School Contact Meeting
March 9, 2017

Attendees: Travis Boyd, Lisa Howdyshell, Kathryn Brice, Tina Freitag-Kirkaldy, Tracy Mourton, Janelle Jennings, Terri Smith, Barbara Graves, Tracey Doniel, Jason Dugas, Martha Ann Toms-Farmer, Judy Updike, Rebecca Garver, Isaiah Behnke, Marcia LaFleur, Andrew Breen

• Miscellaneous
  o Last month, a suggestion was made to have this meeting held at various locations on Grounds from time to time. Commerce has volunteered to do so and will host the June monthly meeting in Rouss/Robertson Conference Room 305. This will be sent out in Outlook. Darden has indicated that they would also host a future meeting. If others are interested in hosting, please let UREG know and we can discuss arrangements.

• SFS
  o Summer School FA application on the SFS website
    ▪ First come, first served basis
    ▪ Students apply for the 2016-2017 academic year
  o Days on the Lawn – SFS will be present at the Resource Fair which runs from 10:30-12:30 in the Newcomb Ballroom the following dates:
    ▪ Monday: March 20
    ▪ Monday: March 27
    ▪ Monday: April 3
    ▪ Monday: April 10
    ▪ Friday: April 14
    ▪ Monday: April 17
  o Brewer loan repayment due at the end of March
    ▪ Financial holds will be placed on any students who have not paid
  o May degree candidates with outstanding balances will begin to be contacted in April

• Schedule of Classes – Fall 2017
  o March 10 – Class search goes live (12:01AM)
  o March 17 – Shopping cart, Enrollment Appointment times, Advisor holds go live (7:00 AM)
    ▪ Notifications of this change will be posted on the UREG website and the SIS Portal
  o Any changes to classes after the 17th will cause negative impacts on students and the ability to enroll from the shopping cart! Use this extra week allotted to make all necessary changes.
  o Fall break and Fall Convocation dates have been determined and are now listed on Academic Calendar

• Term Activation & Enrollment Overview
  o Graduate priority begins Monday, March 27
Term Activation

Term activation is complete for the 1176 and 1178 semesters for all careers.

- Returning students term activated for Summer:
  - Undergraduates: ARU, ASU, CPU, CUU, ENU, FBU, MCU, NRU, PVPB
  - Graduates: ARG, ASG, CPG, CUG, CUGN, ENG, FBG, MCG, MSG, NRG, P VG
  - Business: DAG (EMBA & GEMBA [on-grounds & Northern Virginia] only)
  - Medicine: MDG
  - Other: CPGN, CPNN, CPUN, CUNN

- Returning students term activated for Fall:
  - Undergraduates: ARU, ASU, CPU, CUU, ENU, FBU, MCU, NRU
  - Graduates: ARG, ASG, CPG, CUG, CUGN, ENG, FBG, MSG, NRG, P VG
  - Business: DAG
  - Law: LWG
  - Medicine: MDG
  - Other: CPGN, CPNN, CPUN, CUNN

- Appointment times have been assigned for both terms as requested with the exception of summer orientation enrollment appointments
- Advising holds have been placed for most undergraduates (some College plans are excluded) and for Graduate Nursing and Graduate Architecture students. Advising holds for College students will expire on 04/07/2017.
- New students will be term activated starting 02/23/2017, but not given enrollment appointments unless requested for summer orientation; students not given enrollment appointments will enroll as of the Open Enrollment dates (4/12/2017 for summer; 08/07/2017 for fall)
- Advising holds, appointment times, and course offerings will be visible in Self Service on 3/17/2017.

Summer Session  **Validation Appointment:** begins: 03/17/2017 7:00am, ends: 4/11/2017 11:59pm

<table>
<thead>
<tr>
<th>Group</th>
<th>Enrollment Appointment Begins</th>
<th>Enrollment Appointment Ends</th>
<th># Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates</td>
<td>04/10 @ 7:00 AM (0001)</td>
<td>4/11 @ 11:59 AM</td>
<td>3999</td>
</tr>
</tbody>
</table>
Fall Semester  
**Validation Appointment**: begins: 3/17/2017 07:00am, ends: 8/6/2017 11:59pm  
Undergraduate priority appointment times begin at 7:00 AM; non-priority appointment times begin at 4:00 PM over four weekdays (04/03 - 04/06). SCPS students may begin enrolling as of the Open Enrollment date, 08/07/2017. All enrollment appointments end 8/6/2017 11:59pm.

<table>
<thead>
<tr>
<th>Group</th>
<th>Enrollment Appointment Dates (Codes)</th>
<th>Students Assigned</th>
<th>Available Appointment Dates (Codes)</th>
<th>Space Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Priority</td>
<td>03/27 @ 7:00 AM (0001)</td>
<td>22</td>
<td>03/27 @ 7:00 AM (0001)</td>
<td>5000+</td>
</tr>
<tr>
<td>Graduate</td>
<td>03/28 @ 7:00 AM (0002)</td>
<td>3326</td>
<td>03/28 @ 7:00 AM (0002)</td>
<td>2000+</td>
</tr>
<tr>
<td>LNEC Priority</td>
<td>04/03 @ 7:00 AM (0100)</td>
<td>152</td>
<td>04/03 @ 7:00 AM (0100)</td>
<td>248</td>
</tr>
<tr>
<td>4th Year Priority</td>
<td>04/03 @ 7:15 AM – 7:45 AM (0101-0102)</td>
<td>596</td>
<td>04/03 @ 7:30 AM (0102)</td>
<td>204</td>
</tr>
<tr>
<td>4th Year</td>
<td>04/03 @ 4:00 PM - 6:15 PM (0103-0111)</td>
<td>3524</td>
<td>04/03 @ 6:00 PM (0111 - 0113)</td>
<td>876</td>
</tr>
<tr>
<td>3rd Year Priority</td>
<td>04/04 @ 7:00 AM - 7:30 AM (0200-0201)</td>
<td>535</td>
<td>04/04 @ 7:15 AM (0201)</td>
<td>265</td>
</tr>
<tr>
<td>3rd Year</td>
<td>04/04 @ 4:00 PM - 6:15 PM (0204-0212)</td>
<td>3275</td>
<td>04/04 @ 6:00 PM (0212-0213)</td>
<td>725</td>
</tr>
<tr>
<td>2nd/1st Yr Priority</td>
<td>04/05 @ 7:00 AM - 7:30 AM (0300-0301)</td>
<td>478</td>
<td>04/05 @ 7:15 AM (0301)</td>
<td>322</td>
</tr>
<tr>
<td>2nd Year</td>
<td>04/05 @ 4:00 PM - 6:00 PM (0304-0311)</td>
<td>3194</td>
<td>04/05 @ 5:45 PM (0311 - 0313)</td>
<td>806</td>
</tr>
<tr>
<td>1st Year</td>
<td>04/06 @ 4:00 PM (0400)</td>
<td>3</td>
<td>04/06 @ 6:00 AM (0400-0401)</td>
<td>797</td>
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<tr>
<td>College “penalty”</td>
<td>04/06 @ 4:30 PM (9999)</td>
<td>0</td>
<td>04/06 @ 4:30 PM (9999)</td>
<td>400</td>
</tr>
</tbody>
</table>

**Summer Orientation Enrollment Appointments**  
Validation Appointments will be assigned to new first year and transfer students beginning May 1st and continuing through the summer. Begins: 5/01/2017 07:00am, ends: 8/6/2017 11:59pm

- **Grading**
  o Update on outstanding grades
    o There are grades outstanding for 1162, 1166, 1168, and 1171
    o Lisa has contacted everyone who has outstanding grades
  o 2nd Guidelines & Policies memo (to check class rosters) will be going out on the 10th of April
  o The Box is the desired means for sending grade changes, Name/SSN changes, etc. to UREG
    o Contact Lisa for information on using the Box for these items
  o School contacts were surveyed on the need to have extended administrative time after Drop/Add deadlines to make enrollment changes. All except Engineering (who has an extended deadline) indicated this time was crucial to their efforts.

- **May Graduation**
  o In early April UREG will begin working with Grad schools on accuracy of Dissertation titles for the Finals Program
  o Dissertation titles due May 1
• Reminder that beginning for August graduation, Diploma Name will no longer be utilized. The SIS Application to Graduate is being modified accordingly. The Application goes live April 10 for Summer.

• Program Plan Changes

  o The following plans have moved from GSAS to Medicine (in the GRAD career):

  - BIOLPS-MS Biological & Physical Sci (MS)
  - BIOMOL-PHDD Biochem & Molecular Genet(PhD)
  - BIOP-PHDD Biophysics (PhD)
  - CELL-PHDD Cell Biology (PhD)
  - CLNRES-MS Clinical Research (MS)
  - EXPATH-PHDD Experimental Pathology (PhD)
  - MICRO-PHDD Microbiology (PhD)
  - NEURO-PHDD Neuroscience (PhD)
  - PHARM-PHDD Pharmacology (PhD)
  - PHY-PHDD Physiology (PhD)
  - PUBHLT-CRT Public Health Sciences (Cert)
  - PUBHLT-MPH Public Health (MPH)
  - UNDE-BIMS Biomedical Sciences Undeclared
  - BIOMED-PND Biomedical Sciences Non-Degree

  o All graduate level BIMS and PHS courses are now owned
  o Katherine Yates, Registrar of the SOM will be the registrar point contact for graduate courses and/or students.
  o The plans will show on the graduate career but will be listed under SOM.
  o The SOM Dean will be the signature on the Diploma.
  o Effective dated to Summer 2017

• Non-Credit Commerce Career

  o The MBI program will be added to the Non-Credit Career for Commerce.
Any UG/GR students who are enrolled in the MBI will now have a non-credit transcript as well as their UG/GR transcript.

The bill for the MBI program will need to be paid in the same manner as the students’ for credit tuition.
  ▪ This means students could be canceled if they do not pay the MBI tuition bill

The MBI is not eligible for Financial Aid or VA Benefits

The Record

- Please update degree requirements in the RECORD and be sure disclaimer is on website
- Please organize the information in the format of the templates (please work with Leonie if you need assistance)

Name Program

Prerequisites

Explain what requirements the students need to fulfill to declare a program major (required courses, minimal GPA). Information about the application process can be mentioned here.

Requirements for Major/Degree

Explain what requirements the students need to fulfill to get a degree in the program (required courses, credit hours, GPA, etc.). Different requirements for different concentrations/tracks can be mentioned here.

Distinguished Majors Program in ...

Explain what requirements the students need to fulfill for a DMP in the program (prerequisites for DMP, required courses, credit hours, GPA, etc.).

Requirements for Minor (optional)

Explain what requirements the students need to fulfill for a minor in the program (required courses, credit hours, GPA, etc.).

Requirements for Dual Degree Program (optional)

Explain what requirements the students need to fulfill to for a dual degree program (required courses, credit hours, GPA, etc.).

Additional Information
For more information, contact <Name>, Director of the (Under)graduate Program, Department of <Name>, <Location + Address>; Phone: <#>, Fax: (#);
Email>, <Webaddress>

Course Descriptions

- XXXX 1000
- XXXX 1001
- XXXX 1002
- Etc.

NOTE: The Course Descriptions will be updated from the information in the SIS Course Catalog. Departments don’t have to update this information in Acalog, but can inform the Catalog Coordinator to make changes to this section.

Name of Department

A. Address
B. Overview
   (Information about the department, history, etc)
C. Faculty
   (Information about the faculty, no faculty listings)
D. Students
   (Information about the students)

Name of Program

A. Prerequisites
B. Requirements for Major/Degree
C. Distinguished Majors Program in ...
D. Requirements for Minor (if applicable)
E. Requirements for Dual Degree Program (if applicable)
F. Additional Information
G. Course Descriptions (will be updated by UREG)

NOTE: The Course Descriptions will be updated from the information in the SIS Course Catalog. Departments don’t have to update this information in Acalog, but can inform the Catalog Coordinator to make changes to this section.