School Contact Meeting  
August 10, 2017

Attendees: Lisa Howdyshell, Sheila Tolley, Travis Boyd, Morgan Thacker, Tina Freitager-Kirkaldy, Susan Dougald, Kristine Nelson, Tashana Starks, Janelle Jennings, Sharon McDonald, Emile Cockrell, Amanda Mills, Andrew Breen, Tracey Doniel, Tracy Mourton, Sheilah Sprouse, Barbara Graves, Tanya Johnson, Sarah Doran

- **Tanya Johnson from Student Health - Insurance Hard Waiver**
  - Students need to enroll in or waive health insurance by Sept. 18th
  - An email reminder will be forthcoming to those students who have yet to take action
  - Students shouldn’t wait until the last minute, as they can get coverage starting Aug. (Aug 15th, 2017 – Aug. 14th, 2017)
  - Deadline to appeal – Sept 22nd
  - Charges put on Sept. 29th

- **Student Financial Services**
  - Billing Due Date – Aug 16th – holds go on Aug. 17th
  - Late fees go on sometime after the first week of school
  - Financial Aid disburses Aug 14th

- **Cancellation**
  - August 14th – Email reminder to students who have not enrolled
    - As of today, nearly 25% of GRAD students have yet to enroll
  - August 17th – Email to Students who have an AENR Hold
  - August 25th @ 5PM – Deadline to clear holds and/or enroll
  - August 28th – Cancellation process runs at approximately 4 p.m. and email sent to students inactivated
  - August 31st – ID Cards Inactivated for cancelled students
  - September 1st – Law cancellation

- **Student To Do List Items** – these items were managed outside of SIS previously.

<table>
<thead>
<tr>
<th>Description</th>
<th>New UGRD Transfers</th>
<th>BIS &amp; BPM</th>
<th>Exchange</th>
<th>London 1st</th>
<th>Repeat</th>
<th>Degree Seeking</th>
<th>Earning Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Wise, Graduate and Professional</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No*</td>
<td>Yes</td>
<td>Not a factor</td>
</tr>
<tr>
<td>Alcohol Wise, Undergraduates</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No*</td>
<td>Yes</td>
<td>Not a factor</td>
</tr>
<tr>
<td>Alcohol Wise, UGRD Transfers</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes, if transfer student</td>
<td>No*</td>
<td>Yes</td>
<td>Not a factor</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No (UGRD program)</td>
<td>2yr*</td>
<td>Yes</td>
<td>Not a factor</td>
</tr>
<tr>
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</tr>
<tr>
<td>Not on Our Grounds, Graduate and Professional</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No (UGRD program)</td>
<td>2yr*</td>
<td>Yes</td>
<td>Not a factor</td>
</tr>
<tr>
<td>Not on Our Grounds, Undergraduate</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>2yr*</td>
<td>Yes</td>
<td>Not a factor</td>
<td></td>
</tr>
<tr>
<td>Honor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Not Necessarily</td>
<td>Yes-- must be enrolled</td>
</tr>
<tr>
<td>Annual Student Update Form</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Annually</td>
<td>Yes</td>
<td>Not a factor</td>
</tr>
</tbody>
</table>

(*) Students will be the reassigned the appropriate version of a test to take if they change careers – undergrad to grad/prof or grad/prof to undergrad.

The initial roll-out was July 10th with eligibility process running daily to add or remove training requirements (checklists) as necessary. The due date is Sep 6th, with a DOS service indicator hold being applied Sep 11th on those that have not complied. It has the AENR impact to prevent further enrollment.

Any student with an outstanding training requirement will see a warning each time they use the Netbadge signon screen.

There is no Bias module in place for this Fall.

From ODOS:

Here is a link to our FAQs about the modules: [https://odos.virginia.edu/module-faq](https://odos.virginia.edu/module-faq)

Ultimately, the deadline for completion is Sept. 6th. By this point, students have received an invitation email, as well as a reminder email. They will receive at least one more reminder email before the deadline. In all of these emails, the FAQ link above is included for their reference.

**Required Modules and Annual Student Update Form FAQ ...**

odos.virginia.edu

Every student needs to be aware of the University’s policies and resources. The modules demonstrate ways in which you can be influential in addressing these issues ...

Need Assistance? Contact:  
- [module_response@virginia.edu](mailto:module_response@virginia.edu)
• Grading
  o 1176 outstanding grades
    ▪ Summer session is currently contacting instructors with outstanding grades
    ▪ UREG will send emails to those still unreported a few weeks later
  o 1176 undergraduate grade lapse – September 7, 2017

• Graduation
  o August Graduation
    ▪ Degree posting taking place yesterday and today (Conferral date of 8/9/17)
      ➢ Five schools completed yesterday. Remainder posted today pending outstanding grades and enrollment.
      ➢ A number of students were not enrolled for summer and needed to be put in Affiliated Status. Please be aware to check for these in the future.
    ▪ Diplomas will be ordered tomorrow, August 11th
      ➢ Students are able to “Reserve the CeDiploma” online through SIS and provide the diploma vendor with a preferred (other than UVA) email address confirming availability. UREG will contact future degree candidates to advise them of this functionality.
  o December Graduation
    ▪ Grading deadline: Tuesday, December 19th
    ▪ Degree posting begins: Wednesday, December 20th
      ➢ Per request, UREG will add something to the grading memo that goes out to instructors to convey the urgency of timely grade reporting as a result of this
      ➢ Federal Aid regulations mandate reporting of graduates within a limited time window of term completion, which is necessitating this process being performed sooner than in past years.
    ▪ Degree conferral date: Wednesday, December 20th
      ➢ Future Fall terms – Degree Conferral date will be last date of term
  o “View my Graduation Status”
    ▪ Go live: Last week in August
    ▪ Student Center ➔ My Academics ➔ Graduation Status
      ➢ Only available for students to see
      ➢ Administrators can view this status under the Program/Plan (it is the same number of mouse clicks)
      ➢ If a student is set to graduate with multiple degrees in the same term, they will show as “Applied” for each
    ▪ Examples:
No Application

Evie Anguelov

Graduation Status

No Graduation Application exists at this time

Applied

Evie Anguelov

Graduation Status

Program: Arts & Sciences Undergraduate

University of Virginia | Undergraduate

Degree: Bachelor of Arts
Major: Art-Studio Art (BA)

Status: Applied for Graduation
Expected Graduation Term: 2017 Fall
**Degree Awarded**

Evie Anguelov

<table>
<thead>
<tr>
<th>Search</th>
<th>Plan</th>
<th>Enroll</th>
<th>My Academics</th>
</tr>
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</table>

**Graduation Status**

<table>
<thead>
<tr>
<th>Program: Arts &amp; Sciences Undergraduate</th>
<th>University of Virginia</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree: Bachelor of Arts</td>
<td>Major: Art-Studio Art (BA)</td>
<td>Status: Degree Awarded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expected Graduation Term: 2017 Fall</td>
</tr>
</tbody>
</table>

**Multiple Degrees – Complete / Applied**

<table>
<thead>
<tr>
<th>Greg Lee</th>
<th>go to...</th>
</tr>
</thead>
</table>

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<th>Plan</th>
<th>Enroll</th>
<th>My Academics</th>
</tr>
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</table>

**Graduation Status**

<table>
<thead>
<tr>
<th>Program: Commerce Graduate</th>
<th>University of Virginia</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree: Master of Science</td>
<td>Major: Commerce (MS)</td>
<td>Status: Applied for Graduation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expected Graduation Term: 2013 Spring</td>
</tr>
</tbody>
</table>

<table>
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<th>Program: Arts &amp; Sciences Undergraduate</th>
<th>University of Virginia</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree: Bachelor of Arts</td>
<td>Major: Anthropology (BA)</td>
<td>Status: Degree Awarded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expected Graduation Term: 2015 Fall</td>
</tr>
</tbody>
</table>
Multiples Degrees – Applied for Same Term

- Orientation Debriefing
  - There was confusion for some schools on August 4th after students had been informed they would be about to enroll, but only incoming College students had appointments to complete their schedule
    - Debriefing and planning meetings for next year will address these concerns
  - Schools indicated that outside of the issues encountered that one day, the rest of the orientation period ran smoothly

- RECORD Updates
  - September 1st is the deadline for any changes to the RECORDs
  - Please review your RECORD entries and compare them to your websites or other marketing materials
  - Be sure that the disclaimer is present on all websites and in all printed materials
  - Disclaimer:
    - The information contained on this website is for informational purposes only. The Undergraduate Record and Graduate Record represent the official repository for academic program requirements. These publications may be found at http://records.ureg.virginia.edu/index.php.

- Schedule of Classes
  - SIS Access is scheduled to be removed on September 22 to begin scheduling classrooms for Spring 2018
• Curriculog
  o Curriculog has been approved for purchase
  o Procurement is working on the contract now
  o What does this mean?
    ▪ Workflow for all course creation/changes/deletions
    ▪ Workflow for all plans creation/changes/deletions
    ▪ Ability to use this information for the RECORD and SIS
    ▪ Reduction in “double work”