School Contact Meeting

November 12, 2015

Attendees: Sheila Tolley, Travis Boyd, Lisa Howdyshell, Tina Freitager-Kirkaldy, Danielle Thorpe, Sheila Sprouse, Tracy Doniel, Sally Armentrout, Arlyn Burgess, Mary Lane, Barbara Graves, Amanda Crombie, Martha Ann Toms-Farmer, Andrew Breen, Sarah Doran, Isaiah Behnke, Emily Cockrell, Rebecca Garver, Tracy Mourton, Teri Smith

- **SFS**
  - 125% Communication and Process
    - Notifications to students will be sent out next week to anyone that is close or has exceeded the 125% rule
    - Charges will be assessed after the spring add/drop period
  - Any students with questions will be referred to their school of enrollment
    - **Once transfer credit has been applied to a student’s academic record in SIS, it should not be removed**
  - Students spring 16 tuition will be calculated on Nov. 20
    - Students will be able to see this information in SIS
  - First notifications to students regarding their term statements will be sent out Dec. 14
    - Bills are due January 13th

- **Intermediate Honors**
  - 216 certificates were returned after the Intermediate Honors Ceremony
  - UREG will be mailing the Intermediate Honors certificates to students in the next week
  - We will mail to the home address EXCEPT for International Students for whom we will use their local address

- **Enrollment for 1161/1162**
  - Waitlist conflict emails scheduled to be sent 11/20
  - We thank SR Support for increasing the number of students released in each appointment time as this created a shorter enrollment period
  - Students will receive one email notification next week, and then a second one just before the spring term begins

- **Scheduling & making changes after the SOC goes live**
  - When there are changes made to a course (grading basis, credit hours, time, title, etc.) it can impact the student’s enrollment into that course. If the student had placed the course in their shopping cart in SIS before the changes were made, they will receive an error message when the attempt to complete the enrollment process.
  - Recommendations:
• Stick to deadlines as much as possible
• If anyone has any suggestions as to how UREG can help with this process, please let us know 😊
  • Scheduling boot camp for CCI/CCT forms?
  
  o Please use caution and verify if new course numbers have been used in the past:
    • If the course is similar, it can use the same course number as the previous one
    • If the course is not similar, it should be given a new course number
    • Why?
      o When a course is created with the same number as a previous course it will have the same requirements being met in SIS
      o If the course is not the same DO NOT use the same course number as a previous course

• Grading for 1158
  
  o Second Guidelines and Policies Memo to check class rosters will be sent out Monday, November 16th
  o Grading email to instructors – who it will be sent to schools/department contacts
    • Excludes: Law, Darden, Medicine & SCPS
    • Will include on grounds Curry
  o 11/20 final day for schools to make enrollment changes
  o 1158 Final grade rosters for Fall available to view in SIS Tuesday, November 24th
  o 1158 Grades are due 48 hours after the final exam period
    • Last day of final exam grades are due December 22nd by 5pm
  o Graduate Grade Lapse for 1152 Monday, November 30th
  o Outstanding grades for previous terms:
    • 1156 → 29
    • 1152 → 4
    • 1148 → 2
    • 1146 → 3

• New UREG staff
  
  o Danielle Thorpe, is the new Athletics Academic Eligibility Coordinator
  o Mark Camblos, is the new Business & Human Resources Administrator
  o Kathryn Brice, will be one of the new Academic Records Coordinator. This position will be focusing on the diploma process.
  o The two remaining positions (Janet & Melissa’s) are in the process of being filled, and we are awaiting background checks for these individuals.

• Discoverer Reports to clean up Degree Conferral
  
  o The following two reports have been shared with all of the School Contacts (please use if you do not have reports that meet your needs)
    • UREG-Rpt 1 Expected Graduate Date, Not in Applied Status
    • UREG-Rpt 2 Term Activated with “Applied Status” of Prior Term
Fall ’16 roll forward/Galleys

2016/2017 SOC Tentative Timeline Dates

Fall 2016
1\textsuperscript{st} galley sent—11/2
1\textsuperscript{st} galley due—12/17
2\textsuperscript{nd} galley sent—1/21
2\textsuperscript{nd} galley due—2/05
SIS Scheduling Access removed – 2/19
Begin S25 run—2/22
SIS Scheduling Access restored – 2/26
Class Search available—3/11
Advising begins—3/21
Grad enrollment begins—3/28
Undergrad enrollment begins—4/4

Spring 2017 tentative as of 11/9/2015
1\textsuperscript{st} galley sent—5/5/2016
1\textsuperscript{st} galley due—7/22/2016
2\textsuperscript{nd} galley sent—8/25/2016
2\textsuperscript{nd} galley due – 9/9/2016
SIS Scheduling Access removed – 9/23
Begin S25 run – 9/26
SIS Scheduling Access restored – 9/30
Class Search available – 10/14
Advising begins – 10/24
Grad enrollment begins – 10/31
Undergrad enrollment begins – 11/7

December Degree Conferral
- Ran and distributed Degree Candidate list and distributed via box
- Send another shortly
- UREG is working with students to verify names and diploma addresses
- UREG is reviewing transcripts
- UREG will start Record Audits next week
Rebecca reported on the LIBRA processes and provided the updated information in the following screen capture: