Registrar Open Forum Spring 2012

Thursday,
February 9, 2012

Approx. Attendance: 33 people

3:30pm-4:30pm James Hall Admissions Auditorium

Gil Bowen, UNCW Registrar

bowengc@uncw.edu

Agenda (Gil Bowen)

Topics Requested to Be Covered:

Pre-Requisites-Questions on how course requirements are set up; math courses in particular. The audit and catalogue are set up based on the approved text of the Undergraduate Catalogue. ~~upon the request of the department~~.
Please work with Shane Baptista baptistas@uncw.edu on course and catalogue inquiries.

Student Test Scores-Request a way for students to view their test scores.
This is a suggestion that the registrar staff will look further into.

We encourage anyone to contact our office for any
questions or concerns you may have.
910.962.3126
registrar@uncw.edu

Forum Agenda Topics

- Registrar's Office staff changes

- Quick updates on projects

- Major change application

- Re-enrollment and advisement

- Class schedule workshops

- Open discussion, questions, suggestions

Registrar's Office [Staff](#) Changes

- Craig Funderburk is now doing our NCAA compliance checking (in addition to his reporting and other responsibilities)
  - 962-2143
  - funderburkd@uncw.edu

Updates on Projects (1)

- Registration Pop-Up Message for   Extension Classes (Gil Bowen - bowengc@uncw.edu)

  – This pop up message is for full-time main campus students registering for extension campus courses. The pop up will inform the student of the addition charges associated with these courses. We are working with IT on this project and Student Accounts on the exact text of the message. We hope to get this implemented by pre-reg. We will keep everyone posted.

- Banner upgrade (Tre Carrington - carringtont@uncw.edu)

  – The Banner System upgrade will start ~~completed~~ Thursday Feb. 23th at 5pm and ~~to~~ continue throughout the weekend. Email and SharePoint will be available during this time, but most other systems will be down. Many of the functions that we offer in our office will not be available: graduation application, transcript requests and degree audits for example.

  – For a complete list of systems that will **not** be available, please refer to the site below:

  – http://www.uncw.edu/itsd/help/bannerupgrade.html   (MySeaPort and Blackboard will have limited functionality during this time).

  – The campus will be notified through several emails and notifications on websites. Many of the changes we will see are minor cosmetic changes. This upgrade is more an maintenance upgrade on the back end of Banner.

  – If you see anything questionable or any errors/pop ups that are out of the norm upon logging back into these systems on Monday Feb 27th, please report the issue to TAC.

Updates on Projects (1) Cont…

- **Online Major change application Requests and Approvals**
  - (Jon Reece reecej@uncw.edu)
  - The online major change application has been live since January 23rd, 2012. We no longer process these requests at the front counter of the Registrar's Office.
    - Students can change catalogue year, major, minor and concentrations.
  - This process also handles ~~moves~~ the declarations of majors as students move from UC to the departments
  - Upon the first night of going live we had 25 students use this application. We have had over 260 students use this site since then. Students can access this application through MySeaPort
  - We have found that this is a efficient and easy way for this process. This application is informative and a quick.
  - The application will continue current restrictions and approvals
    - Emails to approvers and email confirmations
  - Moratorium on major changes-March 1st-April 23rd
    - ~~Upon~~ At the request of the Associated Deans ~~Approval~~, ~~that~~ all major changes will be suspended ~~locked~~ during this time to avoid students switching majors during registration. ~~We hope that this will~~ The goal is to make registration a smoother process, when departments aren't having to incorporate new students during this time. ~~We will send email reminders as we get closer to these dates.~~ These dates are ~~also~~ posted on our website. The online major change application will be down during this time.
    - The timeline of the online major change processed was questioned. As soon as the department receives the email that states that you have a new student in your department, is when Banner should updated with the change requested. Notifications of students leaving a department was also touched upon. Jon Reece encourages that any examples or situations where this process isn't running as planned, or general questions/concerns/suggestions, to contact him. reecej@uncw.edu

    For more info, please visit: http://www.uncw.edu/reg/students-majorChg.htm

Updates on Projects (2)
Teresa Rodgers rodgerst@uncw.edu

- Substitution and Waiver automation
  - Almost done testing the online substitution and waiver application process. We are working with Deans and our program and should be live soon.

- NCAA eligibility will show on athletes' audits In the future
  - We have a consultant visiting our office in late February to assist us in encoding and creating a NCAA eligibility degree audit. We are working with athletics with this project to ensure that UNCW athletes are complying with NCAA standards.

    Questions or concerns?:

    Please contact Craig Funderburk funderburkc@uncw.edu and/or Melissa Lewis lewisma@uncw.edu

- University Studies Phase II

Substitution and Waiver

- This new automated online substitution and waiver process will be an efficient and quick way to get these requests processed; rather than paper forms.
- The requests can be started by anyone on campus but the student. The notifications will be routed properly. The advisor of the student gets notified even if he or she doesn't start the request.
- This online application will allow the student and requestor to see the progression of the request.
- Including attachments will be available.

More info on Subs and Waivers on the next slide….

Substitution and Waiver Cont…

- The free text box provided is where the requestor can be more specific on the courses or terms used. The online form is the same as the paper form. An attachment option will also be available.
- Some requests will use various courses and multiple credit hours; we will be able to utilize these options. We plan to test to be sure that this application can handle that type of request.
- If you are interested in being a part of the testing group for this online request system, please contact us.

Any feedback, suggestions and or questions are welcome.
Teresa Rodgers rodgerst@uncw.edu

University Studies Phase II

Approved by the Faculty Senate UCC committee
for catalogue Fall 2012 or later. Our office is encoding it, but the University Studies Committee is explaining it to campus. There will be text in the catalogue about this phase.

-Basic Studies Waiver for NC Community College students ends this summer.

-Fall 2012 will not get the waiver for basic studies; they will be held to University Studies

-Phase II is upper level; we are not going to give waivers. All undergraduates admitted in Fall 2012 or later will follow University Studies I and II.   Phase I is more like basic studies; the waivers will continue like they always have if they have an AS or AA from a NC community college.

For more information on University Studies Phase II, please contact:
Dr. Cara Cilano
(Chair of University Studies Committee)
Cilanoc@uncw.edu
Or
Teresa Rodgers

III. Thematic Transdisciplinary Clusters

Thematic transdisciplinary clusters is a trio of thematically-related courses from University Studies and departmental majors that allow students to investigate a common theme through multiple disciplinary lenses. Through the completion of a cluster, students will develop their critical thinking skills through the integration of the methods and findings specific to each disciplinary perspective. Cross-disciplinary study equips students with the skills to seek creative solutions to difficulties they will encounter when dealing with the complex problems that shape our modern world.

Students will declare the cluster theme formally through the Registrar's office and will select courses with at least two different departmental prefixes. At least 9 credit hours and three courses are required. All courses are eligible for multiple counting. Students who complete a minor are exempt from the clusters requirement.

Common Requirements

I. Building Competencies

a. Writing Intensive (9 hours - at least three courses designated as writing intensive - at least one at the 300-400 level and at least one in the major):

Re-Enrollment After Dismissal

Kate Struntz struntzk@uncw.edu

- If you have been declared academically ineligible, your re-admission **application** for fall and spring terms must be reviewed by the Committee on Academic Reinstatement.
  In addition to submitting a re-enrollment application, you must also **petition** the Committee on Academic Reinstatement , submitting the following:

  - Submit a one page letter that addresses what hindered your previous academic performance, the strategies and actions taken while away from the university to improve and strengthen your academic abilities, and how your performance will be different upon return.

  - Meet with an advisor and submit an academic plan of courses to be taken immediately and over the following semester.

- The requested information must be submitted by **March 1 for the fall semester** and **October 1 for the spring semester.** Your petition materials should be submitted to the Registrar's Office via one of the three methods listed here:

  - Email: struntzk@uncw.edu

  - Fax: 910-962-3887

  - Postal Mail: 601 S College Road, CPO Box 5618, Wilmington, NC 28405

- Materials should be identified separately as: Personal Statement & Academic Plan.

- The Committee on Academic Reinstatement meets once in March and again in October. The results of the review will be passed on to the Office of the Registrar with a determination of the acceptance, or rejection, of the applicants depending upon their potential for academic success. Academically ineligible students may enroll in any summer session.

  - Confusion with the due date of the application was brought up during the forum. We are going to adjust our website to make sure its more clear of the due dates for a re-enrollee application and a regular summer school application deadline.

  - If an application gets in after March 1st, the automated email response mentions the due date March 1st which can be confusing. Kate clarifies that she emails these late applicants that they have missed the deadline.

For more info, please visit: http://uncw.edu/reg/re-enrollingApp.htm

Shane Baptista baptistas@uncw.edu

Shane encourages everyone to attend the course building workshops.

We are working on a new way of combining the online catalog (Acalog) and Banner for the first time this semester. Please contact us with any changes that may have occurred while implementing this process.

If you have any questions or concerns, do not hesitate to contact Shane.

Workshops for fall 2012 in Hoggard 249
- Feb 13, 8:00 – 5:00
- Feb 14, 12:00 – 5:00
- Feb 15, 8:00 – 12:00
- Feb 16, 12:00 – 5:00
- Feb 17, 8:00 – 12:00

Class Schedule (2 of 2)

- Workshops for spring 2013 in Hoggard 249
  - March 26, 8:00 – 5:00
  - March 27, 12:00 – 5:00
  - March 28, 8:00 – 12:00
  - March 29, 12:00 – 5:00
  - March 30, 8:00 – 12:00

Other Notes

- Classes rolled from Fall 2011 to Fall 2012

  CRNS are available; please review

- Time-tickets and PINs-Feb. 20th

- Fall registration will close to continuing students at midnight on May 31st (a week later than last year, to give departments time to adjust seats for incoming students or students new to the departments).

- Fall registration will re-open for continuing students at 9am on Friday August 17th (this is the last week before classes start; the 15th and 16th is transfer orientation, but everyone will be able to register on the 17th based on staggered time tickets).

Please see our [Calendar of Events](#) for further important dates

Discussion, Questions, Suggestions

- **Waitlist concern:** Is there anyway we can make it more clear to students that even though a seat is available for a class, that there is a waitlist for the section and that its held for the students on the waitlist first?
    - Suggestion: The header of the 'Search for Courses' section on SeaNet that indicates seats available and the number of people on the waitlist does not scroll down. Could that be changed? To make it more clear what column indicates how many seats are available and how many are on the waitlist?
    - We will work with ITSD to see if this is an option or any other way to make it more clear to students upon the availability of a course.

Thank you for your attendance, ideas,
and input!
-UNCW Registrar's Office Staff