School Contact Meeting

February 9, 2017

Attendees: Sheila Tolley, Travis Boyd, Lisa Howdyshell, Kathryn Brice, Tina Freitager-Kirkaldy, Sarah Doran, Tracy Mourton, Janelle Jennings, Jason Dugas, Martha Ann Toms-Farmer, Emily Cockrell, Barbara Graves, Tracey Doniel, Sheilah Sprouse, Andrew Breen, Isaiah Behnke, Rebecca Garver, Barbara Gravess, Andrew Breen, Isiah Behnke, Rebecca Garver, Amanda Crombie

• Miscellaneous
  o A suggestion was made to have this meeting be held at various locations on Grounds from time to time. If you are interested in hosting a future meeting, please let UREG know and we can discuss.
  o The Academic Records Specialist position in UREG previously occupied by John Higgins has been posted at of 2/10 on Jobs@

• SFS
  o March 1 – Financial Aid application deadline.
  o New - Cornerstone Grant – a $2000 grant for Virginia resident families making $125,000 or less
  o Graduate fees for 2017-2018 have been approved, undergraduate fees will be approved at the March Board of Visitors meeting
  o 1098-T – the SFS webpage has been updated with improved information
  o The 125% rule surcharge was assessed to 5 students this week. Reminders of those at risk of being charged this additional fee for Fall will be contacted during the Fall registration period.

• 1172 Cancellation
  o Down from 161 last Spring (76GR/83UG; 9 w/ hours)
  o 38 students completed the Late enrollment process
  o Program/plans for cancelled students were cancelled yesterday, February 8th

• Grading for 1168
o Lisa will be sending reminders in class instructors that still have outstanding grades
o February 16 – 1171 Undergraduate grade lapse
o February 27 – 1166 Graduate grade lapse

• **May Graduation**

o February 1 was the deadline for applying to graduate for May 2017 graduation
  o Please be sure to remind students that are being placed into Applied status administratively to check for the correct Diploma Mailing Address in SIS
o Degree candidate reports will be uploaded to the Box by February 13
  o Will include all programs, plans, and distinctions.
  o Distinctions due from Commerce and Curry by March 13 (all other schools’ distinctions/honors are available through Discoverer)
  o For review – please alert Kathryn to any discrepancies.
o Email to be sent to School Contacts regarding new deans/directors today
  o New Deans/Directors signatures due the first week of March.
  o Kathryn will assist with any changes.
  o April (TBA) – begin distribution of Ceremonial Scrolls
o Diploma Name changes and dissertation titles due in SIS by May 1.
  o The names and dissertation titles that are in SIS on May 1 are what will be in the Finals Program
  o Diploma Addresses due in SIS by May 1 to ensure diplomas are mailed to correct addresses.
  o May 16 – Grades Due
  o May 17 – Degree Candidate Checklists uploaded to the Box
  o May 19 – Degree Candidate Checklists verified and uploaded to the Box by School Contacts by 5:00 PM
  o May 22-26 - Degree Conferral for all schools (except Law and Law dual degrees.)
  o May 30 – Diploma order sent to Paradigm (except Law and Law dual degrees.)

• **Term Activation**

  o Process will take place at the end of next week
  o Lisa will be in contact with schools starting today to gather information needed to prepare for running the process

• **Schedule of Classes – Fall 2017**

  o February 17 - SIS Scheduling Access removed
  o February 20 – 24 - Run S25 (room allocation)
  o February 24 – SIS Scheduling Access restored
  o March 10 – Class search goes live
  o March 17 – Shopping cart goes live
  o March 27 – Graduate enrollment begins
  o April 3 – Undergraduate enrollment begins
• **New CCI, CCT, CCO forms are available for use on the UREG website** – The format was revised further after last month’s rollout to account for Mac users experiencing difficulties

• **The Record**
  
  o UREG has reached out to the contacts for each section and access will be given soon