School Contact Meeting

April 12, 2018

Attendees: Laura Hawthorne, Sheila Tolley, Travis Boyd, Tina Kirkaldy, Mike Harmon, Morgan Thacker, Justin Grant, John Higgins, Kristine Nelson, Janelle Jennings, Sarah Doran, Ellie Anderson, Tracy Mourton, Emily Cockrell, Isaiah Behnke, Barbara Graves

- **Intros and Welcome – New Academic Records Specialist, Justin Grant**

- **SFS**
  - Communication went out to 1309 degree candidates with balances. (That number is now down to 835)
  - Due date for degree candidates with balances May 1st
  - UVAPay set to go live mid-May
  - Tuition will calculate July 6th

- **Grading**
  - Guideline and Policy Memo will go out this week
  - Final Grade Rosters will be available April 25th
  - Grade Memo will go out April 26th
  - Administrative access to change enrollment in SIS ends April 13th

- **Graduation**
  - Summer graduation:
    - Students can now apply to graduate in August (through July 1)
    - Reminder that primary name changes need to go through UREG with the appropriate official documentation.
    - Students can update their diploma address in SIS Student Center
  - Spring graduation:
    - Dissertation Deadline is May 1
    - Morgan will send lists of issues from our on-going transcript review tomorrow (Friday)
    - Name and address change deadline is May 1
    - Degree candidate checklists will be distributed via Box on/around May 16th → due back May 21st
    - Conferral will begin the 21st and continue through 24th
    - Diplomas should be ordered May 25th
  - Ceremonial Scrolls: Temps will begin rolling scrolls next week – UREG will contact schools/departments when they are available for pickup
  - UBI Graduation Processing Workshop – Wednesday April 18th 10:00 AM – 11:30 AM in Mechanical Engineering Building Rm 215
• **Academic Level/Terms in Residence Reminders**
  
  o When changing Expected Grad Term, the Academic Level may need to be adjusted as well
  o For students that have been term activated for Summer, ensure Terms in Residence is still registering correctly for the Summer term when a Program/Plan change is made

• **SOC – Zero Enrollment Courses**
  
  o Of the total number of courses scheduled in SIS for Spring 2018, 1802 had zero enrollment. We will begin to delete these next week.
  o Of these 1802 zero-enrollment courses this semester, 84 were assigned classrooms. Given the pressure we’re all facing in meeting instructors’ space needs, having these 84 classrooms tied up unnecessarily means we couldn’t assign them to a class that would have used them.
  o Going forward, in fall 2018, we will begin removing room assignments from courses with zero enrollment at the end of the actual Add deadline. For Fall 2018, the Add deadline is September 11. These rooms can then be used for other course needs.
  o In addition, in fall 2018, we will delete all courses with zero enrollment from the schedule of classes beginning a couple weeks after the Add deadline; this gives school registrars time to submit course action forms once the Add deadline has passed.

• **Summer and Fall Enrollment**
  
  o School Feedback
  o Briefing on SIS Issue – During Day 1 of undergraduate enrollment, a system error occurred causing some classes to appear full on the schedule but had not reached capacity. Other institutions experienced this same Oracle issue. By early the following day, the SIS team had corrected all records.
  o Fall Open Enrollment date discussion for GRAD career
    ▪ July 1st is the New GRAD Open Enrollment date

• **Summer Orientation Updates**
  
  o Undergraduate Open Enrollment – August 6th
  o College reserve capacities stay on until the 7th
  o UREG needs lists from schools for enrollment appointment assignments for Session K and No-Show students
    ▪ Due to UREG@ by COB June 30th

• **Returning to the University Form**
  
  o Form coded to close 28 days prior to the term
  o College has requested to delay the closing date for Summer to accommodate 2nd/3rd session returners
  o Please provide further recommendations and feedback

• **GDPR** – institutional impact and response in the works (General Counsel, SFS, UREG)