

Registrar Open Forum Fall 2010

Thursday, September 30
Friday, October 1

Agenda

- Registrar's Office Staff Changes
- Quick updates on projects
- Registrar Website www.uncw.edu/reg
- Class schedule
- Degree Audit
- Another surcharge reminder – going to 50%
- Open discussion, questions, suggestions

Registrar's Office Staff Changes

- Transfer Articulation Administrator:
(Jill Parson)
- Report Developer: **(Craig Funderburk)**
- Tammy on leave
 - Class scheduling - Jonathan
 - Registration - Gil

Updates on Projects (1 of 2)

- Grade changes online
 - Now live; but we still accept paper forms; but we encourage to use online system.
 - Online system does include a way to approve or deny a request. Upon request, we will look into 3 options in response to a request: approve, reject and comment.
 - 3 parts to Grade Changes: Assign Incompletes, Convert Incompletes, and Grad changes
 - Academics tab in [MySeaport](#)
- Major change workflow emails
 - currently being tested; second major included (although minors, concentrations, and change of catalogue year are not included)
 - Emails will go to staff in department who assign advisors
- Emails to instructors and advisor when student changes name
 - If more than one person assigns advisors, an email will be sent to the chair. Upon suggestion, we will try to send an email to the advisor of records of the department; which is generally the same person who assigns advisors

Updates on Projects (2 of 2)

- Double majors displayed in class rosters
 - Added to Report Manager report
 - Link added to SeaNet class rosters
- Emails to staff for students who withdraw before the end of add/drop (Withdraw from a class, but not drop from university completely)
 - Working with ITSD
- Automating subs and waivers
 - Keep in mind the difference between subs and waivers and transient study
 - Working with ITSD
- Upon suggestion, we are going to work on setting a step by step process that students and staff should use when submitting subs and waivers.

Registrar Website

- www.uncw.edu/reg
- [Calendars and Exams](#) Reminder: Our calendar is **not** the University Calendar. The link to the University Calendar is at the bottom of our calendar page
- [Online Forms](#) Online and Non-online forms are listed in this section; along with instructions. Example: Transcript Requests
- If a form doesn't work, make sure that SharePoint is a 'trusted site' on your web browser and that you are using at least Microsoft 2007.
- [What does that code mean?](#) Keep in mind that there can be a difference between Subject Code, Department Code, and Major Code. Example: Political Science

Class Schedule (1 of 2)

- **Class scheduling workshops for summer 2011:**
HO 249 - Monday, November 15, and Thursday, Nov 18. (8:00-5:00 each day)
- **Class scheduling workshops for fall 2011:**
HO 249 - Week of February 15, 2011 (8:00-5:00 each day)
- **Class scheduling workshops for spring 2012:**
HO 249 – Week of March 1, 2011 (8:00-5:00 each day)

Associate Registrar Jon Reece will be at all of the scheduling workshops. The workshops in February and March a little later this year because the semester is starts a little later.

Class Schedule (2 of 2)

- Subject-specific info added to SeaNet class search – SWATEXT
 - Women’s Studies Minor for Ex: Only 3 Women’s Studies courses are used to fulfill a Women’s Studies minor; the others are courses outside their department
- (Fun Fact: Whenever you see a W in a Banner form, that is a UNCW custom form made specifically for our university)
- Instructional Method: Traditional, Web-Enhanced, Blended, Online
http://sloanconsortium.org/sites/default/files/staying_the_course-2.pdf
(Page 8 to look at examples. As a university, we need to define the types of classes we offer. We will look closer at options for UNCW at the next chairs meeting)
 - This information is collected for Institutional Research. We collect this info to find out how many of our courses offered are online, webe, traditional, etc...

Degree Audit

- Interactive audit
- Double majors - display both advisors
- GPA in major
 - Taken vs. Used
 - Best GPA

Interactive Audit


- http://clients.redlanternu.com/demo/darwinia/bar?jobQSeqNo=1501690&job_id=2007071916590284
- Best time of year for your advisors to implement this? Spring 2011?
 - Late Fall for Spring 2011; after registration
 - Training/demonstration sessions and documentation will be available to assist with transition
 - We plan to in-list advisors to help test new audit
 - Easier to use for all involved

Double Majors - Display Both Advisors

You are here **Audit** [View Course History](#) [Close Window](#)

PREPARED: 09/30/10 - 09:17 850188408
 Sammy Seahawk
 PROGRAM CODE: ASBFACRW LOG YEAR: 2008 10
 BACHELOR OF FINE ARTS IN CREATIVE WRITING

Audit **Categories**



Hours GPA

Unfulfilled Planned
In Progress Complete

Course Cart [Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

No courses in cart

Total 0.0 **ADVISOR: Adams, Lavonne** **ADVISOR: Gould, Kathleen**

Course to add: [Add to cart](#)

Update year/terms of all courses

>>>> ALL REQUIREMENTS COMPLETED - IN-PROCESS COURSES USED <<<<
 Transfer Work Has Been Evaluated From These Institutions
 UNIVERSITY REQUIREMENTS AND LIMITATIONS
 Must complete a minimum of 124 hours to graduate.

- What-if Audits will still be available with the interactive audit
- Both Major Advisors will show on audit; but will not show on What-If audits
- We did not purchase 'U Direct' program which enables a 'courses planned' section. But we may purchase in the future.
- Pie Charts and Graphs will be flexible and audit will still have a print friendly version available
- Back-round color will be changed to Teal

Taken vs. Used (1 of 2)

- Catalog text from a sample B.A. degree: “An overall average of ‘C’ (2.00) or better is required among courses taken to satisfy the requirements of the major.” This is how our degree audit (DARS) reads
- If a student takes a course to satisfy a major requirement, it should be included in the GPA calculation (even if the grade is “F”). If the intention is to include only courses used to satisfy a requirement (passed courses), we should correct the catalogue copy to state, “An overall average of ‘C’ (2.00) or better is required among courses used to satisfy the requirements of the major.”
 - Audits and Catalogue are being checked by our office for any differences between audits and catalogues
 - First Taken or Highest Grade : DARS is set to take the First Taken
 - What does your catalogue text say for your department? Can the department determine the standard? Yes, but the decision must go through curriculum committee

Taken vs. Used (2 of 2)

- 9) Must complete two of the following:

1 COURSE TAKEN

FA08 ENG 303 0.0 F

FA10 ENG 307 3.0 A

NEEDS: 1 COURSE

SELECT FROM: ENG 303,316,318

Best GPA

- The audit uses courses in chronological order of the term the course taken. If all requirements are satisfied and extra major courses are taken to help increase the major GPA they fall to General Electives., A department chair has to alert us to swap the best grade up into the major.
 - Which way would your department prefer the audit to handle this? Is it in sync with the catalog text?
 - Courses taken vs. courses used
 - Courses used in chronological order first vs. best grades first
- Audits and Catalogue are being checked by our office for any discrepancies

Tuition Surcharge

- Going to 50% from 25% for greater than 140 hrs
 - We went from 150-200 students effected last semester to 90 this semester
 - Students receive warning email when they are within 20 hours or surcharge limit
- Some new guidelines from the State will mean that fewer students must pay the tuition surcharge.
 - Summer (**courses taken at UNCW or any other institution are not counted towards hours**)
 - Extension (**800 section courses are not counted**)
 - Withdrawals (**courses withdrawn from schedule are not counted either**)
- Tuition Surcharge Waiver Form: Info and form available online. Must be submitted 30 days from the day the notice was sent
- Concern about Transfer credits; students already bringing in up to 93 credits in; can they choose to not to bring in that many to avoid surcharge fees? Nursing, Education, and double majors have some flexibility, but there's only so much we can do
(Contact Jon Reece for further questions or concerns reecej@uncw.edu)
- Non Degree seeking and Graduate students do not get charged with surcharge
- We plan to add a tuition surcharge calculator on the interactive audit. This will make it easier for students and advisors to track the amount of hours used towards surcharge; this will work on a what if audit as well

Discussion, Questions, Suggestions



- Retention Chart Change: New Rules in the 2010-2011 Undergraduate Catalogue refer to ALL STUDENTS; no matter what catalogue year they use (Please refer to pg 84 of the 2010-2011 Undergraduate Course Catalogue)
- Report Manager and Banner work as closely and timely as they can. If you have a specific emergency need, please contact Craig Funderburk or Chris Wrede in our office, and they can assist you with your reporting needs
- Students are able to have more than one advisor, but one must be primary. You cannot add a second, without a primary
- If advisees need to be switched temporarily to another advisor, you can add a new advisor, without having to add and delete the original
- We now have a country drop down option on our Transfer Credit Equivalents page. This will assist with international credit. We have data from institutions from all over the world; so hopefully this will save time.
- Transient study forms are final say so for credit. Two different students that take the same course to receive credit through transient study, can only receive different types of credit if their original transient form was completed and agreed upon to do so. We cannot change the articulation agreement to accept a credit as a variety of courses.

Questions? Concerns? Comments?
Please Feel Free to Contact Us!

<http://www.uncw.edu/reg/>
registrar@uncw.edu

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