

Open Forum – Spring 2020 February 19 & 20, 2020

Office of the Registrar





Slido Questions/Answers –Thanks.

Q: You mentioned 98% and 100% for adults is thumbs up, but what about the case of repeated courses that make it read less?

A: We are working on a solution for this issue. This currently occurs when a course has a minimum grade requirement and the previous attempt is a passing grade but not the sufficient minimum grade required.

Q: Also, what if it's 98% by chance rounded And there is still missing requirements. Is the 98/100% standard misleading?

A: Great question! This issue was resolved last semester. By default, the standard view of the audit rounds the actual percentage that is displayed. For example, 97.67 rounds up to 98. We have changed this to truncate, so 97.67 would display at 97.

Q: What if students use grade replacements and then realize they need it later, can they petition to change which class it applies to?

A: Yes, this is petitionable.

Q: Will the new academic petition system have reporting functions? As in, can someone pull a report of how many students applied for a late add/drop for a class?

A: Reporting will not be done within the tool but ITS can create reports from data in the petition tool.

Q: What will be the new deadline for grade replacement?

A: The withdrawal deadline for the part of term associated with the course.

Q: Summer pre-req co req concern: MGMT 3280 has 8 pre-reqs, all being offered both halves.

A: Our office will be changing all the prerequisite requirements for Second Half Term courses to allow for concurrency registration -- allow for registration as a co-requisite. If the prerequisite course(s) is running in the Second Half Term, Nickcoy Findlater (nafindla@uncc.edu) will work with the department contact(s) to find an advantageous solution to allow for efficient student registration.

Q: How will REPEAT from spring to summer or summer 1 to summer 2 work?

A: If you intend to give a repeat override for just one of the summer half terms, you may want to be CRN specific. Otherwise, it would be for the full summer term.

Q: If a student has 27 hrs say, takes 3 credits summer 1st half, can they take a soph standing course summer 2nd half? Ex. Econ 2101

A: Student would be eligible for the course in 2nd half, only after the grade is posted (and credit earned is included). Banner updates immediately. Registration may simply be delayed until the grade posts from 1st half.

Our Agenda

- Welcome
 - Staff Changes
 - Informational
 - Quick Wins
 - Policy Focus
 - Projects
 - Your Interests
 - Food for Thought
- Discussion, Questions, &/or Suggestions





Internal Changes...



Hope Ringley
Records Analyst
704-687-5709
Hope.Ringley@unc.edu
*Transfer Credit, NCAA Reporting, Records, Transient Study, Study Abroad
Credit, Biographical Changes*



Liza Lopes – March 2
Records Analyst
Readmission, Major Changes



Whom Do I Contact?

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





Spring 2020 Quick Reference Guide

<https://registrar.uncc.edu/resources/quick-reference-guide>

Office of the Registrar - Spring 2020 Dates and Links Quick Reference Guide
Consult 2020 for the full Academic Calendar

Important Dates for the Spring 2020 Term

TERM	First Day of Class/Starting @ 8:00 am	First Day of Saturday Classes	Last Day to Add/Drop with no grade	Last Day of Classes	Last Day of final Exams
Fall Term	Wed, Jan 8*	Saturday, Jan. 11*	Wed, Jan. 15*	Tues, April 28th	Thurs, May 14**
Session A	Wed, Jan. 8*	Saturday, Jan. 11*	Wed, Jan. 15*	Saturday, Feb. 22	Thurs, Feb. 27th
Session B	Friday, March 13*	Saturday, March 14*	Friday, March 20*	Tues, April 28th	Thurs, May 14**

Grading Deadlines (Fall Term*)

GRADE	ACCESS AVAILABLE	GRADES DUE
Undergraduate Grades**	Monday, February 10th	Friday, February 28th by 12:00pm
Final Grades***	Friday, April 24	Monday, May 11th by 12:00pm

Classroom Concerns - Who should I call?

CONCERN	RESPONSIBLE UNIT	CONTACT INFORMATION
Reading/Content	Facilities Management	See Building Liaison List link below
Classroom's Operation	Facilities Management	See Building Liaison List link below
Missing Items/Too Many Seats	Classroom Support	Email: classroom@uncc.edu
Student Entrance	Classroom Support	See Building Liaison List link below
Locked Room	Facilities Management	Email: classroom@uncc.edu
Classroom, Day event markers	Classroom Support	Email: classroom@uncc.edu
Room Reservations	Contact your department's Office Manager, Administrative Assistant	

Helpful Links


- Office of the Registrar: <https://registrar.uncc.edu>
- University Catalog: <https://catalog.uncc.edu>
- Classroom issues & concerns: <https://uncc.edu/office-of-the-registrar/classroom-issues-and-concerns>
- Fall Term Schedule: <https://uncc.edu/schedule>
- Center for Teaching and Learning: <https://teaching.uncc.edu>

Important dates, contacts if you have classroom issues, and helpful links. This will be sent out every Fall and Spring.

Day of Remembrance – April 30, 2020
Calendar Change - Reminder

Delayed Start of Finals – 1 day

April 28, 2020 – Last Day of Classes
April 29, 2020 – Reading Day
April 30, 2020 – Day of Remembrance
May 1 – 2, 2020 Examinations Begin
May 2, 2020 – Saturday Examinations
May 4 – 7, 2020 – Examinations Continued
May 8 – 9, 2020 Commencement



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Day of Remembrance – No academic activities.

Day of Remembrance – April 30, 2020
Graduate School – Separate Ceremony

Friday, May 8
10 a.m. ceremony – The Graduate School
Doctoral, Master's & Graduate Certificate Candidates 

3 p.m. ceremony – Undergraduate students for:
Belk College of Business
College of Computing & Informatics
Cato College of Education

Saturday, May 9
10 a.m. ceremony – Undergraduate students for:
College of Arts & Architecture
The William States Lee College of Engineering
College of Health & Human Services

3 p.m. ceremony – Undergraduate students for:
College of Liberal Arts & Sciences



Note that the Graduate School will now have their own ceremony.

Republican National Convention 2020
Center City Impact - Reminder

**The convention will impact
the first week of classes in Fall 2020.**

August 24-August 27


**Several offices, including the Office of the
Registrar, are working to anticipate changes in the
Center City schedule and provide locations on the
main campus, if requested.**




Spring Session A* Exams

Final Exams – Feb 24 & 25

Grades Due – Feb 28



* Session A & B terminology retired after this semester.
Future: 1st Half and 2nd Half



Spring Session B PreReq Not Met Drop



Has the Prerequisite been met?

March 2 – Prereq not met report to Associate Deans

March 9 – 2nd Prereq not met report to Associate Deans

March 10 – Prereq drop occurs

* Session A & B terminology retired after this semester.
Future: 1st Half and 2nd Half



Honor Society Requests

UNC Charlotte faculty and staff should never send student “contact” information to an outside organization without a student’s consent, whether it is an Honor Society or any other organization outside of UNC Charlotte. Doing so is a violation of Public Records Policy #402 (<https://legal.uncc.edu/policies/up-402>).

So, how can we provide an opportunity for a student to join an Honor Society? The advisor of the Honor Society, as a school official with a legitimate educational interest, may reach out with an invitation from their UNC Charlotte email to the students who qualify. The student can then, **on their own**, decide whether to respond and share their information to join the organization. It is not permissible to share this information without taking this step first.

Directory Information at UNC Charlotte consists only of the student’s name, major field of study, dates of attendance, enrollment status, and degrees and awards. All public records (*directory information*) requests should be submitted for review to the Office of Legal Affairs through their public records request portal at <https://unccharlotte.nextrequest.com/>.

If you have any questions, contact the Office of the Registrar at regconsult@uncc.edu.



Advising Notes

Graduate Students:

Use **DegreeWorks** to make advising notes.

Undergraduate Students:

Use **Connect** to make advising notes. *(Do not make notes in DegreeWorks, since they are not reviewed and are not actionable)*

For more information or training on entering notes into Connect, visit <https://advising.uncc.edu/academic-advisors/technology-training>



Degree Audit Availability

Audits are available to active students only.

Should a student need to reference an audit, after having been away for one calendar year, the student's advisor* can request reactivation by emailing Maureen.Martinez@uncc.edu.

**Take precautions to ensure you are working with the actual student.*

It takes only a couple of minutes to add the student. Audits are not active beyond one calendar year because of its impact on server space and speed.




Students **DO NOT** have to reapply for admission or pay an application fee simply to view their audit, especially if they are only reactivating to confirm degree requirements for graduation.



GRADUATING SENIORS: WATCH THE BAR

DEGREE WORKS

DEGREE PROGRESS

Requirements	98% or 100%	
Requirements	less than 98%	
Requirements	99%	

*If your bar shows **less than 98% or 99%**, contact your advisor to review your degree audit. [Apply to graduate at my.uncc.edu](http://my.uncc.edu).*

This graphic is on the monitors across campus, as well as the shuttles.

Graduation Services (GS) Pre-Clearance Timeline
Spring 2020

UnderGrad *****Send Substitutions/Waivers in ASAP*****

Mid-February
 GS will email academic departments instructions to access their pre-clearance reports in Report Central

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

May 11
 Grades Due

May 15 - 18
 Initial Awarding


May 19
 GS will email pre-clearance reports to academic departments for students less than 100% and include Department Chairs. At this time, GS will need a response from the academic department for each student, such as:

- *Deny student if they do not move graduation terms*
- *Waiting on transfer credit or final grade adjustment*

June 9
 GS will contact the Associate Deans for any department that has not responded.

June 11
 GS will send an email out to the students remaining to change their graduation application to another term and consider registering for 2nd half summer term.

July 1
 Census Date – Deny graduation to remaining students



We are tasked with graduating students that are eligible to graduate. If a student is eligible to graduate but didn't complete an application, we will reach out to these students.

Audit to finalize Incomplete

I received an incomplete last semester.
Can I register for the same course as an audit to
complete the prior requirements?

No.

Policy Reference: <https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/grading-effective-until-fall-2020>



We've had a couple of cases this semester. We want to make sure it's known that this cannot be done.

Does Banner restrict a student from registering for the course again? No.

Is there a way to make this a possibility? No. The incomplete is seen as zero credits earned. We have a report that we can monitor these.



Quick Wins - New Registrar Experts Expertise Search

Office of the Registrar Directory

Use the drop-down to select the area of expertise you need. There are more than one expert. Click on a name to see the Office of the Registrar expert's contact information.

Expertise

Search

Directory

Elise Mickey
Assistant Registrar for Records

Track Records
Expertise: Academic Petitions, Grading, Grade Replacement, Readmission, Records, NCAA Reporting, Transfer Student, Transfer Credit, Study Abroad Credit, Biographical Changes, Major Changes

Contact Information
Phone: 704.687.5485
Email: emickey@registrar.unc.edu
Web: <https://registrar.unc.edu/>

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New look to our directory. You can search by expertise or by staff member.



Policy Update

Last Day of Attendance

- **Beginning in Spring 2020, all instructors** will be required to enter the last date of attendance/participation **for all students with failing (F) or unsatisfactory (U) grades.**
- **The Last Attend Date is required** to comply with federal student financial aid reporting requirements. This is because a student cannot receive financial aid for a course he or she did not attend.
- **Students who received an F or U** may have to pay back their financial aid funds depending on their last date of attendance.

Applies to Undergraduate & Graduate Students



- The US Dept of Education requires the Office of Financial Aid to determine if a student who receives financial aid *and fails to earn a passing grade in a course* has actually attended and/or completed the course.
- 75% of our student population receives some form of financial aid. A student could become a financial aid applicant at any point during the academic year, therefore this information must be collected for all students. Plus, financial aid status is private information and is not identified to faculty members.
- A student cannot receive financial aid for a course he or she did not attend. For students who received an F or U, we use the last date of attendance to determine:
 - if they attended the class for the entire semester and "earned" those grades, or
 - if they attended all or part of the semester, to determine how much financial aid the student will have to pay back.

Policy Update

Last Day of Attendance

Participation Examples

- The date should be the last date on record that the student attended or participated in class.
- Options include:
 - physically attending/participating in a class activity
 - electronic attendance (ex: Poll Everywhere, attendance module in Canvas, Connect class attendance feature)
 - participating in an online discussion or activity about academic matters
 - attending a study group assigned by the instructor
 - submitting an assignment/project/test/tutorial/quiz
 - initiating contact with instructor to ask a question about the course or course content
- **Note:** Even if the class is an online or distance education course, the student simply logging into an online course or viewing a page does **NOT** count.



Jon sent an email to faculty who assigned and F or U grade this past fall and reminded them that if this is the case in the spring, they will need a last day of attendance. He received very good feedback from them.

Policy Update

Last Day of Attendance

Resources:

Last Day of Attendance Webpage

<https://registrar.uncc.edu/gradingholds/last-date-attendance>

Last Day of Attendance Frequently Asked Questions

<https://registrar.uncc.edu/gradingholds/last-date-attendance-faqs>

How to enter final grades in Self-Service

https://registrar.uncc.edu/sites/registrar.uncc.edu/files/media/Final_Grades_Submission_Guide-Banner8.pdf

How to enter final grades in Canvas

https://registrar.uncc.edu/sites/registrar.uncc.edu/files/media/Final_Grades_Submission_Guide-Canvas.pdf

VIDEO: HOW TO SUBMIT FINAL GRADES



VIDEO: HOW TO SUBMIT MIDTERM GRADES



Policy Update – Fall 2019

Advanced Placement – UNC Policy 700.10.1[R]

Designed to improve student progression and completion according to student readiness, while avoiding credit for material that a student has not mastered or placing a student into a course for which he/she is not prepared.

- Award appropriate credit to undergraduates scoring a 3 or higher
- Should not deny credit for scores less than 10 years old
- Not required to modify AP standards for scores lower than 3
- Applies only to AP exams for which credit is awarded
- Exceptions based on institutional quantitative study & Board approval

FAQ Note:

Can be applied retroactively, but only if the student moves to the 2019-2020 (or future) catalog, per the regulation.

<https://admissions.uncc.edu/admissions/ap-credit>



We revised the AP credit policies for the entering fall 2019 class and are compliant with the regulation that all scores of 3 or higher receive credit. Those policies are reflected accurately on our website. <https://admissions.uncc.edu/admissions/ap-credit>

Policy Update – Fall 2020

International Baccalaureate – UNC Policy 700.10.1[R]

Designed to improve student progression and completion according to student readiness, while avoiding credit for material that a student has not mastered or placing a student into a course for which he/she is not prepared.

- Award appropriate credit to undergrads scoring a 5 or higher (Standard Level)
- Award appropriate credit to undergrads scoring a 4 or higher (Higher Level)
- Should not deny credit for scores less than 10 years old
- Not required to modify IB standards for scores lower than 5 (SL) or 4 (HL)
- Applies only to IB exams for which credit is awarded
- Exceptions based on institutional quantitative study & Board approval

FAQ Note:

Can be applied retroactively, but only if the student moves to the 2020-2021 (or future) catalog, per the regulation.

<https://admissions.uncc.edu/admissions/ib-credit>



The IB credit policies are being updated. View the link for more details.

Policy Update – Fall 2020

Cambridge A and AS Level – UNC Policy 700.10.1[R]

Designed to improve student progression and completion according to student readiness, while avoiding credit for material that a student has not mastered or placing a student into a course for which he/she is not prepared.

- Award appropriate credit to undergraduates scoring a C or higher
- Should not deny credit for scores less than 10 years old
- Not required to modify Cambridge standards for scores lower than C
- Applies only to Cambridge exams for which credit is awarded*
- Exceptions based on institutional quantitative study & Board approval

FAQ Note:

Can be applied retroactively, but only if the student moves to the 2020-2021 (or future) catalog, per the regulation.

* UNC Charlotte does not currently offer credit for Cambridge Exams



The Cambridge policies have taken some time to get departmental approval because we haven't awarded credit previously for those. Admissions has heard back from all but two departments so they are close to finalizing those policies. The website will be updated soon to reflect all the current policies.

Procedure Update – Fall 2019

Transfer Credit

The University will now accept transfer credit that students earned from four-year schools prior to earning associate's degrees. Removing the previous 64-credit-hour cap may help some students progress toward graduation more effectively.

Although the rule won't be applied retroactively, if you encounter a student who has this issue, we can retroactively apply the rule on an individual basis. If you have questions about applying this rule, please contact Cecilia Dontoh in Undergraduate Admissions at cdontoh@uncc.edu.





Projects – Update Grade Replacement (Opt-Out)

Working Group



Projects – Update


Grade Replacement (Opt-Out)

Disclosure: Still Early... Beginning Fall 2020

New opting out process...

- **First two** eligible grade replacements (automatic)
- Students will see eligible courses throughout registration
- Students will be able to opt-out of the auto selection **after drop/add through the withdrawal deadline.**
- Students will be able to see how many grade replacements they've used and how many remain.

<https://provost.uncc.edu/policies/grading-fall-2020>



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Currently an opt-in process. Students have to select by the drop/add date which course they want to utilize for grade replacement. Starting this Fall, it will be an opt-out process. We are building a system that will automatically select the first two eligible grade replacements. Anytime between drop/add and the withdrawal deadline, the student will have the ability to accept the selection(s), select different course(s), or opt-out of any selection. They can make as many changes as they want up to the withdrawal deadline.

We will need to have a huge education campaign across campus. We will have open swim sessions so we can show advisors. It's still being developed and is projected to be available on or around drop/add in fall.

Projects – Update Grade Replacement (Opt-Out)


Automatic Selection
Excludes: 12 courses that are designated non-repeatable for grade replacement; more than 8 hours; repeatable for credit; 0 credit hour courses; prior course with repeat exclusion; prior degree; and prior to 2007. *(Academic integrity, but do not record)*

Includes: Lowest grade

Disclosure: Still Early...

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim invidiosum pro non nostrum esse nostrum ut...

Eligible Courses			
Term	Course	Action	
Fall 2020	MATH 1241	Cancel Request	
Fall 2020	ENGR 1201	Cancel Request	
Fall 2020	BIO 1101		
Summer 2020	HIST 1101		
Total	Used	Requested	Remaining
2	0	2	0



Not for Grade Replacement: HAHS 1000; HAHS 1200; ITCS 2600; IT IS 2600; UCOL 1000; UCOL 1010; UCOL 1011; UCOL 1200; UCOL 1210; UCOL 1211; UCOL 1300; UCOL 1305

Academic integrity needs to be a part of this process and right now we don't have a mechanism to collect this information. We met with the Dean of Student's office and are working on a mechanism where we get notified of this. We also need to find a place to put this in Banner so the grade replacement process will capture this.

When you say the lowest grade do you mean it will automatically select the two lowest? Yes. There is a series of sequential activities that we are looking at to determine what we pick.

To make sure I understand as we approach advising and registration, the student cannot opt-out until after add/drop? Yes. They will have the ability to see what courses have been chosen and determine which ones they want, but we cannot officially hold them until the student's schedule is locked in place. This would be too taxing on the system during registration. Our focus is to ensure that the system can manage the registration process for students first.

Any option for a manual process? This will effect study abroad students in particular. Sometimes these aren't recorded until 6-12 months later. We are asking for IT to create an opportunity for us to add, remove, change grade replacements administratively. That could be an option. Another idea is for grade replacement to be petitionable. We will find a solution and work with this population.

Have you talked about communication to students after drop/add to remind them to check and make sure the grade replacements are correct? Yes, we are building in automated communications to this tool.

If the system is tracking it by number of credits and not classes, does that mean they get 8 credits worth of grade replacements which could be a couple of 2 credit classes?

The current policy says two classes up to 8 credits to accommodate the lecture/lab classes. One thing with a lecture/lab scenario, it's lecture/lab combination in a part of term. It has to be concurrent. That counts as 1 grade replacement.

Is there a way for advisors to have access to this as well? Yes that's the plan. We definitely want have a window for the advisors to see this information.

After the grade replacement is complete, are we still dropping the lowest grade? Currently Banner will drop the lowest grade even if it's their 2nd attempt. Grade replacement will remove the lowest grade. Repeat without grade replacement removes the most recent.

What's the timeline for notifying students? This has to be in place by Fall. We are working with our IT partners and it's going to be early August before we have this off the ground. We will be doing a communication campaign a little later that we would in a normal semester. It will probably be right at the drop/add period and then they have until the withdrawal date to pick the information. We need to have a finished product so we can adequately explain how they need to move through the product. You can begin talking with students about this as you meet with them.

Do you plan to have it linked through Banner Self Service? Yes, that's the plan.

Can we get something from your office now (quick preview) to begin showing students as we meet with them. Yes, we can certainly try to put something together.


For this round of advising, we can give them the repeat authorization to register for the class, but don't have them do the grade replacement? They cannot. There will not be an option. We won't be turning on grade replacement in its current form in self service for fall 2020. What will be turned on for Fall is the opt-in function.

The new Bachelor of Science and Data Science will have some 6 credit hour courses. How will this work? Currently we're building as the policy dictates, capping at 8 hrs. Knowing this is a potential issue, we'll build a back door for handling this and will utilize an academic petition to make the request.

Projects – Update
 Academic Petition Application – Testing in Progress
 Tentative Go-Live: April 2020

- Automatic notifications (*turn off during holidays*)
- View option (*without approval*)
- And more in the area of aesthetics, functionality, and retention
- Incorporating substitutions & waivers in 2nd phase

Thanks to the Graduate School for initiating and allowing us to tag along



We are working through all the petitions and various teams in the office are testing the different roles (student role, associate dean role, etc.). We are also looking into potentially including subs and waivers in phase 2.

When you say you are going to include subs and waivers into this, will students be able to initiate this as a petition? No. We have asked IT to incorporate logic that allows us to designate whether an academic petition type is available to students. So this won't be an option for students when selecting a petition type.

Do you think you would ever incorporate transient study into this? We want to do something with transient study, but we're not sure if it fits in this criteria. We might be able to make a case that this is an exception. They are taking this course somewhere else and bringing it into the program. We do want to automate this form regardless.

Once it has been completed, we will offer open swim sessions.

Projects – Update
Academic Petition Application

UNC CHARLOTTE Academic Petition Welcome Jonathan

My Queue All Petitions Banner Failures Student Search Go!

Columns (8 of 8) Show 50 entries

Date Submitted	Petition Type	Student Name	Student ID	Program	Applied to Graduate	Visa	Current Reviewer	Status
No Active Petitions in your Queue								

Showing 0 to 0 of 0 entries

UNC CHARLOTTE Academic Petition Welcome Jonathan

My Queue All Petitions Banner Failures Student Search Go!

In Progress Columns (8 of 8) Show 50 entries

Date Submitted	Petition Type	Student Name	Student ID	Program	Applied to Graduate	Visa	Current Reviewer	Status
07/22/2019	Change Grade Mode - Audit			Art-BFA-Illustration	-	-	Instructor	Under Review

Showing 1 to 1 of 1 entries

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A quick look at the form.

Projects – Update

Banner Self-Service 9 (delayed- March 2021)

- Banner Self-Service 9 has been installed in a test environment
- Testing on hold & will begin again **October 2020**
- Movement to production **has been delayed**
- SSB8 will be active, so no SOAR interference



Registration Faculty Grade Entry Attendance Tracking Student Profile

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We are bumping this back to 2021. We don't have enough staff resources to take care of this with the other projects we currently have. Registration is all we are committing to right now, in 2021.

Projects Override Review & Proposal to

CURRENT																						
Override	Description	Pre Req	Duplicate	College	Level	Co Req	Prereq Hours	Category	Program	Links	Repeat Link	Class	Degree	Special Approval	Time	Capacity	Wait for Study	Wait	Student Attribute**	CoReq	Mutual Exclusion	
AUTH	Authorization	X	X			X		X	X			X	X	X			X	X	X	X	X	
COREQS	Override all but co-reqs	X	X					X	X			X	X	X			X	X	X	X	X	
PERMIT	Permit to Register	X	X	X		X		X	X			X	X	X			X	X	X	X	X	
DUP	Allow duplicate enrollment		X																			X
MUTUALX	Mutual Exclusion						X															X
REPEAT	Repeat allowed																					
TIME	Time Conflict allowed														X							
REG	Bank Hours - Grad/Advised only																					
STATION	Repeat/Staff Full-time/Reserve																					
PROPOSED																						
Override	Description	Pre Req	Duplicate	College	Level	Co Req	Prereq Hours	Category	Program	Links	Repeat Link	Class	Degree	Special Approval	Time	Capacity	Wait for Study	Wait	Student Attribute**	CoReq	Mutual Exclusion	
AUTH	Authorization	X	X			X		X	X			X	X	X			X	X	X	X	X	
COREQS	Coreqs Override	X						X	X			X	X	X			X	X	X	X	X	
PERMIT	Override all but time, repeat, & dup	X	X			X		X	X			X	X	X			X	X	X	X	X	
PREQS	Prereqs Override	X															X					
CLOSED	Ignore Max Capacity																					
LEVEL	Level Override (ie. 600 years to register for 500)					X																
SPECIAL	Special Approval Granted													X								
CLASS	Class Standing Override													X								
PROGRAM	Category, Degree, Major, Dept, & College Override		X					X	X								X	X				
CORRESP	Content & Attribute Override																				X	X
DUP	Allow duplicate enrollment		X																			X
MUTUALX	Mutual Exclusion						X															X
REPEAT	Repeat allowed											X										
TIME	Time Conflict allowed														X							
REG	Bank Hours - Grad/Advised only																					
STATION	Repeat/Staff Full-time/Reserve																					

* Mutual Exclusion: Courses that are similar to other courses in content, but are not considered to be equivalent courses.
 ** Student Attribute Examples: ROTC Student, AKA/Ke, Senior Citizen, Honors, etc.

Feedback, Questions?



We are working with advisors across campus to propose some new overrides (not permits) and offer more options. Jon wants to provide more options. Currently the overrides are very robust and don't accommodate when you want to clear one, but not all.

Can you provide more details about what is meant about each of these overrides? When you get the power point, this slide provides the detail. The ones in green will not change. Jon wants to add the ones in blue. **Will AUTH stay?** He's not looking to take it away, but wants to learn more about its use.

Room feedback: A lot of folks that are in the business of overrides, don't understand how Banner works. A lot of education will need to be provided.

This is in the early stages and there isn't a timeline right now. Want to get a feel for whether this is doable. It may be next Spring before it's introduced.



Requested Topics/Questions

From you...

Q: How do you process international student requests for degree evaluation forms, required for their scholarships? How do you handle those questions with Niner Central? Do academic advisors have to be involved?

A: This question prompted a conversation with one of our partner offices. A workflow solution that will be outlined online and with Niner Central is being developed to ensure partner offices and the student knows exactly how the process should work. We appreciate this question being asked.

A solution will be available soon and shared at a future forum or in our newsletter.



We need a more streamlined process for this. Nickcoy Findlater (nafindla@uncc.edu) and his team are currently working on this. We will cover this in a future newsletter.

Single Summer Term

The University is moving away from two separate summer terms, beginning in Summer 2020. You may have referred to these as xxxx50 (Summer I & Extended Summer) and xxxx70 (Summer II).

A new **single term** will become standard for the upcoming and all future summer terms. It will be referenced as xxxx60.

Additional half terms have been added to the single summer term to represent the formerly identified summer terms, while also preparing for an expansion into other meeting time options during the summer.

Summer First Half Term & Summer Second Half Term

More information: <https://registrar.uncc.edu/advising-resources/parts-term>



It will operate similar to Summer I and Summer II now.

Single Summer Term


New Terminology/Coding

BANNER CODES WITH DESCRIPTIONS:
 1 = Full Term
 Hx = Half Term
 Qx = Quarter Term
 Tx = Tri-Quarter Term
 Mx = Mini Session

————— SUMMER —————

FULL TERM (1)			
FIRST HALF TERM (H1)		SECOND HALF TERM (H2)	
FIRST QTR (Q1)	SECOND QTR (Q2)	THIRD QTR (Q3)	FOURTH QTR (Q4)
FIRST TRI-QUARTER (T1)			
		SECOND TRI-QUARTER (T2)	
MM			

Examples:
 202180 H2 = Fall 2021 - Second Half Term
 202210 Q3 = Spring 2022 - Third Quarter Term
 202060 T1 = Summer 2020 - First Tri-Quarter Term



Ignore the quarters, tri-quarters, and Maymester for now.

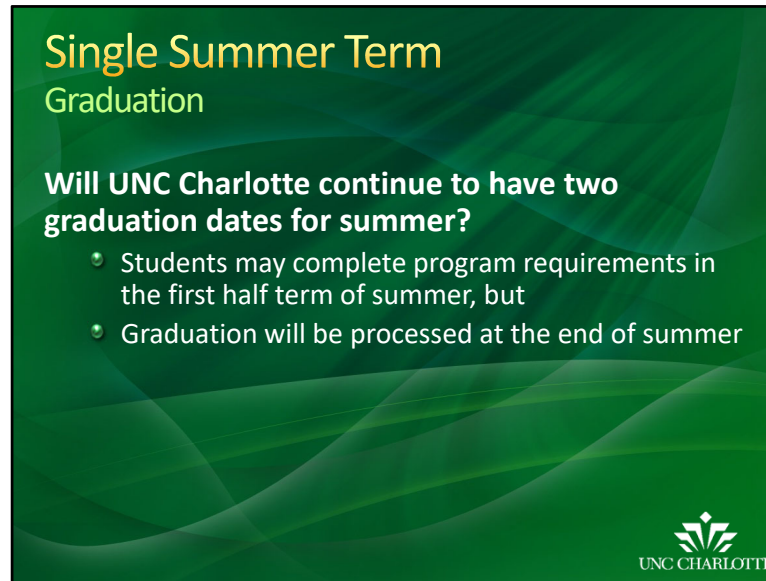
Single Summer Term

Lengths

How does summer operate with one-term?

- No change
- Full term is still 11 weeks
- First and Second half terms are still 5 ½ weeks





Single Summer Term
Graduation

Will UNC Charlotte continue to have two graduation dates for summer?

- Students may complete program requirements in the first half term of summer, but
- Graduation will be processed at the end of summer

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We will continue to check pre-requisites between the first and second half. This summer's window is very small,...1st half grades due on the same day as 2nd half courses begin.

Can I request a contact or a link for students who want letters verifying that they are finishing first half? We are willing to write letters on behalf of the students who have met their degree requirements in the first half. We do not want to adversely hurt a student if they have a pending job, etc. We are not advertising this and don't plan to. But if you have a student that needs this, they can email graduation@uncc.edu.

Single Summer Term

Grade Replacement

Will students be able to use grade replacement?

- Yes.
 - Original and repeated courses must have been earned at UNC Charlotte.
 - Not exhausted the two course maximum.
- We are still working on the new “opt-out” grade replacement solution.



Single Summer Term Course Search (enhanced)

How does the search for classes change with one summer term?

- Actually, the process is easier. Students can see all course availability, including whether the course is in the first half, second half, or full-term.
- This search can be done in Self-Service Banner or within Schedule Wizard.

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The student can pull up the summer term and will see all terms at one time. You can filter on which one you're looking for.

Once you get to a discipline you cannot filter that form and it's all number based, correct? You can go to advanced search and we have added part-of-term. We added this filter and there are multiple values that you can select.

Single Summer Term Admission

Are new and re-enrolling students able to apply for admission to any part-of-term?

- Fall/Spring (UG/GR) – New students apply for Fall or Spring and may register for full, first half, and second half terms.
- Summer – (UG) New freshmen apply for summer, but may only register for the second half term.
- Re-enrolling students apply for summer and may register for full summer, which includes first half, second half, and full term options, depending on when they are admitted.



Can a student that is out one semester (spring) register for 2nd half summer term? Yes. It may take some work on our end. They are only inactive when they are out two full consecutive terms.

In the past our students, over 24 hrs, who are technically freshmen have been able to register for 1st summer session. Will this change for the adult student population? That's a decision for the Admissions office. I imagine this will not change from what you have been doing.

If a student is admitted for 1st half term and they don't come, they have to let Admissions know. Since summer is it's own term now, does this matter? Admissions will be the one to determine this. We're not sure how they want to handle this.

Single Summer Term
Max Hours & Enrollment Status - UG

*Faculty Council review
 March 12*

What does one summer term mean for maximum hours in each half term and enrollment status?

- Maximum hours for summer will be 14.
- Students should not enroll in more than 7 credits in a summer half-term.
 - Banner will not enforce half term max. We are working on some advising reports to aid in managing in the same way you are managing fall & spring now.
- Summer Enrollment Status
 - Full-time ≥ 12 hours
 - Half-time = 6 – 11 hours
 - Less than half-time < 6 hours

[Baccalaureate Degree Progression Policy](#)

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This has not been officially approved yet, but this is what it will look like for max hours. We will create reports so you can monitor the hours since Banner will allow it.

As an advisor can I approve a student to take 8 hours in one half-term? Yes, as long as the maximum hours do not exceed 14 for the whole term.

The report will be available on Report Central for the advisor to review.

Single Summer Term Max Hours & Enrollment Status - GR

Graduate Council
Approved
February 4

What does one summer term mean for maximum hours in each half term and enrollment status?

- Maximum hours for summer will be 9.
- Students should not enroll in more than 6 credits in a summer half-term.
 - Banner will not enforce half term max. We are working on some advising reports to aid in managing in the same way you are managing fall & spring now.
- Summer Enrollment Status
 - Full-time \geq 6 hours
 - Three quarter time = 4-5 hours
 - Half-time = 3 hours
 - Less than half-time = 1-2 hours

Academic Load/Time Status for all Graduate Students - Approved



Single Summer Term

Prerequisite Checks (between half terms)

How are prereqs handled between summer half terms?

- Prereq drop will be run immediately after grades are posted and NG has been assigned for missing grades.
- The window for this to occur is very small...
 - As in, grades are due for 1st half on the same day classes begin for the 2nd half.
 - The goal is to handle that day, to allow adding on the same day or the day after.



Suggestion from the room: **Is there an advanced search for open classes?** It would be nice to have an option to filter and display only open courses. The Office of the Registrar will look into this.

Single Summer Term

Registration for sequential courses

How are sequential courses handled across two half terms?

- Example: *Accounting 1 & 2 are offered in the 1st half and 2nd half terms.*
- We do not want overrides to be given for registration for the next sequence in 2nd half term. Even if later removed, this prevents us from dropping if they do not successfully complete the prerequisite in the prior half term.



Single Summer Term

Registration for sequential courses (Continued)

How are sequential courses handled across two half terms?

- We are planning to work with colleges/departments to turn on concurrency. No action unless we get approval.
- Concurrency will allow the student to register for Accounting 1 in first half and Accounting 2 in second half.
- After drop/add for the 1st half has passed, we will remove the concurrency, allowing us to manage pre-reqs not met before the 2nd half term.
- Remember...the window is small.



Single Summer Term

Registration for sequential courses (Continued)

How are sequential courses handled across two half terms?

Summer First Half	Summer First Half
Registered for Accounting 1 • <i>No prereqs</i>	Registered for Accounting 2 • <i>Accounting 1 successfully completed in spring</i> • <i>Prereq check on June 29</i>

First Half

- Student registers for Accounting 1 – 1st course
- Student registers for Accounting 2 – only if successfully completed Accounting 1 in spring.



Single Summer Term


Registration for sequential courses (Continued)

How are sequential courses handled across two half terms?

Summer Second Half	Summer Second Half
Registered for Accounting 1 • No prereqs	Registered for Accounting 2 • Accounting 1 successfully completed in spring, or • Accounting 1 successfully registered in First Half Summer • Prereq check on June 29

Second Half

- Student registers for Accounting 1 – 1st course
- Student registers for Accounting 2 – only if successfully completed Accounting 1 in spring or registered/graded in the 1st half term.
- Prereq drop process will check for successful completion of Accounting 1.



Students have been given overrides for courses that had pre-reqsand they didn't pass it. It didn't come up on the report. If any overrides are given, they do not show up on the report. This is why we said early on that we want to find other solutions instead of giving the overrides.

Single Summer Term

Registration for sequential courses (Continued)

How are sequential courses handled across two half terms?

Issue:

- Since concurrency is on, there is no way to prevent a student from registering in Accounting 1 and 2 in the first half term or registering for Accounting 1 and 2 in the second half term.
- Reporting will need to be used to find these. Since knowledge of Accounting 1 is necessary to be successful in Accounting 2. Students will be notified and if no action, will be dropped from the out of sequence Accounting course.




Single Summer Term

Registration for sequential courses (Continued)

How are sequential courses handled across two half terms?

Summer First Half	Summer Second Half
Registered for Accounting 1 <ul style="list-style-type: none"> • <i>No prereqs</i> Registered for Accounting 2 <ul style="list-style-type: none"> • <i>Assumes Accounting 1 success</i> • <i>Report to identify & drop</i> 	Registered for Accounting 1 <ul style="list-style-type: none"> • <i>No prereqs</i> Registered for Accounting 2 <ul style="list-style-type: none"> • <i>Assumes Accounting 1 success</i> • <i>Report to identify & drop</i> • <i>Prereq check on June 29</i>


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Is there anything to prevent them from registering for it again? No, there isn't. Constant monitoring of the report is all we have right now. This will require a lot of manual hands-on.

Is concurrency all or nothing? No, it's per course. Departments will need to help us identify these courses.

You don't want overrides entered, but what if a student is trying to register for a course and it won't let them. Can we enter an override? You can but know that it won't get picked up when we run the pre-req drop report.


If we feel the student should be able to get into the class and we think there is an error, who do we contact? Contact Nickcoy Findlater (nafindla@uncc.edu) and he can take a look and see if the course is set up incorrectly.

Single Summer Term Financial Implications

Still being reviewed...

Student A is fully paid and is registered for 12 credit hours ("CR"): two 3 CR Full-Term classes, a 3 CR Session A class, and a 3 CR Session B class

#	Description	Registrar Impact	Student Accounts Impact	Financial Aid Impact
1	Student withdraws from all FT and A courses, but keeps B course	None - No change to student's overall enrollment status	Student does not receive a refund	Student confirms attendance/participation in courses = no financial aid adjustments. Student does not confirm attendance/participation = financial aid reduced to $\frac{1}{2}$ time.
2	Student withdraws from all FT and A courses, and drops B course	Registrar updates overall enrollment status to "WW" or "WX"	Student receives a refund for FT and A tuition and fees based on reduction %. Charges for B are 100% backed off as it is a clean drop.	Student confirms attendance/participation in FT and A courses = financial aid adjusts aid to 9 CR. Student never attended B session. Financial aid then performs R2T4. Student does not confirm attendance/participation in any courses = 100% cancellation of financial aid
3	Same as scenario #2 but Student re-registers for B course after dropping it	Registrar updates overall enrollment status to "WW" or "WX." No change of overall enrollment status when B course is added	Student owes back refund for reduction % that they previously received in addition to charges for B course.	Student confirms attendance/participation in courses = R2T4 undone, aid reinstated. Student does not confirm attendance/participation = financial aid reduced to $\frac{1}{2}$ time.



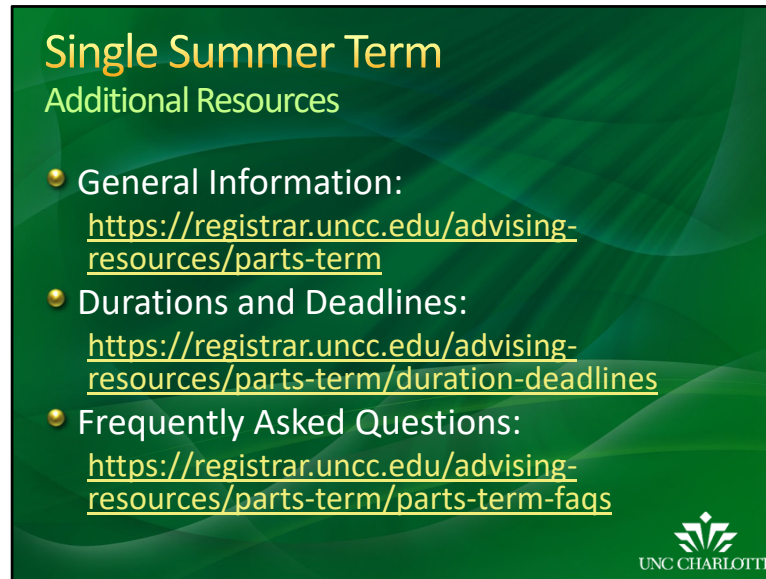
The Bursar's office came up with these scenarios. This is still being reviewed. We will be sending additional information out once we finalize it.

Single Summer Term

Financial Aid Disbursements

- 5/8/2020 – Full Term Only, First Half Term Only, & Full Term/First Half/Second Half combo.
- 6/19/2020 – Second Half Term Only





Single Summer Term
Additional Resources

- General Information:
<https://registrar.uncc.edu/advising-resources/parts-term>
- Durations and Deadlines:
<https://registrar.uncc.edu/advising-resources/parts-term/duration-deadlines>
- Frequently Asked Questions:
<https://registrar.uncc.edu/advising-resources/parts-term/parts-term-faqs>

UNC CHARLOTTE

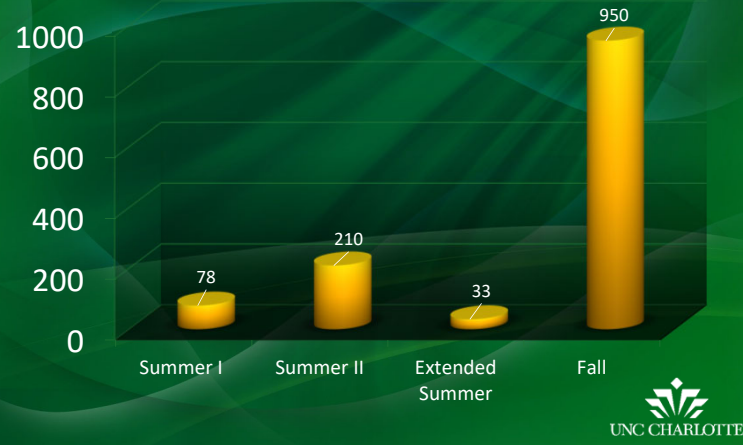
These resources are still being developed. As questions are asked, they will be added to the FAQs.

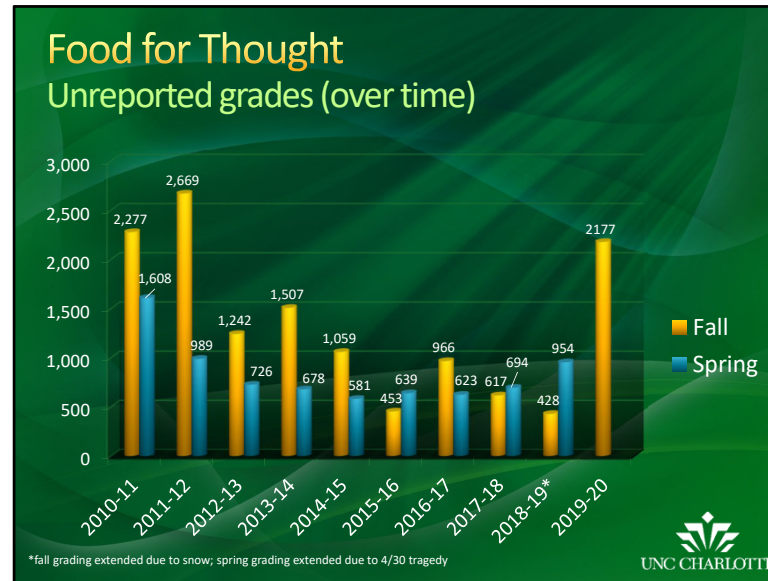
Any thoughts about 2nd half registration where the course requires class standing but gets earned 1st half? Once the student earns those hours, the classification updates automatically. They cannot register for the class in 2nd half until they have earned the credit. That's a new override Jon is proposing. If the instructors enter the grades early and on time, the updates would show and the students could register. You can do an override. Elizabeth Mullis (Elizabeth.Mullis@uncc.edu) will research this more.



Food for Thought

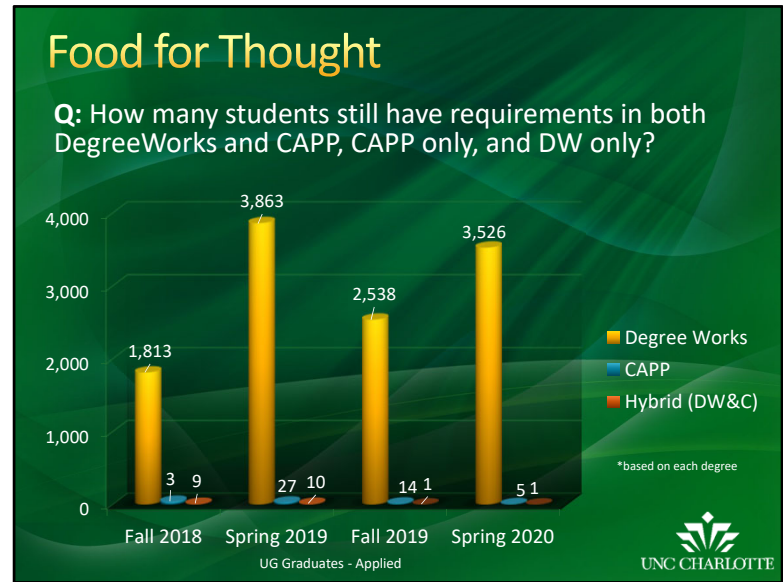
Unreported grades - Assigned an NG





You'll notice a difference between the last slide (950) and this slide (2177). We captured 2,177 missing at noon. Based on volume, we left open for another hour (unannounced) and then as we finalized additional end-of-term processing, that number continued to whittle down. We ended up assigning NG grades to 950 (next slide). This is meant to illustrate the true number at the noon hour for true comparison to other years.

Remember...late grades have impacts for both our office, our partner offices, and the student.



Spring 20 – unavailable major/minor
 Fall 19 –33 are majors, 4 are minors
 Spring 19 - 7 are majors, 3 are minors
 Fall18 - 6 are majors, 3 are minors

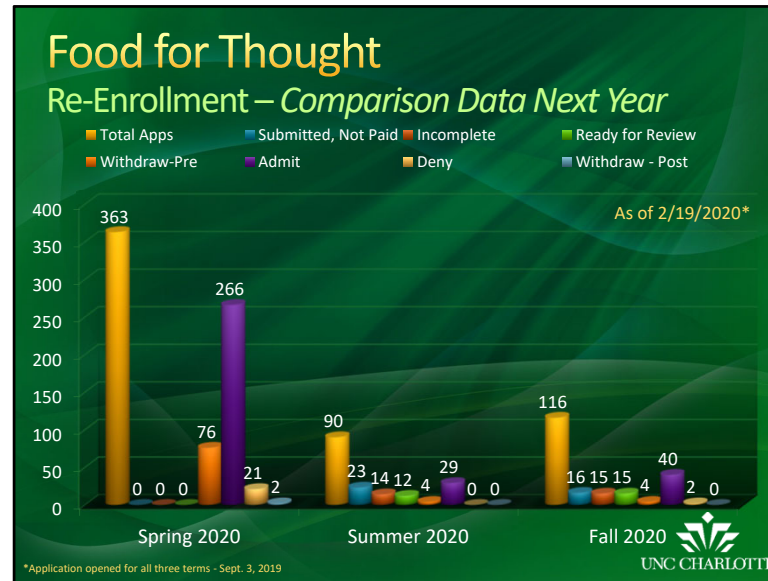
The numbers for the DW vs CAPP is based on the pre-clearance report, it is based on each degree so a student could be applied for multiple degrees.

Food for Thought

Q: How many students are using requirements in earlier catalogs?



Students on older catalogs...
15 students on older than 7 years.
Oldest catalog is now 2010-2011.



We only started collecting in Spring 2020. Week-to-week and month-to-month comparisons will begin next term.

