

Registrar Advisory Council

December 18, 2019

9:00AM, Nighthorse Campbell M24-204 Conference Room

In attendance:

Heather Peterson (Office of the Registrar); Lara Medley (Office of the Registrar); Charity Moser (Office of the Registrar); Karl Davis (Financial Aid); Giselle Cabrero (CHA/PA); Deborah Jackson (School of Medicine); Helen Macfarlane (School of Medicine); Beverly Brunson (Skaggs School of Pharmacy); Latrice Pettigrew (College of Nursing); Jodi Cropper (College of Nursing); Shawna Cox (Graduate School); Amy Bello (Office of International Affairs/ISSS); Amy Hebbert (Colorado School of Public Health); Susan Kepner (Skaggs School of Pharmacy); Rachel Wagmaister (Skaggs School of Pharmacy); Salina Evans (School of Dental Medicine); Melissa Ishida (Physical Therapy); Steven Winterbach (Anesthesiology); Holly Nelson (Office of Case Management)

Next Meeting: January 15, 2020, 9:00-10:00 AM, Nighthorse Campbell M24-204 Conference Room

1. Introductions of new council members

2. Approve November meeting minutes

- Council unanimously approves minutes.

3. Medical Leave of Absence process, presented by Holly Nelson, Assistant Director for Advocacy & Empowerment (Office of Case Management, CARE Team, the Phoenix Center at Anschutz)

- Holly Nelson provided the recently implemented policy and process surrounding medical LOA, emphasizing the close partnership between her office and that of the schools and programs through the process (for students preparing to go on LOA as well as return). The Office of Case Management works closely with healthcare providers, and supports the collective decision of non-treating healthcare provider and program personnel.
 - Under an approved medical leave, students can maintain 12 months of health insurance; personal leave only allows for 3 months of coverage. The formal medical LOA provides additional accountability surrounding the student's fitness to return.
- The application and policy for the medical LOA are found [online](#); Holly's presentation to be shared via RAC listserv.
 - Questions and collaboration on this process with the Office of Case Management are welcomed and encouraged.
- Additional processes and policies governing non-medical Leave of Absence will be discussed at a future RAC meeting.

4. Updates:

- **CeDiplomas:**
 - No changes since last meeting with go-live still anticipated Spring 2020.
- **OnBase training:**
 - This was requested at November meeting; UIS has developed a website as a training resource as well as a New Customer Survey. Departments who have not yet implemented OnBase should fill out the survey (and view applicable resources) via the [UIS website](#).

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- **Non-Degree/Discontinuation Workshop (February 26):**
 - Currently, students who do not attend for 3 semesters are automatically discontinued via a batch process. However, this carries concerns around student support; in some cases, students should actually be placed on LOA or discontinued. Schools and programs are encouraged to proactively communicate these changes to the Office of the Registrar when known for accurate record keeping as well as effective support to students.
 - At the suggestion of council members, the workshop will be broken out into two different meetings to address best practices for LOA/discontinuation of student records; another meeting will take place for discussing non-degree business practices.
 - Of concern to be discussed for Non-Degree:
 - Transitioning from non-degree to degree-seeking (timing of discontinuation, registration under proper program/plan)
 - Transitioning from one plan to another (between schools/programs)
 - Tuition Assistant Benefit (TAB) policy (policy requires students to register on first day of class at beginning of term; creates challenges for non-degree employees whose courses start later in the term, and waiver request is consequently denied)
 - Enrollment restrictions needed on certain courses to ensure alignment with specific schools/programs
 - Identify when manual registration by the Office of the Registrar is necessary
 - At the request of council, a Non-Degree 2-hour meeting will be held February 26. 1-2 weeks later, the Discontinuation meeting will follow.
- **Transcript Notations:**
 - The Registrar's Office shares that no disciplinary notations outside of those requested by the Office of Equity will be added to transcripts; these notations cover sexual misconduct violations in adherence to the Clery Act). In the future, a campus-wide Code of Conduct will be developed, which will govern and outline any other potential disciplinary notations on transcripts.

5. Organizational Changes in the Registrar's Office

- Recently, a reorganization took place that impacted the Office of the Registrar at both CU Denver and CU Anschutz, establishing a new affinity group called Student Enrollment Operations and Compliance. The group is comprised of Financial Aid and Scholarships, Registrar, Digital Strategies and Communication, Registrar, Undergraduate Non-recruiting Operations, Compliance, Integrated Student Services, and Student Success Technologies. These units will work collaboratively to support, enhance, and broaden enrollment management efforts with a focus on data-informed services and student experiences.
- As a result of the change in organizational structure, the Campus Registrar position is being eliminated, and a new Director of Registrar and Financial Aid Services for CU Anschutz is being created (job posting anticipated early 2020).
 - Carrie John will continue to serve as University Registrar for both Denver and Anschutz campuses. Heather Peterson will transition from her role as Campus Registrar to a new position as the Compliance Officer, providing compliance oversight in several areas, including financial aid, accreditation (both HLC and



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others specific to each campus), impacts to student records, admission operations, and digital strategies. Heather's last day at CU Anschutz is December 31.

- All projects already in progress are expected to continue forward, though new projects may not begin until new Director is hired. Members of the CU Anschutz community should continue to contact the Registrar's Office via the main phone line (303.724.8000), or via email (Registrar@CUAnschutz.edu). Questions that may have previously required the authority of the Campus Registrar may route to Justin Jaramillo (Assistant Vice Chancellor for Student Enrollment Operations and Director of Financial Aid), or Jan Gascoigne (Assistant Vice Chancellor for Student Affairs).
- Future RAC meetings will be led by Lara Medley (Associate Registrar).

6. Adjourn