School Contact Meeting

January 12, 2017

Attendees: Sheila Tolley, Travis Boyd, Lisa Howdyshell, Kathryn Brice, Janelle Jennings, Andrew Breen, Amanda Crombie, Tracey Doniel, Barbara Graves, Sheilah Sprouse, Judy Updike, Jason Dugas, Sarah Doran, Isaiah Behnke, Rebecca Garver, Emily Cockrell, Suzi Dougald, Briana Reid, Terri Smith

• SFS
  - 1172 Bills were due 1/11/2017
    - Aid dispersement/refunds still running
    - Holds placed for non-payment on 1/12/17
  - 125% Rule – List of students that may be assessed surcharge for Spring has been trimmed to 8 (4 will definitely be assessed, 4 are still under consideration)
    - Warning emails went out in the Fall
    - Students will be notified in email Friday, January 13th
    - Another email will be sent to students when they are assessed the charge after Drop/Add

• 1172 Cancellation
  - January 12 – Send emails to students with AENR holds and no enrollment – except Law & SCPS Non-degree [email verbiage at end of minutes]
  - January 17 – SFS sends follow up email to students with the SFH service indicator only
  - January 20 @ 5PM – Published deadline to clear AENR holds and/or enroll in coursework to avoid cancellation
  - January 23 @ ~4PM – Cancellation process runs (email notification to students immediately after)
  - January 24 – Late Enrollment process begins (runs through end of Add period – February 1)
  - January 26 – ID Cards Inactivated
  - January 27 – Law School Cancellation process run if necessary

• Grading for 1168
  - 37 outstanding grade rosters for 1168 (not including Law, Med, Darden, & SCPS)
    - Lisa emailed instructors with outstanding grades on January 3
    - Lisa will email each School Contact today the details for outstanding grades in their school
  - Grade Lapse for Professional School January 18 (1161)
  - Grade Lapse for Undergraduate January 19 (1168)
  - Grade rosters for 1172 have been generated

• December Degree Conferral
There were a total of 549 degrees conferred in Fall 2016

An email was sent to all Fall 2016 graduates on January 6th with instructions about how to reserve their CeDiplomas. [Email included at end of minutes]

Academic Requirements reports for all December graduates have been uploaded to ImageNow

Please meet Deadlines

In the future, Fall conferral may need to happen immediately following the grading deadline. This is driven by reporting cycles and the need to maintain compliance with regulations.

The Diploma Name option will be eliminated from SIS beginning with the Summer 2017 Apply to Graduate Form.

A name change form and official documentation will need to be submitted to UREG for any changes to the Primary Name in SIS.

February 1 is the deadline for applying to graduate for May 2017 graduation.

**Schedule of Classes – Fall 2017**

- Attributes will be used for College courses as by defined by the new Gen Ed on the 1178 SOC
  - You will see the new attributes as well as the old requirements
- Scheduling
  - Adjustments will need to be made for peak times (11:00 to 2:00) in order to have enough classroom space available for all courses
  - Encourage instructors to teach in non-peak periods – they are more likely to receive their optimal space
- New CCI, CCT, CCO forms are available for use.
  - Use the UREG website – do not copy and save elsewhere or make changes to the forms
    - Remember to click enable editing to fill in the form
- The term Cross-Listed will no longer be used. Instead the following terms will be used:
  - Equivalent – both courses meet the same requirement (Course Catalog Information)
  - Meets together – different courses that meet separate requirements that meet in the same room at the same time (Schedule of Classes Information)

**The Record**

- Leonie is copying the current Record forward and will grant access to the appropriate contacts.
- UREG will continue to audit the Record and department websites to make sure they are meeting compliance.

**Classes receiving No Credit vs. Non-Credit (NOCR) Career**

- Courses that are not credit bearing should not be set up under the degree seeking career and/or programs
  - These courses belong in the Non-credit career
  - At this time the Non-Credit career is available for:
No Enrollment email sent to students with no enrollment: Fall, Spring – Send January 12th, 2017

Subject: IMPORTANT: You are Not Enrolled

Please note: you have not yet enrolled for the Spring 2017 semester. Enrollment is currently underway, and it’s important to add 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. This ensures that tuition charges and any financial aid are accurately reflected on your account. Please note that being on a wait list for a class is not equivalent to being enrolled in a class, and does not count towards your total credits for the term.

Important Reminder: if you do not enroll before 5:00 p.m. on Friday, January 20th, 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 (AENR) email sent to students with a hold: Fall, Spring – Send January 12th, 2017

Subject: Your Enrollment is Blocked

Important: you currently have a hold in the Student Information System (SIS) that, if not resolved by January 20th, will result in your classes being dropped and your student status being deactivated. If there is anyone else whose assistance you will need in resolving your hold(s), please consider forwarding this email to them now.

You can view 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 20th, in addition to being dropped from your classes, you will have your ID card deactivated and other student services, such as Housing, Dining, and Cavalier Advantage, will be suspended. Also, you will not be reported to the National Student Clearinghouse as a current student, and loan repayment notices may be initiated. We encourage you to take action on your hold(s) now to allow you to start the semester in good standing and to avoid unwanted consequences of your hold(s).

If you have any further questions about a particular hold, please contact the office responsible for the hold.

CeDiploma email sent to December graduates – Sent January 6th, 2017

Dear Fall 2016 Graduate,

Congratulations on completing your degree! Your diploma has been ordered and will be shipped to you in the coming weeks. You will also be receiving an electronic CeDiploma. A CeDiploma is an official electronic version of your diploma that you can share with employers, family, or anyone who may need to verify your diploma. Your CeDiploma will be available for download in a few weeks. We encourage you to log on to your SIS Student Center and reserve your CeDiploma now. This will ensure that you receive an email when the CeDiploma is available. The reservation link is located int the blue box labeled “Other U.Va.” on the right hand side of your student center.

For more information on the CeDiploma, please visit the UREG Website:
http://www.virginia.edu/registrar/cediploma.html
Best regards,

UREG (Office of the University Registrar)