School Contact Meeting
April 14, 2016

Attendees: Kathryn Brice, Sheila Tolley, John Higgins, Leonia Williams, Danielle Thorpe, Sarah Doran, Isaiah Behnke, Sharon McDonald, Jason Dugas, Judy Updike, Martha Ann Toms-Farmer, Emily Cockrell, Tracy Mourton, Andrew Breen, Iva Gillett, Arlyn Burgess, Janelle Jennings, Tracey Doniel, Sheilah Sprouse, Katherine Yates, Amanda Crombie, Marcia LaFleur, Rebecca Garver, Tashana Starks, Barbara Dudley, and Briana Reid

- **Student Financial Services**
  - Graduate Student Status:
    - **Full-Time**: A student who is enrolled for at least twelve (12) credits in a fall or spring term, six (6) credits in summer term, three (3) credits in January term, or a student who is enrolled in the School of Medicine and has been identified by the school as full-time (Medicine does not award credit for its courses).
    - **Part-Time**: A student who is enrolled at half-time or less than half-time. Students enrolled for three-quarter time must be approved for a reduced course load by their dean’s office and pay full-time tuition. References in this policy to part-time enrollment do not include three-quarter time enrollment.

- **Enrollment Status**
  - Undergraduate Student Status:
    - **Full-Time**: A student who is enrolled for at least twelve (12) credits in a fall or spring term, six (6) credits in summer term, three (3) credits in January term, or a student who is enrolled in the School of Medicine and has been identified by the school as full-time (Medicine does not award credit for its courses).
    - **Part-Time**: A student who is enrolled at half-time or less than half-time. Students enrolled for three-quarter time must be approved for a reduced course load by their dean’s office and pay full-time tuition. References in this policy to part-time enrollment do not include three-quarter time enrollment.
    - **Temporary Part-Time Status for Currently Enrolled Undergraduate Students**: Undergraduate students who are admitted to the University for full-time study may, due to extenuating circumstances, petition their deans for temporary part-time status. Students approved for temporary part-time status may take no more than eight (8) credits (two classes) per semester. No more than sixteen (16) credits taken on a temporary part-time basis can be counted toward the total number of credits required for an undergraduate degree. Temporary part-time status requires a dean’s written approval.

**Approved Academic Load and the Impact on Tuition Charges**

<table>
<thead>
<tr>
<th>Student</th>
<th>Approved Academic Load (Determined by the school) This is a field in SIS and can be viewed in the SIS Student Center Academics Tab</th>
<th>Approval for Reduced Course Load (granted by the school) There is no field in SIS to see if this has been granted.</th>
<th>Credit hours of enrollment</th>
<th>Number of classes.*</th>
<th>Tuition Impact (based on Approved Academic Load)</th>
<th>Eligible for Financial Aid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Full Time</td>
<td>Not applicable</td>
<td>12 hours</td>
<td>4 classes @ 3 credits per class</td>
<td>Full time flat rate tuition</td>
<td>Yes</td>
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<tr>
<td>B</td>
<td>Full Time</td>
<td>Yes - but still full time</td>
<td>9 hours</td>
<td>3 classes @ 3 credits per class</td>
<td>Full time flat rate tuition</td>
<td>Yes*</td>
</tr>
<tr>
<td>C</td>
<td>Full Time</td>
<td>Yes - but still full time</td>
<td>8 hours</td>
<td>3 classes (1 @4 credit, 1 @3 credit, 1 @ 1 credit)</td>
<td>Full time flat rate tuition</td>
<td>Yes*</td>
</tr>
<tr>
<td>D</td>
<td>Full Time</td>
<td>Yes - but still full time</td>
<td>6 hours</td>
<td>2 classes @ 3 credits per class</td>
<td>Full time flat rate tuition</td>
<td>Yes*</td>
</tr>
<tr>
<td>E</td>
<td>Full Time</td>
<td>Yes - but still full time</td>
<td>3 hours</td>
<td>3 classes @ 1 credit per class each</td>
<td>Full time flat rate tuition</td>
<td>No</td>
</tr>
<tr>
<td>F</td>
<td>Part Time</td>
<td>Not needed since student is part time</td>
<td>8 hours</td>
<td>2 classes @ 4 credits per class</td>
<td>Part time tuition charged per credit hour</td>
<td>Yes</td>
</tr>
<tr>
<td>G</td>
<td>Part Time</td>
<td>Not needed since student is part time</td>
<td>6 hours</td>
<td>2 classes @ 3 credits per class</td>
<td>Part time tuition charged per credit hour</td>
<td>Yes</td>
</tr>
<tr>
<td>H</td>
<td>Part Time</td>
<td>Not needed since student is part time</td>
<td>3 hours</td>
<td>1 class @ 3 credits</td>
<td>Part time tuition charged per credit hour</td>
<td>No</td>
</tr>
</tbody>
</table>

* A class is anything a student must register for uniquely, and that carries with it at least one earned credit. Most lab sections award at least one credit and are considered separate courses for the purposes of determining the total number of classes in which a student is enrolled. Discussion sections typically do not award course credits and are not considered as courses separate from their associated lecture. A student must contact their school of their enrollment if they are unsure whether an item on their schedule is considered a course.

A student’s charges are always determined by the academic status approved by the student’s school of enrollment. If a student/parent contacts us about whether or not their full time/part time status will have an impact on their tuition, and asks us how to make that happen, refer them to their school for the purpose of determining their academic situation. The tuition charges will follow the academics, and we are not the ones who should tell the students or parents what will make their tuition change. As stated in the Undergraduate Record: All students are considered full-time students, and are charged full time tuition and fees, even if they are enrolled in less than 12 credits. Part-time status that would impact tuition and fee charges must be approved by the applicable school and is only approved in rare situations, such as a medical condition (http://records.ureg.virginia.edu/content.php?catoid=39&navoid=2367#Tuit_Fee).

You may also refer them to the Provost Policy (http://uvapolicy.virginia.edu/policy/PROV-011). The Provost Policy the schools should be following states that students who have received approval from their Dean to be in Part Time Approved Academic Load must be taking no more than 2 classes, and those 2 classes cannot be earning more than 8 credit hours. The Provost Policy directs students to contact their dean’s office for inquiries regarding a change in status and for more information about school-specific policies and procedures. School-specific policies may be more restrictive than the Provost Policy and part-time undergraduate enrollment may not be available to students in every school.
• **Degree Candidates Charges**
  
  o As of 04/04/16, 821 degree candidates with balances
  
  o **Due date to satisfy balances in 4/30/16**
  
  o SFS sent the below e-mail to degree candidates with charges on 04/05/16

Hello from Student Financial Services.

Congratulations on your upcoming graduation! As of April 4, 2016, our records show an outstanding financial obligation on your UVA student account. Because many students rely on others to help make payments for their school-related expenses, we wanted to send you this reminder now to allow you sufficient time to consult with a parent or any other payer on your student account. Any balance that you may have due to tuition, fees, parking tickets, library fines, bookstore charges, or any other reasons must be paid by 5pm on Monday, May 1 to permit you to graduate this Spring. We know this is a busy time, and we'd like to help you take care of this prior to the time when your focus is directed at completing your program.

May 1, 2016 is the deadline for all financial obligations to the University to be paid in full in order for you to have your degree conferred.

Payments can be made at any time through QuikPay@UVA by e-check or credit card, or at the Cashier’s Office in Carruthers Hall during regular business hours by cash, check, or money order. To access QuikPay@UVA, log in to your SIS account at [http://www.virginia.edu/sis](http://www.virginia.edu/sis), and then click on the link to QuikPay@UVA in the Finances section.

For security and accuracy reasons, payments cannot be made over the phone. Please note that our Cashier’s Office hours are Monday-Friday 8am-4:30pm. If you have any questions about your student account, please contact Student Financial Services by email at sfs@virginia.edu or by phone at (434) 982-6000. You can also come in to our office in Carruthers Hall between 8am and 5pm, weekdays, and we will be happy to assist you.

Sincerely,

Isaiah Behnke  
Director, Student Accounts

  o SFS will send a follow up e-mail next Tuesday, April 19th

• **Spring Rosters/Grades**
  
  o Email reminder to verify class rosters and provide grading guidelines was submitted earlier this week for mass mailing. It should be out by the end of the week hopefully.
  
  o End of term rosters will be available for faculty in SIS on Wednesday, April 27th
  
  o Grade Flyer for end of term grading to be sent out to instructors group the week of May 2nd
  
  o Deadline for Spring Grades is Tuesday, May 17th
  
  o Grading Coverage After Hours
    - We have provided after hour grading coverage since we went live with SIS
    - We never receive more than one or two questions – should we continue?
• **Summer / Fall 2016 Enrollment**
  - Fall enrollment has been ongoing since March 28th.
    - 138 emails were sent on Monday, April 11th to waitlisted students with time or load conflicts
  - Summer enrollment began Monday and all groups have now been released.
  - The application for students to apply for Summer 2016 graduation opened Monday, April 11th and stays open through July 1st
    - Summer Conferral Date – 08/10/16

• **Summer Orientation**
  - As was the case last year, College students will be allowed to enroll in only 3 courses at orientation and fill out the remainder of their course schedule during open enrollment.
  - SRSupport needs the enrollment dates for schools that assign enrollment appointments to incoming students (Curry, Nursing, Engineering, others?).
    - For any schools that do allow students to self-enroll, it is important to notify students not to place themselves on waitlists for College courses. UREG runs queries the day after each orientation session to find any waitlist enrollments and manually removes students.
  - Since the final July session of orientation falls on the Thursday and Friday prior to August 1st, the open enrollment date for Fall has been moved back to August 3rd, to allow the late August orientation attendees and No Shows an opportunity to enroll on Monday and Tuesday (the 1st and 2nd) prior to open enrollment beginning.
    - Credit limit increase dates have been adjusted to August 4th as a result:
      - ASU increase to 17
      - Commerce increase to 19

• **Graduation / Degree Conferral**
  - Honors/Awards
    - Due April 20th to be entered and included in the Finals Program
  - Dissertation Titles
    - Due by May 2nd – If no title, the name will be deleted from the Finals Program
  - Ceremonial Scrolls
    - Available now for all schools but College for pickup. Remainder should be ready by the May School Contacts meeting. Check your numbers with those we have used. If you need more than we have provided, please let us know ASAP. Blue Felts due back to UREG by Friday, May 27th. We do not need the scrolls back.
  - Distinction Levels
    - Need to have distinction levels and DMP distinction levels before 5:00pm on Thursday, May 19th.
  - Degree Conferral
    - Will be posted to SIS the week after Finals weekend. All grades due in SIS on or before the 17th of May. Posting will be complete on or before Friday, May 27th. (except for Law School)
    - Diplomas will be ordered the week of May 30th
- CeDiplomas (Sheila)
  - Technical testing and setup is ongoing. The goal is still to be up and functional for our May graduates. We will have additional information at our May meeting and hopefully a demonstration.

- Primary Name = Official Name for all academic credentials
  - Partially in response to CeDiplomas, UREG is drafting policy to address this

- RECORD Update
  - Record is open to make changes for Schools and Grad A&S
  - Update deadline 05/31/16