Welcome Slide

Fall Opening Meeting

Office of the Registrar
Tuesday, September 16, 2014
J. Baskin Auditorium 101
Agenda – Tchad Sanger (5 minutes, 9:00 – 9:05)
Welcome and Agenda

PowerPoint presentation posted to http://registrar.ucsc.edu/about

- Welcoming Remarks
  - Undergraduate Education
  - Enrollment Management
- Guest Updates
  - Undergraduate Admissions
  - Financial Aid
  - Graduate Division
  - Advising Updates
- Office of the Registrar Overview
- Academic Updates
- Publications
- Classroom Scheduling
- Online Curriculum Approval
- Residency and Fees
- Veteran Services
- Student Records
- Academic Advising Reports
- Looking Forward

Outcomes
- A better understanding of policy and system changes.
- A resource document for future reference.
- An opportunity for campus units to come together prior to the start of fall quarter.
- A shared understanding of future collaborations.

Purpose to provide campus with updates policy and technical changes.
Opportunity for the campus to come together as a community prior to the start of fall.
Look towards the future.
Welcome

- Richard Hughey, Vice Provost and Dean of Undergraduate Education
- Michelle Whittingham, Associate Vice Chancellor, Enrollment Management

Vice Provost and Dean of Undergraduate Education – Richard Hughey (5 minutes, 9:05 – 9:10)
Associate Vice Chancellor of Enrollment Management – Michelle Whittingham (5 minutes, 9:10 – 9:15)
Undergraduate Admissions – Michael McCawley (15 minutes, 9:15 – 9:30)
Office of Financial Aid and Scholarship – Patrick Register (10 minutes, 9:30 – 9:40)
Graduate Division – Jim Moore (10 minutes, 9:40 – 9:50)
Advising – Stacey Sketo-Rosener (10 minutes, 9:50 – 10:00)
Undergraduate Admissions – Michael McCawley (15 minutes, 9:15 – 9:30)

Current numbers
Clearing update, both for frosh and transfers
Possible cancellations for fall 2014 students
Review of Transfer Credit online process
Continuing students transfer credit
Winter quarter new students
Financial Aid and Scholarship

- Patrick Register

Office of Financial Aid and Scholarship – Patrick Register (10 minutes, 9:30 – 9:40)
Graduate Division – Jim Moore (10 minutes, 9:40 – 9:50)
Advising – Stacey Sketo-Rosener (10 minutes, 9:50 – 10:00)

- Functional teams:
  - academic success/ probationary supervision
  - orientation to the university
  - major choice and qualification (sophomores)
- Pre-major, MQ
  - undeclared at year 3 less likely to grad
  - MQ policies make it imperative we work with students early; focus on educational and career goals not just which classes to take
  - Also think broadly: "any other areas you'd like to explore" Explore with intention.
  - Triple take policy related to this: review guidelines
  - Also aim for accurate and complete AAR by next fall
  - New declaration form will be up by end of week
- Transfer Experience Team
  - just putting on your radar: lots of advising representation: Jan B., Maria R., Jade Loftus, Sally L., Claudia P. Looking at ways to improve transfer student issues
- Events: Advising Conf,
  Also Winter Adv Forum -- call for volunteers will go out soon.
Office of the Registrar – Tchad Sanger (5 minutes, 10:00 – 10:05)

New Staff
Records - Jill Ritter, Cameo Moore
Residency and Veterans - Joanne Madril
Systems - Sharon Beaty (Principle Analyst), Linnae Davenport, Jim Jones, Jamie Siegel

Mission and Values
Organizational Chart
Staff Listing
Office of the Registrar Website

Office Hours – Monday – Friday, 10:00 AM – 4:00 PM
Office of the Registrar Website http://registrar.ucsc.edu

Our overarching goal this past year has been to uphold our high standards of customer service to faculty, staff, students, and the general public.
Org Chart from August 2013
Vacancies from the 2013 – 2014 Academic Year
Overall, 27% turnover in staff
Management, 25%
Publications, 20%
Enrollment and Records, New Position and 16% turnover
Residency, 50% New Position
Systems, 40% turnover
Office of the Registrar Org. Chart
Academic Policy Updates – Tchad Sanger (5 minutes, 10:00 – 10:05)

- Enrollment
  - Effective Fall 2013 - Front end repeat checking - Students are not able to enroll in a class in which they have already received a C or better, unless the course is repeatable for credit.
  - Effective Spring 2014 - Students are prevented from swapping into closed sections. Students can either drop from the class and sign up on the wait list or stay in class. Note: permission to override a class may over-enroll a section.
- Repetition of Credit - Students need approval to enroll in a class after two attempts. W graded courses are included as attempts at time of enrollment.
- Wait List Policy - As of spring 2014, all courses have a wait list. Wait list capacity and auto-enrollment is populated automatically and corrected by the Office of the Registrar. Piloting with PBSci process to enroll students with co-requisite courses.
- Z Grades - Z grade notations will not be an option for faculty effective Fall 2014. For faculty who need to post part of a grade roster, he or she may get in contact with the Office of the Registrar.
Publication Updates – Margie Claxton (15 minutes, 10:05 – 10:20)

- Registrar Website for information and FAQs: [http://registrar.ucsc.edu](http://registrar.ucsc.edu)

- Publications
  - Catalog – Catalog was live as of 8/15
  - Navigator – Plans to update the Navigator

- New Departments: Languages and Applied Linguistics and Computational Media

  Undergraduate: Critical Race and Ethnic Studies B.A.; Sustainability Minor

  Graduate: two new Designated Emphases Critical Race and Ethnic Studies; Social Documentation

  New Program: 3+3 UCSC and UC Hastings Program
Classroom Scheduling – Margie Claxton (15 minutes, 10:05 – 10:20)

Classroom Updates: New seating in Merrill 2 and 3 and Stevenson 150.
Online Curriculum Approval (OCA) – Margie Claxton (15 minutes, 10:05 – 10:20)

- OCA allows for electronic signatures and approvals for courses and program statements
- CEP and the Graduate Council have revised deadline dates for course approvals. There will now only be one final due date for winter and spring.

http://registrar.ucsc.edu/calendar/other/index.html
Residency and Fees – Gloria Lozano (10 minutes, 10:20 – 10:30)

Residency
- Inquiries should be referred to the residency information located on the Office of the Registrar’s website or to the Campus Residence Deputy.
- SLR Required holds will be placed on Winter 2015 enrollment for students who have not submitted their SLR.

Online SLR
- Online SLR is in Production and will be piloting it in winter 2015.
- Residency FAQ’s page will be updated.

Student Fees
- Fees are available on the Registrar’s Office website.
- Only UC Student Health Insurance Fees increased.

Drop-in Hours
- M W F – 10:00 AM to 11:00 AM
- T TH – 2:00 PM to 3:00 PM

Contact Information
Gloria Lozano
gloria@ucsc.edu
(831) 459-2709

Joanne Madril
jmadril@ucsc.edu
(831) 459-2910
Veterans Services – Gloria Lozano (10 minutes, 10:20 – 10:30)

UCSC Veterans Services web page
- UCSC VA Forms
- Updates/new GI Bill website
- Veterans resources/new Vets Coordinator at STARS
- New VA Certifying Official
- Drop in Hours
  vets_benefits@ucsc.edu

Veterans Services

UCSC Veterans Services web page
- Information for veterans, service members, and dependents of veterans
- Types of benefits
- Checklist and forms
- Campus resources for veteran benefit recipients

UCSC VA Forms
- VA Enrollment Form and Notification of Requirements (due annually)
- VA Enrollment Verification Form (due quarterly)

Updates/new GI Bill website
- www.benefits.va.gov

Veterans resources/new Vets Coordinator at STARS
Beth Stanish
STARS Program/VETS Coordinator
estanish@ucsc.edu
(831) 502-7240

New VA Certifying Official
Joanne Madril
VA Certifying Official

Drop-in Hours
M W F – 10:00 AM to 11:00 AM
T TH – 2:00 PM to 3:00 PM

Contact Information
Gloria Lozano
VA Certifying Official
vets_benefits@ucsc.edu
(831) 459-2709
Student Records – Tchad Sanger (15 minutes, 10:30 – 10:45)

Reporting - Migration from Cognos to Info View
- Corporate Reports: There are 23 Corporate Reports which have been validated by our office and now available to campus.
- If there is a report you use in Cognos that was generated from the Registrar’s Office and you do not see it available as a Corporate Report – please contact Kimberly Register (ksregist@ucsc.edu) or Registrar’s Office (regsys@ucsc.edu).

DRC eText
- Effective Fall 2014, the DRC EText web application will provide a library of class materials for students who require alternative media.
- Students can view their media requests and download media for their classes. Currently students have to go to the DRC Office to get their media copied to a disc.
- Instructors and staff can upload course syllabus and media files.
- DRC staff can manage media requests online via integration between AIS and DRC EText. Currently media requests are tracked and managed using spreadsheets.
- The application will restrict students’ access to only the media they are authorized to receive, to ensure copyright compliance.

AlcoholEDU
- Effective Fall 2014, all incoming students 24 years or younger are required to take two online courses - AlcoholEdu and Haven (understanding sexual assault).
- Students have had 2 checklists posted to their portal - ‘Required Online Alcohol Course’ and ‘Required Online Haven Course’. Each checklist contains a personalized sign-in link that will take the student to the course.
- Both AlcoholEdu and Haven have two parts. The deadline to complete part one is today, 9/16. The deadline to complete both parts is November 12th. Students who have not completed the courses by that date will receive Winter quarter enrollment holds.

FileMaker 13 upgrade was successful
- This included the CCLP FileMaker application as well as other FileMaker databases hosted by ITS.

UC Online
- 2493 Applicants (Spring 2012 – 2878 Applicants) – 13% decrease over last year
- 2341 Awardees (Spring 2012 – 2606 Awardees) – 10% decrease over last year
Enrollment Requests

14,147 Enrollment Requests processed by the Office of the Registrar

Peak Months January and April

Peak Periods of Enrollment:
December – April and August – September
Part Time Applications

2224 Part Time Applications processed 2013-2014

Highest activity during Spring Quarter
Grade Changes

3065 Grade Changes Processed
2013 - 2014

Grade Changes
Graduation Counts
Diplomas ordered on August 21, shipped September 5
GE Satisfaction Posting

291 GE Postings 2013 – 2014 Year
3820 GE Postings since 2004
FERPA Training
- As of Fall 2013, FERPA training is mandatory for staff and student workers. All new or modified access to either AIS, Cognos or Info View will require FERPA certification.

Student ID Card Photos in AIS
- As of Fall 2013 student ID card photos are available to Faculty in the Faculty Center on class rosters, and advisor center to advisors
- A new load of the newest student ID photos will be loaded prior to instruction beginning.

CruzID / EmplID look-up
- Reminder you can type in most EmplID search fields either the CruzID or the EmplID to view the students record.
Advising – Tchad Sanger (5 minutes, 10:45 – 10:50)

New Majors
- Added the Major Qualifications for the PBSci Division

In Progress Majors
PBSci Division

Future Majors
Technology and Information Management BS
Latin American and Latino Studies
Less than 40
Embark on Graduate Programs

Improvements
PreReq and Directive Student Exception Entry
Advising – Tchad Sanger (5 minutes, 10:45 – 10:50)

Our plan is to make all Colleges have a sequence # of 99. This will ensure that Colleges will always follow plans.

- Correct plan sequencing when declaring majors is extremely important. They should always be numbered in the following order:
  - BAs (in alphabetical order) then
  - BMs (in alphabetical order) then
  - BSs (in alphabetical order) then
  - minors (in alphabetical order) then college.

- College plans should always follow the majors and minors.

- Please help us by making sure all plans are entered in the correct sequence, and update those you may come across that are out of order.

Incorrect plan sequence can adversely affect many areas of the system and students’ academic records. First and foremost, students whose plans are out of sequence can fail Financial Aid processing.

In addition, the numbers negatively affect student’s AARs, transcripts, and even the awarding of degrees.

Please help us by making sure all plans are entered in the correct sequence, and update those you may come across that are out of order.
Academic Advising Reminder

• Need advising assistance?
  • Refer to our Registrar Website for
  • Tutorials and Advising and Student Records Information
• We also have a team of advising analysts to help you.
  • Use: advsys@ucsc.edu

Advising – Tchad Sanger (5 minutes, 10:45 – 10:50)

Need Advising Assistance?
  • Refer to our website of Tutorials
  • Or email our Advising Team at regsys@ucsc.edu
Possible Future Changes – Tchad Sanger (5 minutes, 10:50 – 10:55)

Advising
- We want to work more closely with the Departments and Colleges on their needs. We would like your input on what trainings we should focus on releasing first (such as AAR, Student Planner, Other AIS functionality, etc). We encourage you to email advsys@ucsc.edu.
- Advising Notes within AIS that will be sharable across Colleges and Departments
- Student Snapshot - currently rolled out for Graduate Advisers
- Student Success Committee
- Electronic Transcripts, sending and receiving
- Online SLR submission planned for future
- Data Warehouse - conversion from Cognos into DWH

Self-Assessment

Reminder: Training and resources are online.
Into to AIS Training on-line at [http://its.ucsc.edu/ais/help/advisers/](http://its.ucsc.edu/ais/help/advisers/)
Online resources available at [http://registrar.ucsc.edu/faqs/staff/tutorials.html](http://registrar.ucsc.edu/faqs/staff/tutorials.html)
My Messages Online Training at [http://its.ucsc.edu/myucsc/my-messages.html](http://its.ucsc.edu/myucsc/my-messages.html)
Questions (5 minutes, 10:55 – 11:00)

We are interested in your feedback. Please take a moment to take our six question survey.

Thank you!