School Contacts Meeting Agenda  
October 12, 2017

Attendees: Travis Boyd, Tina Freitager-Kirkaldy, Sheila Tolley, Lisa Howdyshell, Mike Harmon, Morgan Thacker, Jason Dugas, Terri Smith, Brittany Smith, Jesse Rogers, Ellie Anderson, Janelle Jennings, Shilah Sprouse, Judy Updike, Andrew Breen, Tracey Mourton, Emily Cockrell, Isaiah Behnke, Sarah Doran, Kristine Nelson, Barbara Graves, Joe Rehder, Amanda Crombie, Suzi Dougald

1. Student Financial Services

Health Insurance Related:

- Stats below from 9/29 charge posting. These are not static numbers yet remain reasonable estimate of current HI charges.
- SFS sent targeted email messages to students informing them of FA options to cover their health ins. charge.
- Charge due 10/31. Unpaid charges will result in Student Financial Hold in November, which would impact Spring 2018 course registration.

<table>
<thead>
<tr>
<th>Term</th>
<th>1158</th>
<th>1168</th>
<th>1178</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Checklists</td>
<td>21,766</td>
<td>22,140</td>
<td>22,565</td>
</tr>
<tr>
<td>Total Students Waived</td>
<td>17,303</td>
<td>17,611</td>
<td>17,675</td>
</tr>
<tr>
<td>Total # Students Charged</td>
<td>4,463</td>
<td>4,529</td>
<td>4,890</td>
</tr>
<tr>
<td>% Charged of Total Checklists</td>
<td>20.50%</td>
<td>20.46%</td>
<td>21.67%</td>
</tr>
<tr>
<td>Enrolled</td>
<td>3,897</td>
<td>4,119</td>
<td>4,291</td>
</tr>
<tr>
<td>Waiver Denied</td>
<td>150</td>
<td>57</td>
<td>147</td>
</tr>
<tr>
<td>Took No Action</td>
<td>416</td>
<td>353</td>
<td>452</td>
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<tr>
<td>Subsidy</td>
<td>1,890</td>
<td>1,840</td>
<td>1,947</td>
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<tr>
<td>No Subsidy</td>
<td>2,573</td>
<td>2,689</td>
<td>2,943</td>
</tr>
<tr>
<td>Insurance Charge</td>
<td>$ 2,613.00</td>
<td>$ 2,735.00</td>
<td>$ 2,690.00</td>
</tr>
<tr>
<td>Total Amount Charged</td>
<td>$ 11,661,819.00</td>
<td>$ 12,386,815.00</td>
<td>$ 13,154,100.00</td>
</tr>
</tbody>
</table>

Brewer Deferments Due 10/31

- [Link to what the Brewer Deferment Plan is](#)
- Email message sent on 10/10
- Planned follow up email on 10/30 for last reminder
- Charge due 10/31. Unpaid charges will result in Student Financial Hold in November, which would impact Spring 2018 course registration

18/19 Budget Submissions due Friday 10/13.
• Sarah Doran and Cheyrl Elzey met with school agents to assist with understanding the budget submission process and its impact on future charges, etc.
• Contact the Office of Financial Planning & Analysis with questions.

Spring 2018 Charges

• Tuition Calculation scheduled for 11/11. This means charges will appear on students spring term account. Due date for most programs is 1/10/2018 (for programs with course start 1/17/18).
• Spring Term Statements will be available to students the week of December 11, 2017.

J-Term 2018 Charges

• Tuition scheduled to calculate between 11/11-11/13. Charges apply as students enroll.

2. Enrollment/Term Activation

• J-term and Spring enrollment appointments are in the process of being assigned today.
• Term activation has completed. The nightly job to term activate newly admitted students will begin running tonight. If you find any students that you expected to be term activated and are not, please contact SR Support and UREG.
• The summary document with number of students assigned per block and pertinent dates will be sent once the process has been completed.
• SOC goes live Friday, October 13th
• Enrollment appointments visible and shopping cart opens Friday, October 20th
• Graduate enrollment begins Monday 10/30 (1181)
• Undergraduate enrollment begins Monday 11/6 (1182)
• J-term enrollment begins Monday 11/13

3. Intermediate Honors Update

• Fall Convocation Ceremony – November 3 @ 2:00
  ○ Thank you to those who volunteered to assist at Fall Convocation
• Intermediate Honors Breakdown by College
  ○ Architecture: 11
  ○ Arts & Sciences: 311
  ○ Education: 9
  ○ Engineering: 101
  ○ Nursing: 7
  ○ Total: 439
• Changes to the policy may be forthcoming this year via the Undergraduate Policy Committee. Among the considerations is the potential to include study abroad coursework.
4. **Degree Conferral Update**
   - 553 students currently in applied status for Fall ’17
     - Degree candidates lists will be distributed within the next week or so. Please be checking your lists in UBI and Discoverer for validation. This list is for information purposes only. The list to check off on for degree conferral will be sent after the term is complete.
   - Degree conferral date for Fall ’17 has been adjusted to December 21st to accommodate Law’s extended term, given one conferral date for the University
     - Validation lists are still due back to UREG on the 20th to ensure on time conferrals

5. **RECORD Copy Forward**
   - We expect that in the next two weeks, the Graduate and Undergraduate Records will be copied forward for work to begin on the 2018-19 versions. Be prepared. We will notify you once they are ready and your access has been reinstated.

6. **Curriculog Implementation**
   - Curriculog has been purchased.
   - School contacts should start to think about their processes on how courses get approved.
   - How does your workflow process look?