School Contact Meeting

August 13, 2015

Attendees: Travis Boyd, Sheila Tolley, Lisa Howdyshell, Debbie Shiflett, Kelly Downey, Tracy Doniel, Barbara Graves, Mary Lane, Sheilah Sprouse, Tracey Mourton, Emily Cockrell, Andrew Breen, Martha Ann Toms-Farmer, Sarah Doran, Isaiah Behnke, Amanda Mills, Amanda Crombie, Sally Armentrout, Arlynn Burgess, Marcia Lachniet

Greetings and Introductions

Crystal Alawi – Outreach Assistant

Kiama Anthony – Veterans Affairs Coordinator

Personnel Updates

- Rodney Floyd (Athletics Academic Eligibility Coordinator) and Melissa Ferrell (Course Catalog and Publications Coordinator) are leaving UREG for other job opportunities effective Friday 8/21
- Job descriptions have been submitted to the Provost’s Office and Human Resources to initiate the hiring process for all five soon to be vacated positions (including those currently held by upcoming retirees Janet Crawford, Debbie Shiflett, and Kathy Woodson)
- No timetable is set for when these searches will be complete, but we anticipate moving as quickly as possible to get these positions filled
- With so many moving parts personnel-wise, it would be advisable to copy ureg@virginia.edu on all email correspondence to UREG staff to help in providing a timely response to inquiries

SFS update

125% In State Tuition Rule for Undergraduate Students

- Info on SFS Website (where the page lives in navigation will be updated in the next few days):
  - [http://sfs.virginia.edu/surcharge](http://sfs.virginia.edu/surcharge)
- [Credit Threshold and 125% Rule FAQs](#).
- [Credit Hour Threshold Appeal Form](#)

Initial Reporting criteria:

- Reporting criteria reviewed below. [Code of Virginia, Section 23-7.4:F](#)
- For each semester that the student continues to be enrolled after such student has completed 125 percent of the credit hours needed to satisfy the degree requirements for a specified undergraduate program, hereinafter referred to as the "credit hour threshold."
- Transfer credits captured by George’s reports should pull only those applicable credits that count toward degree (Nursing will need manual review).
  - The reporting of transfer credits may need further updates to how transfer is calculated with UREG
- Transfer credit pulled from SR (not Admissions Record)
Dual Enrollment will continue to be reviewed and provided by UREG’s team. (George’s reporting doesn’t capture dual enrollment.)

- Remedial courses – remove 3 digit courses < 999
- Exclude BAMT (TED) students
- Report on hours carried vs hours earned
- “W” will be considered a completed grade
- Remove double majors / multiple plans from criteria
- Review students with minors and multiple minors
- Review students who change major mid & late-career or transfer between schools
- UREG to reassess fall completion early January

Tentative communications process:
- Send warning message to students Mid-October or by Nov. 1st
  - The first is a warning. The purpose of this email is to inform you that you have attempted approximately 125% of the required hours for your degree.
  - The second email, which is sent only to those students who have crossed the 125% threshold, notifies them that they will be assessed the tuition surcharge.

FERPA Training Module

- You should have received an email requesting that you take the FERPA training via the HR Learning Module
- This training will be offered at least every two years so please be sure you participate
- Faculty will be invited to take the training this Fall around October
- If you have not already completed the training please do so as soon as possible
- If you have student/graduate assistants who need FERPA training please send their names and your Organizational Payroll Code to Sheila and FERPA training will be added to their learning module

Orientation – Open Enrollment

- The group concluded that orientation was a success
- There were no major issues reported regarding the August 3rd Open Enrollment process

Enrollment Issues

- Waitlist- emails will be sent to students who have schedule conflicts or will exceed maximum credit loads.
  - These will be sent on the 17th and the 25th

Fall Cancellation Timeline

- **August 17, 2015**  No enrollment email notifications will be sent to students
- **August 20, 2015**  Negative Holds email notifications will be sent to students
- **August 31, 2015**  The cancellation process will run at 4:00pm
Classes - Reminders

- Any changes to course criteria once there is enrollment causes enrollment issues
- The correction to issues is to drop the students and add them back. Please remember this if a professor wants to change a grading option or credit hour values.
- To add or drop associated discussions causes major enrollment issues once the class has enrollment.
- Changes to waitlist can be made but a permission list may not be added if there are students already on a waitlist.

Inquiry referrals to Schools

- The group decided that they do not feel “announcing” the transferred call is necessary
- UREG will continue to copy the contacts on email correspondences where the student is referred to the school

Academic Calendar

- The UREG Academic Calendar on our website; www.virginia.edu/registrar includes program dates that fall outside of the UG, GR, Law, Darden or Medicine calendars.
- These varying dates have been approved by the Office of the Provost for a limited time. We continue to work to bring all programs in line with the standard Academic Calendars.

Grading

Summer Grades – were due Tuesday, August 11th

Previous Term Outstanding Grades – Lisa will be sending emails today to professors that still have outstanding grades from previous terms

Admission Revocations processed through the Add deadline.

Degree Conferral for August Candidates

- Degree conferral for all August graduates will be completed by Monday, August 17th

VA Certification Status

- Tina has done an excellent job managing certifications.
- Executive programs that have already started their Fall term have been certified to the VA.
- UG and GR students are being certified now in order to start BAH payments. Enrolled hours will be certified after the add/drop period.
- In order to be certified students must submit their Request for Certification form to UREG. If they are new students they will need to submit their COE with the Request for Certification form.
Students may find the forms on our website. You may refer any questions to ureg@virginia.edu or 924-4122.

**Choice Act**

Provides out of state students with in state tuition if they meet the eligibility requirements:

- Must be using the Post 9/11 GI Bill
- Must have been honorably discharged within the past three years
- Available to Veterans and their dependents (if educational benefits have been transferred to the dependent)