Contact meeting to discuss further.

- **Spring Rosters/Grades**
  - Email reminder to verify class rosters and provide grading guidelines will be sent to instructors by Tuesday, April 14th
  - End of term rosters will be available for faculty in SIS on Wednesday, April 22nd (Dynamic Dating classes will be available 10 days before the class end date in SIS)
  - Grade Flyer for end of term grading to be sent out to instructors group on Monday, April 27th
  - Deadline for Spring Grades is Tuesday, May 12th

- **Summer / Fall 2015 Enrollment**
  - Term Activation was completed Thursday, March 19th for new students
    - Fall is ongoing. All known issues with new students have been corrected. Let Janet know if you see any incoming students that have not been term activated.
  - Enrollment for Returning Graduates began March 30th (Military) and March 31st (Returning Graduates)
  - Enrollment appointments for Returning Undergraduates began April 6th and completed April 8th
- Summer 2015 enrollment will begin Monday, April 13th – Wednesday, April 15th
- Students can apply for Summer 2015 graduation starting Monday, April 13th through July 1st

- **2015-2016 Record**
  - The 2015-2016 Records will be reviewed by the Southern Association of Colleges and Schools for accreditation. Please carefully review what you submit for this coming year to ensure everything is accounted for and accurate.
  - Deadline for Record update is Friday, May 29th
  - 2015-2016 Records will ‘Go Live’ on July 1st

- **Instructor Listing in SIS: Primary Instructor, Secondary Instructor, TA**
  - UREG and SR Support are investigating system capabilities and restrictions in order to have TA’s listed correctly
  - UREG will set up a training session once all details have been worked out.

- **Graduation / Degree Conferral**
  - Honors/Awards: Due April 17th to be entered and included in the Finals Program
  - Dissertation Titles: Due by May 1st – If no title, the name will be deleted from the Finals Program
  - Ceremonial Scrolls: Available the week of May 11-15th for Pickup. Blue Felts due back to UREG by Friday, May 22nd. We do not need the scrolls back and pins
  - Distinction Levels: Need to have distinction levels and DMP distinction levels before 5:00 on Thursday, May 14th
  - Degree Conferral: Will be posted to SIS the week after Finals weekend. All grades must be in SIS on or before the 14th of May. Posting will be complete on or before Friday, May 22nd (except for Law School).
  - Notarized Diplomas: Request form will be available on UREG website. Due by 5PM Wednesday, May 13th to guarantee that the notarized diploma will be ready for pickup on Monday, May 18th at Noon. We will provide service for walk-up requests, but turnaround time
  - Spring 2015 graduates will be reported to the National Student Clearinghouse Friday, May 29th

- **SIS**
  - SIS will be down Saturday, April 18th and Sunday, April 19th for PeopleTools upgrade
  - ***Post meeting note:*** Due to complications discovered during testing, the upgrade is now tentatively scheduled to take place June 6th instead. A decision is still forthcoming.
  - Marketing push is currently ongoing for students to utilize SIS Mobile for Summer and Fall Enrollment. There may be an increase in questions regarding Mobile as a result.
  - Emails to students that are on a waitlist that cannot move off because they have class conflicts or adding would put them over their maximum credit limits will be sent out Friday, April 10th

- **Summer Orientation**
  - Schools that plan to assign appointments to incoming students for enrolling in SIS at orientation, please send the dates that you wish to have the enrollment appointments assigned for to Travis Boyd (tb6xd@virginia.edu).
• VA Coordinator Transition
  o The Veterans’ Affairs Coordinator position is now vacant. Please direct any VA related questions to ureg@virginia.edu or call our main UREG number 434-924-4122.

• Academic Level Training
  o UREG will be offering an upcoming refresher training on how to maintain Academic Level in SIS. Details to come.

Credit Limit Email:

Dear %1 %2,

You are currently on the waitlist for the following course. Enrolling in this course would exceed the maximum number of credits allowed per term for your school. As a result, IF a spot in the course opens and the waitlist runs, you will not move off the waitlist and into the course unless this issue is resolved.

%3 %4 %5

Class Section: %6

Please refer to the following link for guidance in resolving the waitlist issues you may be encountering: http://its.virginia.edu/sis/student/#waitlist

Be advised that any adjustments made to your course schedule and/or enrollment request(s) do not guarantee your enrollment into this course.

Sincerely,

UREG (Office of the University Registrar)
Schedule Conflict Email:

Dear %1 %2,

You are currently on the waitlist for the following course. There is a time conflict between this course and one or more of your currently enrolled courses. As a result, IF a spot in the course opens and the waitlist runs, you will not move off the waitlist and into the course unless this conflict is resolved.

%3 %4 %5

Class Section: %6

Please refer to the following link for guidance in resolving the waitlist issues you may be encountering: http://its.virginia.edu/sis/student/#waitlist

Be advised that any adjustments made to your course schedule and/or enrollment request(s) do not guarantee your enrollment into this course.

Sincerely,

UREG (Office of the University Registrar)