School Contact Meeting

February 8, 2018

Attendees: Sheila Tolley, Travis Boyd, Tina Kirkaldy, Mike Harmon, Morgan Thacker, Amanda Crombie, Isaiah Behnke, Martha Ann Toms-Farmer, Tracey Doniel, Kristine Nelson, Sharon McDonald, Rebecca Garver, Barbara Graves, Suzi Dougal, Ellie Anderson, Marcia LaFleur, Jesse Rogers, Trace Mourton, Emily Cockrell, Sarah Doran, Janelle Jennings, Andrew Breen

• SFS
  o Deadline for FAFSA and CCS Profile March 1st
  o Student Insurance Benefits may change to ensure they are still affordable for students

• 1182 Cancellation
  o 179 students were cancelled (76UG/103GR)
    ▪ 39 students with credit hours and 140 without hours
    ▪ Up from 100 total last Spring
  o 51 students have completed the Late enrollment process
  o Program/plans for remaining cancelled students will be cancelled today, February 8th

• Grading
  o Reminders to class instructors that still have outstanding grades are in the process of being sent out
    ▪ School contacts will be provided lists with the details for their schools
  o February 19 – 1181 Undergraduate grade lapse
  o February 26 – 1176 Graduate grade lapse
    ▪ Please do NOT change the lapse date of individual courses.

• Graduation
  o Fall Diplomas
    ▪ Shipped Jan. 22nd
    ▪ Domestic delivery can take six to eight weeks, international delivery can take upwards of 10 weeks.
      ▪ Package tracking is now a part of the service provided by the vendor.
      ▪ Students receive the tracking information in the notification email they receive and UREG can retrieve it on an ad hoc basis.
  o Spring Conferral
    ▪ Deadline to apply to graduate was Feb. 1st
      ▪ Please be sure to remind students that are being placed into Applied status administratively to check for the correct Primary Name and Diploma Address in SIS
Students have until May 1 to submit primary name change requests with appropriate documentation to UREG.

May 1st is also the deadline for students to change their diploma mailing address in SIS Self Service.

Morgan will be reaching out in the coming days regarding any changes in Deans/Director from the Fall.

UREG will sending early Degree candidate reports uploaded to the Box as we did in the past.

Distinctions due from Commerce and Curry by March 12 (all other schools’ distinctions/honors are system generated)

Finals Program

Summer/Fall grads information sent to Major Events yesterday, February 7th

April 5th – UREG sends initial list of May degree candidates to Major Events

Early April - UREG will be reaching out to schools to address questions for edits, etc.
  - Same thing will happen the first week of May

Please be aware that we are on a tight deadline with Major Events and PCS during these times – your patience, understanding, and prompt response is greatly appreciated!

Enrollment

First send of Guidelines and Policies Memo sent to Instructors Wednesday, February 7. School Contacts each received a copy.

Administrative ability to make enrollment changes without penalty ends today, Feb 8th

The J-term and Spring waitlists will be purged Thursday, Feb. 22nd

UREG will begin contacting schools towards the end of the month to gather information needed to prepare for running the Term Activation and Enrollment Appointment assignment process

Priority enrollment request submission deadline is March 1st

Term Activation and Enrollment Appointment Process will take place the week of March 12

Term Activation Module will be released Feb. 9th

Students in Part-Time Status should be in 8 credits or less and in no more than two classes

Schedule of Classes – Fall 2018

February 23 – SIS Course Scheduling Access removed

February 26 – Begin room allocation process with Optimizer

March 2 – SIS Course Scheduling Access restored

March 16 – Class search goes live

March 23 – Shopping cart goes live and enrollment appointment times available in Self Service

Class Search Replacement Project Underway – kicked off Monday, February 5th. Details to come.

Course Component Definitions (Draft)

LEC Lecture
A lecture course consists of classes that meet regularly for a specified number of hours; instruction is delivered in a lecture setting. May include class participation or interactive activities.

- **DIS** Discussion
  A regular meeting time associated with a lecture and may be overseen by graduate students or teaching assistants.

- **SEM** Seminar
  Brings together a relatively small group of students (<30) that meet regularly to discuss topics of interest under the direction of the instructor.

- **LAB** Laboratory
  Instructing, preparing and supervising student investigations; designed to enhance student concept attainment, problem solving and critical thinking.

- **STO** Studio
  A studio class has very few lectures. The instructor guides the students on projects and provides resources as necessary. Class activities build on each other and provide an integrated learning environment.

- **IND** Independent Study
  A self-directed approach to the acquisition of knowledge and/or competence in which a student plans and carries out learning activities on his/her own, under the guidance of an instructor.

- **PRA** Practicum
  A course, often in a specialized field of study, that is designed to give students supervised practical application of a previously or concurrently studied theory.

- **WKS** Workshop
  Similar to a laboratory; class in which a small group of students learn the methods and skills used in doing something. Manual or specialized work may be conducted.

- **CLN** Clinical
  Students perform clinical work under the supervision of an instructor.

- **DRL** Drill
  A drill class consists of repetition exercises or activities.

**Academic Policies – Included based on requests of school contacts made during the meeting**

- **Student Enrollment Policy** – including UG part-time status policy:
• Determination and Assignation of Academic Credit: http://uvapolicy.virginia.edu/policy/PROV-022