School Contact Meeting
November 10, 2016

Attendees: Sheila Tolley, Travis Boyd, Lisa Howdyshell, John Higgins, Kathryn Brice, Tracey Doniel, Amanda Mills, Marcia LaFleur, Briana Reid, Rebecca Garver, Barbara Graves, Amanda Crombie, Barbara Dudley, Emily Cockrell, Tracy Mourton, Sheilah Sprouse, & Isaiah Behnke

- **Libra 2 Update – Ellen Ramsey/Sherry Lake**
  - The policy for optional thesis changes has been updated as requested during the meeting, so that advisors/instructors are asked to email libra@virginia.edu directly: [http://www.library.virginia.edu/libra/libra-optional-deposit/](http://www.library.virginia.edu/libra/libra-optional-deposit/)
  - As soon as they get a list from the contacts who need optional deposit access, they will add each contact to the permission to use the optional registration form demonstrated. Those requests should come right to libra@virginia.edu.
  - **Optional Deposit Registration Form:** (school contacts for optional degree programs will be given access after tomorrow’s meeting) [https://libraoptional.lib.virginia.edu/](https://libraoptional.lib.virginia.edu/)
  - **Proposed Policy for changes to “optional” submitted theses:**
    - Changes to submitted thesis files are possible ONLY with the advisor/lead professor’s written permission in cases of substantive research errors. It is the student’s responsibility to request the advisor/professor email written permission for the change to the departmental registrar, who will forward qualified requests to libra@virginia.edu.
    - Non-substantive metadata changes (typos in name or abstract, etc) for submitted theses do not require faculty permission. Students needing such changes may email requests directly to libra@virginia.edu.
  - **Below is an example email that the registrar (who submits the optional thesis online form) receives when a student completes their deposit (submits the thesis). The student gets a similar email as well.**

  **From:** Libra <libra@virginia.edu>

  **Subject:** Successful deposit of your student’s thesis

  Dear Registrar [NAME],

  George P. Jones has successfully deposited of a MUEP (Master of Urban and Environmental Planning) thesis to Libra, the University of Virginia’s scholarly repository.

  This work will be available for public access immediately. The author has opted to grant to users of this scholarship the following re-use rights: CC0 (permitting unconditional free use, with or without attribution).

  The permanent URL for this scholarship is [http://dx.doi.org/10.5072/FK2KP80T9F](http://dx.doi.org/10.5072/FK2KP80T9F).

  Use this exact link if you need to record the permanent URL of the thesis.

  24 hours after deposit, you may check that this scholarship was successfully added to the Library's collection by searching for this thesis in VIRGO, the UVA online library catalog.
This student author’s completion of this requirement is being reported to you for departmental purposes. No report of this optional thesis will be made to SIS or any grading application. If you have questions about the content of the thesis or access rights, please contact the student author.

Best Regards,

Scholarly Repository Services, University of Virginia Library

libra@virginia.edu

- **SFS – Scott Miller**
  - Leaving the University / Dates
    - Please e-mail smiller@virginia.edu with a list of those people who approve Leaving the University forms for your school.
  - Unofficial Financial Withdrawals – After the end of a term, SFS will contact the professors of those students who received a 0.00 GPA and also received Title IV Aid. Students are contacted as well. This will be done in an effort to determine whether the student stopped attending the class before the end of the semester, or attended the class in its entirety. If a student stopped going to class, the date provided by the professor will be used to unofficially withdraw the student.

- **SFS**
  - Spring Tuition calc is 11/11 (timeline and term statement generation (this is just as a reminder from our last meeting) – term statements will be generated December 13th.
  - Degree candidate review this week we’ll communicate to all 600 degree candidates reminding them of their financial responsibility. [http://sfs.virginia.edu/billing/degreecandidates](http://sfs.virginia.edu/billing/degreecandidates)
    - Degree candidates with balances: Max due date: 11/30/2016
      - 102 as of 11/8/16
  - 125% Rule (I sent the list of students to contacts and plan to send emails to students by end of week).
    - SFS will not be assessing the surcharge for 1168
    - An e-mail for who are at risk for 1172 will be sent by the end of the week.

- **Grading for 1168**
  - Second Guidelines and Policies Memo to check class rosters will be sent out Thursday, November 17th
    - Excludes: Law, Darden, Medicine & SCPS
    - Will include on grounds Curry
  - 11/18 final day for schools to make enrollment changes
  - 1168 Final grade rosters for Fall available to view in SIS Wednesday, November 30th
    - Grading instructions will be sent to instructors around December 16th
  - 1168 Grades are due 48 hours after the final exam period (December 20th by 5pm)
  - Graduate Grade Lapse for 1162 is Monday, December 5th
  - Outstanding grade rosters for previous terms:
    - 1166 → 16
    - 1162 → 3
    - 1158 → 6
    - 1156 → 3

- **December Degree Conferral**
  - Ran and distributed Degree Candidate Distinction/Honors list and distributed via Box recently
  - UREG is working with students to verify names and diploma addresses
• UREG is currently reviewing transcripts
  o UREG is starting Record Audits this week

• Intermediate Honors
  o 228 certificates were returned after the Intermediate Honors Ceremony
  o UREG will be mailing the Intermediate Honors certificates to students that have not picked up by Friday, November 11th
  o We will mail to the home address EXCEPT for International Students, for whom we will use local address
  o School contacts voiced support for alternate means of distributing certificates or altogether elimination of printed certificates

• Enrollment for 1171/1172
  o Graduate enrollment numbers are significantly higher over the first week of enrollment as compared to last year. Nice job!
  o 1171 enrollment begins 11/14
  o Waitlist conflict emails scheduled to be sent 11/21
    ▪ Students will receive one email notification next week then a second one just before the spring term begins
  o We thank SR Support for increasing the number of students released in each appointment time as this created a shorter enrollment period
  o Max credit loads increase on 11/11 for College (17) and Commerce (19)

• Late Enrollment
  o Students must be enrolled in all courses they are attending. Starting for 1172, cancelled students must complete the late enrollment process by the add/drop deadline. After that time, late enrollment will require a dean’s signature.

• Returning to the University
  o In an effort to ensure that all appropriate parties are being contacted, we are asking that all undergraduate schools set up and provide UREG with a group/SYMPA list email. This account should include all those who wish to receive e-mails when a student goes through the Returning to the University process.

• Schedule of Classes / Galleys / Shopping Cart Live Date
  o New CCI/CCT/CCO forms will be available sometime during the 1172 semester. UREG will notify users once available.
    ▪ There will be a second page added to the form to address School specific needs.
  o UREG is considering moving the date that the shopping cart goes live in SIS back a week, allowing more time for changes to the schedule of classes.
    ▪ Please provide us with your feedback on this topic.
  o UREG is excited to share our X25 technology! If any school would like to learn more on their classroom usage/allocation please contact UREG.
  o Galleys for 1178 will be sent tomorrow, Friday the 11th.