

The background of the slide features a series of classical columns, likely from a university building, rendered in a light, faded grey tone. The columns are arranged in a perspective that recedes into the distance, creating a sense of depth and architectural grandeur.

Registrar Open Forum Spring 2013

Thursday,
February 7, 2013



UNIVERSITY *of* NORTH CAROLINA WILMINGTON

Agenda

- Welcome
- Office of the Registrar staff changes
- University Studies
- Degree audit happenings
- Class scheduling
- Online Forms
- Open discussion, questions, suggestions

To be added to the Open Forum email list, or if you know of other UNCW staff or faculty that should be included, email Daniella Polich polichd@uncw.edu

This distribution list is not only used to announce our open forums, but this list is also a tool to inform you of any news from our office.



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Office of the Registrar Staff Changes

- **Fran Akers** has been promoted to the position of Transcript Specialist.
 - 962-3127 (akersf@uncw.edu)
- **Mike Last** has joined us from HCL (working on a project for University of Phoenix) as our Systems Specialist.
 - 962-2230 (lastm@uncw.edu)
- **Rosalie Woodward** has joined us from Wake Tech as one of our two Front Counter Liaisons.
 - 962-3037 (woodwardr@uncw.edu)
- *Coming soon: “Whom Do I Contact” page on our website that will help navigate who to go to for questions and concerns in particular areas of our office.*



University Studies (Phase II)

Curricular Overview of University Studies

<http://uncw.edu/universitystudies/index.html>

Information presented by: Dr. Carol Pilgrim, Dr. Martin Posey, Dr. Philip Furia, Dr. Linda Siefert

Clusters: <http://uncw.edu/universitystudies/clusters.html>

- In the current catalog, there are nine clusters to choose from (more are to be approved each year)
- Each cluster consists of 3 courses -must be from 2 different disciplines
- Courses counting toward a cluster can "double dip" towards other requirements
- **Exclusions:** Education majors seeking certification; double majors; business students with more than one concentration; students with a minor; computer science majors with a concentration in digital arts or business
- Students cannot design their own clusters; substitutions/waivers are very limited within clusters
- Students entering UNCW receive a default cluster until they declare one
- To declare a cluster students may use the online Major Declaration/Curricular Update Application in My Seaport; look for the section on "minor/cluster"
- For questions on Clusters, please contact the USAC Committee.

Explorations Beyond the Classroom:

<http://uncw.edu/universitystudies/explorations.html>

- Each student is required to complete one approved experience. Examples include: Directed Individual Study, Honors Projects, Internships, Practicums, and Service Learning Projects
- DIS (Directed Individual Study) and Internship forms have a check box to signify if the course should be counted towards Explorations; prior approval required by USAC ([University Studies Advisory Committee](#)). If approved an "E" will be attached to the title and the degree audit will recognize the change. Other approved courses *could* satisfy the Explorations component; students can search for courses in SeaNet. Workshops will be offered soon from the [Center of Teaching Excellence](#).
- For questions on Explorations Beyond the Classroom, please contact the USAC Committee



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University Studies Phase II, continued

Competencies: <http://uncw.edu/universitystudies/curricularoverviewtheme.html#phasetwo>

- To petition for a course to count for competency, use the USAC petition form:
<http://uncw.edu/universitystudies/documents/PetitionForm.pdf>
- Competency credit must be approved by the USAC ([University Studies Advisory Committee](#))
- Competencies may not be automatically approved with Transfer courses. In the future, flags will be added to those courses and the information will display on the [Transfer equivalencies webpage](#)
- Contact page for University Studies questions: <http://uncw.edu/universitystudies/contactus.html>



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Degree Audit Happenings

- **Update on DARS upgrade to u.Achieve - [Teresa White](#), Assistant Registrar for Records**
 - At our last open forum, we reviewed how Seanet was going to change; SeaNet **will not** be changing with this upgrade and will appear the same as it does currently.
 - We originally planned for the upgrade to happen in January, but due to complications with the repeat policy, it has been pushed back to March 2013
- **Discussion of Sub/Waiver deadlines - [Jon Reece](#), Associate Registrar**
 - In order for degrees to be posted and transcripts & diplomas to be processed in a timely manner, subs/waivers need to be turned in on time. They are due Mar 15th for Spring 2013 graduation. We encourage that these forms be completed and turned in as early as possible. Another graduation checklist will be provided to departments in April, incorporating any submitted subs/waivers submitted by the due date.



Class Schedule

Shane Baptista, Assistant Registrar for Catalogue and Registration

- 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

The last day to add/make changes to fall 2013 schedule? March 19th.

Changes are allowed later, but it best to have your schedule complete before advising starts in March.



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Online Forms (1 of 2)

[Chris Wrede](#), Assistant Registrar for Systems

- Even though PDF versions may still be available at our [website](#)-please stop using paper forms for these tasks-for these processes can all be done online:
 - **Faculty and staff** (lose access to these forms after they leave UNCW)
 - Incomplete grade assignment and conversion (paper form used if instructor is no longer at UNCW; for the department chair must approve in instructor's place)
 - Grade changes
 - Substitution and waiver requests
 - Note: The online 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 online *within 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**
 - **Students** (students keep access to request transcripts and re-enrollment applications through [Seanet](#) even after they graduate from UNCW)
 - Transcript requests
 - Course withdrawals
 - Curriculum changes
 - Re-enrollment applications
 - Permission for Transient Study requests



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Online Forms (2 of 2)

- <http://www.uncw.edu/reg/forms.htm>
- Please do not print these forms or save them to your hard drive. Instead, use the most up-to-date version.
- Recent changes
 - Undergraduate DIS
 - Internship
 - It was suggested to include a 'No' option, or a way to notate to opt out of the course meeting the university requirement for Explorations Beyond the Classroom on both the DIS and INT forms. Also it was suggested to adjust the fields in the internship form to make it easier to read upon printing. Based on forum conversation, we will also add a USAC signature line for applicable EBC designations.
- Please contact [Chris Wrede](#) for SSRS Access forms for they are no longer available online



Discussion, Questions, Suggestions

Lisa Keenan had questions on students with AA waivers (extension campus transfer students) and what would be waived; Teresa White can answer those waiver or transfer related questions – feel free to email her at (whitet@uncw.edu) . Also an “Admissions Guide for Transfer Students” was given, which covers which portions of Univ. Studies will be waived for NC Community College transfer students with a degree. Also there will soon be a vote as to whether to continue the NCCCS exception for the next academic year.

-Amy Knebel mentioned concerns over CSB courses not yet approved for Univ. Studies; all agreed there would be a transition period with an increase in posting of Subs/Waivers during those year(s)

