

Registrar Open Forum

Fall 2012

Thursday,
September 27, 2012

Welcome! If you are not on our open forum email list, or know someone that should be on it, please let us know.

Email Gil Bowen directly at bowengc@uncw.edu

This email is used to send out important notices, our office newsletter and info about our next open forum.

Office of the Registrar

James Hall

910.962.3126

registrar@uncw.edu

<http://uncw.edu/reg/>



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Agenda

- Office of the Registrar staff changes
- Degree audit happenings
- Class scheduling
- Curriculum (major, minor, cluster) changes
- Allowed credit ranges
- Open discussion, questions, suggestions

*Do you have suggestions on what should be covered at the next open forum? We would like to hear your suggestions.
Email Gil Bowen at bowengc@uncw.edu*



Office of the Registrar Staff Changes

Full Staff Listing

- **Leona Baird** has been promoted to the position of Transcript Specialist.
 - 962-3127 (bairdl@uncw.edu)
- **Fran Akers** has joined us from Mississippi State as one of our two Front Counter Liaisons.
 - 962-3037 (akersf@uncw.edu)
- **Melissa Millner** has joined us from App State as one of our two Front Counter Liaisons.
 - 962-4202 (millnerm@uncw.edu)
- **Susan Thornhill** has joined us from Student Accounts as our Re-Enrollment and Residency Specialist.
 - 962-2145 (thornhills@uncw.edu)
- **Craig Funderburk** is now our full-time Athletics Eligibility Specialist.
 - 962-2143 (funderburkd@uncw.edu)
- **Albie Lange** has joined us from NCSU as our Report Writer.
 - 962-3957 (langef@uncw.edu)



Degree Audit – NCAA

Teresa White whitet@uncw.edu

Degree Audit

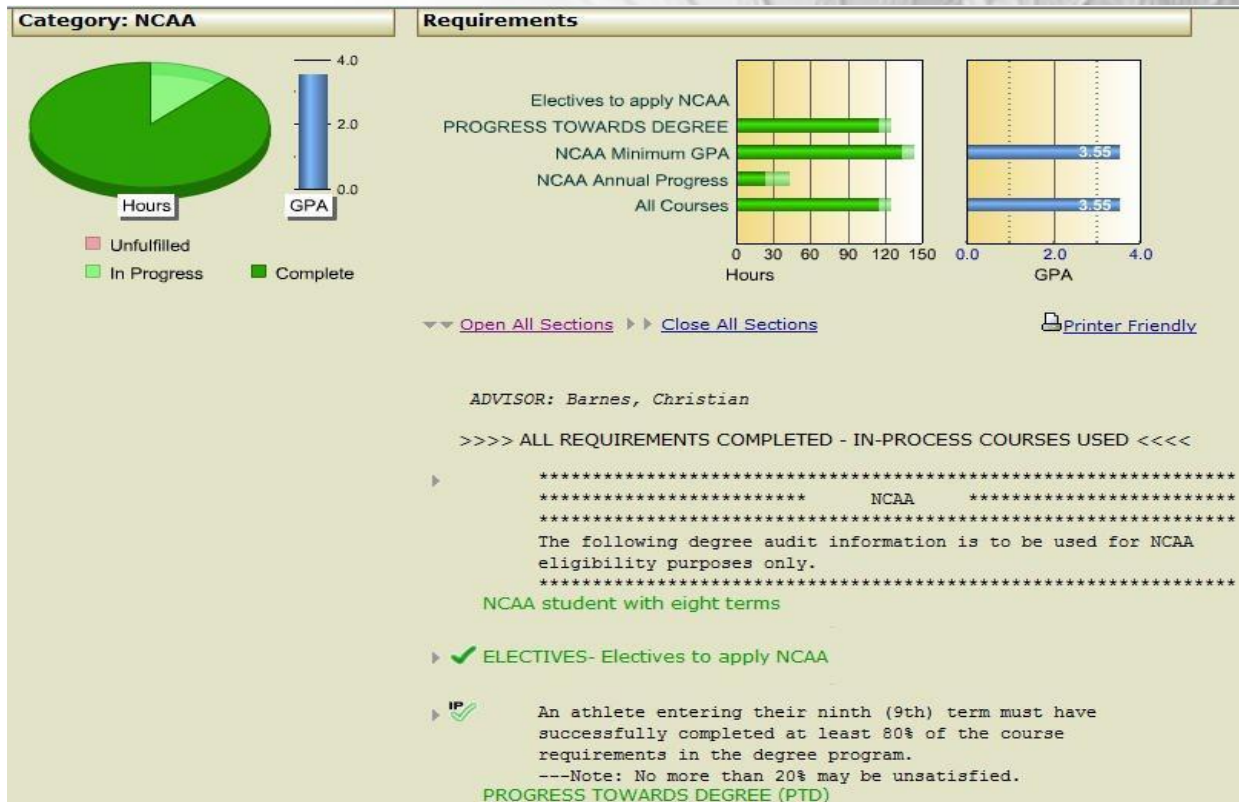
- NCAA eligibility will show on athletes' audits.
 - **Live** in system for some degree programs
 - Shows at bottom of degree audit, after “General Electives”
 - To be used by **NCAA specialist for eligibility purposes only**



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Degree Audit – NCAA

Teresa White whitet@uncw.edu



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Degree Audit – Subs and Waivers

Paula Greene greenep@uncw.edu

- Substitution and waiver automation
 - **Live in MySeaport**
 - Can be used for University Studies or major courses
 - Should not be used for “outside” courses that stay within major.
 - For example: a psychology course required within elementary education’s academic concentration may be acceptable to Watson College. If the online system is used, it will route to the Psychology Department chair for approval. Use paper forms for these.
 - We hope that next version of this application will fix this.
 - The approval system routes to the department chair of the *course; not of the major

We encourage feedback and volunteer testers for our next version. You may be recruited for this process. If you would like to be a part of the testing or ever have a question, concerns or suggestion, please email Assistant Registrar Teresa White whitet@uncw.edu



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Degree Audit – Subs and Waivers



Request for Substitution/Waiver of Degree Requirements

Welcome **Teresa White**

Anyone can check the status of a sub/waiver



[Request for Course Substitution](#)
[Request for Course Waiver](#)
[Request for Degree Requirement Waiver \(THR MUS majors only\)](#)
[Substitution / Waiver Status](#)
[Registrar processing](#)

*Important Info (see previous slide)



Note: We are still working with ITSD on enhancements requested by the faculty. The system is currently not equipped to determine whether substitution approvals should route to the department of the course or stay in the major for approval. For example, a math course that being substituted in the major does not stay in the major, it goes to the Math Department for approval. Please use a paper form for these types of substitutions, and route accordingly.

Maintained by Kris Anderson (andersonkp@uncw.edu) | [About this site](#) | [Copyright notice](#)



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Degree Audit - Upgrade

- Major system upgrade – January 17, 2013
 - Outdated version of software
 - Per ITSD, will move from **SeaNet to MySeaPort**
 - **Degree Audit will not change** but screens to run one will
 - Upgrade after registration closes; should be <2 hours





Get Started

Welcome to UNCW Degree Audit System

To run an audit:

1. Fill out the courses in the 'Manage Student' area (optional).
2. Press when you complete the courses list.

You need to request an audit before viewing results.

Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	EDBAEELEBST		201060				

Run Selected Program:

School	- UNCW
College:	AS
Degree Program	Major: BA
	Degree: 0000
Catalog Year	Fall 2009

The degree audit it self will not change, but the way it is requested will. We will be testing this with advisors soon. Email Teresa if you want to be a part of the test group.

Run Audit | Cancel

Questions? Contact Teresa White at whitet@uncw.edu

Class Schedule (1 of 3)

Shane Baptista baptistas@uncw.edu

Calendars and Exams

- Workshops for summer 2013 in Hoggard 249
 - Tuesday, November 13 – 8-1
 - Wednesday, November 14 – 1-5
 - Friday, November 16 – 8-12
- Workshops for fall 2013 in Hoggard 249
 - Monday, February 11 – 8-5
 - Tuesday, February 12 – 8-12
 - Wednesday, February 13 – 12-5
 - Thursday, February 14 – 8-12
 - Friday, February 15 – 12-5
- Workshops for spring 2014 in Hoggard 249
 - Monday, March 25 – 8-5
 - Tuesday, March 26 – 8-12
 - Wednesday, March 27 – 12-5
 - Thursday, March 28 – 8-12



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Class Schedule (2 of 3)

Shane Baptista baptistas@uncw.edu

- Attributes – Please set the course attributes for those courses that are not billed per the normal rate schedule before students register.
 - off-formula courses
 - special programs and fees
 - courses requiring insurance
- Credit Values and Grade Modes - Please set these course characteristics before students register.
 - Reminder: Please be sure to adjust grade mode accordingly for courses that are non graded. The grade mode must be set to ‘non graded’
 - Normal courses are set to the default to ‘S’ for Standard ; no action needed
 - Grade mode need to be set to ‘N’ for Non Graded
 - Example: ‘O’ credit labs



Class Schedule (3 of 3)

Shane Baptista baptistas@uncw.edu

What does that code mean?

- Methods of Instruction

INHWWY	Interactive real-time video
OLASY	Fully Online - asynchronous
OLSYN	Fully Online - synchronous
ONLIN	Fully Online (thru Spring '10)
REMOT	Non-web based at remote site
W<50	<50% Web-based w/class meeting
W>50	>50% Web-based w/class meeting
<i>WEBE</i>	<i>No longer valid – use W<50 or W>50</i>

Can method of instruction be changed after the class is entered into SSALECT? Yes. Contact Shane Baptista for further questions or concerns. Keep in mind of students that may already be registered!

New Codes!

We are required from General Assembly to report on these numbers



Curriculum Changes

Jonathan Reece reecej@uncw.edu

- Online Major Declaration/Change Application updates- Seaport
 - Oct 1th - Nov 19th downtime
 - Advancements made during this time:
 - Transfer students changing their major-system currently requires a GPA, now just need 'Good ' or 'Null' academic standing so that transfer students and freshman can change their major (freshman still have to go to orientation and be registered for classes.
 - At this point and time if a student has two majors, whichever one was declared first is the 'primary major'. When this goes back up, the student can choose which one is the 'primary'.
- Available after Downtime: **Cluster selection-University Studies Phase II** will be included Online Major Declaration/Change Application when it goes live...
 - CMDL - Modeling
 - CIMG - Immigration
 - CCCS - Climate Change and Society
 - CGDV - Global Diversity
 - CFST - Foundations for Systems Thinking
 - CEVO - Evolution
 - CUCC - University College Cluster – This cluster is for new students that do not have a cluster set or do not have a minor; this cluster is more like a placeholder until one of those are established.

Students can come to our office or email us at registrar@uncw.edu to declare a cluster at this point and time from their UNCW email address



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Credit Ranges

Gil Bowen bowengc@uncw.edu

- Normal Ranges: 00-18 for undergraduates and 00-15 for graduates.
 - Students can enroll in more than 18 credit hours per academic deans approval
- Athletes: 12-18 (UG); 9-15 (GR)
 - Cannot be part time students
- International Students: 12-18 (UG); 9-15 (GR)
 - Cannot be part time students
- Students on Academic Probation: 00-14 (UG)
 - Students will a G.P.A. lower than a 2.0 and less than 99 credit hours



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Other Notes

- Time-tickets and PINs have been assigned.
- Spring pre-registration will close at midnight on December 2.
- Spring registration will reopen for continuing students at 9:00AM on Tuesday, December 18.

[Calendar of Events and Exam Schedule](#)



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Discussion, Questions, Suggestions

