Registrar Advisory Council

February 19, 2020

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

Agenda:

Introductions

New certificate programs in Skaggs School of Pharmacy (Dr. David Thompson)

- Integrative Health in Medicine certificate program currently available to Pharmacy students; would like to open this up to other programs – how does this work logistically? Trying to be mindful of how to disseminate this, respective of other programs. How to inform students of a bona fide educational program?
    o Teresa suggests student listserv in Graduate School, as this involves a vetting process
    o Possibly names of "gate keepers"
    o CHAPA uses distribution list
    o CON suggests website with these opportunities that programs can link to – need to ensure program oversight
    o Must include disclaimer regarding program limitations (e.g. no additional Master's program allowed)
    o Suggest some form of approval process (program, financial aid, other school specific concerns)
- Rachel asks that any info on 'gate keepers' be sent to her – she will share at future meeting

Approve January minutes

Updates/Discussion:

Administrative Drop/Student Billing/Withdrawal Status
    o Add/Drop period
        ▪ Census
            • Withdrawal period – course remains on transcript, with grade of W
                o Admin Drop = Reason Code (despite withdrawal action)
                o True drop for administrative error or extenuating circumstance; in CON, if student fails Block A, can still drop from Block B (12% into course)
                o Refunds are managed independent of decision to drop (expunge from transcript) or withdrawal; refund amounts determined by program, based on timing within term; not all programs will determine FA impact – it is helpful to know that the processes are happening on the back end
                    ▪ End of Term
    o Questions about cleaning up inactive records – Administrative withdrawal vs. inactive can be punitive, data cleanup, or DISC for non-enrollment/response
    o Some programs indicate students are discontinued too soon; need to be date based to allow registration

Non-Degree Meeting: February 26
    o Originally intended as training, will be larger discussion/information finding

Parchment Storefront update
    o Now live – without much issue;

- o CON Requests transcript link:
  https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=1pb1uMG8IVFThrLN

2020-2021 Academic Calendars
- o Published; future years will publish sooner (approximately November 1)

Fall 2020 Commencement
- o End of term December 18, venue not available at that time, making Commencement occur on December 12
- o This means diplomas cannot be distributed (prior to end of term) at ceremony
- o This is likely to happen again Fall 2021

Summer 2020 Course Roll
- o All courses rolled for surveys submitted (some Grad and CSPH missing); encourage programs to review, and follow up with Charity for any that remain outstanding.

Fall 2020 Course Roll, target date March 1

Service Indicators via for graduating students
- o Some issues with students walking with credits outstanding, so hold is a disadvantage
- o Graduate school uses registration hold for non-degree population
- o Programs to connect with their colleagues to determine approach

Catalog Discussion

Certificates:
- Tracking
- Recognition
- Career/program
- Identifying/coding timing