School Contact Meeting

June 8, 2017
Hosted by Commerce

Attendees: Sheila Tolley, Lisa Howdyshell, Michael Harmon, Sarah Doran, Judy Updike, Rebecca Garver, Tracy Pettit, Andrew Breen, Amanda Crombie, Tracy Mourton, Emily Cockrell, Barbara Graves, Tracey Doniel, Janelle Jennings, Jesse Rogers, Kristine Nelson, Martha Ann Toms-Farmer

SFS Update

- 7/7 (Friday) Tuition Calculates
- 7/18 (Tuesday) Terms and Bill Generated
- 8/16 (Wednesday) Due Date

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July 17, 2017</td>
<td>Online site opens to students to enroll or waive.</td>
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<tr>
<td>August 15, 2017</td>
<td>Coverage begins for students enrolled in the Aetna Student Health Insurance plan.</td>
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<tr>
<td>September 18, 2017</td>
<td>Deadline by which students must enroll or waive coverage.</td>
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<tr>
<td>September 22, 2017</td>
<td>Deadline by which a student can appeal the decision if their waiver is denied.</td>
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<td>September 29, 2017</td>
<td>UVa will post the Aetna Student Health Insurance plan annual premium of $2,690 to</td>
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<td>the SIS accounts of students who enrolled, failed to submit adequate documentation,</td>
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<td>or whose health plans were determined not to provide comparable coverage.</td>
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<tr>
<td>October 31, 2017</td>
<td>Deadline by which students must pay the annual premium for the Aetna Student</td>
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<td>Health Insurance plan.</td>
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<tr>
<td>August 14, 2018</td>
<td>Date that coverage ends for students enrolled in the Aetna Student Health Insurance plan.</td>
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SR Support

Milestones: We will revisit at the next School Contacts Meeting to see what direction we would like to go in.

Checklists:
- Will begin to track new processes with the checklist including “NetNag”
- Possible Applied to Graduate Notification as “To Do List” Item
- New Admission Application this year
- Final Transcript to do list item

SR Support and UREG will look into possible solutions to implement to view when a student has applied to graduate.

Degree Conferral debriefing and August Degree Conferral dates

- All degrees have been conferred with the exception of Law/Law dual degrees
- All diplomas have been ordered with the exception of Law/Law dual degrees
- The graduates file for all except Law was sent to NSC on June 1st
- When the diplomas are mailed from Paradigm the students will receive an email informing them that their diplomas have been mailed and their CeDiplomas are available to download
  - The diploma order was placed May 30th so shipment should be within the next couple weeks
  - The notifications are sent directly from Paradigm to students at their UVA email address
- The major hiccup we experienced with graduation was a few student omissions from the Finals Program.
  - There were two students in Architecture that received two Master’s degrees simultaneously. They were only listed once.
  - Thirty-three Phi Beta Kappa recipients were left off the Awards list. These students received the honor last year as Third Years but graduated this year and should have been included in that section of the program.
  - Major Events and UREG have worked with PCS to produce an updated electronic version of the program for website publishing and paper versions to be provided the affected students.
- Law School Degree Conferral – June 9th
- Degree Conferral Date for Summer – August 9th
- The deadline to apply for Summer graduation is July 1st

Thanks to all for their support and guidance offered through the graduation process!

FYI – Diploma Information (Only one Bachelor’s Degree can be earned, multiple majors but only one UG degree)

Majors that print on diplomas:
- All PhDs
- All Masters
- All Engineering Degrees (including UG)
• All Bachelor of Sciences
• Designated Degrees print on the Diploma

Grades
• Outstanding grades for 1172
• Grade Lapse for 1172 – Thursday, June 15th
• Dean’s List for 1172 – Friday, June 16th
• July 10th Grad Career Grade Lapse
• July 31st Prof Career Grade Lapse

Term Activation in two careers
• UREG sends lists of students active in two programs for the School’s review
• Please be sure to make corrections before the July 7th tuition calculation
• UREG will set up training for Term Activation on Dual Degrees.

VA Benefits
• Marketing materials, including websites, must be reviewed by the Veterans Affairs Coordinator, Kiama Anthony
• Please send all materials pertaining to recruiting events/efforts to UREG for review BEFORE you use the materials
• UREG will be certifying student earlier than in the past with anticipation of government shutdown this Fall

Schedule of Classes
• Terms, Sessions, Meetings
• Dates
• Accuracy for enrollment certification
• UREG will setup meetings to have training for those scheduling classes

Professional Memberships
• VACRAO, SACRAO, AACRAO – Professional Memberships
  o VACRAO – Membership is not due so we do not know the total amount per member
    • VACRAO tends to be Admissions oriented
  o SACRAO – Membership is approximately $20.00 per member
  o AACRAO – Membership is $246.00 per member
• Please let Sheila know if you are interested in the memberships for this next year

Record Deadlines
• June 16th Revision are due.
• September 1st Record will be archived.