School Contact Meeting

April 13, 2017


- New Academic Records Specialist
  - Mike Harmon will join UREG on May 1, 2017

- Academic Requirements Report (AR) Changes – Rebecca Garver
  - The appearance of the AR will change with the bundle update occurring Memorial Day weekend.
  - The blue bars are going away and all headers will look the same.
  - In order to visually distinguish between the levels, Rebecca’s team will make the main headers appear in all caps.

- SFS
  - On April 7, SFS sent emails to 1200 degree candidates with outstanding balances.
    - All charges are due on April 30.
    - SFS will send the names of degree candidates to the schools on Monday, April 17
  - Fall tuition bills will be sent mid-July and will be due August 16.

- SOC/Shopping Cart/Enrollment Appointment Schedule Changes
  - All school contacts in attendance reported that allowing an additional week after the SOC went live prior to the Shopping Cart & Enrollment Appointments being available was a positive change that they would like to see continue.

- Veterans Benefits
  - Professional schools need to make sure their students are enrolled for 1176 at least 2 weeks before term start date. Darden new admits for Fall 2017 do not have an academic career in SIS.
  - Good idea to have school contacts start connecting VA students to UREG at Orientation. Can you help us identify a staff member that would be willing to have an open door policy with VA students?
  - New students are expected to pay their deposit.
  - We are using the SIS mailing address for the VA certification.

- Grading
  - Grade Deadline for Spring 2017 is Tuesday, May 16
• A Grade Flyer will be sent out May 3 to Instructors and School contacts/Departments containing the grade deadline date and instructions for grading.
• Grade Lapse for Professional Schools for 1162 is Wednesday May 17

• May Graduation

• Summer graduation – students can now apply to graduate in August.
  ▪ Deadline is July 1
  ▪ Diploma name is no longer an option. Students needing to make a name change will need to contact UREG to change the Primary Name (with proper legal documentation).
    • Diploma Names submitted for May graduates will still be honored
    • Students that have special characters in their names that they would like to have print on the diploma can contact UREG to make this request
    • The name section on the application now appears as follows:

<table>
<thead>
<tr>
<th>Diploma Name Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your primary name as displayed below will be printed on your diploma. Changes to your primary name can be made with UREG (Office of the University Registrar). You may also contact UREG if your name contains special characters not displayed here that you wish to have print on the diploma.</td>
</tr>
</tbody>
</table>

• Dissertation Deadline May 1
• Name and address changes due May 1
• Degree candidate checklists will be distributed to schools via Box on May 17
  ▪ Due back from schools on May 19
• Degree Conferral will begin Monday, May 22 and continue through May 26
• Diplomas will be ordered May 30

• Ceremonial Scrolls

• Temps have begun rolling scrolls.
• UREG will contact schools/departments when they are ready for pick-up.
• Please contact UREG if you would prefer not to have scrolls placed in felts as in years past.

• Change in Degree Conferral Date

• In order to be in compliance with NSLDS, starting with August, the conferral date will be the last day of exams.
• December will also be the last day of exam and will require conferral prior to the holiday break.
• Decisions on how May will be handled is still being discussed.

• X25 Demonstration – Wednesday, April 19th

• Please contact Sheila Tolley if you would like to attend the X25 demonstration.
• **SACS Updates**

  o No recommendations
  o We must maintain disclaimers on websites
  o We must compare the Academic Requirements to the requirements listed in the RECORDs
  o Deadline for RECORDs revisions is June 1\textsuperscript{st}