Office of the Registrar
Open Forum
Fall 2017

Wednesday, September 27
Thursday, September 28

UNCW UNIVERSITY OF NORTH CAROLINA WILMINGTON
• Welcome
• Staff Changes
• Continued Discussion (prior forum)
  – Fixed Tuition
  – Residency Determination Service (RDS)
• New Information (since last forum)
  – Registration M&R
  – Senior Citizen Audits – Fee
  – Retention, Dismissal, and Re-Enrollment
  – Curriculum Changes
  – Curriculum Change Pipeline
  – Catalog Specific Degree Requirements
  – Optimized Academic Scheduling Update
  – Student Educational Plan (SEP)
  – Graduation Changes in the Works
  – New Transfer Credit Practice Change
  – Conduct Information Disclosure
  – Major Declaration/Change Application Closed
• Discussion, Questions, &/or Suggestions
Erika is our new report writer. Jaron moved from Report Writer to Systems Specialist. Finally, Kelly joined us from the Admissions Office.

- Use the “Whom do I Contact” link when you’re unsure of who you need to contact.
- We filled the Front Counter Liaison vacancy. Shea Lenkaitis is joining the office on October 16.
Continued Discussion
Fixed tuition began this semester. It is prorated so as a sophomore, there are 6 semesters remaining.

***How is a semester abroad captured? – We are unsure but will follow up.

***What if there are extenuating circumstances? Withdrawals carry attempted hours. Those withdrawals will hold their attendance.
<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE #</th>
<th>SECTION</th>
<th>TITLE</th>
<th>CAMPUS</th>
<th>CREDITS</th>
<th>PART OF TERM</th>
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<tr>
<td>15510</td>
<td>BIO</td>
<td>105</td>
<td>001</td>
<td>General Physiology</td>
<td>M</td>
<td>3.00</td>
<td>F</td>
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<td>11531</td>
<td>BIO</td>
<td>201</td>
<td>161</td>
<td>Principles of Biology Cells</td>
<td>M</td>
<td>4.00</td>
<td>F</td>
</tr>
<tr>
<td>11095</td>
<td>CHM</td>
<td>101</td>
<td>012</td>
<td>General Chemistry I</td>
<td>M</td>
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<td>F</td>
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<td>13691</td>
<td>UNI</td>
<td>101</td>
<td>161</td>
<td>First-Year Seminar</td>
<td>M</td>
<td>3.00</td>
<td>F</td>
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**CURRENT TERM CHARGES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>FY17-18 Res Undergrad Tuition</td>
<td>$2,221.25</td>
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<tr>
<td>Fall Food Dollars $150</td>
<td>$150.00</td>
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<tr>
<td>Fall Air Fee $4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Tuition Discount</td>
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</tr>
<tr>
<td>Mandatory Bld Box Charge</td>
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<tr>
<td>Tuition Enrollment Fee</td>
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<tr>
<td>University tuition fee</td>
<td>$40.00</td>
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<tr>
<td><strong>Current Term Total</strong></td>
<td>$7,949.18</td>
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**CREDITS/ANTICIPATED CREDITS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Check</td>
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<tr>
<td>Web Fall UG Tuition Deposit</td>
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<tr>
<td><strong>Credits/Anticipated Credits Total</strong></td>
<td><strong>$7,949.18</strong></td>
</tr>
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**BALANCE DUE**: $0.00

**Non-current term balance is the sum of all other term charges less the sum of all other term payments and credits. Transaction detail may be viewed under the Activity tab in E-bill by term. Please visit [http://www.uncw.edu/tuitionfee] to access the Use of Tuition Statement for the University of North Carolina Wilmington. This statement provides detail for the UNC Board of Governors approved tuition rates. For a list and description of all fees charge, please visit [http://www.uncw.edu/studentfee/fees.html].

Students enrolled in the TealPay tuition payment plan will receive an e-mail notification 7 days prior to the payment due date with the installment amount.

**UNIVERSITY of NORTH CAROLINA Wilmington**
-RDS is no longer in our office. Everything is being handled by RDS.
-In use across the state for undergraduate at all institutions – state, community college and private schools.
-Student receives decision immediately and it is good for 15 months. This means, a student has 15 months from the date of validation to enroll and attend a college or university.
-RDS handles all initial decisions and appeals as well. There is an appeals group on campus but that is on the graduate side of things.
Though there is a decision given, it must be validated. It is an overnight process. Once the student submits the application, his/her information will be checked (driver’s license, SSN, etc.) for accuracy.

- Veterans and UNC Employees go through RDS but will get referred to Registrar’s Office. They submit the application through RDS, but are then referred to campus for follow on action.
Registration After Action Review

Topics that surfaced

- Ability to pick and choose waitlist (thus not order of request) – IN PROGRESS
- AA Money has been set aside to pay for additional needed sections - UNKNOWN
- Need quicker transfer evaluations – IN PROGRESS *(Met for fall 17)*
  - Objective: 16 days following admission
- Audit refresh – more frequent - DONE
- Allow major changes at afternoon orientations – DONE, but some programs did not like
- Provide list of students dropped b/c prereq not met, to Associate Deans - DONE

Continued... (next slide)

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- Wait list process is still first come, first serve. The plan is for faculty to have ability to choose students they want in the class. The Office of the Registrar has the ability to move students on the waitlist, so contact Shane Baptista for those changes.
- The transfer team has been kept up, if not ahead, of the transfer numbers. We had additional people in the office to help.
- **Is there a time frame for new admissions students? 16 days after admission.** The transfer team manages about 250 students at a time with about 2-4 transcripts per student. Our office does not get one or two students at a time. Admissions groups them and sends them to us at the end of the day or over night. We are currently visiting other UNC schools to see how they are handling this.
- Audit refresh is now more frequent – there is now a button.
- Major changes during the orientation afternoon may be changed. There has been feedback from departments that this might be something we roll back in the future. The impacts on departments at the last minute are not positive.
- IP will act like a C grade and will allow advising around prerequisites. If they fail, notification is made that they are dropped from any classes registered that need a prereq. This will start in the spring.
- We notify students directly with a note to contact their advisor (with advisor email included in the body) with questions. The email comes from registrar@uncw.edu, so we answer the question strictly from a catalog/why you didn’t meet the prereq perspective. If it gets into advising territory we refer the student to their advisor or department. If student has a confirmed/approved transient study class that meets a prereq it is not dropped. It has to be in our transient study app for us to know though.

Shortly after students are notified, academic deans get a big list of with all the students in their college, courses dropped, and the student’s primary advisor. From that point it’s up to the associate dean office on how to distribute to the advisors/departments if they choose to do so. (There’s no way to CC advisors when I notify students through a mail merge without getting 3rd party plugins for Word or Outlook. Even if we did, we’re not sure advisors would appreciate getting several dozen emails in some cases for each individual student that was dropped.)

A similar notification process is done for students who are pre-registered for more than 14 hours before a probation or contract limitation dropped them to a 14 hour cap. As always, grade submission timeliness is critical in all these processes. It gives more time to notify students and advisors so they can adjust schedules and/or open up some seats for full sections in advance of orientation or the next term starting.
***What happens if student fails? Class will not transfer in and the prereq no longer applies. IP serves as a C. Failed classes may eventually transfer in but only for application to Latin honors.
Registration After Action Review

Additional Topics/Suggestions??
Senior citizens are able to audit at any campus in NC for the first time since 2009. In 2009, senior citizens could take a class for credit or audit. Now, it is for audit only. App fees will go away in the spring. These classes are space available only and with instructor permission. Any course with an additional cost will not be included in auditing. 4 credits of course work immunization policy applies. We had 6 students this fall and we expect that number to rise in the spring.
-If you are on probation currently, you will fall under the previous policy. Moving forward, you will be under the new policy. If a student goes onto probation now, they have three terms to get above a 2.0 but they must have a term GPA (each one) of 2.3
-Must sit out two full terms. If they do not meet 2.0 this fall, they will be out spring 18 and fall 18.
Policy starts with faculty senate, provost signs off.
Beginning this year, it is no longer a BS. Now a BSN

Athletic training ends this summer. A Master’s degree will take its place. Any students currently in the program will finish.
When there are curriculum changes, be aware, our office does not receive the changes until later in the process. We are working on several curriculum changes for THIS semester.
New changes do not affect past catalogs. There can be as many subs/waivers as you want, or the students may change to another catalog year.
- 48.4% of classrooms on campus are falling into the optimization process.
- Because we are rebuilding course schedules for F18, SP19 and Sum19, no classes are being rolled.
- Scheduler builder access will close Feb 9th and we will run several scenarios to find the best schedule.
- This has been a learning process for our office, as well. We are learning what is in each classroom and what those things may be used for.
- Visit [http://uncw.edu/reg/classroom_optimization.html](http://uncw.edu/reg/classroom_optimization.html) for more information. There is also a link to FAQs and definitions.
Student Educational Plan (SEP)

- Four year plan templates were created for the Fall 2017 curriculum
- Templates are used for the student plans
- Student plans can be accessed by clicking on the plans tab in Degree Works

This is an advising tool to plan out 2 or 4 years. It works best for freshman who have no transfer credits.
- Template is a skeleton.
- Transfer students will use blank plans. It will be difficult to build specific templates for those students because each one has different courses he/she are bringing in.
- Plans Tab under students degree audit.
-On the right, it will show what the student should take each semester.
-On the left is a real time degree audit.
- Though a date has not been set, stand by for that information.
We are looking to make the students more accountable in their graduation clearance. While we notify departments, we want to notify students at various times during the semester...before and after registration, before Sea Hawk Salute, after grades are posted, just to get them more proactive. This is IN ADDITION to the emails already sent. We will want to test this in the summer or fall.

- We are working on a page in Seanet that will show the student’s name as they clear for a specific graduation term. FERPA rules will apply. Students will only see their own name, not other students.

- Digital Diplomas – We are looking at a new diploma vendor. Digital diplomas are another way for us to connect with our students and another resource for them in addition to paper diplomas. Students will be able to post the link to Facebook, LinkedIn. This will also help with International students. The diploma is proof of graduation vs. a transcript for domestic students.
- The crosswalks will satisfy the same requirements today as in the past. We are trying to move away from subs/waivers.

*** What about competencies? We don’t have an answer right now, but we will look into it.

- In this example, SCM is equal to OPS and POM. The crosswalks will satisfy the same requirements today as in the past. We are trying to move away from subs/waivers.

- Anatomy was 4 credits...now is 3 and 1? May not match...substitution may need to be made.

- The reason for the change is for functionality. Banner is not set up to replace old courses with existing. Currently, we are manually entering these changes into Banner.
Conduct information was added to directory information. Therefore, we are now able to disclose that information. There must be a business case need for this information in order for us to give it.
Major Declarations or Changes

Major declarations and/or changes are suspended during the early weeks of registration.

Fall 2017
October 1 – November 15
Re-opens November 16

Just FYI
Want to stay connected?

If you’re not currently receiving information from our office or did not receive an invite to this forum, please contact Melissa Duffield at duffieldm@uncw.edu or 2-3126.

Take a bookmark on the way out
Are the faculty being notified when students are being suspended or academically withdrawn? Yes. Depending on when the withdrawal happens, there are various conversations taking place with Faculty. For example, if the withdrawal takes place after the drop/add period, we have to reach out to the instructors to find out if the student was passing or failing that particular class.

Is there something in the works for a new sub/waiver system? DegreeWorks has a sub/waiver system but we do not have all the approvers needed. We have contacted IT but because we are moving to Banner 9 (in March), we are not making any changes.

Is there a chance Seaport and SeaNet will ever communicate? No. They are completely different systems. While there are things that DO talk back and forth, SeaPort is just a portal.

New Degree Audit….run a what if…what happens? They aren’t in there. Contact Teresa and she will assist. ITS has not moved those catalog years.

College Scheduler – Allows students to input their personal information (work schedule), times they want to have class, etc. System will give the student a potential schedule. Roll out Summer of 18.

Exams are on Friday at 5. Grades are due Monday at 2. Can they request an exception for grading? Yes. As long as it has department chair approval. Faculty member to Chair, then to Dean, finally to Albie Lange.

When will DegreeWorks tell the number of transfer hours from a school? We don’t have an answer but we are still working on this.