School Contact Meeting
June 11, 2015

Attendees:  Andrew Breen, Arlyn Burgess, Emily Cockrell, Amanda Crombie, Tracey Doniel, Barbara Graves, Janelle Jennings, Marcia Lachniet, Sheilah Sprouse, Rebecca Garver, Sarah Doran, Travis Boyd, Debbie Shiflett, Lisa Howdyshell, Janet Crawford, Sheila Tolley, Rodney Floyd

- **Student Health (Meena Sirivastava) – Hard Waiver (see attached infographic)**

- **Student Financial Services**
  - Bills for Fall 2015 are due August 19th

- **ITS**
  - AR report after Degree Conferral should be in ImageNow now. AR reports are available to Admin SIS users anytime
  - The SIS bundle update caused some changes in SIS
    - Clear your cache
    - The plus/minus function may not display – Go to Tools in your Browser→Internet Options→Delete Temporary file, history, cookies, etc. Uncheck the first box Preserve Favorites website data; Then Delete
• **Graduation Recap**
  - Diploma Order/Mailing Addresses
    - Diploma were shipped from the vendor to each student’s Diploma Mailing Address in SIS on Thursday, June 18th
    - Students received an email from the printer that their diploma has been shipped
    - UREG will add to the information provided on its website regarding changing Diploma Mailing Addresses in SIS and timing for doing so
  - Degree Conferral – Completed in week following graduation (except Law)
  - Ceremonial Scrolls – most of the feedback received has been positive
    - Email comments on the process, positive or negative, to ureg@virginia.edu
  - NSC enrollment reporting – Spring final grad file for Law up this week or beginning of next. Summer enrollment reported was reported on June 19th
  - July 1st is the deadline to apply for August graduation

• **Outstanding Spring Grades** – 69 outstanding as of yesterday (not including Law and Medicine)

• **Undergraduate Grade Lapse for Spring 2015** – Ran Thursday, June 11th
• **Dean’s List** – populated Friday, June 12th
  o ARU 64
  o ASU 2858
  o CUU 163
  o ENU 878
  o FBU 30
  o MCU 143
  o NRU 279

• **The RECORD**
  o Active courses from the Course Catalog have been loaded into both Undergraduate and Graduate Records
  o Changes can still be made to the Undergraduate and Graduate Records
  o Acalog users will receive an email when access will be removed for 2015-2016 records

• **Academic Level Training**

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**Terms in Residence Maintenance Process**

**Overview**

Maintenance of the terms in residence value is needed to properly set the values for students who enter the University as transfer students, who were active in the career prior to matriculation in the current degree-seeking program (in terms prior to fall 2013), or who enroll as less-than-fulltime students.

As a rule, every spring and fall term has a term count value of 1 and every January and Summer term has a value of 0.01. Effective fall 2013, the term count for non-degree programs is set as 0.01. Terms in which the student is on Affiliated/Detached status will be manually changed to 0.01, and terms in which the student is approved for part-time status will be changed to 0.5. (For students whose approved load is set to part-time at the program/plan level, the term activation job will automatically set to 0.5; however, manual review will be needed to identify changes in approved load made at the term activation level or when actual enrollment is full-time.)

The most important step of this process is to review the student’s transfer record and determine the Transfer in Residence Terms. This total will be added to the Current in Residence terms to calculate the correct Academic Level.

**To Identify the correct term level for incoming Transfer students**

• Review the first term
  o Records and Enrollment
  o Student Term Information
  o Term Activate a Student-search with student Emplid, exp 2227771 ENG
  o Select Terms In Residence Tab
In the example above, the first term Fall 2013, you will see that **Current In Residence Terms**: is equal to 1.000.

You will need to add transfer term values (calculated by number of transfer credits used towards degree) to **Transfer In Residence Terms**: In this case 4.000 Transfer in Residence Terms were added. At the end of Fall 2013 the student will have completed 5.00 Terms in Residence. The student should be expected to graduate in Spring 2015 according to these calculations.

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

**Residence Terms**

\[
\text{Residence Terms} = \text{Academic Level}
\]

<table>
<thead>
<tr>
<th>Transfer Credit Hours</th>
<th>Academic Level</th>
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</thead>
<tbody>
<tr>
<td>&gt;12 (12-23)</td>
<td>1</td>
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<tr>
<td>Age Range</td>
<td>Count</td>
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<td>-----------</td>
<td>-------</td>
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<tr>
<td>≥24 (24-35)</td>
<td>2</td>
</tr>
<tr>
<td>&gt;36 (36-47)</td>
<td>3</td>
</tr>
<tr>
<td>&gt;48 (48-59)</td>
<td>4</td>
</tr>
<tr>
<td>≥60 (60-71)</td>
<td>5</td>
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<tr>
<td>&gt;72 (72-83)</td>
<td>6</td>
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<tr>
<td>≥84 (84-95)</td>
<td>7</td>
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<tr>
<td>≥96</td>
<td>8</td>
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</table>
Do you have health insurance coverage for the 2015-2016 year?

- **Yes**
  - Does your alternate health insurance plan meet UVa’s requirements for comparable coverage?
  
    - **Yes**
      - To meet comparable coverage requirements, your plan must:
        - Be licensed to do business in the U.S.
        - Provide both inpatient and outpatient care in the Charlottesville area
        - Provide both inpatient and outpatient mental health treatment
        - Provide coverage for pre-existing conditions
        - Provide unlimited coverage per illness or injury
        - Provide coverage for all semesters of enrollment
        
        You are held financially responsible for payment of all charges not covered by your health insurance plan.
        
        *For international students requirements go to http://tinyurl.com/mnau7ms*
    
    - **No**
      
      You have **satisfied** the hard waiver requirement

- **No**
  - Request an insurance waiver on the online waiver site here: http://www.uvastudentinsurance.com
  
    Was your waiver application approved?

    - **No**
      - Enroll in the Aetna Student Health Insurance Plan
    
    - **Yes**
      
      You have **satisfied** the hard waiver requirement

**ACTION**