

# Registrar Advisory Council

June 19, 2019

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

## Agenda

In attendance: Lara Medley, Heather Peterson, Giselle Cabrero, Amy Hebbert, Elizabeth Bowen, Melissa Ishida, Teresa Bauer-Sogi, Shawna Cox, Amy Bello, Helen McFarlan, Beverly Brunson, Latrice Pettigrew, Steven Winterbach, Stephen Linenberger, Elena Chappelle, Susan Kepner, Brenda Witt, Dan Hussey

## Introductions

### Approve May meeting minutes

No changes, approved.

### Thesis/Dissertation course component in CU-SIS

- The National Student Clearinghouse works closely with universities and colleges collecting national enrollment data. The information collected is shared with many other stakeholders one of which is NSLDS (National Student Load Data System).
- NSLDS manages student loans on multiple levels including when a student goes into repayment based on the number of credits they are enrolled each term. (i.e. full time vs half time)
- Thesis/dissertation courses are seen as full time ensuring the student does not go into repayment regardless of the number of credits they are enrolled.
- To support students taking thesis/dissertation courses effectively the course component in CU-SIS needs to be coded correctly.
- OTR will email list of what is listed as thesis/dissertation course. Schools and programs will verify if accurate. Changes must be submitted via course proposal form. Then course builder will fix, and new accurate course will roll.
- Amy Bello requests a copy of the final thesis/dissertation course list to help with advising INTL students, OTR will send a list after clean up/finalization so that stakeholders can see.

### Course proposal announcement

- Send course proposals to [registrar@cuanschutz.edu](mailto:registrar@cuanschutz.edu) email address moving forward. Now there is more than one person working on these.
- Diploma questions should also be sent to main Registrar inbox. 24 hrs for a response is expectation, if no reply then send again.
- If the inquiry is for residency please send to general TCO box which will be [tuitionclassification@cuanschutz.edu](mailto:tuitionclassification@cuanschutz.edu)

### Program Finder

- Marketing and recruitment tool that displays job, salary, and curriculum for each degree. Since AMC has no catalog OTR does not know which programs are online/fully online.
- Heather requests that all schools and programs send her a list of which programs are fully online.
- Shawna this is a very narrowly defined set of classes in terms of the AMC program population. Amy Bello students are very confused about which campus they are part of.
- Amy Hebbert asks where is the salary, job and curriculum information that is going to populate this database pulling from? OTR will bring this forward to OIT.



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- Concern is that at the graduate level students will want to compare outcomes from school to school. Our students are not shopping for their credential they are considering which institution. OTR will also bring this forward.

## Program cleanup efforts

- Which programs are currently active? OTR will reach out to all schools with all programs, sub-plans, certificates, degrees. Which ones should actually be active?
  - Help determine if programs should be deactivated or consolidated based on enrollment reports.
- OTR will coordinate with Terry Potter and IR to ensure no duplication of effort on program clean up.

## Online only programs

- Having one intensive in-person orientation/training/session does not disqualify program from being considered online.
- OTR wants schools and programs to consider: What do you consider to be online programs? Do these students come to campus ever and when? This information will be included in the program finder so students know if they need to come to campus.
- Clinical work is in person. That has to be done in person, whether at AMC or otherwise. That is not considered an online program because there is face to face instruction happening.

## Transcript storefront

- Our transcript storefront will be separating from Denver to only host Anschutz information. This should reduce AMC student confusion on ordering a transcript
- Students who have created an account already with Parchment will need to recreate a new account.
  - This coincides with Anschutz domain change
  - Most alumni don't remember their account and usually need to recreate a new one.
- Transcript Storefront live in two to three weeks, new CU AMC Registrar website will not be live for a few more months. (Update after June RAC meeting...New storefront will be live in August).
- Transcripts are system-wide and are separated by career. School will display above each semester. CU AMC = CU Denver because of how we appear in the information system.
- Beverly Brunson says Pharm Residency CAS will not accept parchment. If there are systems not accepting parchment let HP know so that she can speak with parchment so they can reach out the organization to negotiate acceptance of parchment pdf credential.

## Fluid Student Portal Student Testing – Elena

- Colorado Springs, Denver and Anschutz are rolling to a new student portal. It is an Oracle produce with increased mobile functionality. Portal will be campus specific
  - Possible to be program specific in the future. We'll look into this
- Elena and the Fluid Student Project team need student volunteers from each school/program for testing.
  - Have students grad, CON (need undergrad), SOM
- Old portal will be visible for a short time. More functionality will be moved to portal after the initial go live.
- Can schools/college add product integration?
- Portal demo in a future RAC. Will send screen shots.



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- How will student employee's portals be managed? (SOM) - Testing example?
- Can we have view only access to student portal to help with troubleshooting and better service? (CON)
- How will dual campus student portals be managed? (GS) Same campus degree and degrees from both Denver and Anschutz and Boulder – Testing example?
- Testing throughout the summer. Possible soft rollout fall with both portals live.

## Leave of Absence Policy – Lara

- OTR will create a LOA form. Starting with medical LOA.
- OnBase electronic form that will reside in student portal.
  - Flag international students so ISSS is notified.
- ISSS would like maxient access. This will need to route through Carl Johnson and the Care Team.

