Registrar Campus Updates

Bracken Dailey, Registrar and Kari Geske, Associate Registrar

August 9, 2017
OBJECTIVES FOR THESE MEETINGS

▸ Provide quarterly updates to campus regarding items related to Banner/25Live/Degree Works/Course Request systems or general policy/procedure from the Registrar’s Office.

▸ We will accept questions or suggested topics prior to the meeting. Please note that this is not intended to be specific training.
  ▶ We will open for Q&A after the presentation but please be aware that some questions we may not be able to answer without research, so asking your question ahead of time is the preferred method.

▸ Each meeting our goal is to follow a standard format. This includes covering any new items in the following categories:
  ▶ General Items
  ▶ Courses
  ▶ Academic Scheduling
  ▶ Records
  ▶ Degree Audit
  ▶ Projects on the Roadmap
GENERAL ITEMS

- Campus expectation is that Banner will be stable by September 30, 2017
- Access to SIS will be removed from campus users as of December 31, 2017
  - New access requests for SIS will not be granted
- Core offices are currently testing a Banner upgrade that we have estimated plans to push to production August 19th.
  - Banner will be unavailable from Friday, August 18 at 5 p.m. until Monday, August 21 at 7:00 a.m.
- Phone hours are changing to be from 9 am to 5 pm starting August 14th
- Registrar’s Office currently has 4 recruitments open with 1 about to be added and 5 positions starting or have started
BANNER UPGRADE - Things that you can expect

- Our first activity will be to upgrade our Banner environment to be “Banner 9 ready”.
  - Much of the upgrade for this version is behind the scenes and should not be noticeable to the everyday user.
  - The upgrade to Banner 9 is required for all Ellucian customers by December 2018, we are embarking on a phased approach that begins this summer, with this first step.

- When logging into INB Banner (forms) you will no longer have a new window open. Banner opens within the webpage itself.

- Banner will be unavailable from Friday, August 18 at 5 p.m. until Monday, August 21 at 7:00 a.m.
My Banner
- Banner
  - Student *[STUDENT]*
  - Financial Aid *[RESOURCE]*
  - General *[GENERAL]*
  - Document Management *[BDM]*
  - Banner Security *[SECURITY]*
Outside of the Banner implementation, the Registrar’s Office has been working with Information Technology Solutions (previously known as C&C) to build a brand new system for the course approval process.

- Course Request System (CRS) will replace CRAMS.
- Expected launch will be in Winter 2018 for Winter 2019 courses.
- CRS and CRAMS will be working in parallel until all Fall 2018 courses are approved.
- Training/Testing with Campus Partners will occur on August 21st and 23rd for identified Course Preparers.
- Additional information will be shared as we progress.
COURSES

- Repeatability when content changes
  - When a course is approved with this repeatability statement the course title must change, to reflect the topic change, on the student’s record to be considered repeatable

Great Resource, Training Document: Enrollment - Understanding Course Information
Example of two sections for the same course with different titles

<table>
<thead>
<tr>
<th>Term</th>
<th>Part of Term</th>
<th>Registration From</th>
<th>Registration To</th>
<th>CRN</th>
<th>Block Schedule</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Section Status</th>
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**Course/Section Title**

- CHE GUEVARA

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<tr>
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</table>

**Course/Section Title**

- DYLAN, THE BEATLES, & THE 1960S
ACADEMIC SCHEDULING

- Fall 2017 we expect to have a new Final Exam website that is dynamic with date, time and room information.

- Current Academic Scheduling Workgroup being lead by Ken Baerenklau, Associate Provost, to review and analyze current scheduling policy.

- We are currently working on Winter 2018 scheduling
  - First term that all activities (lectures and discussions) for Learning Communities will have priority scheduling
  - A new Room Attribute Preferences value has been added to identify Learning Community sections
Some reminders and tips for the winter cycle:

- Units can only be on the primary activity

- Check to ensure if your course has more than one activity that you have updated the link identifier and link connector

- When submitting requests for faculty to be added to Banner, ensure to only include their academic rank. Some faculty have more than one rank. The academic rank is the most critical because it tells us the individual is eligible to grade.
Summary of Changes and Enhancements Beginning with Winter 2018 Data:

- This upgrade is live in production

- Changes made in Banner or 25Live will take a maximum of 60 seconds to be reflected in the other system.

- Section headcounts will be accurately reflected in 25Live.

- The generic “SECTION” event type will be replaced by accurate section activity event types for all sections, mirroring what is entered in Banner. Thus, instead of each section having the same event type:
  - ANTH 001 001 will now have an event type of “LEC”
  - ANTH 001 021 will now have an event type of “DIS”

- The “UNITS” attribute for imported sections will no longer be available.
RECORDS

- Course Repeats and student GPAs
  - In a much more stable place; tweaks have been made to the end of term repeat job
  - Still finalizing testing a broader approach to our repeat job, GPA calculation and academic standing that will allow it to capture any new articulation, REPEATAH permit or grade change no matter the term applied.

- Graduation/Degree Conferral workgroup
  - Colleges, Graduate Division and Registrar’s Office identifying and evaluating current process and barriers.
  - Goal is to reduce the time to confer degrees and receive diploma.
  - One important piece is an ongoing accurate and up to date student academic record and degree audit. This requires collaboration amongst many of the members of the campus community.
RECORDS

- Self-service option for student cancellation
  - It is automated using workflow to update all aspects of the student’s record without human interaction.
  - Currently don’t have a hard go-live date but will communicate once determined.

![Request to Cancel Registration Form](image-url)
We are working on implementing unofficial transcripts for students in self-service.

- Currently don’t have a hard go-live date but will communicate once determined
- If a student has a hold that impacts transcript the student will NOT be able to see their unofficial transcript
Sexual Orientation and Gender Identity in self-service

- Currently don’t have a hard go-live date but will communicate once determined
- Recent applicants will have information from undergraduate application, but can update if there are changes; current students will be able to add information
SEXUAL ORIENTATION AND GENDER IDENTITY

The information displayed below is what we currently have for you. If you would like to change it, please update below. Please visit the Registrar’s Office website for more information on why the University of California collects this information and how we use it.

- **Name:** [Redacted]
- **Gender:** Male
- **Birth Certificate Sex:** Male
- **Gender on Record:** Male
- **Sexual Orientation:** [Redacted]

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**Current Information in Banner**

**Updatable Information**
A couple of things to keep in mind:

- Students who are inactive when graduating must have the appropriate curriculum for the term they are graduating.
  - As part of the graduation workgroup we will be working with the Colleges to establish a more streamlined process to address this population of students.

- Transfer work that needs articulation by the College has UCRV RVW (College Review Required) and has ZERO units.
  - This shows on the student’s transcript until articulated.
  - Students can see the transcript has come in but will not receive unit credit until the articulation is complete.
## RECORDS

### Confidential Information for Mary H. Littlelamb

**Transfer Credit | Institution Credit | Transcript Totals | Courses in Progress**

### Transcript Data

#### STUDENT INFORMATION
- **Birth Date:** 01-JAN
- **Curriculum Information**

#### Program
- **College:** Bachelor of Science
- **Major and Department:** Bourns Engineering

#### Secondary Program(s)
- **College:** Graduate Division
- **Major and Department:** Biology, Biology

***Transcript type: ADVS is NOT Official***

### TRANSFER CREDIT ACCEPTED BY INSTITUTION

**08/10/12-10: Irvine Valley College**

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<table>
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Unofficial Transcript
DEGREE AUDIT

- June 2017 Ellucian consultant came onsite for four weeks to assist us in a variety of degree audit items. Colleges Offices received a document including a list of all the updates completed. A couple of key ones:
  - The updates made with the consultants were mostly cosmetic but have improved the user experience.
  - Student’s preferred name is now used in Degree Works. We are not currently able to do the same for staff because of the tool we currently use to grant access. We do have plans to look into what can be done.
  - Learned additional tips and tricks to troubleshoot audit issues.
  - Added a nightly process to ensure our renumbered courses are accurately accounted for in the audit.

- If you are adding the same exception frequently, contact us!
  - A conversation about why the exception is needed will help everyone involved and can assist in determining next steps.
  - Degree Works puts a huge magnifying glass on our curriculum because it allows us to be very precise on the enforcement of requirements. This is especially being seen with units.
  - Talk to us as soon as possible because the longer you wait the greater the potential it has to affect the application of exceptions previously entered.
DEGREE AUDIT

- Curriculum changes for Fall 2017 have been completed. We will be working with the Colleges to confirm review and sign off.

- Reminder that all freshman received four year course plans, per new campus policy.
  - We did not receive all the templates for Fall 2017 from departments. If you didn’t send yours in by the deadline students were assigned the Fall 2016 template.
  - It is important that we get those updated plans so students are given the most up-to-date and accurate guidance.

- Completing college meetings - discussions and training regarding exceptions
PROJECTS ON THE ROADMAP

- Items we are working on with Ellucian for Banner (no specific date yet):
  - Display the reserved seating within the Schedule of Classes
  - Utilization of reserved seating and waitlisting on same section

- Evaluate electronic transcript and diploma option

- Electronic grade changes (current idea is to put process within iGrade)

- Evaluate the option for a School of Medicine audit, Satisfactory Academic Progress audit and Athletic Certification audit within Degree Works

- Transition throughout 2018 to new Banner 9 forms
Banner 9 New Look and Feel

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<th>Reason</th>
<th>Release Indicator</th>
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Last updated by: REGPROD on 07/14/2017
Resource Reminders

- Don’t forget to use your resources!!!!
  - Ucrbanner.ucr.edu: documentation and support ticket submission
  - UCR Learning Management: tutorials
  - R’Space: Banner - Training

- We are working on establishing a standard in-person training schedule that will complement the online training options for new staff and current staff who have questions or need a refresher.