

Registrar Advisory Council

October 21, 2020
9:00AM-10:00AM, Zoom

Next Meeting: November 18, 2020; 9:00-10:00 AM; Zoom

1. Introductions

2. 2021-2022 Academic Calendars

- Main calendars built; session building still in progress;
- For the future, previous calendar deadline of October 1 will need to move up to July/August; request for programs to communicate this change with their departments
- Separately, the Admissions Working Group (AWG) was recently tasked with completing an Admissions Life Cycle document that will help dictate timelines of future calendar creation (e.g. when to build specific terms)
- Commencement/Conferral date for Spring term
 - Proposal to make end of term the degree conferral date, even if/when not aligned with Commencement; RAC members to discuss with departments; Lara to discuss at ASAL. This would primarily impact Spring degree conferral/Commencement.
- Graduation application dates for Spring term: for other terms, the graduation application opens the Monday after census prior to graduating term, and closes as of the add/drop deadline in the graduation term. For Spring, this means opening the application in September, and closing in early February. Some historical documentation indicates that this was previously tied to registration (opening in November). Need to determine future timeline.
 - Should the graduation application open in September? Or, in November, tied to registration? Sometime in October? Programs identify that sometimes audits are needed prior to graduation application, and September is a high-volume time for this. Other programs need extended period to schedule dissertation defense/comprehensive exams.

3. Missing Grades: Current Initiative & Future Efforts

Missing grades for prior term; becomes a financial aid compliance issue; question whether coursework was completed. Registrar's Office spearheading initiative to collect these grades; further emails/reports forthcoming for this.

4. Agenda submission from website: communication to students moving from Waitlisted to Enrolled status

Some interest, more research needed; no programs opposed to this functionality, should it come to fruition.

5. CU-SIS Fluid transition forthcoming

Demonstrations and trainings to be made available for Registrar's Office and all affected business units. This is likely slated for October 2021, giving longer runway for training, documentation, and launch.

6. Residency Update

Spring 2021 petition open; includes COVID section discussed at prior RAC meetings. Charity advised council members that previously, before Summer 2021 and Fall 2021 calendars were created, residency was impacted, in that students received link for Initial



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Verification of Colorado Residency form, but their actual matriculation term was not yet an option. They then selected another term, which creates an error, and they do not receive email confirmation of their submission. As a result of not getting an email, they submit the form again, creating a cycle of errors. The Registrar's Office having a better understanding of admission timelines in programs will circumvent this issue in the future.

7. Academic Catalog Updates

Technology now in place, initial administrative training completed; software ready to launch to begin building pages. A view of this is expected to be available at the November RAC meeting.

8. Degree Audit Update

Lara and Charity have joined system-wide degree audit system; UIS exploring a CU Anschutz specific instance; first draft of audits expected to happen over the next month.

9. Registrar website transition complete as of 10.7.2020

Redirects in place for the next couple months; recommended to update any linking sites as soon as possible to maintain continuity.

10. Open Discussion

- FA implementing process to verify SSN's to ensure compliance with 1098-Ts, among other enhancements
- December conferral date confirmation: December 18, 2020
- Action items for RAC members:
 - ✓ Conferral date attached to end of term – any objections?
 - ✓ Graduation application dates for Spring – closer to registration? Census? Other?
 - ✓ Need to change future calendar deadline from October to July – any issues?
- Council members request ability to search for students by former name; Charity to research this and build a query if functionality does not yet exist.
- Request for unified online forms – will review this request with other Directors for prioritization – to include:
 - Withdrawal
 - Registration - Add/drop
 - Grade change (or automated process)