Registrar, Graduate Division and Transfer Credit and Articulation Services (TCAS) Campus Updates

Bracken Dailey, University Registrar

Karla Contreras, Director of TCAS

Kara Oswood, Director of Academic Affairs, Graduate Division

Winter 2025

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OBJECTIVES FOR THESE MEETINGS

➢ Provide quarterly updates to campus regarding items related to Banner/25Live/Degree Works/Course Request systems or general policy/procedure from the Registrar's Office and Graduate Division.

➢ Provide updates from TCAS

➢ We will accept questions or suggested topics prior to the meeting. Please note that this is not intended to be specific training.

   ➢ We will open for Q&A after the presentation but please be aware that some questions we may not be able to answer without research, so asking your question ahead of time is the preferred method.

➢ Each meeting our goal is to follow a standard format. This includes covering any new items in the following categories:

   ➢ TCAS

   ➢ General Items

   ➢ Courses

   ➢ Academic Scheduling

   ➢ Records

   ➢ Graduation and Degree Audit

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Transfer Credit and Articulation Services (TCAS)

Undergraduate Students

NO CURRENT UPDATES

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Graduate Division and Registrar's Office

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Graduate Division | Unit Overview

UNIT	PURPOSE	CONTACT
Academic Recruitment & Outreach	Strives to diversify and increase the graduate student population by facilitating the recruitment and retention of highly qualified applicants.	Laura McGeehan
Admissions	Manage and support the application process. Reviews applications, sends graduate admission offers, and complete post admission tasks, such as accepting final transcripts and other documents. Slate support.	Elisa Gutierrez
Academic Affairs	Handles matters pertaining to the academic record and policies governing graduate students, including interpreting regulations. Reviews and processes petitions and exception requests. R'Grad, Banner, and Degree Audit support.	Kara Oswood
Employment & Postdocs	Employment eligibility for TA and GSR, contract, and union assistance for ASEs and Postdocs.	Patrick Napier
Grad Success	Student services tailored for graduate student needs. Academic and professional development, including writing and other resources.	Dawn Loyola
Financial Support	Award and employment tracking and posting into Banner	Danielle Garcia
Research Ethics Education	Resource for graduate students, postdocs, and faculty across all areas of research and scholarship.	Dena Plemmons

All staff are listed on our Contact Us website

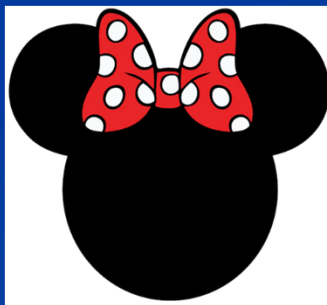UC RIVERSIDE

Graduate Division | Academic Affairs

Amanda Wong | A – H

- Graduation & end of quarter coordination
- Repeat Course Work

Trina Elerts | I – P

- Curriculum changes
- Incomplete Extension

Jessica Renteria | Q-Z

- ON LEAVE Winter 2025
- Contact gaa@ucr.edu
- Intercampus Exchange

Kara Oswood| Director

- Academic Disqualification
- Timetables
- Readmission

Alpha Splits are available on our staff [website](#) and a more detailed description of duties can be found on our [Share point](#). Please contact the staff member directly before emailing gaa@ucr.edu

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Enrollment Adjustments

Weeks 1&2 (no EAF)

Week 3 (EAF, no fee)

Week 4 & after (EAF, $4)

Lower Division S/NC

No petition needed if S/NC is an option. EAF after Week 3.

Advancement to Candidacy

vs

Graduation Application

NEED HELP?

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Graduate students' first point of contact is the Faculty Graduate Advisor in their academic program

ACADEMIC
- What classes should I take?
- How do I enroll or I can't enroll?
- What are the expectations for the written/oral qualifying exam?
- When do I need to complete an academic milestone?

EMPLOYMENT & FINANCIAL
- Why haven't I been paid?
- What do I owe this quarter?
- Employment position concerns
- Financial aid hasn't been received
- California residency

POLICIES & PROCEDURES
- How do I stay in good standing?
- What policies must graduate students follow?
- What are the general procedures for graduate students at UCR?

PROBLEMS & CONCERNS
- I have a problem and don't know where to start
- I don't feel comfortable talking to someone in my program
- How do I appeal a program or Graduate Division decision?

NEED MORE HELP?
- Graduate Program Coordinator
- Graduate program handbook
- PI/mentor
- Degree audit (R'Web)

NEED MORE HELP?
- Graduate Program Coordinator
- Hiring Department (Employment)
- Financial Aid (Student Loans)
- Student Business Services (Billing)

NEED MORE HELP?
- Graduate Program Coordinator
- Regulations & Procedures website (Graduate Division)
- Graduate Academic Affairs team (Graduate Division)

NEED MORE HELP?
- Graduate Program Coordinator
- Department Chair
- Outside of program:
  - Associate Dean for Academic Affairs (Graduate Division)
  - Assoc/Divisional Dean for Grad Affairs in College Offices

RESOURCES
- General Catalog, program specific
- R'Web: Student Profile, enrollment and holds information
- Faculty or students in your program

RESOURCES
- Registrar's Residency Coordinator
- Labor Relations
- Union representatives
- Student Employment website (GD)
- Teaching Assistant Development Program (Graduate Division)

RESOURCES
- Graduate program handbook
- General Catalog, Graduate Studies
- Associate Dean for Academic Affairs (Graduate Division)

RESOURCES
- Ombuds
- Case Management
- Counseling & Psychological Services (CAPS)
- The Well
- Help Resources - help.ucr.edu
- Graduate Student Assoc (GSA)

Visit https://graduate.ucr.edu/need-help for links and additional information

Information Regarding 4+1, BS/MS, Combined Programs

- We're working to determine a consistent title for these programs and unify language across campus.

- New pathways to existing combined programs are increasing. It is important to review the process for appropriately coding students who intend to complete one of these programs.

  1. The new pathway must first receive Senate approval.

  2. Students must be admitted to the combined major at the undergraduate level when they are approved to complete it. If they are not appropriately major changed at the undergraduate level, they will not be accepted to the combined program at the graduate level.

  3. Distinct major codes (typically ending in BM) have been created for approved combined pathways for the following reasons:

     - To accurately track students

     - The correct program is reflected on their transcript

     - Graduate Admissions can easily identify a student has met the 4+1 criteria as an undergraduate student.
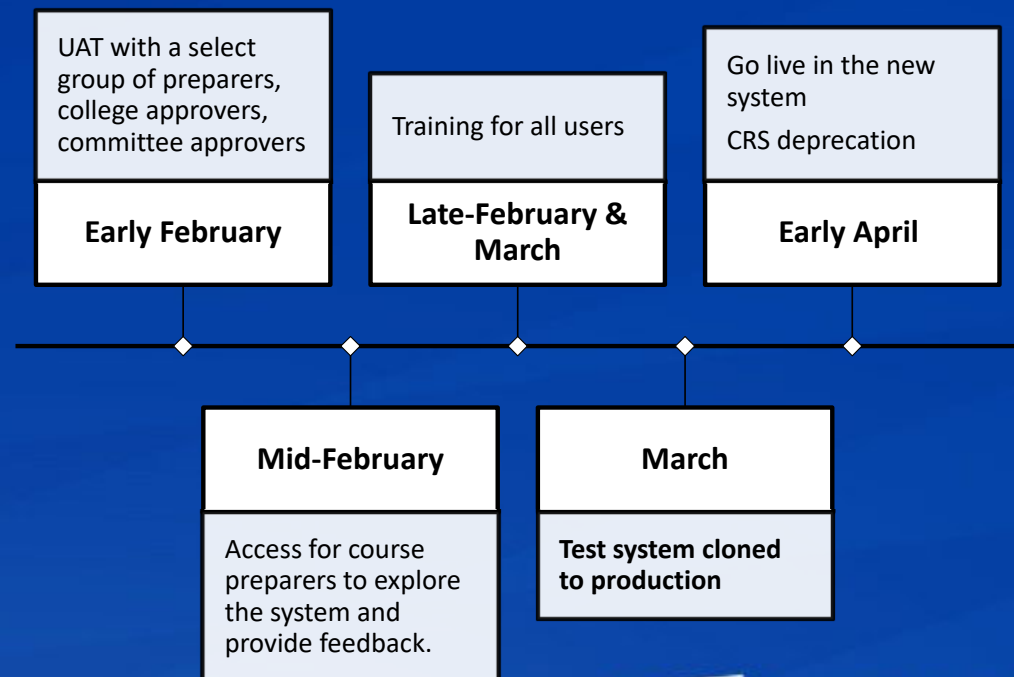
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Courses

Coursedog

Things to note:

- Modifications and improvements are still being made in the system

- Continue to submit course proposals in CRS until instructed otherwise

- Communication will be going out to Campus Community with additional details

New Course Management System Timeline

UAT with a select group of preparers, college approvers, committee approvers	Training for all users	Go live in the new system CRS deprecation
Early February	**Late-February & March**	**Early April**

Mid-February	**March**
Access for course preparers to explore the system and provide feedback.	**Test system cloned to production**

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Courses

Course Approval Deadline Reminders

Deadlines for courses and affected courses to be submitted to the CRS Reviewer queue (Registrar's Office):

Courses with the effective term <u>Winter 2026</u> and Courses they affect:

- o Graduate courses: **<u>April 25, 2025</u>**

- o Undergraduate cross-listed and renumbered courses: **<u>May 9, 2025</u>**

Courses can be submitted in CRS until we go live in the new course management system.

Questions? Email: crsfeedback@ucr.edu

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Upcoming Deadlines for Spring 2025

Academic Scheduling

DEADLINES ARE FOR ALL COURSE LEVELS

Unresolved Sections placed in Registrar Hold Status by 5 pm	Wednesday, January 29
Schedule of Classes Published Online	Thursday, January 30
Learning Community Reserved Seating Entry at 5 pm (suggested deadline)	Wednesday, February 5
Sections with Errors Placed in Registrar Hold Status by 5 pm	Friday, February 7
Student Registration Begins	Monday, February 10

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Proposed Change to the Academic Scheduling Process
Pilot Trial for Fall 2025 Scheduling Cycle

Problem

Current process is inequitable for departments with a larger number of sections to manage.

Goal

Provide opportunity for department academic schedulers to evaluate and adjust requests based on current availability resulting in a more equitable process.

Changes

- Notification from Academic Scheduling when PACT scheduling is mostly complete, providing opportunity for department schedulers to evaluate and adjust SACTs.

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Proposed Change to the Academic Scheduling Process
# Pilot Trial for Fall 2025 Scheduling Cycle

- SACT 1st Optimizer run using "Best Placement" and established partitions. Results provided to department schedulers, including all courses unable to be assigned a room and a current availability grid. Required response for any SACT with no room assignment.

- Department schedulers will have a 5-business day window to update the day/time meeting pattern in Banner for sections not placed.

- SACT 2nd Optimizer run using "Best Placement" and best utilization. Results provided to department schedulers with an invitation to a 90-minute Zoom meeting to resolve remaining sections. Department schedulers will have 5-days to prepare for the meeting. Staff must be empowered to make decisions on the call to resolve and schedule remaining sections.

- See dates added to the Fall 2025 Scheduling Cycle.

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Looking Ahead to Fall 2025

Academic Scheduling

DEADLINES ARE FOR ALL COURSE LEVELS
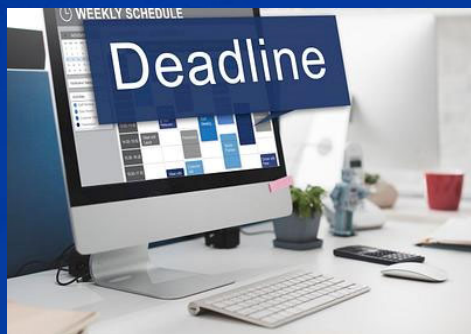
Fall 2025 "Call" Sent to Academic Departments by 5 PM	Tuesday, February 4
"Call" Deadline for Academic Departments	Friday, March 7
Deadline for Entry/Updating of Sections that Fall Under a CSC Approved Pre-Scheduling Agreement by 5 PM	Friday, March 7
Learning Community Room Attribute Codes to be Entered by 5 PM	Friday, March 14
*Optional: SACT Review Before 1st Optimizer Run	Friday, March 14
*Estimated SACT Reserved 5-day Window for Adjustments After 1st Optimizer Run	Friday, April 4- Wednesday, April 16

*New Process

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Looking Ahead to Fall 2025

Academic Scheduling

DEADLINES ARE FOR ALL COURSE LEVELS
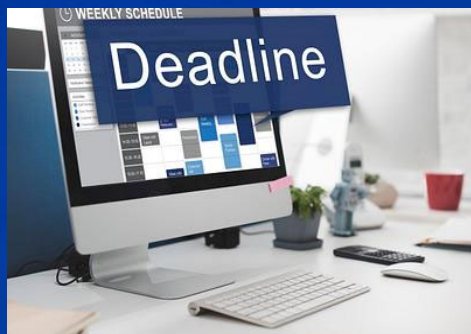
*SACT 5 Business Day Review Period in Preparation for Zoom Call	Thursday, April 17 – Wednesday, April 23
*SACT Option Resolution Zoom Call	Thursday, April 24
Department Proof Reminder by 5 PM	Friday, April 25
Learning Community Templates to be Received by 5 PM	Friday, April 25
Proof Distributed to Academic Departments after 1 PM	Monday, April 28
Proof Deadline for Academic Departments	Thursday, May 1

*New process

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Academic Scheduling

Classroom Use Agreement with School of Business

Room	Occupancy	Days/Times
SBB 165	344 seats	Mon.-Thur., 8 am-10 pm
SBB 260	80 seats	Mon.-Fri., 8 am-10 pm
SBB 280	80 seats	Mon.-Fri., 8 am-10 pm

- School of Business classes is granted pre-assignment into the three rooms.

- Once the School of Business sections are scheduled, the Registrar's office will schedule any non-School of Business courses into the remaining space.

- Unused time slots are released back to the School of Business once the department proof is distributed.

- Support for these classroom spaces managed by Facilities and Information Technology (IT). Follow the same procedures as any other General Assignment classroom.

- Successful transition during Fall quarter.

- Fully utilized for Winter 2025.

- It may be possible to move to a SBB room after distribution of the department proof. Please check with Academic Scheduling staff who will facilitate the request.

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Academic Scheduling

Building	Room	Occupancy
ED I	G650	94
ED I	1670	80
ED II	104	140
ED II	105	80
ED II	106	140
ED II	205	136

Classroom Use Agreement with School of Medicine

- School of Medicine provides available space to Academic Scheduling at the Call deadline

- The Registrar's office will schedule sections in the available timeslots in the School of Medicine rooms.

- Unused timeslots are released back to the School of Medicine once the department proof is distributed.

- Support for these classroom spaces managed by Facilities and Information Technology (IT). Follow the same procedures as any other General Assignment classroom.

- Provides additional general assignment space for capacities where availability is tight.

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Academic Scheduling

Reminder - Extended Passing Period Policy Change

- **Effective Spring 2025 –** The Course Scheduling Committee approved the elimination of the Extended Passing Period/Village time for North District – What does that mean?

- Academic Scheduling has availability to schedule sections into three rooms in North District (NORD). Rooms/capacities include: A1000 - 26 max, A1002 - 22 max, A1010 - 90 max

- Eliminating the irregular meeting patterns will make it possible for departments to easily swap into a different/larger room on campus once registration starts.

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- The campus is moving to a singular scheduling software.

- To request access for Academic Scheduling, submit a ticket in Workfront using this link: Add Department User to 25Live Pro and include your role and/or tasks you will be ding as a 25Live Pro user.

- Academic Scheduling Staff is granting access only to staff who administer academic course sections.

- As the planning moves forward, the responsibility of granting user access will likely transfer to ITS.

CollegeNet – 25Live Pro Scheduling Software

Instructor Maintenance Requests

There has been some confusion on which link to use to submit a ticket in Workfront.

- Use this link: <u>Instructor Modifications</u> to submit your request to add a new instructor or add/modify instructors in Banner. This includes Teaching Assistants (TA's) and one term adjustments for Associate Ins.

- The link can also be found on the Registrar web page under Staff and Faculty Resources

+	Courses in Banner
+	Section Maintenance in Banner
+	Instructor Records and User Provisioning
+	Student Records
+	Graduation and DegreeAudit

- Reminder: Updates for the current term should be made before the end of third week.

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Non-Academic Scheduling

Restrictions for Weekend Events

The following buildings are available for use by small events throughout the year. Additionally, other classroom options may be considered IF the spaces outlined below are fully utilized. Fees may apply. Buildings with lab research facilities will not be utilized.

- Highlander Union Building **Sat and Sunday 8am -10pm** (keyed entry by HUB staff)
- Student Success Center **Sat 8am -2pm** (electronic access backup Keyway)
- University Lecture Hall Weekend hours as requested (keyed entry)
- Skye Hall GA classrooms Weekend hours as requested (electronic access & backup keyway)

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Records | Student Records Assistants

Halim Alvarez | A – F

- Grading
- UC-to-UC Special Programs

Jose Aguilar Jr | G – L

- Notary/Apostille
- ROTC & KILLEA Special Programs

Brian Villa | M – R

- Diplomas
- Education Abroad

Sally Torres| S – Z

- Transcripts
- UCDC/UC Sacramento Programs

Alpha Split and full Duty Distribution are available on our staff website

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Records | Leads & Coordinators

Raekisha Anafi | Customer Service Lead
- Assistance with aged tickets or other processing items
- Workfront ticket routing
- Enrollment verifications and letters
- Customer service escalations & HOSS liaison
- Students still contact RegHelpDesk@ucr.edu or (951) 827-7284

Arturo Rangel | Residency and Fee Coordinator
- Residency for Tuition Purposes
- Statement of Legal Residence (SLR)
- Academic Dismissals
- Appeals for tuition and fees
- Contact ResHelp@ucr.edu

Alpha Split and full Duty Distribution are available on our staff website

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Records | Registration Errors Update

Why is it happening?

The way Ellucian has versioned updates and data changes is missing a trigger that should tell the user's browser to pull new information from the system. This results in a variety of errors when there's a mismatch between what the user has cached and what Banner expects. Clearing the cache forces the browser to pull that new information which "fixes" the issue.

Current Workaround:

Refresh the page using Ctrl+F5 (Windows) or Cmd+Shift+R (Mac) to resolve blank pages or non-functional buttons. For most errors, users should no longer have to clear the browser's cache, log out, and start over.

Future Resolution:

Ellucian has published an update to fix this issue. It is currently being evaluated to ensure that it truly corrects the error and if so, for the earliest installation date.

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Records | Systemwide SLR Update

Goal: Provide residency determinations for <u>undergraduate</u> students when they receive their admissions offer rather than after they SIR to enable better informed decision-making.

Pilot Status: Residency determinations for the Fall 2025 pilot population are being made through the systemwide process and successfully loaded to Banner.

Residency questions on UC application	System-wide Statement of Legal Residence	Determination at Admit/SIR	Campus Statement of Legal Residence

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Records | Student Forms Project

Significant progress has been made on the Student Forms Project with ITS. Many thanks to each of you that have been part of the workgroup process!

Current Status:

- A total of 9 forms have been submitted to ITS to-date.

- The Incomplete Extension, Letter of Completion, and Concurrent Enrollment forms have been handed off to the Registrar's Office to conduct initial testing.

- The Registrar's Office will make a first pass, both at the forms and for general system functionality.

- When ready, the Colleges and Schools will be engaged for further testing and feedback.

- This process will repeat as future forms are ready for testing.

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DEGREE AUDIT & GRADUATION

Thank you all for the continued partnership! In Fall we conferred 527 undergraduate degrees, 316 graduate degrees totaling 843 new alumni.

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DAG | WINTER GRADES & DEGREE CONFERRAL DEADLINES

Tuesday, March 25th Grades due to the Registrar's office.

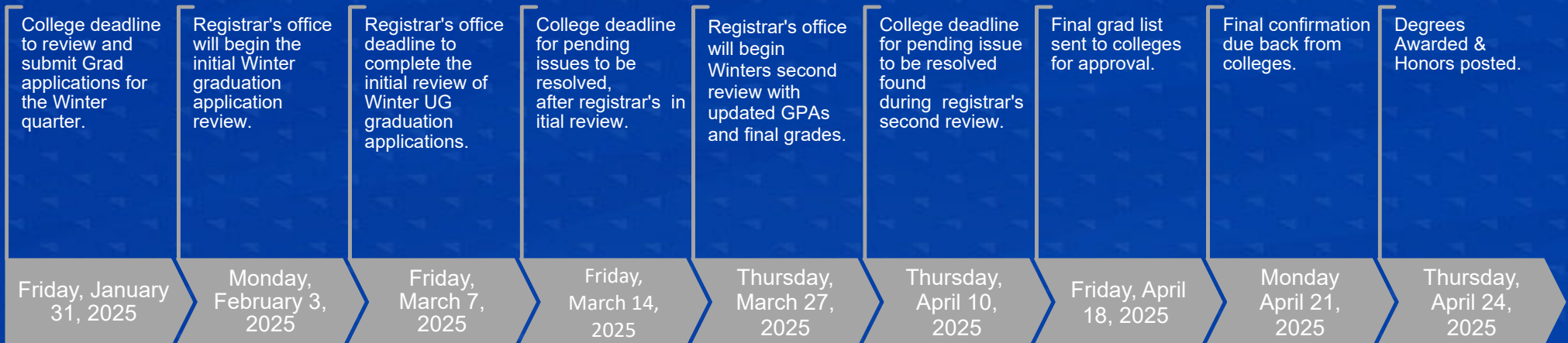Please remember that our Records unit makes multiple attempts to collect missing grades for graduating students.

Wednesday, March 26th Grades, Units and GPA's are updated for the quarter.

Any outstanding or missing grades will require the graduation application to be moved to the next term.

Friday, April 4th all graduation applications with grade impediments will be updated to NR.

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DAG | **Winter** Undergraduate Degree Conferral Timeline

College deadline to review and submit Grad applications for the Winter quarter.	Registrar's office will begin the initial Winter graduation application review.	Registrar's office deadline to complete the initial review of Winter UG graduation applications.	College deadline for pending issues to be resolved, after registrar's initial review.	Registrar's office will begin Winters second review with updated GPAs and final grades.	College deadline for pending issue to be resolved found during registrar's second review.	Final grad list sent to colleges for approval.	Final confirmation due back from colleges.	Degrees Awarded & Honors posted.
Friday, January 31, 2025	Monday, February 3, 2025	Friday, March 7, 2025	Friday, March 14, 2025	Thursday, March 27, 2025	Thursday, April 10, 2025	Friday, April 18, 2025	Monday April 21, 2025	Thursday, April 24, 2025

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DAG |Winter Grad Division Degree Conferral Timeline

Friday, March 21, 2025
Graduate Division deadline to submit winter graduate applications.

Friday, April 4, 2025
Graduate Division revision complete date.

Monday, April 7, 2025
Registrar's office will begin Graduate Division grad application review.

Friday, April 18, 2025
Final grad list sent to colleges for approval.

Thursday, April 24, 2025
Degrees Awarded & Honors posted.
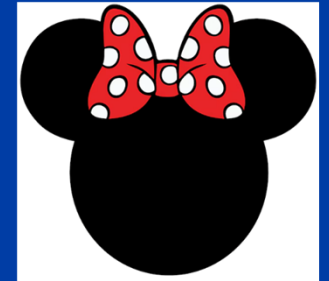
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Degree Audit and Graduation Team

Ashley Bojorquez
Degree Audit & Graduation
Specialist
ashley.bojorquez@ucr.edu

Emily J Flores-Jimenez
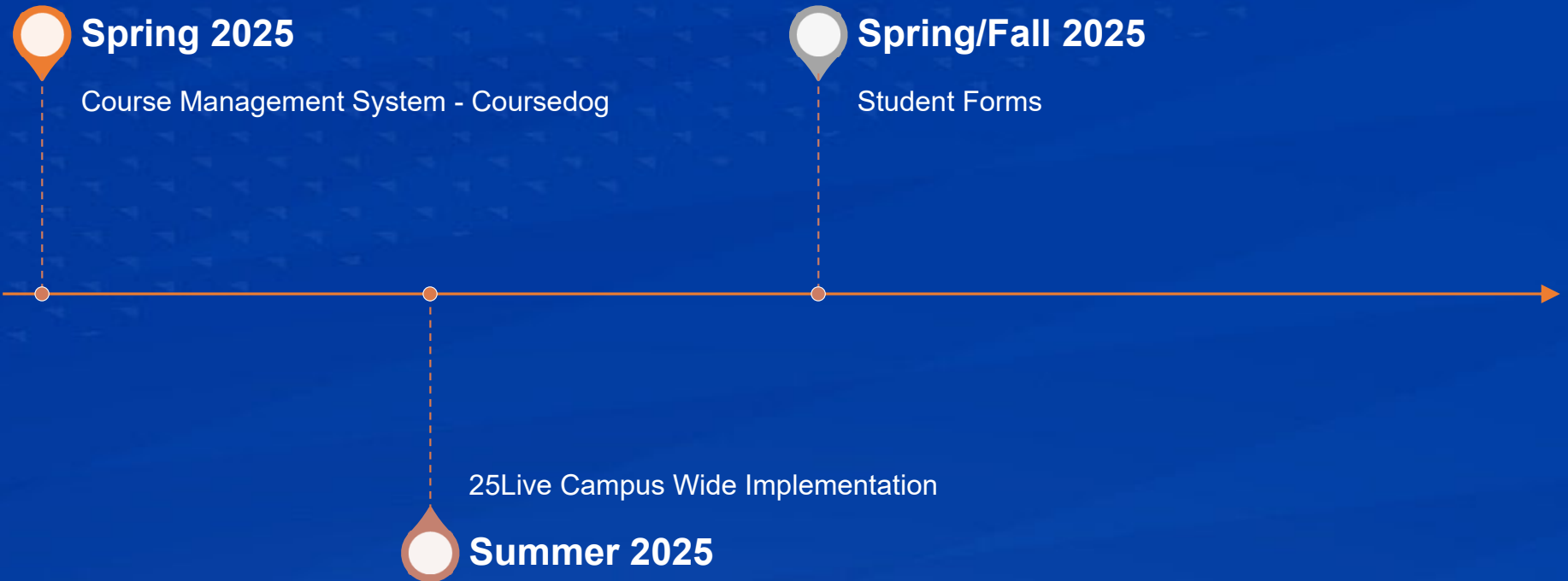Degree Audit and Graduation
Assistant
emily.flores@ucr.edu

Cristina P Gutierrez
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cristina.gutierrez@ucr.edu

Jenna L Connor
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Nelson E Quintanilla
Degree Audit & Graduation Specialist
nelson.quintanilla@ucr.edu

Spring 2025

Course Management System - Coursedog

Spring/Fall 2025

Student Forms

25Live Campus Wide Implementation

Summer 2025

Projects we are working on …

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WANT TRAINING HELP?

➢ Do you want hands-on and process-based training with Banner? Come to our trainings!

➢ You can view all 2024 training dates on ucrbanner.ucr.edu and in the UC Learning Center! Feel free to jump in and get these on your calendar!

➢ These are remote trainings to help fill in the gaps for current staff who would like a refresher or for new staff who are learning the student systems and feel a hands-on training would increase their knowledge and comfort in using them. Come get great tips and tricks!

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ECOURSE
Introduction to Banner
Introduction to Banner Training shows new users how to navigate the campus student information system. The tutorial provides th...
RI-SAECO0034
★★★★★ (15) ♡ ⋖

ECOURSE
FERPA: How to Protect Student Records
Family Educational and Privacy Act (FERPA) is a Federal law that protects the privacy rights of students and families. UCR Faculty, st...
RI-SAECO0033
★★★★★ (179) ♡ ⋖

Make sure you have completed the prerequisites to be able to see course schedules.

Learning ▾ | Banner | ✕ | 🔍

13 of 13 results for "Banner"   Sort By: Best Match ▾
Clear All   ILT Course ✕

ILT COURSE
Online Course Section Management
This is a hands-on training for users who have reviewed the Setup of Online Courses documentation at ucrbanner.ucr.edu. Particip...
RI-REILT0018
★★★★★ (1) ♡ ⋖

ILT COURSE
Cohorts and Attributes Maintenance
This is a hands-on training for users who have reviewed the Cohort or Attribute documentation on ucrbanner.ucr.edu and complet...
RI-REILT0005
☆☆☆☆☆ (0) ♡ ⋖

ILT COURSE
Permissions Prerequisites (Special Approval Code) Training
This is a hands-on training for users who have reviewed the Add Permissions Prerequisites for Departments documentation at ucr...
RI-REILT0016
☆☆☆☆☆ (0) ♡ ⋖

ACTIVITY REGISTRATION

ILT COURSE REGISTRATION ALLOWED
Cohorts and Attributes Maintenance
RI-REILT0005   👥 Unlimited

⟡ ACTIVITIES (2) : Select an activity ⟡

Filter: Seat Availability: Location: Start (MM/dd/yyyy)   End (MM/dd/yyyy)
| Search 🔍 | | Available ▾ | | See below or the Ir ▾ | | e.g. 05/03/202 📅 | | e.g. 05/03/202 📅 |

ILT CLASS REGISTRATION ALLOWED
Cohorts and Attributes Maintenance
RI-REILT0005-20230615   👥 7 Available Seats
📅 Registration Deadline: 6/13/2023 11:00 AM PDT   👤 JEFF WILLIAMS   [ADD]
📍 Online Webinar - External, See below or the Instructor will email... 📅 Start Date: 6/15/2023 11:00 AM PDT
                                                    End Date: 6/15/2023 12:00 PM PDT
                                                    (View in my time zone)

ILT CLASS REGISTRATION ALLOWED
Cohorts and Attributes Maintenance
RI-REILT0005-20231212   👥 8 Available Seats
📅 Registration Deadline: 12/10/2023 11:00 AM PST   👤 JEFF WILLIAMS   [ADD]

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Winter 2025 Training Topics and Dates

Course Prerequisites
Wednesday, January 29, 2025 | 2:00 PM - 3:30 PM

Academic Scheduling
Thursday, February 6, 2025 | 2:00 PM - 4:00 PM

25Live Pro Training
Monday, February 3, 2025 | 10:00 AM - 12:00 PM

Degree Audits and 4 Year Plans
Tuesday, February 11, 2025 |10:30 AM - 12:00 PM

Academic History Navigation, the Student Profile, and Assigning Advisors
Wednesday, February 12, 2025 | 10:30 AM - 12:00 PM

Course Request System (CRS)
Thursday, February 20, 2025 | 2:00 PM - 3:30 PM

Cross-Listed Courses
Tuesday, March 11, 2025 | 10:00 AM – 11:30 AM

Curricular Maintenance and Changes
Wednesday, March 19, 2025 | 11:00 AM - 12:00 PM

Permission Prerequisites (Special Approval Codes)
Wednesday, March 19, 2025 | 9:00AM - 10:30

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Courses

Need Assistance with Course Requests? You Have Options.

- **Join Us for the Monthly Information Session:**

  o Held the first Thursday of each month. Come ask your questions and chat about course-related topics.

  o Join the meeting via this Zoom Link:
  https://ucr.zoom.us/j/93510515903?pwd=ATbrycxIPRZF7H0hR2ihq4hpootltC Meeting Passcode: 319353

- **Email:**

  o Send questions to crsfeedback@ucr.edu.

- **Training Courses:**

  o Course Request System (CRS) Training & Course Prerequisites Training. Visit
  https://ucrlearning.ucr.edu/ to enroll.

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RESOURCES
To Equip You

Answers at your fingertips:

➢ **Ucrbanner.ucr.edu or registrar.ucr.edu/staff**: Procedure documentation, support, access information, and more!

➢ **R'Space**: Banner Training instance

➢ **UC Learning Center**: Training opportunities sign-up

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Spring 2025 Meeting

WEDNESDAY, April 23, 2025

8:15 A.M. – 9:30 A.M.

VIA ZOOM (LINK WILL BE PROVIDED IN UPCOMING EMAIL)

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Thank you for joining us!

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