School Contact Meeting
January 11, 2018

Attendees: Sheila Tolley, Travis Boyd, Morgan Thacker, Tina Kirkaldy, Martha Ann Toms-Farmer, Brittany Smith, Judy Updike, Janelle Jennings, Tracy Mourton, Elysia Anderson, Suzi Dougald, Andrew Breen, Kiama Anthony, Rebecca Garver, Barbara Graves, Jesse Rogers, Emily Cockrell, Amanda Crombie.

- SFS

Start of Term notes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Note</th>
</tr>
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<tbody>
<tr>
<td>12/1/2017, provided 2/3 balance has been provided</td>
<td>First BREWER Endowment Deferrals can be issued. Lee Loans resume being issued on 1/17/18, except to allow students to pay off Spring 2018 term balances.</td>
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<tr>
<td>1/10/18</td>
<td>SPRING BILLS DUE – No Refunds on this day or on January 8, 9, or 10.</td>
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<tr>
<td>1/11/18</td>
<td>Refunds begin being processed for Spring (unless there is a past due balance, in which case refund is held)</td>
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<tr>
<td>1/17/18</td>
<td>Classes begin</td>
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<tr>
<td>1/19/18</td>
<td>Post late payment fee (1.5% of balance)</td>
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125% Rule

- 5 students remain at-risk. Isaiah has communicated with impacted school Registrars. They received the attached email on 1/2/18. The email (see below) contains appeals information and confirms surcharge to be assessed after add/drop period.

Hello from Student Financial Services.

This email message serves as your initial notice that you have approached or exceeded 125% of the minimum credit hours required for your degree program by the end of the Fall 2017 term. Please consider this message and work with your advisor as you prepare for Spring 2018 course registration.

The Code of Virginia, Section 23-7.4:F establishes rules for eligibility for in-state tuition for all students enrolled at public institutions in the Commonwealth of Virginia. To maintain eligibility for in-state tuition privileges, students must graduate by the time they have completed 125% of the minimum credit hours required for their declared (specified) degree program.
Students who do not graduate by the time they have completed 125% of the minimum credit hours required for their specified degree programs will be assessed a tuition surcharge for each credit hour taken after the 125% limit is reached. Beginning with the Spring 2018 term, a student who is classified as in-state and who has completed 125% or more of the required credit hours to complete their degree will incur a surcharge of $346.00 per credit hour each term thereafter until they complete the degree. This surcharge amount was approved by the Board of Visitors for the 2017-18 academic year.

**Surcharge Assessment:**
The $346.00 per credit hour tuition surcharge will be assessed to students who exceeded the 125% threshold after the Spring 2018 add/drop period ends in early February 2018.

**Resources:**
- For further information, please visit the SFS 125% Rule Surcharge webpage
- FAQs: 125% Rule for In-State Tuition
- Appeals information and form

For specific questions related to your academic standing and your progress towards your degree, please contact the registrar’s office for your school of enrollment.

Thank you from Student Financial Services.

*Financial Aid deadline for 18/19: March 1 (SFS will send reminder email late January).*

- **1182 Cancellation**
  
  o January 11 – Send emails to students with AENR holds and no enrollment – except Law & SCPS Non-degree
    
    **No Enrollment email sent to students with no enrollment: Fall, Spring**

    **Subject: You are Not Enrolled**

    Please note: you have not yet enrolled for the Spring 2018 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 19th, 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

Subject: Your Enrollment is Blocked

Important: you currently have a hold in the Student Information System (SIS) that, if not resolved by January 19th, 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 19th, 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.
January 16 – SFS sends follow up email to students with the SFH service indicator only
January 19 @ 5PM – Published deadline to clear AENR holds and/or enroll in coursework to avoid cancellation
January 22 @ ~4PM – Cancellation process runs (email notification to students immediately after)
January 23 – Late Enrollment process begins ($25; runs through end of Add period – February 1)
January 25 – ID Cards Inactivated
January 29 – Law School Cancellation process run if necessary
February 2 – Fee increase to $50 for late enrollment. Dean’s signature required to complete process.

- **Grading**
  - Waitlists for J-term have now been purged. Detailed reports available upon request/
  - 73 outstanding grade rosters for 1178 (not including Law, Med, Darden, & SCPS)
    - Can UREG begin emailing instructors/School Contacts regarding those still outstanding? (Yes – schools want lists of outstanding grades)
  - 44 outstanding grade rosters for 1176 (not including Law, Med, Darden, & SCPS)
  - Grade Lapse for Professional Schools January 17 (1171)
  - Grade Lapse for Undergraduate January 18 (1178)
  - Initial grade rosters for 1182 have been generated
  - Grade Change Forms: UREG will be ordering more soon. Please provide any suggested changes/edits/additions to UREG no later than Friday, January 19th. Those shared already:
    - 1. Title of the course;
    - 2. Misspelling (location: “other – please see documentaion”);
    - 3. Extra lines for comments
  - Thank you for keeping us secure new Box users

- **Degree Conferral**
  - Great job getting grades in so degrees could be conferred on time in December!!
  - 526 degrees conferred by 12/21/2017
    - UREG tested UBI reports against Discoverer successfully. Hopefully many of the schools had the opportunity to do so as well.
    - Please make sure you are using various UBI Resources such as the UBI Community and office hours.
  - Fall Diplomas were ordered on 12/22/2017
  - Graduates’ AR reports have been archived and loaded into ImageNow
  - Degree Conferral date for next Fall (1188) is Tuesday, December 18 (last day of term) – note that the action of posting the degree date is not necessarily the same as the degree conferral date used in the record.
  - The last day to apply for Spring 2018 Graduation in SIS Self Service is Thursday February 1st, 2018
The deadline to update the primary name with UREG that will appear on the Diploma is May 1st, 2018. (Same with diploma address and Dissertation title submission)

- **Schedule of Classes**
  - Remove scheduling access from school schedulers: 02/23/2018
  - (Planned) access restored: 03/02/2018
  - Please add all available course information to the SOC
  - Improving space allocation – please be aware of over-enrolling courses
  - Room capacity is over-ridden by permission list and Ad-Hoc permission. This can lead to rooms being reassigned.
  - Blockbusting class times are not allowed. Use standard class times only.

- **Veterans**
  - Veterans Administration
  - New Handbook:
    - one-stop guide/handbook for all military affiliated students
    - It will live in the Undergraduate and Graduate Record
    - Contest for students to develop a name and logo for the guide ($250 incentive)
  - Communication plan and letter from Stash – any and all VA-related inquiries should be sent to UREG to avoid potential negative impacts on students
  - SCO – School certifying officials: Kiama, Sheila, Tina, Travis
  - Military priority enrollment deadline: March 1st for Summer 2018 and Fall 2018.
  - Any student that is using VA Educational Benefits is already placed in the military priority enrollment student group.

- **Academic Level Boot Camp**
  - Bring questions
  - Will distribute notes to all after tomorrow’s session