

Open Forum - Fall 2022

September 21 & 22, 2022

Office of the Registrar



Note for those attending via Zoom: Please **mute your mic** when entering. Based on expected attendance numbers, please **use the chat feature** to ask any questions. Our teams are monitoring and answering or will present question to everyone if we need to further discuss. **Thanks for attending.** Also, we **are recording** to provide notes to those who are unable to attend.



Our Agenda

Welcome

- Staff Changes
- Informational
- Policy Focus
- Projects
- Your Interests
- Food for Thought

Discussion, Questions, &/or Suggestions



Staff Changes

Welcome...



Brittanae Taylor – started June 22

Records Specialist
704-687-5492

Academic Standing & Appeal Processes, Chancellor's List, Dean's List, Documents, Enrollment & Degree
Verify NSC Reporting, ImageNow (C7), Major Changes, NSLDS Error Resolution, Transcripts



Lesley Soriano – started September 7

Records Specialist
704-687-5702

Academic Standing & Appeal Processes, Chancellor's List, Dean's List, Documents, Enrollment & Degree
Verify NSC Reporting, ImageNow (C7), Major Changes, NSLDS Error Resolution, Transcripts

Whom Do I Contact?

<https://sites.google.com/a/uncc.edu/office-of-the-registrar-directory/>

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- Brittanae joins us from having previously worked with Disability Services
- Lesley is a recent UNC Charlotte alum

Congratulations to them both.

Position Changes...



Monique Wilson – New position – May 16

Assistant Registrar
704-687-5705

25 Live Functional Administrator, Academic Calendar, Banner Catalog Maintenance, Course Schedule, Curricular Updates, Exam Schedule, Early College, Greater Charlotte Consortium, Holds (Bulk Placement), Interinstitutional Registration, Registration, Room Scheduling (Academic), ROTC (Visiting Students), Schedule Wizard, Senior Citizen Audit, UNC Online, Waitlist (Functional)



Katie McCadden – New position – July 4

Scheduling & Registration Specialist
704-687-5483

Banner Catalog Maintenance, Course Schedule, Early College, Greater Charlotte Consortium, Interinstitutional Registration, ROTC (Visiting Students), Senior Citizen Audit, Waitlist (Functional)

Whom Do I Contact?

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Congrats to Monique for her new role that began in May. Monique is not new. She has performed many of these responsibilities over that last 17 years with us.

Congrats to Katie as she moved from the Records team to the Scheduling & Registration Team. Katie joined our office in 2019.

Position Changes...



Liza Lopes – New position – April 25

Enrollment Support Specialist
704-687-5493

Biographical Changes, Records, Study Abroad Credit, Transfer Credit, Transient Study

Tentative Extras: Major Changes, Readmission

Whom Do I Contact?

<https://sites.google.com/a/uncc.edu/office-of-the-registrar-directory/>

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Congrats to Liza, who moved from our former Re-Enrollment Specialist role, shortly after our last forum. BTW...she's a trooper, continuing to fulfill the previous responsibilities until we hire for the vacancy.

Informational

Registrar Inquiries - Students

Students with questions related to:

academic calendar, curricular changes, exam schedules, readmission, registration, repeats, schedule of classes, Schedule Wizard, transient study, withdrawals, grades, transcripts, graduation, grade replacement, suspension/probation, Chancellor's & Dean's Lists, DegreeWorks, guest access, and more

Contact Niner Central Student Services Center
(ninercentral-reg@uncc.edu) or visit the Cone Center 380.
<https://ninercentral.charlotte.edu/>

The Office of the Registrar does not have a physical, student-facing store front. All inquires should originate with Niner Central.



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Most of you are aware that back in July we closed the doors of our lobby, so we no longer have a front end experience for students, faculty or staff.

If cases become too difficult or need to be escalated, Niner Central will send those to us and we'll respond to them.

Registrar Inquiries – Faculty & Staff

Faculty & Staff with questions related to:

academic calendar, curricular changes, exam schedules, readmission, registration, repeats, schedule of classes, Schedule Wizard, transient study, withdrawals, grades, transcripts, graduation, grade replacement, suspension/probation, Chancellor's & Dean's Lists, DegreeWorks, guest access, and more

Contact the individual responsible for the content needed. Please consult with our [Specialist Directory](#) for the contact information for staff members. Sending an email to registrar@unc.edu will result in a case creation within Niner Central. Please email staff directly, as needed.

The Office of the Registrar does not have a physical, student-facing store front. All inquires should originate with Niner Central.



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Q: How do we contact staff since the lobby is closed? Telephone does not always work very well.

A: Email and Google Chat are the best ways to reach us. If you struggle in any way, connecting with someone, contact Jon Reece (University Registrar).

Graduation Services (GS) Pre-Clearance Timeline – Fall 2022

Send Substitutions/Waivers in ASAP – Please ensure UG substitutions with graduate level courses have been approved to double count by the Graduate School

October 11, November 8, December 12 (2nd Tuesday of each month)

GS will email pre-clearance reports to academic departments for students with an audit percentage less than 98% or equal to 99%

Will include audits rounding to 98% with an actual percentage of 97.5% - 97.9%

December 19 (noon)

Grades Due

December 22 – January 20

Initial awarding for students with audits at 100%

January 10

GS will email pre-clearance reports to academic departments for students with audits less than 100% and include Department Chairs and Associate Deans.

At this time, **GS will need a response** from the academic department for each student, such as:

- If the student should be denied graduation, OR*
- Other information is still needed such as sub/waivers, transfer credit, credit by exams, or incomplete grades*

January 12

GS will send an email out to the students whose audits are not at 100% and to recommend consultation with their advisor. This gives the students time to register for the Spring 2023 before the add/drop date (**January 17**).

January 20

Must have approved grades for Incompletes and official transcripts for Transient Study

January 23

Census Date for Spring 2023 – deny Fall 2022 graduation to remaining students with audits not equal to 100%

Note the change in pre-clearance reports. This is automatically sent on the 2nd Tuesday of each month now.

Substitutions & Waivers

Don't Wait!

Send them as soon as possible after you discuss with the student. We can get it into the audit, so it's visible and actionable for the next conversation.

There is no need to wait until the month before graduation.

Early Entry Students: Substitutions submitted for graduate courses are visible on the audit, but they will not slot to fulfill the requirement until the course grade is assigned.

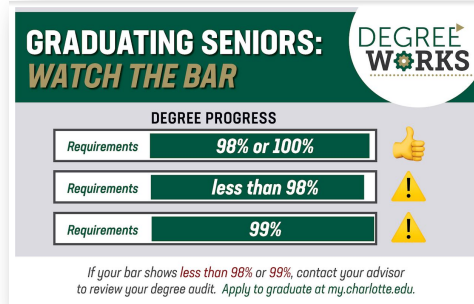
Please send them over as you work with the student and we can go ahead and make the necessary changes so that it represents properly in the degree audit. It's really more difficult for us to handle when they are sent in batches of fifty to one hundred.

DegreeWorks – Audit Progress & Percent Rounding

98% - Students are on track, pending registered courses.

99% - Students are either short overall or major/minor hours, below a 2.0 overall or major/minor GPA, have not met the residency requirement, or have incomplete grades.

Less than 98% - Students are missing a requirement, please check the following areas: general education, college, major, minor, concentration or University Honors.



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- This is the graphic we've shared numerous times in the past. The new progress "pie" (not bar) could be misleading.
- This guidance still stands, but with extra caution needed for students at 98% on the DegreeWorks Responsive Dashboard audit. The DegreeWorks Responsive Dashboard shows the Degree Progress as a percentage, rounded to the nearest whole number.
- On the Preclearance Report, Degree Progress percentage is shown to three decimal places. For students with a Degree Progress of 97.500 to 97.999 - the percentage will round to 98% on the degree audit. Degree Progress of 97.000 to 97.499 rounds down to 97%.

Note: Pre-Clearance reports do not round up so what you see on the report is correct.

DegreeWorks – Audit Progress & Percent Rounding

On the Preclearance Report, the degree percent is given to three decimal places:

AA EN SEGR 123.000 111.000 12.000 97.556

In the same student's DegreeWorks audit, the degree percentage is **now** rounded to 98%; however, the degree requirements are still incomplete.

The screenshot shows the DegreeWorks interface. At the top, a navigation bar includes 'AA', 'EN', 'SEGR', and a progress indicator showing '123.000 111.000 12.000' with a red arrow pointing to '97.556'. Below this, a 'Degree progress' box displays a circular gauge at 98%, an 'Overall GPA' of 3.75, and a 'PROGRESS' button. A red box highlights the '98%' gauge. Below the progress box, the audit details for 'Bachelor of Science in Systems Engineering' are shown, with a red arrow pointing to an 'INCOMPLETE' status label. The audit lists requirements: 120 Credit Hours, 30 Hours in Residency (Degree), 2.0 Overall GPA, and General Education Requirements. The 'Major Requirements' section is marked as 'Still needed' with a link to 'See Major in Systems Engineering section'.

We recommend reviewing each block in the audit for students with a preclearance report degree percent of 97.500 to 97.999.

All blocks must be noted as Complete or In-Progress for the student to be on track for graduation.

COMPLETE INCOMPLETE IN-PROGRESS

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97.500 – 97.999 on a preclearance report need to be checked closely.

Q: A student has applied to graduate in the fall and her minor is still showing as needed, so she's well under the 98%. Her department ensures that all requirements have been met. Are you pushing departments to provide some sort of documentation now or asking them to hold off until December?

A: It really depends on the department that's in question. There was a change in policy last year where we cannot hold students to a minor requirement for graduation. Essentially if it's a one-off scenario, they would need to submit a sub/waiver, as soon as possible, so we can get that cleared off. If it's something that's going to be applicable to all students in the program, we will work with the department to apply a blanket approval.

Q: Is the email that goes out to students that have applied to graduate informing them that they have issues automated or do we look at them individually so these particular students don't get them?

A: The email is automated and encourages the students to contact the academic department and they can work with the student to get the sub/waiver in. Unfortunately, it can be a timing issue if the email is sent prior to resolving or applying a blanket waiver (*in the case of the recent removal of the minor requirement*).

Fall 2022 Graduation Update (as of 9/21)

1,761 Undergraduates

696 Graduates

2,457 Total

**Graduation Application Deadline:
This Friday (9/23)**

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Quick reminder....deadline this Friday.

Undergraduate Grade Replacement – **Withdrawal without Cancelling**

It is very important that students **cancel their selected grade replacements prior to withdrawing**. If they withdraw from the course, it **DOES** count against their two allowable replacements.

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Just a reminder...shared in prior forums too.

Q: Can a student petition a grade replacement on a course they withdrew from in Spring 2022 and then repeated in Summer 2022?

A: A grade replacement cannot be applied to course where they have withdrawn. An email can be sent to gradereplacement@uncc.edu to discuss specific student situations.

Q: Where do students go to cancel their grade replacement?

A: They can cancel or modify their grade replacement by going to <https://my.charlotte.edu/>, Banner Self-Service, Student Services/Student Accounts tab, Student Records, then Grade Replacement. Any edits must be performed prior to the withdrawal deadline (*60% point of the semester*). More details: <https://ninercentral.charlotte.edu/sites/registrar.charlotte.edu/files/media/2021-Grade-Replacement-Quick-Reference-Guide.pdf>

Q: Is there any way to change that policy?

A: That's a faculty council policy and I would encourage academic community members to discuss with their departments' senator or representative on the faculty council to bring that to the table.

Q: This rule is grandfathered from the old policy where students had to self select during add/drop that they wanted to use a grade replacement. Now, it's automatic grade replacement after the last day to add/drop. So essentially anybody who drops between the first day of class and add/drop, doesn't have an active grade replacement, correct?

A: Yes. If a course is dropped, it will not be eligible for grade replacement. After the add/drop deadline and after grade replacement assignment, students have the ability to withdraw that grade replacement all the way through the withdrawal date deadline.

Q: If the student isn't self selecting the grade replacement, how do they know where to go to unselect it?

A: An email goes out to students when the grade replacement selection process is run and there are instructions in the email to tell the students how to opt out or select another class. See also the second question above.

The system is automatically going to assign grade replacement and it will pick the first two courses. The student can & should review the selections and determine if they wish to choose a different course, or cancel it. They may want to save to use later.

Unless the policy changes, the student can submit an academic petition to have a grade replacement reinstated. However, no student can petition to have more than 2 grade replacements.

******NOTE:** You can use a Report Central report to identify students by college, major, or advisor. Report Central, Advising tab, Grade replacement requests by college, major, grade replacement status.

General Education (2023)

Our timelines:

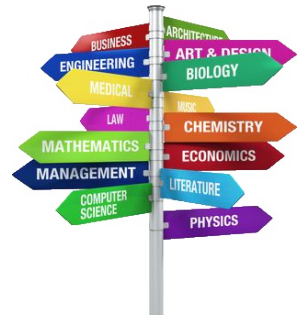
Course Building Opens: **First week of January thru mid-February, 2023**

Schedule of Classes (visible on the web): **March 6, 2023**

Registration Appointment Times (visible on the web): **March 6, 2023**

Advising: **Beginning early March, 2023**

Registration opens: **April 3, 2023**



Thanks to everyone who is involved in reviewing & updating Gen Ed!

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Not going to get into the details of Gen Ed because there is likely more accurate information elsewhere.

Target (new or updated courses): **prior to the first week in January**

Target (other Gen Ed changes): **prior to March**

Redesigning Gen Ed no small undertaking. Thanks to all who are involved.

Note from Advisor: Some colleges advise in early February

We're not following this formula on the screen. If we can get it accomplished earlier than that, we will. We want to finish this as soon as possible so that you have the tools necessary to properly work with your students.

Policy Focus

UNC System – Common Course Numbering

<https://www.northcarolina.edu/apps/policy/index.php?section=400.1.5>

Section II.a.7

The UNC System Office shall, in consultation with faculty and staff from the constituent institutions, establish and maintain a common course numbering system for undergraduate lower division courses, which shall be mapped to the unique course numbers used at each respective institution of higher education. The president shall approve regulations to describe and implement this common undergraduate course numbering system, which shall be established and operational by the 2022-23 academic year.

Effective Fall 2022

UNC System – Common Course Numbering Update

Common Course Numbering went into effect this **Fall 2022** term.

- 1,600 undergraduate, lower-level courses
- UNC System
- NC Community College System
- [Searchable Online Database](#)
- Can compare schools
- Changes to courses identified as CNS require UNC System Office approval to change.

Website: <https://www.northcarolina.edu/university-of-north-carolina-common-numbering-system-unc-cns/>

Press Release (Sept 8, 2022):

<https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/academic-affairs/cns-update-fall-2022.pdf>

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This searchable database allows students to search across all UNC campuses, as to how their NCCC course will transfer.

Annual deadline to consider changes is February 15 each year.

Projects

Project Updates

- ❑ [Project 107](#) – Student Educational Planner – Pilot Complete; Sch of Data Science using; others?
- ❑ [Project 114](#) – Banner 9 Access Requests – 2nd Annual Banner Access Audit Completed
- ❑ [Project 220](#) – DigArc Curriculum Reporting API – On Hold (*no change since last forum*)
- ❑ [Project 224](#) – Permit for Transient Study Automation – COMPLETE
- ❑ [Project 258](#) – Curricular Change Application – On Hold (*awaiting OneIT resources*)
- ❑ [Project 259](#) – Withdrawal Application – On Hold (*awaiting OneIT resources*)
- ❑ [Project 282](#) – Email Aliases for Students – On Hold (*awaiting OneIT resources*)
- ❑ [Project 307](#) – Slate Recruitment & Application for Returning Students – COMPLETED, BUT...
- ❑ [Project 308](#) – Ghosting Student Registration – Some Testing; Partner buy-in underway

- **Student Educational Planner** tool allows students to view side by side with their degree audit a planner for them to identify what their semesters are going to look like going forward into the future. UC piloted and now the School of Data Science is utilizing with hopes that other colleges/departments will pick up.
- **Banner 9 access requests** - We still need to continue refining the request and monitoring process, but our 2nd annual audit seems to have cleared up a number outstanding issues. The audit will be ongoing each year and we'll continue strategizing ways to improve the request/monitoring process.
- **Curriculum Reporting API** – DigArc is the company that does Curriculog and Acalog. When curricular changes are approved we're looking to potentially have an API that will push those changes into Banner. It's not an exact science, but that is a project that we want to move forward on because there's a lot of data entry pieces there and, at least the basics can be pushed directly over to Banner.
- **Permit for Transient Study** – This is complete. Although we quickly realized that we have a number of fictitious courses that are equated in our articulation database. Because they don't exist, they don't have approval routing setup. This continues to be a problem. These are being used to differentiate handling of transfer courses by program/department. That is an antiquated approach and we have new tools to manage this. Additional research and conversations with departments utilizing these needs to occur.
- **Withdrawal Application** - This is projected to be an automated workflow process where it tries to have conversations built into the process to talk students through all the implications that are going to happen and the things they need to consider before hitting that submit button.
- **Email Aliases for Students** – This is a little more complicated due to the large number of students we have. Once an email alias has been assigned to someone, it can never be used again. It may be reserved for certain populations of students, but right now it has been tabled until we get past the branding initiative that is still underway on campus.
- **Slate Recruitment and Application for returning students** – We have completed the initial Slate development from AdPros. We are still fine-tuning and will begin working on the recruitment portion soon.
- **Ghosting Student Registration** – This is a process where, if a student's classes are dropped for non-payment, we could essentially keep it behind the scenes so those seats are not released. On the student's side they would see that their schedule is gone. The balance will still be there behind the scenes so they can go to the payment portal, pay the balance and get the classes reinstated automatically. We're only talking about maybe 24 hour window of time because these seats need to be available for other students, if they were counting on not paying as an indication of their intent to enroll. We're discussing how this might work with the suspension process as well if a student appeals and it's granted. There are a lot of folks that this needs to be discussed with but this is just an idea that we're testing now. This would happen for both payment deadlines.

Q: (Related to the Ghosting Student Registration project) If the timing of this fell on a weekend, could the student get help?

A: Yes, there would be staff, Jon included, that could resolve this.

Project Updates Continued...

- ❑ Project 343 – Self-Service Banner 9 Upgrade – **Partially Complete**
 - SSB 9 General – **Complete**
 - SSB 9 Faculty – **On Hold (OneIT resources)**
 - SSB 9 Registration – **On Hold (OneIT resources)**
 - SSB 9 Student – **On Hold (OneIT resources)**
- ❑ ~~Project 345 – Active Duty Leave of Absence Status – CANCELLED~~
- ❑ Project 346 – Transfer Credit Advisor Upgrade – **Under Consideration**
- ❑ Project 348 – Schedule Wizard In-App Registration – **Under Consideration (New)**
- ❑ Project 356 – Maximum Hour Restrictions by Part of Term – **Under Consideration (New)**
- ❑ Project 357 – **Course Program of Study – Approved for Implementation (New)**
- ❑ Project 367 – **Graduation Application Upgrade – Under Consideration (New)**

- **Transfer Credit Advisor upgrade** - We have a lot of equivalency credit that's one to many, and many to one relationships, like this one course gets you two courses at Charlotte because it's a lecture lab at one school and we have separate lecture and lab at Charlotte or it takes two courses at another institution to equate to one course at Charlotte. The advisor tool doesn't do a great job of outlining what that looks like and it doesn't do a good job of term based equivalency credit. This has just been submitted.
- **Schedule Wizard In-App Registration** – Essentially this API will negate the final step of moving the student's registration to Banner (a student manual step). SW will handle this move automatically.

Q: *(Related to the Schedule Wizard In-App Registration project)* **Will advisors have the chance to review and provide feedback?**

A: Yes, we can (and will) certainly make that happen. We don't want to do anything in a vacuum.

- **Max Hours by POT** – This is a source of stress and resources for departments and the Office of the Registrar. From a student perspective it looks like we don't have our act together. We limit registration in half terms for student success, but we have to manually monitor, as Banner does not have a way to enforce.
- **CPOS** – Primarily financial aid compliance, but much of the setup is on the student side, for which the Office of the Registrar will be responsible. We are investigating consultants to assist with this setup & implementation.
- **Graduation Application Upgrade** – There are aspects of our graduation application process that need to be updated, like keeping a historical record of applications instead of overwriting, etc. But, there are some aspects that we need to retain, such as the ability for students to return to the application and update for a future term should they not be eligible to graduate. This will require a custom application upgrade.

Transient Study Petition – COMPLETED

In July, we introduced a new transient study request for undergraduate students. The new process:

- Incorporates transfer equivalencies built in Banner
- Students can select from a list of courses and the equivalency is provided
- No more research for courses we have already defined
- Operates in the same way other petitions are submitted and routed

If a course is not present, students can enter a course when submitted and the department can define the equivalency during the vetting process.

Note: If the equivalency selected can be applied to all future students, we can add this to our transfer equivalency database – use <https://forms.gle/UjFt3vjUoLphX75SA>

Project 224

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Lots of positive feedback from the Charlotte community.

Transient Study Petition – COMPLETED

Progress did not come without some hiccups...

Back in 2013 it was decided to create fictitious equivalent courses for some transfer courses to dictate how they were to transfer. Some programs wanted to accept the course & credit towards a specific course, while other programs the same course & credit as elective. Back then, we didn't have a lot of options in CAPP.

This way of handling resulted in multiple issues, as the new transient study system did not know which department was responsible for the fictitious equivalent courses, so it included everyone. We spent several hours trying to resolve these and we continue to devote time trying to anticipate and address these. Meetings with affected departments will occur this fall so that we can migrate away from this old way of managing program transfer course differences.

Today, we have several options that will end with the same result, more specifically DegreeWorks.

[Project 224](#)

Curricular Change Application – On Hold (OneIT Resources)

The Office of the Registrar is working to create a new curricular change system for students. Conversations have already begun (at a high level) with academic departments. More conversations will occur as we get further along in the process.

Basic Parameters

- Students will initiate the request.
- Requests (major, minor, concentration, degree, catalog, 2nd curricular focus, etc.) will automatically update Banner.
- All department reviews, approvals, communications will be controlled at the department level and only pushed forward to Banner when the those are complete.
- It will be transparent, at all times, where the requested change is waiting.

Update: We are planning to pilot test with one College

Project 258

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For departments that only require the student to be in good standing, this tool will simply update banner.

For those departments that require additional review, applications, auditions, portfolios, etc...the app will queue the student up for you, provide you with several pieces of key information in one place, and WHEN you're ready, allow you to decision the student. If denied...no changes and you'll have the ability to include information on next steps. If approved, the change is immediate in Banner, thus allowing the student to register under the new program. No longer having to wait on the Office of the Registrar to make the change is a plus. Additionally, we are requesting the ability to auto-assign advisors if a department has a methodology for doing so. And finally, this application will have a robust communication setup. This is all pie-in-the-sky until we get further along. We'll keep you posted.

Curricular Change Application – On Hold (OneIT Resources)

Initial Discussions...

Phase I – **Recreate the submission process** (still submitted by department)
(to capture more of what will be needed in Phase II)

Phase II – **Configure the request to auto-update Banner**

Phase III – **Work with departments to streamline vetting**
(taking into account nuances by program & submission will be initiated by the student)

Project 258

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Q: Is it possible to have the catalog year change requests be done by the department rather than the students (*has lots of implications students may not be aware of; they don't know what they don't know*)?

A: We can discuss. Eventually, all curricular requests will be requested by the student. We would prefer to build those nuances (or checks/balances) into the system. I would still like for the student to submit the request. If there are things that they need to be aware of, I would want as much of that to be told to the student upfront, but at the same time to be a part of the vetting process. The proposed request system will require students to confirm that they have had a conversation with their advisor and they have run a What-if degree audit against their requested change.

Leave of Absence for Military – CANCELLED

We are working on a proposal for those **military members and families who are called up to active duty** and must step away from their studies at Charlotte. This proposal will center around the **creation of a leave of absence status** that will preserve the student's status **for up to 5 years**, if departure and orders are shared at the time of this action. [Higher Education Opportunity Act]

Upon return (as specified in their orders), **the student simply notifies the Office of the Registrar and the status is returned to active. From that point the student schedules an advisor appointment and registers for the next term.**

This will preserve their Charlotte email and access to other non-fee driven resources while on leave.

Project 345

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The number of students utilizing versus the amount of work our partner offices will have to accommodate does not warrant continuation. This project is being cancelled and we will continue our manual process of managing this population. Resources are more scarce since the pandemic. We will revisit in the future, if volume increases.

Although students have up until five years, it's actually three years. The five years is to account for the Federal regulation which is basically saying that if a student is hospitalized for a military injury while they were serving, and they're convalescing, they have an additional two years.

CPOS (Course Program of Study) – INITIATED

Students are not supposed to receive Title IV financial aid for courses that are not a part of their approved major. This is a **federal regulation** that has been on the books for years.

CPOS is Banner functionality, in tandem with DegreeWorks, that **allows for identification of courses not suitable for Title IV financial aid funding**. These courses would be excluded from federal aid eligibility.

This is a **compliance requirement** for which we now have the tools to identify. We are in sync with efforts across all campuses in the UNC System. The project has been **approved for implementation** and we are investigating the use of a consulting to assist. This is a financial aid project and requirement, but the setup is on the student side.

[Project 357](#)

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Examples of courses ineligible for student aid:

- Remedial
- ESL
- Repeated coursework

More to come as this develops.

Graduation Application Upgrade – Under Consideration

1. Allow students to update their graduation application to a future term after they have applied.
2. Update student status when graduation date is changed
3. Current application doesn't allow updates
4. Handle double majors (single degree, multi-major)
5. Continue to accommodate the Graduation Survey
6. Accurate mailing addresses
7. Distinct graduation criteria for the UG and GR applications
8. Graduation Status Reorganization
9. Check for registration in a future term and stop application
10. Automatically mark as In-Progress
11. Do not allow the Pre-programs, Health Exploration or Meta Majors
12. Clearer Submit button
13. Better formatting on diploma name
14. Do not allow special characters
15. Being able to apply for additional majors/minors/concentration
16. Commencement RSVP
17. Keep graduation applications open after deadline
18. Move graduation term forward/limit to three times

Project 367

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1. This requires manual intervention in the Office of the Registrar by updating the student's status to AS before the student can re-apply for the new term.
2. Trigger on SGASTDN, IP to AS
3. Needs to retain, not override, the previous sequence number with each new application. We are losing valuable data related to graduation because of this. Even if updating to a new term, inactivate/cancel the former application and add a new row for the updated application. Need to be able to track how many students move their application forward due to choice or previous denial.
4. This requires manual intervention in the Office of the Registrar. Need to make it so the student has two program codes with the same degree type; SHADEGR has one sequence number and two records. Need to decide which application to update (ours or Ellucian). Only apply one time for a double degree or double major.
5. Application must continue to accommodate the Graduation Survey.
6. Include Clean_Address functionality at the time the diploma address is submitted by the applicant.
7. Distinct graduation criteria for the UG and GR applications.
8. Ramp up Graduation Status (GS); Scale back on Degree Status (DS) - Remove DS - Denied/Inactive - Add 'PH - Posthumously Awarded' as a DS - DS displays on the transcript, while GS does not. Use DS to display only awarded degrees, and use GS to indicate status
9. Unless EE, admitted GR, or readmitted for a future term.
10. As part of submitting the grad application unless EE, admitted GR, or readmitted for a future term.
11. Do not allow the Pre-programs, Health Exploration or Meta Majors to submit a graduation application.
12. Make clearer and/or provide a confirmation message as part of application.
13. Middle initial with period and syntax for suffix. Will result in reduced effort to clean-up.
14. (like the square) or (Crystal Nhật Quỳnh Cao? - John Plavacos created these special characters so that this student could have her diploma as typed.)
15. And/or information on COM and timeframe for graduation application update (still manual, unless SGASTDN updates can auto-copy to SHADEGR).
16. Collect the student's RSVP for the commencement ceremony.
17. Provide notice after the deadline that their name may not appear in the program.
18. Investigate making this a part of the graduation application process.

Substitutions & Waivers – COMPLETE in 1.5 weeks

Substitution/Waiver of Requirements as an Academic Petition

The Substitution/Waiver Tool in the Academic Petition system will be made available beginning **October 3, 2022**.

Graduation Services will continue to accept the Substitution/Waiver form – please submit these to graduation@uncc.edu.

Look for an email from Graduation Services late next week with the instructional guide and the PDF version of the Substitution/Waiver form.

Please submit any feedback or issues using the substitution waiver tool to graduation@uncc.edu. This feedback will help us ensure both the tool and the instructional guide are addressing our needs, and identify a point in the future in which we may retire the old form.

Will be complete on October 3, in 1.5 weeks

Kevin Bailey reported that having tested this new sub/waiver system, he can vouch that it's much better than the PDF way. Thank you Kevin!

Schedule Cancellations - COMPLETE

Courses on the schedule that result in zero (0) enrollment after the add/drop period, are canceled. This is to prevent them from rolling to the next similar term in the future. This is purposeful.

Previously, we manually touched each of these courses. OneIT was able to create a job process that updates all of these to canceled within a few seconds. A huge thank you to the OneIT team for developing this for us.

Note: If you are a schedule builder and you're working from a spreadsheet of what was offered the year prior, please only enter a section if your department is intending to offer. If you're entering simply because it existed on the spreadsheet, this is counter productive on our end.

If the course has enrollment, we roll the course to the next term. Entering a course from the prior year simply because it was originally listed is extra work on the part of the schedule builder. Only enter, if it is a planned need. If you need something tangible to justify excluding, please share this slide with your Department Chair.

Grade Change Update - COMPLETE

Improvements were made to the Grade Change process. These changes consisted of:

- No longer two separate links for grade submission requests
- If the grade is an F, U, N, I, or IP, then a last day of attendance (LDA) is required
- Grade changes and/or LDA can be changed separately
- Routings were updated and should reflect the latest academic year approvers

Very important reminder: [Grade or Last Day of Attendance changes are made and approved in Self-Service Banner](#). This is **not** an academic petition system request.

If you receive an email requesting your approval for a grade change, please follow the steps in [Self-Service Banner](#).

Q: Does IP still require LDA?

A: Yes, it does. It is anticipated the date will be the last day of class in most cases. This would be the same expectation for an I grade too.

College Transcript Name – Doc Key within ImageNow – In Progress

Has this happened to you? It does for us.

For students who attend more than one, two, three, or more institutions prior to transfer, finding the college transcript you are looking for is time consuming.

College transcripts, in the student's ImageNow file, are simply labeled College Transcripts as a Document Type.

We are looking to use the institution's name, which is captured upon admission, and include that name as an additional document key.

The result will easily identify college transcripts by institutional name. This will save time for those that reference student transcripts.

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This does not rise to the level of an IDEA, but has promise nonetheless. Time savings will be appreciated.

Q: Often times we have multiple transcripts from the same school and we have to open up all of them to find the most recent one. Is there a way to put them in order or number them?

A: We will look into this. An indicator could possibly be the date in which it was brought into the system. We want to utilize your time better than having to look through all of them. Based on this question, we are looking into distinguishing multiple transcripts from the same school with a "Final College Transcript" designation. Good suggestion.

Suggestions:

Note the transcript as final.

Naming convention be to start the name of the document with the college name.

Q: Can we see AP test scores in ImageNow?

A: AP scores are imported from the college board directly into banner. They are on SOATEST. In rare cases, if a student requests a 2nd copy to be sent to Charlotte via paper, we could have it in ImageNow. But, the bulk of our AP scores are brought in electronically (nothing tangible) and stored in SOATEST. AP scores typically come in during the month of July each year.

Mass Course Update (update sections with catalog changes) – Under Review

When catalog course changes occur (annually), sections already built do not automatically inherit those changes. The Office of the Registrar has to manually update each section. Depending on the nature of the change, it can require dropping all students from the course, making the correction, and then adding the students back. This is further complicated if there is a waitlist.

As such, we are looking to develop a process that when catalog course changes are made, we can update each of the corresponding course sections automatically.

One of our sister campuses, UNCW, has been doing this for several years. We have requested and received their coding for this and are exploring how to implement at Charlotte.

Academic Petition Enhancements – On Hold (OneIT Resources)

- ❑ For Late Add petition types - change the decision options for faculty. Two faculty have concerns about why they are being asked to mark Attending/Passing on a late add (originally intended because some students were attending but not registered) [Coral Wayland]
- ❑ For Pass/No Credit and Audit petition types where submission is before classes have started, the Attending and Passing questions are not relevant. Update these petition types to add functionality to include these depending on current date vs. class start date. [Jon Reece]
- ❑ Add ability for non-admin users to attach documents to a petition [Pat Mynatt]
- ❑ Add to student summary, overall attempted credit hours [Banita Brown]
- ❑ Add to student summary, student's remaining withdrawal credits [Banita Brown]
- ❑ Add functionality to allow Associate Deans and alternates to cancel petitions [Elizabeth Mullis]
- ❑ Transfer course display to include transfer prefix, transfer course number, transfer course title [Alison Walsh]
- ❑ The term doesn't show on my screen, and it's not always clear what term the student is referring to. This was something that was clearly stated in the previous petition system [Alison Walsh]
- ❑ Can Working Notes be added by someone that is not in the approval queue for the petition? [Alison Walsh]
- ❑ In the "Add Message to Student" text box, the hyperlink function does not work. The hyperlink function does not work in Firefox in the Message Student window. It does work in the Petition Decision window. [Alison Walsh]
- ❑ When using the Search/Filter function, the "Clear Filters" button is not visible in the gray search column, and it's not always visible at the top of the screen. It will "remember" your previous search, but you have to execute a new search to clear the previous filter. This causes a lot of confusion, i.e., where did my petitions go? [Alison Walsh]
- ❑ Sorting in the "Petition Comments" / "View All Comments" window: I often sort these by date, to capture the chronological timeline of comments. It sorts by date, but not by time. Also, there is no way to see all the comments; it shows 5 of 7 comments with no option to advance. [Alison Walsh]
- ❑ Add ability to update the petition type for more accurate reporting [Hope Ringley] – **New!**

Highlighting some academic petition changes still in the works that were identified.

New status – based on loss of OneIT staff resources

One did come to fruition, in tandem with our transient study change. We now have a Department Chair – for course to help with the review.

Part of Term Challenges – Working through these

Some challenges the Part of Term Committee is reviewing...

- Repeat H1 in H2
- Duplicate Courses
- Class upgrade in H2
- Sequential/Pre-Requisite Courses
- > 7 hour limit in half term
- Class details – does not indicated POT
- Residency Determination
- Summer Early Actions via Connect
- Earned hour discrepancy between Banner & Connect
- Summer pre-requisite drop after fall registration
- Admitting students in H2
- Non-Pay drops & reinstatements
- Financial reporting; 3rd party billing, and withdrawal refunds

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- Grade Replacement – student has 120 hours, but when run at the end of summer...now short hours. DW assumes everything is good if in academic history
- Repeat H1 in H2 – requires override REPEAT or DUP
- Duplicate Courses – requires override DUP
- Class upgrade in H2 – student moves to the next classification level in H2
- Sequential/Pre-Requisite Courses – currently to allow registration, we have to convert to concurrent registration
- > 7 hour limit in half term – VERY manual and we look bad – IDEA 356
- Class details – does not indicated POT – SSB class details do not include POT, so can be confusing for advisors and students as to when its offered
- Residency Determination – gain in-state after half term
- Summer Early Actions via Connect – can't parse out POT
- Earned hour discrepancy between Banner & Connect – because Connect can't see POT
- Summer pre-requisite drop after fall registration – concurrency bandaid allows students to register for prereq & 2nd course in fall together and drop summer.
- Admission of students in H2 – financial aid implications/manual monitoring and application limitations
- Non-Pay drops & reinstatements – hard to manage since the processes are not setup by POT
- Financial reporting; 3rd party billing, and withdrawal refunds – difficult to manage with POTs

Your Interests

Academic Petition – Black Out Dates

This is a reminder, since this question was asked recently.

Traditionally, if an approver does not take action on an academic petition within 7 days, the academic petition is automatically moved to the next sequential approver.

Between **December 20 and January 10 each year**, the 7-day push to the next level approver **does not occur**. This is because we do not expect faculty or staff to review and handle academic petitions during an extended holiday period.

The automatic 7-day push is scheduled to run at 7:01am every day, so any petitions that have been pending a particular approvers review over the holiday break (where it's been 7 days since assigned to them) **will be automatically pushed to the next approver at 7:01am on January 11**

Extended holiday period, referenced here, is one that lasts for more than 7 days.

Is it possible to differentiate distance ed/regular majors? The advising can be different and students don't always identify in this way.

We added **Program** to the header. This will identify if the program is DE or not.

Level Graduate **Classification** Graduate Student **Program** (GR) Secondary Education (9-12)-MAT - Distance Ed

Mary Jo McGowan asked this question.
Political Science & Public Administration

Is it possible to differentiate between credits earned and credits currently registered for?

Users can uncheck the **In-progress classes** and **Preregistered classes** box and **Process** a new audit.

In-progress classes Preregistered classes

Mary Jo McGowan asked this question.
Political Science & Public Administration

For the >7 hours in summer half-term report, could the College, Program 1 and Program 2 with concentration (example “ARTS-BFA-ARIL”)?

Essentially, some programs might be the second program of study and it would be nice to sort by both Program 1 and Program 2. Additionally, sorting by the primary advisor might miss a student with a secondary advisor.

Monique is putting in a request to OneIT to have the report adjusted to allow for better sorting and advisor outreach.

Note: There was a second question related to students with no advisor assigned. We welcome input on how we might be able to assist or identify these.

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Elena Payne-Wiens (since left) asked this question.
College of Arts + Architecture

We don't assign advisors, but we're willing to help if needed.

Food for Thought

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Instructional Methods Fall 2019 vs. Fall 2022

Fall 2019

Instructional Method	# Sections	Capacity	Actual	Enrolled
Face-to-Face Instruction	4549	130870		104449
Hybrid: DO NOT USE	260	8197		6778
Online: No Specific Mtg Times	440	15038		12703
Online: Specific Mtg Times	52	864		505
Two-Way Interactive TV	1	14		14

Instructional Method	Level	Num of Sections	Capacity	Enrolled
Face-to-Face Instruction	GR	1128	17380	9888
	UG	3421	113490	94561
Hybrid: DO NOT USE	GR	87	1530	1017
	UG	173	6667	5761
Online: No Specific Mtg Times	GR	156	3636	2472
	UG	284	11402	10231
Online: Specific Mtg Times	GR	42	786	465
	UG	10	78	40
Two-Way Interactive TV	UG	1	14	14

86% face-to-face (UG 88%; GR 80%)
 9% online (UG 8%; GR 14%)
 5% hybrid (UG 4%; GR 6%)

Fall 2022

Instructional Method	# Sections	Capacity	Actual	Enrolled
Face-to-Face Instruction	4587	117034		84989
Hybrid: F2F & Online (Async)	273	6700		5341
Hybrid: F2F & Online (Sync)	101	3940		3151
Online: No Specific Mtg Times	781	23159		19098
Online: Specific Mtg Times	328	10338		7969
Two-Way Interactive TV	3	44		15

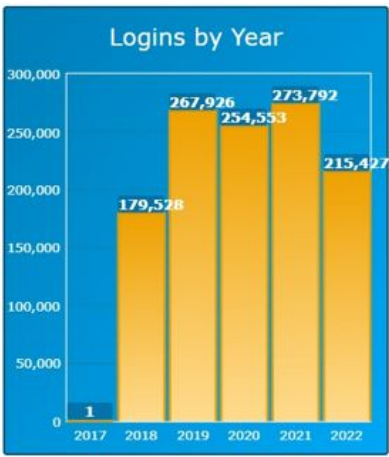
Instructional Method	Level	Num of Sections	Capacity	Enrolled
Face-to-Face Instruction	GR	1391	19367	8728
	UG	3180	97916	76667
Hybrid: F2F & Online (Async)	GR	73	1315	927
	UG	204	5477	4537
Hybrid: F2F & Online (Sync)	GR	22	495	263
	UG	77	3365	2917
Online: No Specific Mtg Times	GR	316	5130	3212
	UG	470	18343	16232
Online: Specific Mtg Times	GR	150	2948	1630
	UG	183	7609	6242
Two-Way Interactive TV	UG	3	44	15

76% face-to-face (UG 77%; GR 71%)
 18% online (UG 16%; GR 24%)
 6% hybrid (UG 7%; GR 5%)

You'll see some slight differences. As a result of the pandemic, we modified how we identify hybrid courses.

This is the breakdown of face2face, online, and hybrid (in total & by level)

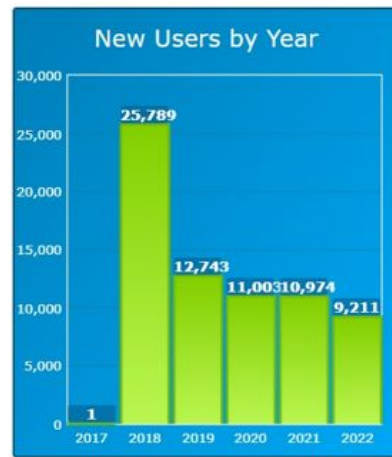
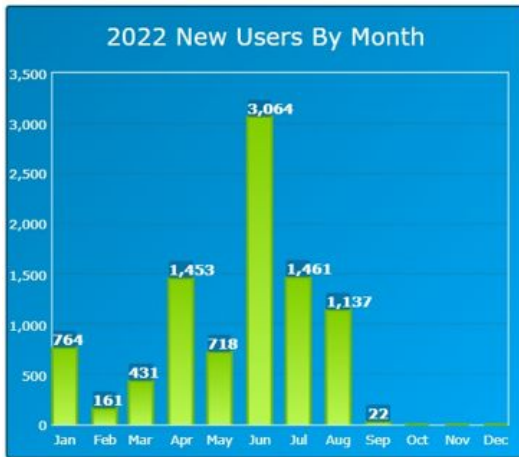
Schedule Wizard Total Logins – 2022



Snapshots of total SW logins by month (in 2022) and year

Pulled last week as we migrated the domain from uncc.edu to charlotte.edu

Schedule Wizard New User Logins – 2022



Snapshots of new user SW logins by month (in 2022) and year

Pulled last week as we migrated the domain from uncc.edu to charlotte.edu

Course Demand – Fall 2022

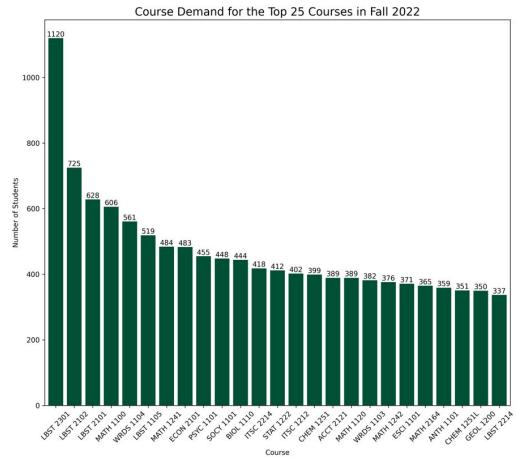
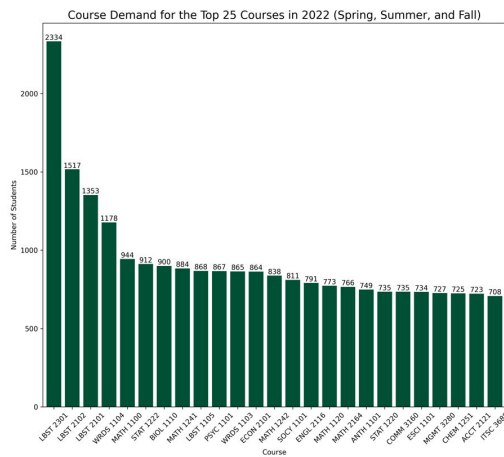
Schedule Wizard Undergraduate Course Demand (>300 unique students)

ACCT 2121	INFO 2130	MATH 1241*
ANTH 1101	ITSC 1212*	MATH 1242
BIOL 1110*	ITSC 2175	MATH 2164
BLAW 3150	ITSC 2214*	MKTG 3110
CHEM 1251	ITSC 3688	PSYC 1101*
CHEM 1251L	LBST 1105**	SOCY 1101*
COMM 3160	LBST 2101**	STAT 1220
ECON 2101*	LBST 2102**	STAT 1222*
ENGL 2116	LBST 2214	STAT 2122
ESCI 1101	LBST 2301***	WRDS 1103
FINN 3120	MATH 1100**	WRDS 1104**
GEOL 1200	MATH 1120	

- * Over 400 unique students
- ** Over 500 unique students
- *** Over 1,000 unique students (LBST 2301)

Course Demand – Fall 2022

Schedule Wizard Undergraduate Course Demand



This slide is new for the 2nd forum session. Daniel Head quickly pulled this together after the first forum session to better depict course demand visually and answer the question whether there is any variation in other terms.

If you attended the 1st day, you may find this slide easier on the eyes.

“Banner Student” Access Requests I wonder what could be causing this?

<https://enrolltech.charlotte.edu/>

Completed Requests 2021	
Started using Google Form – May 2021	
May	4
June	11
July	24
August	44
September	37
October	36
November	33
December	17

Total 2021: 206

Completed Requests 2022	
January	53
February	30
March	43
April	31
May	45
June	66
July	53
August	86
September	27

Total 2022: 434

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These are banner student access requests. We've more than doubled the number of requests submitted from last year and the year is not yet complete.

Data Deep Dive...

Are you curious about something? Is there something that you'd like us to examine using data collected or available in the Office of the Registrar? If we can't get it, we might reach out to our partners in Institutional Research.

Share your interests and we'll attempt to provide that data visually.

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Sometimes its good to examine data. We might find patterns that potentially need to be addressed. Sometimes what we think is important is only important to us. We want to address your interests too.

Kevin Bailey:

Q: How hard would it be to create a nomenclature for early college students? Right now they are lumped in with undesigned undergraduates and it would be easier to identify who the students are. (Kevin Bailey)

The two early colleges have unique attributes that make identifying students easy. We, of course, are open to exploring better options. These students are not seeking a degree at Charlotte (at least for now), and thus their program of study is accurate. We will follow-up and look into this.

Tanya Hunt:

Something I have wondered related to registration overloads: (data deep dive)

- - How successful are students in doing them?
- - Does it matter if it is there last semester to graduate?
- - Is there a trend with GPA (ex. there is a jump between less than a 3.2 but students with a 3.7 does better? Seems obvious but where is the line that significantly predicts success?
- - P/N/WE/H cloud some of this as well so is there a predicted % of successful completed vs attempted hours?

Need a Registrar?

If you have questions or suggestions for the Office of the Registrar, feel free to request a visit from a member of our team at your next departmental meeting.

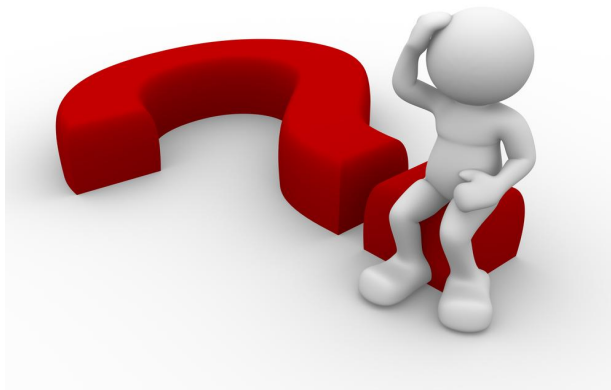
- We can speak to any questions related to scheduling, registration, graduation, or anything else.
- We are also open to hearing any ideas, suggestions, or departmental needs you might have.

Special Thanks!!

**OneIT
Faculty
Advisors/Coordinators
Department Chairs
Associate Deans
Niner Central
Partner Office Staff**

We cannot accomplish what we do without your assistance.

Thank You!



Participation Survey (with open mic) - <https://forms.gle/qSviuGkbozvBEnY9A>

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If you attended, please share your feedback. We are listening. This is how we improve and provide better information. We do reference this feedback before the next forum. This one is important, as we want to determine the best medium to offer future forums. Don't forget to give us your feedback.

Tesh Ramey:

Q: Occasionally I work with second degree seeking students. I am familiar with the part about not being able to pursue the same major as the first degree (such as an Art major wanting to come back to get a second Art major, even though the focus might be a different).

When I looked up our policy this week, it seemed new-ish to me.

[UNC Charlotte Academic Policy and Procedure: Second Degrees | Office of the Provost | UNC Charlotte](#)

It's in how to interpret #1 under Earning a Second Degree- "no work applied to a previously awarded degree may be applied to the new degree." By work, does that refer to coursework? Or maybe internships or classwork? Wanted to make sure I was solid on this for when students ask.

A: The Graduate School offered this confirmation: No credits or capstones can be double counted unless the second degree is part of a planned dual degree.

At the undergraduate level, there could be some course overlap, but admission is only provided if the major is different.

[Second Baccalaureate Degree or Major](#)

- Students who have earned bachelor's degrees from UNC Charlotte or a college or university accredited by an accepted accrediting body may apply to a program leading to a second baccalaureate degree or major provided the major field selected is different from that of the first degree or the degree sought is different from the first granted by UNC Charlotte. In addition, the appropriate application for admission must be filed and approved.
- Students seeking a second baccalaureate degree or major must: (1) satisfy residency requirement (refer to Residence section of Baccalaureate Degree Requirements) if their first degree was not earned at UNC Charlotte; (2) achieve a minimum grade point average of 2.0 on all work attempted toward the second degree or major; and (3) satisfy all department and college requirements for the degree or major sought. Students who hold a baccalaureate degree from a college or university accredited by an accepted accrediting body will not be required to satisfy the UNC Charlotte General Education Requirements for a second degree. Students will be issued a transfer credit report and will have their credit from their first degree evaluated. Students who are completing a second baccalaureate degree or major within the same degree (e.g., B.A., B.S.) are not awarded another diploma provided the first degree was earned at UNC Charlotte. Second majors are optional and may not be mandated by an academic program/major.