Open Forum – Fall 2023
September 26 & 27, 2023

Office of the Registrar

MUTE MICROPHONE

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.

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Our Agenda

Welcome

- [Administrative](#)
- [Enrollment & Student Services Team](#)
- [Graduation Services Team](#)
- [OneIT/Reg Team](#)
- [Records Team](#)
- [Scheduling & Registration Team](#)
- [Transfer Credit Team](#)

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Reorganized based on feedback. Also, condensed to allow more time for questions/comments from you.

Administrative

Welcome...

Kacey Cordell – started February 2023
Scheduling & Registration Specialist
704-687-5702

25 Live Functional Administrator, Banner Catalog Maintenance, Banner Section Building Training, Course Schedule, Room Scheduling (Academic), Waitlist (Functional)

Danielle Thorpe – started April 2023
Assistant Registrar, Records
704-687-5490

Academic Standing & Appeal Processes, Chancellor's List, Dean's List, Documents, Enrollment & Degree Verify NSC Reporting, ImageNow (C7), ImageNow (C7) - Access, National Student Clearinghouse Access, NSLDS Error Resolution, Transcripts

Whom Do I Contact?
https://sites.google.com/a/uncc.edu/office-of-the-registrar-directory/

Both have been with us for a while now, but arrived after our last spring forum.
- Kacey came to us from Arizona Western College, as their Veteran's Services Administrator
- Danielle came to us from the University of Virginia, as their Assistant Registrar for Course Operations

Congratulations to them both.

Welcome...

Catherine Daniels – started June 2023
Transfer Credit Specialist
704-687-7297

Transfer credit, Transcript evaluation/articulation, Transfer credit policy liaison, Online Transfer Credit Advisor Tool

Jasmin Lynwood – started June 2023
Transfer Credit Specialist
704-687-0308

Transfer credit, Transcript evaluation/articulation, Transfer credit policy liaison, Online Transfer Credit Advisor Tool

Whom Do I Contact?
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Catherine and Jasmin joined the Office of the Registrar Team in mid-June, from Undergraduate Admissions. They are familiar names and faces for many of you, as they have been in the transfer credit business for a while.

We are excited to have them part of our team.

Welcome…

Brandon Harvey – started June 2023
Technology Support Analyst
704-687-5491

Banner Student, Batch Advisor Loads, Degree Works, Reporting & Analytics, Schedule Wizard

Whom Do I Contact?

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Brandon joined the OneIT/Registrar team this past June. He is a graduate from Western Carolina University, where he studied Computer Information Systems, with a minor in Visual Analytics for Decision Making (a plus for our team). He was also team captain of the WCU track team.

We are excited to have him on our OneIT/Reg team.

Project Updates

✔ **Project 107** – Student Educational Planner – **Completed**
✔ **Project 220** – DigArc Curriculum Reporting API – **Completed**
❏ **Project 258** – Curricular Change Application – **Not moving forward**
❏ **Project 259** – Withdrawal Application – **Not moving forward**
❏ **Project 282** – Email Aliases for Students – **In Progress**
❏ **Project 308** – Ghosting Student Registration – **Not moving forward**
✔ **Project 343** – Self-Service Banner 9 Upgrade – **All modules complete, as of Sept 16**

    SSB 9 General – **Complete**
    SSB 9 Faculty – **Complete**
    SSB 9 Registration – **Complete**
    SSB 9 Student – **Complete**
    SSB 9 Employee – **Complete**

Administration

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- **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.

- **Curriculum Reporting API** – DigArc is the company that does Curriculog and Acalog. When curricular changes are approved we needed to have an API that will push those changes into Banner. It's not an exact science, but this was a project we wanted 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.

- **Withdrawal Application** - This was 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 will be reserved for certain situations.

- **Ghosting Student Registration** – This was 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 were 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. This would have happened for both payment deadlines.

Project Updates Continued...

✔ **Project 346** – Transfer Credit Advisor Upgrade – **Completed**

❑ **Project 356** – Max Hour Restrictions by Part of Term – **Not moving forward**

❑ **Project 357** – Course Program of Study (**fin aid**) – **In Progress (working with consultant)**

❑ **Project 367** – Graduation Application Upgrade – **In Progress**

❑ **Project 396** – Repeat Course Limit Mod – **On Hold (*awaiting UNCSO resources*)**

❑ **Project 594** – Transfer Articulation Solution & Automation – **Deferred**

Last Project Submission from the Office of the Registrar: May 2023

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- **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.

- **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/OneIT will be responsible. Communications and information is forthcoming. Implementation planned for April 2023, to affect Fall 2024.

- **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. We are reverting to baseline Banner.

- **Ellucian Repeat Course Limit modification with functionality to stop repeated courses at the time of registration** – currently maintained in departments and registration does not prevent re-registration.

- **Transfer Articulation Solution & Automation** – Move away from manual data entry of transfer credit. Seeking an AI solution that will read a transcript in any medium. This will reduce errors and turn transcript evaluations around in minutes instead of days/weeks. Students and advisors will receive these evaluations much earlier than we provide currently.

Your Interest: Gen Ed Considerations

Are there any considerations and/or processes for the new GenEd requirements that units need to consider?

Note: General Education is not catalog driven, it's based on students' admission term.

Where appropriate, we are crosswalking the general education courses in the degree audit, Banner, and transfer articulation tables. We're not aware of any other considerations, but certainly if you notice something odd, please share via:

Degree Works – degreeworks@charlotte.edu
Courses – regscheduling@charlotte.edu
Transfer Credit – transfercredit@charlotte.edu

Administration

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Question submitted by Ticola Ross, School of Social Work

Enrollment & Student Services Team

Readmission Updates

1. Readmission Application Process Review & Revisions
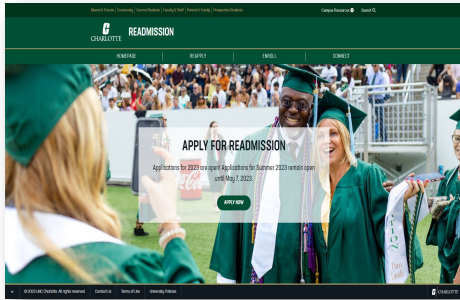
2. Project Kitty Hawk (PKH) & ReUp Education

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In the following slides we will highlight some Readmission related updates. First we will outline current efforts on campus to review and revise the current readmission process. Second, we will share an update on an aspect of Project Kitty Hawk at the system office level that also should have a positive impact on Charlotte's readmission outreach and numbers, and engagement.

1. Readmission Application Process Review & Revisions

- ❑ **Enrollment Management is well underway in a review and revision of Charlotte's readmission application process.**
    - ❑ **Comprehensive Review**
        - ❑ Communication Plan
        - ❑ Website & FAQs
        - ❑ Application Decisioning Process
        - ❑ Slate integration
    - ❑ **Key Objectives**
        - ❑ Ease of application
        - ❑ Time to decisioning
        - ❑ Yield of readmission applications

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Enrollment Management is well underway in a review and revision of Charlotte's readmission application processes. This comprehensive review will include new outreach strategies and communication sequences to students who have stopped out of their degree programs, a newly revised readmission Website & FAQs page, further Slate integration, and a streamlined application decisioning process. Key objectives of this project include improvements to the ease of the readmission application, time to decisioning, and yield of readmission applications.

1. Readmission Application Process Review & Revisions

❏ **Revisions Underway**
  ❏ New readmission.charlotte.edu website
  ❏ Enhanced Slate training, integration and utilization
  ❏ Updated communication sequencing
  ❏ Streamlined the decisioning process
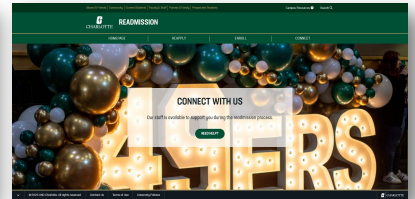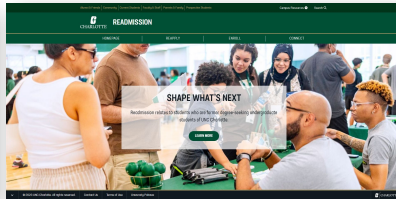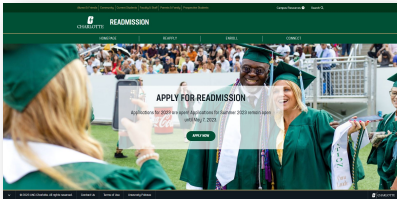
Check out & drive readmission students towards the new
website: https://readmission.charlotte.edu/

2. Project Kitty Hawk (PKH) & ReUp Education

❏ In 2021, the state budget passed by the General Assembly and signed by the Governor appropriated $97 million for the launch of Project Kitty Hawk (PKH), a nonprofit ed-tech startup that will partner with UNC System universities to serve adult learners.

Market Demand → Technology → Enrollment
Program Design → Marketing → Success Support

❏ In 2022, PKH identified ReUp Education as PKH's initial student acquisition partner to drive enrollment.

❏ In 2023, PKH has begun early market returns through its outreach to prospective stop outs from UNC System campuses.

   ❏ Connecting adult learners, who have some college credit from a UNC System school, but who have not yet completed their college degree to:

      ❏ their previous home institution,

      ❏ another UNC System campus that is now a better fit for their life circumstances (location, field of study, etc.), or

      ❏ a UNC System affiliated online program (eventually to be supported by the PKH platform).

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Simultaneously, the UNCSO has undertaken a complementary system-wide stop out outreach as a part of Project Kitty Hawk. "In 2021, the state budget passed by the General Assembly and signed by the Governor appropriated $97 million for the launch of Project Kitty Hawk (PKH), a nonprofit ed-tech startup that will partner with UNC System universities to serve adult learners" (UNCSO - PKH). In 2022, PKH identified ReUp Education as PKH's initial student acquisition partner to drive enrollment. In 2023, PKH has begun early market returns through its outreach to prospective stop out students from UNC System campuses. The goal of ReUp's efforts on behalf of PKH is to connect adult learners, who have some college credit from a UNC System school, but who have not yet completed their college degree to their previous home institution, another UNC System campus that is now a better fit for their life circumstances (location, field of study, etc.), or to a UNC System affiliated online program (eventually to be supported by the PKH platform).

2. Project Kitty Hawk (PKH) & ReUp Education

❏ In mid Sept. 2023, ReUp began outreach to 15K Charlotte stopouts who;
  ❏ had a break in attendance of 1-10 years,
  ❏ had not yet gone on to complete their college degree at another institution, and
  ❏ are potentially eligible for return to Charlotte.

❏ ReUp will guide stop outs,
  ❏ who are interested in applying for readmission to Charlotte's readmission application process, or
  ❏ who have questions before they apply, to partner offices across campus.

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In mid Sept. 2023, ReUp began outreach to some 15K Charlotte stop outs who had a break in attendance of 1-10 years, had not yet gone on to complete their college degree at another institution, and who are potentially eligible for return to Charlotte. ReUp will guide stop outs who are interested in applying for readmission to Charlotte's readmission application process. Stop outs who have questions before they apply for readmission will be directed to partner offices across campus. The Office of the Registrar will begin working with academic departments across campus to further incorporate the potential workflow enhancements of Slate for the readmission decisioning process. These enhancements should streamline the decisioning process for both departments and applicants alike, provide centralized access to necessary student data and documentation, and enhanced communication capabilities. If you are interested in being an early adopter of these enhancements, please contact readmssion@charlotte.edu.

Graduation Services Team

Fall 2023 Graduation Clearance Timeline

September 12 October 10 November 14 December 12	Graduation Services emails preclearance reports to academic departments to review students with an audit percentage less than 98% or equal to 99% **(2nd Tuesday of Each Month)**
December 18 (noon)	Grades due
December 20 – January 22	Initial awarding for students with audits at 100%.
January 8	Final degree preclearance reports to academic departments for students less than 100%. Associate Deans and Chairs will be notified as well. At this time, **GS will need a response** from the academic departments for each student on their preclearance report. **Please indicate:** • If the student should be denied graduation, OR • If other information is still needed such as sub/waivers, transfer credit, credit by exams or incomplete grades.
January 9	Graduation Services will send an email out to the students whose audits are not at 100% and recommend consultation with their advisors. This gives students time to register for Spring 2024 before the add/drop date (January 16).
January 16	Must have approved grades for Incompletes and official transcripts for Transient Study.
January 22	Census Date for Spring 2024 – deny Fall 2023 graduation to remaining students with audits not equal to 100%.

Graduation Services Team

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Don't Wait, Apply to Graduate!

Reminder that students shouldn't wait to apply for graduation because of a pending program update (COM). We run reports to catch those and would prefer students apply themselves by the deadline!

Graduation Services Team

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DegreeWorks Exceptions (aka Substitution/Waivers)

A few updates and reminders:

- ❏ Substitution/waiver requests must be submitted through the Academic Petition system. Use of the PDF form is reserved for exceptional circumstances.
- ❏ Instructions have been updated in the petition system and options changed to allow additional flexibility for entering courses and/or requirements - we'll do a walkthrough shortly!
- ❏ A Comments field has been added - simply enter N/A to bypass this on submission; it's a required field.
- ❏ Please update Graduation Services with authorized sub/waiver submitters – new advisors, program directors, etc. Email graduation@charlotte.edu.
- ❏ Graduation Services may request comment or reach out for clarification on a sub/waiver request - please respond promptly!

Graduation Services Team

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DegreeWorks Exceptions (aka Substitution/Waivers)

Substitutions and Waivers are exceptions that can be applied to a student's audit to:
- ❑ Apply a course to a specific requirement.
- ❑ Waive a course or requirement.
- ❑ Adjust the number of credits required for a major, minor or concentration block. *The degree credits cannot be modified!*
- ❑ Adjust the number of credits or classes needed to fulfill a specific requirement.

Graduation Services processes substitution/waiver requests through the Academic Petition system. For questions regarding these exceptions, email us at graduation@charlotte.edu.

When requesting substitution of a transfer elective course or special topics course - we need to know the UNC Charlotte course, TRNF 1ELE ***and*** the transfer course equivalent, PED 1370. If there are two instances of TRNF 1ELE, providing the transfer course equivalent provides the detail for the specific transfer course you want to substitute! **More on this to come…**

Q: How were the decisions made regarding the TRNF 1ELE courses?
A: If it's equivalent to a college level course, its indicated as a TRNF or to a departmental elective. Those decisions are being made by the Office of the Registrar. If it's equating to an actual course that we offer at Charlotte, we don't do that until we get approval from the actual departments.

Substitution/Waivers FAQs

Q. Why isn't a course slotting in the degree audit?

A. A few things to consider:

- ❑ DegreeWorks is scribed according to the Catalog. Check your catalog requirements first; if there appears to be a mismatch between DegreeWorks and the Catalog, email degreeworks@charlotte.edu. Our team will review to determine if the scribe is accurate or if corrections or adjustments need to be made. If that looks OK then...
- ❑ A catalog change may be needed
- ❑ Course equivalencies may be a factor
- ❑ DegreeWorks optimizes a student's credit - it may choose to slot credit in a way that it determines is most advantageous to a student, but is different than how us humans would do it! This is particularly true when a course may slot in several requirements within an audit or there are numerous options available to fulfill a requirement.

Bottom line - email degreeworks@charlotte.edu and let us take a look!

Substitution/Waivers FAQs

Q. One of the DegreeWorks waivers I submitted has been approved (waiving a newer course due to student being on an old catalog), but the student's percentage has not shifted from 97% to 98%. Is that a concern?

A. Yes; review the audit for any requirements not met or in progress.

- ❑ For a waiver, you may also need to waive the number of required courses for the major or minor. There is an extra question in the waiver petitions to make this request.
- ❑ Some requirements have additional qualifiers, such as X number of courses at the 3@ or 4@ (@ is wildcard!) or 2 classes in POLS. Degree Works won't count the requirement as complete if it is missing those qualifiers.

Substitution/Waivers FAQs

❑ Early Entry can be a reason a requirement remains unsatisfied, even after a substitution is processed. If a requirement is scribed to look for a specific number of courses at the 3@ or 4@ level, and a graduate-level early entry course is substituted - we need to make an extra adjustment to our exception to fully satisfy that requirement.

❑ If you need assistance in determining why an exception isn't doing what was expected or understanding why a requirement is still not met - email graduation@charlotte.edu. We are happy to help and/or bring more complicated issues to the DegreeWorks Support team.

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Transfer Elective Substitutions/Waivers - Examples

We've made some adjustments in the instruction. So, this is the top part of the substitution form which you're seeing. So, we tried to make it clear that on the left side of the form that's the course that you need to substitute; on the right is either the course you're substituting or the requirement.

We've given an example there in the instructions. It's a PHYS 3900 undergraduate research course. And, you want to substitute that in the restricted elective courses requirement, say, for PHYS 4110, especially when we're talking about a requirement like restricted electives, where there's any number of courses that could fulfill that we really need to know what requirement more than we do the specific course. If you have to pick one of the 2 there definitely give us the requirement. Where are we substituting that course for that again. That open-ended, manual entry feature allows you to enter all of that information. We mentioned transfer electives. This is where, then, on the left side, when you're picking that substitution, use manual entry, put in the TRNF 2ELE, and whatever that transfer equivalent is so here we have a strong observational astronomy and it's being substituted for the science elective course. So that's requirements being copied and pasted right in from the Degree Works audit. And finally, this is an example in the petition itself. We did TRNF. One DRA 170 is the transfer course, and that course needs to be substituted for the concentration level practicum requirement. No comment, so we stuck in N/A in there and then we can submit that petition.

(transcribed by computer)

Substitution/Waiver Walkthrough

If you're interested in walking through some of these Substitution/Waiver examples discussed, we will be working through those at 4:30pm today (after the Forum).

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Early Entry Tip #1

Q. Do students need to submit the Early Entry (EE) academic petition prior to enrolling in the graduate course(s)?

A. No, students need to register for the graduate-level courses first, then proceed with the EE petition; this is because the EE petition is section-specific. If changes need to be made, the Early Entry petition is designed to reflect changes each time a new petition is submitted - each new petition supersedes the previous one.

It is **critical** that the EE petition be submitted with enough time to be fully-approved the day prior to census in the term for which the course(s) are being taken!

Banner registration checks a student's level against the coursework they attempt to register for - so a student admitted to a graduate program may register for graduate-level courses, assuming prerequisites, etc. are met.

The Early Entry petition is the mechanism for a student to designate which graduate-level courses are double-counted. Following the petition's approval, the EEE code is added to double-counted courses on SFASRPO. This is how early entry status is indicated to Fin Aid and for Banner and DegreeWorks updates.

Graduation Services Team

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Early Entry Tip #2

There's no need to submit a substitution/waiver request for a graduate-level course approved to double-count via an Early Entry Academic Petition.

Early Entry Academic Petitions are a graduate petition type - but require processing that occurs at the undergraduate-level, by the Office of the Registrar.

These two processing pieces are:
1. Updating Banner to add the UG indicator, which brings the graduate-level course into the undergraduate DegreeWorks audit
2. Processing exceptions (substitutions) in DegreeWorks to slot courses designated to double-count in the requirements specified by the Undergraduate Early Entry Approver.

Graduation Services is now using a new, special processing queue designed to bridge the undergraduate and graduate petition environments - we have completed processing the backlog of exceptions; however, reach out to graduation@uncc.edu with a student name and ID if you have questions or an urgent exceptions processing need.

Graduation Services Team

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OneIT/Reg Team

Your Interest: Part of Term Identification

When browsing course sections, it would be great to have the term *(full or part-term)* listed.

Unfortunately, this isn't something we can do BUT if users expand the Meeting Times column, it lists the start and end dates. Users can also search by part of term in the Advanced Search.

Question submitted by Tanya Hunt, College of Liberal Arts

Faculty & Advisor, Student & Registration Self-Service Banner
What's New?

- ❑ Navigation
  - ❑ Landing page
  - ❑ 'Four-square' menu button
- ❑ Preferred name is used
- ❑ Photos are displayed *(Students, Faculty & Advisors)*
- ❑ New Student Profile provides individualized view of a student's academic information
- ❑ New Plan Ahead feature for Registration

Faculty & Advisor, Student & Registration Self-Service Banner
Transition from Current version to Upgrade version

❑ Systems such as Grade or LDA Changes, Grade Replacement and the Graduation Application will be upgraded in the future. **The current version of these systems will be available during the transition.**

❑ The Advising Transcript is not currently available in the new version. We have provided a crosswalk table to show where Advising Transcript data can be found in the upgraded version.

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Q: One of the things not on the new unofficial transcript are attributes. Is there a potential solution for this?
A: Yes, we are working on adding attributes to the DegreeWorks header. There are 38 current attributes that could even possibly be displayed on the advising transcript right now. So, we're at the phase where we're reviewing the student attributes and gauging whether we want to show all of those on the DegreeWorks header or come up with another solution. Right now, we are working to add some of those in the DegreeWorks header, at the top, where you see the student information. If there are any attributes that you use, or that you particularly look for more than others, let us know, and we will prioritize those.

Faculty & Advisor, Student & Registration Self-Service Banner
Guest Access Portal

- ❏ Students have been notified to re-establish guest information due to the following changes in the Guest Access Portal
  - ❏ Access link for guests
  - ❏ Guest password structure
  - ❏ Limited student information pages available for granting access

- ❏ The GPAPRXY form and Guest Access Authorization pages will be blank until the student has re-established their guests.

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Q: What was the screen code in Banner to check Guest Access Proxy?
A: GPAPRXY

Faculty & Advisor, Student & Registration Self-Service Banner

Additional Resources

Enrollment Technologies
enrolltech.charlotte.edu - Self Service Banner section

Niner Central
ninercentral.charlotte.edu

Training Sessions

Monday, October 2 from 9:00 - 10:30 am

Friday, October 6 from 10:00 - 11:30 am

https://charlotte-edu.zoom.us/j/99657340243

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Q: Will there be a registration video tutorial created for students use as a resource? It may be helpful for students who are used to the old way of registering for classes.

A: Thank you for sharing! We have updated instructions on Niner Central's website, but we have also reached out to some folks to see what we can do to get a video created.

Faculty & Advisor, Student & Registration Self-Service Banner Questions/Issues?

OneIT Academic Affairs Support - Registrar Team

RegistrarTechSupport-group@charlotte.edu

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Records Team

Who are we?

The Records team **maintains the official academic record** for all students, alumni, and Niner community. The Records team manages the operational functionality of **receiving, uploading, processing, and analyzing documentation** that applies to the longevity of the academic record. In addition, we ensure that the institution is in **compliance with NSLDS reporting** and error resolution. We strive to provide the best possible answers and solutions. That contributes to the success in supporting and elevating our students through the lens of diversity, equity, and inclusion.

What Our Team Provides:

Run and assign Chancellor's and Dean's List	Process enrollment and degree verifications
Run and assign Academic standings	Run and communicate academic warnings
Process official transcripts via Parchment	Manage incoming documents within C-7
Receive and upload transcripts via JST, NSC, and Parchment	Enrollment and degree verify national student clearinghouse reporting
Build academic records for students prior to 1988	Maintain suspension and appeals communications

Records Team

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NSLDS = National Student Loan Data System

End of Spring Numbers

Chancellor's List (first time emailing letters) - 4,227
Dean's List (first time emailing letters) - 4,417
Suspension - 431
Probation - 679
Warning - 1,600

What's to Come

❑ Review of the Academic Standing Process
❑ Review of the Suspension Appeal Tool/Process *(i.e. enhancements, communications, knowledge base tips, reminders, etc.)*

Records Team

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If you have any enhancements that you want to see to either the academic standing process or the suspension and appeal tool, please let us know.

suspensionappeal@charlotte.edu
transcripts@charlotte.edu

Chancellor's & Deans' List Lookup by County

We often get requests from local news outlets to provide Chancellor's and Dean's List students in their reading area. We worked with the Office of Legal Affairs, late last spring, to modify our **directory information language** to allow us to create a self-help filter on our **website**.

Take a look...

Scheduling & Registration Team

Your Interest: Cohort Restrictions
What's the process for creating cohort restrictions during registration (DE vs. Campus)?

Sections can be restricted by Major, Minor, Class, Level, Degree, Program, Campus, College, Student Attribute, or Cohort. This is setup with the assistance of the Scheduling and Registration Team using the SSARRES form. Remember that if the section is not restricted holistically at the catalog level, there should be sections available to students who do not meet this restriction.

*Fictitious Example
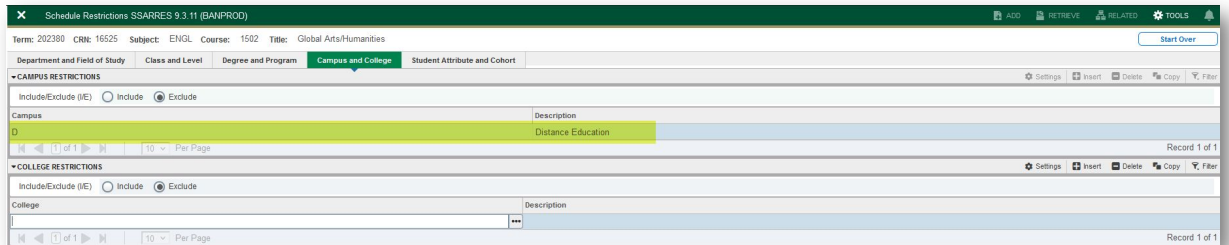
Scheduling & Registration Team

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Question submitted by Ticola Ross, School of Social Work

If someone has a request to add a cohort to a specific section of a class, then we can add that for you. Schedule builders do not have access to do this, so you can email regscheduling@charlotte.edu.

Q: So instead of setting up two sections (one for DE and one for campus) we can do this?
A: Yes. Either way will work, but if you do restrict a few sections, its important to have other sections without that restriction, UNLESS it's restricted in that way in the catalog.

* Fictitious Example…no sections were harmed during the development of this slide.

Your Interest: Updating Restrictions
What's the process for updating restrictions (i.e., removing a prereq for 1 cohort of students)?

If we are understanding the question... A course has a prerequisite requirement that applies to all students. You want to remove this prerequisite requirement for a subsection of students. The only method that comes to mind is to provide them a registration override equal to the restriction to be overwritten. There is not a mass update option.

Registration Overrides

RESTRICTION (Registration Error Message)	OVERRIDE SOLUTION	OVERRIDE DESCRIPTION
Prerequisite and Test Score Error	PREREQ	Prerequisite Override Only
Duplicate Course	DUP	Allow duplicate enrollment
College Restriction	PROGRAM	Campus, Degree, Major, Dept, & College
Co-Requisite Required	COREQS	Co-requisite Courses Override
Campus Restriction	PROGRAM	Campus, Degree, Major, Dept, & College
Program Restriction	PROGRAM	Campus, Degree, Major, Dept, & College
Repeated Course	REPEAT	Repeat Allowed
Class Restriction	CLASS	Class Standing Override
Degree Restriction	PROGRAM	Campus, Degree, Major, Dept, & College
Special Approval – usually instructor approval	SPECIAL	Special Approval Granted
Time Conflict with CRN ___	TIME	Time Conflict allowed
Closed Section	CLOSED	Ignore Max Capacity [DO NOT USE IF COURSE HAS A WAITLIST]
Field of Study Restriction	PROGRAM	Campus, Degree, Major, Dept, & College
Department Restriction	PROGRAM	Campus, Degree, Major, Dept, & College
Student Attribute Restriction	COHORT	Cohort & Attribute Override
Cohort Restriction	COHORT	Cohort & Attribute Override
Mutual Exclusion – Cannot earn credit for both ___ and this course	MUTUALX	Mutual Exclusion

Exceptional Registration Overrides
AUTH (Authorization) – Removes restrictions related to Pre-Requisites, College, Co-Requisites, Campus, Program, Class, Degree, Special Approval, Field of Study, Department, Student Attribute, and Cohort

PERMIT (Override all but time, repeat, & dup) – Removes restrictions related to Pre-Requisites, College, Co-Requisites, Campus, Program, Repeat Limit, Class, Degree, Special Approval, Capacity, Field of Study, Department, Student Attribute, and Cohort

It is important to use the AUTH and PERMIT sparingly, since they may grant more access than expected.

Overrides can affect both Registration & Withdrawal

We have physical cards with the information in this picture that we can mail to you, for reference – email Jill Gosnell.

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Question submitted by Ticola Ross, School of Social Work

Registration Time Ticket Reference – Spring 2024

The Spring 2024 Registration Time Ticket table is now available on Niner Central's website.
https://ninercentral.charlotte.edu/sites/ninercentral.charlotte.edu/files/media/Registration-Time-Table-Spring-2024.pdf

Students can view their specific registration time in Student Self-Service:

- ❑ Select **Student Profile** in the Student Records section
- ❑ Select **Registration Notices**

Student Registration Begins: October 2

Student FAQ - https://ninercentral.charlotte.edu/courses-registration/registration-information

Q: Where can we look up time tickets in Banner Self Service?
A: A student's registration time ticket can be found in the Registration Notices section of the Student Profile. It's in the top right corner of the profile. The timetable is released as well, https://ninercentral.charlotte.edu/sites/ninercentral.charlotte.edu/files/media/Registration-Time-Table-Spring-2024.pdf

Schedule Building Closed – Spring 2024

Schedule building for the Spring 2024 semester closed last Friday (9/22).

The Scheduling and Registration Team has begun the process of reviewing and double-checking the schedule before publication. This is a very lengthy process and we will reach out for questions or changes.

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Please feel free to email Academic Scheduling at RegScheduling@charlotte.edu, if you have any questions about the schedule of classes.

Schedule Building Opens – Summer 2024

Schedule building for the Summer 2024 semester opens October 16.

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We will be opening up some training sessions in October if you have people in your areas that are brand new to the University, who have never done any schedule building, or even people who need some refresher courses. Stay tuned for more details.

Transfer Credit Team

Your Interest: Transfer Credit Equivalencies
What's the process for updating which courses count as credit for transfer students?

The Office of the Registrar has created a pathway to update or present new transfer equivalencies. If you review a transfer course and determine that the equivalency has changed or does not currently exist, you can submit a change request via a Google Form (https://forms.gle/UjFt3yjUoLphX75SA). We will update the equivalency and add it to the database. As a result, it will become visible in the Transfer Credit Advisor tool for public consumption.

This form also allows you to make single student updates. Albeit, the preference is to update the equivalency for all future students.

Transfer Credit Team

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Question submitted by Ticola Ross, School of Social Work

Transfer Credit Changes – New Transfer Credit Advisor

Transfer Credit Advisor

The Transfer Credit Advisor displays information about courses that have previously been evaluated for transfer credit at UNC Charlotte. The database is updated daily as new transcripts are reviewed. Upon admission, students receive an official evaluation of their course credits.

- Transfer credit from foreign institutions is evaluated on a case by case basis and does not always appear in the Transfer Credit Advisor.
- If you do not see your prior institution listed, it is either because we have not yet evaluated any credit from that institution or because the institution does not affiliate with an accepted accrediting body. UNC Charlotte only equates coursework from regionally accredited institutions.
- If you do not see the course you completed at your prior institution, it is either because we have not yet evaluated that course from the institution or because the course is not transferable to UNC Charlotte.
- Course equivalencies may change at any time without notice, as updates or corrections are made.
- Click on a column header to sort by that column.
- Use the boxes in the header area to search within the columns.
- CNS references the UNC System Common Number System. You can find more information at https://coursetransfer.northcarolina.edu/cns

State: North Carolina   **Institution:** Central Piedmont CC

Term Range	Subject	Course	Title	UNC Charlotte Equivalent	Credit Transferred	CNS Course
Fall 2021 to present	ACA	090	Student Success Strategies	XNCR NCR Not Transferrable (No Credit)	0	
Fall 2006 to Summer 2021	ACA	090	Student Success Strategies	XNCR NCR Not Transferrable (No Credit)	0	
Fall 2006 to present	ACA	111	College Student Success	TRNF 1ELE Transfer Elective	1	
Fall 2006 to present	ACA	118	College Study Skills	XNCR NCR Not Transferrable (No Credit)	0	
Fall 2006 to present	ACA	120	Career Assessment	XNCR NCR Not Transferrable (No Credit)	0	
Fall 2006 to present	ACA	122	College Transfer Success	TRNF 1ELE Transfer Elective	1	
Fall 2006 to present	ACC	120	Prin of Financial Accounting	ACCT 2121 Principles of ACCT I and ACCT 2ELE Accounting Elective	4	
Fall 2006 to present	ACC	121	Prin of Managerial Accounting	ACCT 2122 Principles of ACCT II and ACCT 2ELE Accounting Elective	4	
Fall 2023 to present	ANT	210	General Anthropology	ANTH 1501 Global Social Science	3	
Fall 2006 to Summer 2023	ANT	210	General Anthropology	ANTH 1101 Intro to Anthropology	3	
Fall 2006 to present	ANT	220	Cultural Anthropology	ANTH 2ELE Anthropology Elective	3	
Fall 2006 to present	ANT	221	Comparative Cultures	ANTH 2ELE Anthropology Elective	3	
Fall 2006 to present	ANT	230	Physical Anthropology	ANTH 2141 Bio Anth	3	
Spring 2007 to present	ANT	230A	Physical Anthropology Lab	ANTH 2141L Bio Anth Lab	1	

https://selfservice.uncc.edu/BannerExtensibility/customPage/page/charlotte.stu.transferAdvisor

Transfer Credit Team

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Let us know what you think.

It defaults to North Carolina, but you can change to another state and then choose your appropriate institution. The state determines what values are going to appear in the institution.

There's an additional column on the right-hand side, called CNS (common numbering system) at the UNC System Office level. The intent behind this is to see that courses at every UNC campus and every community college will have a crosswalk, so they'll all be tied together. Transparency in transfer is the goal. You'll know exactly what course at the community college and how it's going transfer to any of the other UNC campuses.

The System Office has only finalized the first phase of this project right now, so you will only see this CNS course column populated when you're looking at a one of the sixteen UNC campuses. Phase two will include similar coding for the NC Community Colleges. No ETA yet on phase two.

Transfer Credit Changes – Building the plane while we fly it
We are now entering credit in the term in which the credit was taken. **Is this helpful?**

Transfer Credit Team

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Ask poll question – Seeing the term the student took the course at their prior institution is helpful to me and others on my team. (T/F). Note: in prior years, we only displayed the admit term. All credit came in as the same term.

There is an extra step involved for our team, so we only want to support if it's helpful.

Poll results disappeared before we could capture (first timers at polling), but both days' polls indicated an interest, so we'll continue in this direction.

Transfer Credit Changes – Building the plane while we fly it
Non-transferrable Transparency

Fall 2006 to present	CUL	110	Sanitation & Safety	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	112	Nutrition for Foodservice	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	120	Purchasing	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	120A	Purchasing Lab	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	130	Menu Design	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	135	Food & Beverage Service	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	135A	Food & Beverage Service Lab	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	140	Culinary Skills I	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	160	Baking I	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	170	Garde Manger I	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	230	Global Cuisines	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	240	Culinary Skills II	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	250	Classical Cuisines	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	260	Baking II	XNCR NCR Not Transferrable (No Credit)	0
Fall 2006 to present	CUL	270	Garde Manger II	XNCR NCR Not Transferrable (No Credit)	0

XNCR NCR	Not Transferrable (No Credit)		TC	0	Summer 2023
	Satisfied by:	CUL110A - Sanitation & Safety Lab - Asheville Buncombe CC			
XNCR NCR	Not Transferrable (No Credit)		TB	0	Summer 2023
	Satisfied by:	CUL110 - Sanitation & Safety - Asheville Buncombe CC			

Transfer Credit Team

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For transparency purposes, we are starting to display courses that do not transfer to UNC Charlotte. The student can see that we did evaluate it and determined that there is no crosswalk for it.

Q: Will the non-transferrable courses show up on transcripts in addition to DegreeWorks?
A: Yes, right now it does. We're working on a solution to possibly hide that. We only really want it to show up in a degree audit.

Follow up (since the forum)…we have decided to discontinue this practice primarily related to this question. This worked well in the past for military training credit, but quickly became an issue when additional courses were introduced. The transcript became littered with non-transferrable courses, as some students bring significant technical training prior to transferring. Additionally, while valuable to know, the degree audit quickly became much longer for the same reasons. As of Monday (10/2), we are no longer equating this way. We are still adding non-transferable courses to our database, but marking them without an equivalency. We want this to be visible in the transfer credit advisor, as it should be transparent to students/advisors that we have reviewed the course, but deemed it non-transferable. That TCA editing is just beginning, so we've temporarily lost the transparency of those non-transferable courses, but we are working to bring them back with this newer approach. We appreciate your patience as we continue to build and fly the plane at the same time.

Transfer Credit Changes – Building the plane while we fly it
Everything's Included

We are entering everything from the transcript, including F, D, W, IP, etc. These are in Banner, and in cases where they are not transferable, they don't equate and don't appear on the audit, BUT could be reported against if there was interest. We also have the ability to calculate a GPA prior to transfer.

Transfer Credit Team

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Transfer Credit Changes – Building the plane while we fly it
Catalog Driven

Courses equate to the equivalent course active in our catalog at the time the student took the course elsewhere.

CPCC:

ENG 111 (from fall 2006-summer 2015) = ENGL 1101
ENG 111 (from fall 2015-summer 2021) = UWRT 1103
ENG 111 (from fall 2021 to present) = WRDS 1103

Banner equivalencies and audit crosswalks ensure the course falls into the appropriate requirement...and you can easily identify when they took the transfer course.

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This is how Banner was designed to articulate credit. This prevents many of the errors we've had to work through in the past. Banner and degree audit crosswalks are in place, but if you notice an increase in substitutions as a result, please reach out to our team.

Transfer Credit Changes – Building the plane while we fly it
New Transfer Credit Solution – COMING SOON

We are working on a tool that will negate manual entry of transfer credit and reduce turnaround time **from days/weeks to minutes**.

Focus:
- ❏ College Transcripts (Domestic & International)
- ❏ JST (Military)
- ❏ High School

Procurement bidding ended on Wednesday.

Transfer Credit Team

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transfercredit@charlotte.edu

- Catherine Daniels & Jasmin Lynwood work with incoming students/current applicants (pre-census)
- Liza Lopes works with current/continuing students (post-census)

cdontoh@charlotte.edu
- Cecilia Dontoh works with international transfer credit and test scores only (pre-& post-census)

Wrap-Up

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.

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 always open to hearing any ideas, suggestions, or departmental needs you might have.
- We can provide departmental specific training on various Registrar topics.

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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!
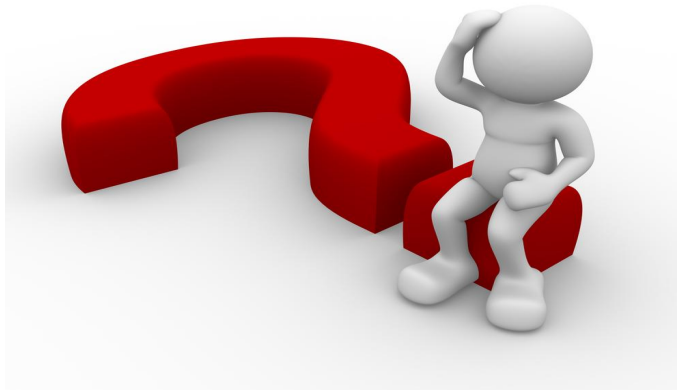
Participation Survey (with open mic) - https://forms.gle/7MH61EJqC3WKrZdPA

If you attended, please share your feedback. We are listening. This is how we improve and provide better information.

Don't forget to give us your feedback on the Forums.

No spring 2023 submissions last time…we want to know how we're doing…your time to complete is appreciated.