

# Fall 2019 Semester Update Meeting

Academic Affairs  
Enrollment Management/Office of the Registrar  
September 26, 2019

# Objectives of Semester Update Meetings

- ▶ Provide semester updates to the academic units and campus partners. Provide an opportunity to campus partners to share information with academic units.
- ▶ Each meeting our goal is to follow a standard format. This will include requesting your questions/agenda topics in the future but will follow a standard format in the categories below:
  - Academic Calendar
  - Policy or Business Process Changes
  - Team Staffing Changes
  - Course Scheduling
  - Registration/Records
  - Degree Works/Graduation
  - Projects on the Roadmap

# Academic Calendar

## Spring 2020/Summer 2020

- Expected Publication Date
  - Friday, October 4, 2019

## Future Academic Calendars

- Two Year Schedule

# Guidelines, Policies/Business Process Updates

- ▶ Late Registration & Administrative Clean-up Period- Spring 2020
  - ▶ Drop for Non-payment
- ▶ Attendance Reporting for Title IV- Spring 2020
- ▶ Academic Scheduling- Spring 2020 and Beyond
  - ▶ Ad Astra Platinum Analytics
    - ▶ Assessment of Fall 2018 Academic Schedule
      - ▶ Course offerings-Gen Ed/Core Courses
      - ▶ Time to Degree Analysis/Student Centered Scheduling
      - ▶ Capacity Management
    - ▶ General Recommendations
      - ▶ Class section Enrollment Ratio Target=85% Our Current=84%
      - ▶ Utilize 25 classrooms available from 8:00-8:50 a.m. MWF
      - ▶ Utilize 50 classrooms available in evening patterns
    - ▶ Focus Group for Soft Roll Out for Spring 2020
  - ▶ Ad Astra Academic Scheduling/Room Optimizer- Summer/Fall 2020
    - ▶ Benefits
      - ▶ Bulk Room Assignment Tool
      - ▶ Instructor Optimization-Back to Back Instructors
      - ▶ Seat fill percentage/Room Utilization
    - ▶ Banner - what changes/what stays the same ?

# Team Staffing Updates

## Office of the Registrar Team

- ▶ Delaniese Atkins-Williams, Administrative Associate III
- ▶ Tamika Bogan, Registration and Records Coordinator
- ▶ Brenda Lockett, Transcript Analyst I
- ▶ Stewart Berry, Certification Coordinator-new office location, Evans Hall-Room 104
- ▶ Latonya Brandon, Graduation Coordinator-new office location, MSC-Suite 301/302
- ▶ Onita Williams, Assistant Registrar
- ▶ Tina Montgomery, Associate Registrar/Interim Registrar

## Vacant Positions

- ▶ Degree Audit Specialist
- ▶ Course Inventory and Schedule Coordinator

# Course Scheduling

- ▶ Schedule Roll Spring 2019 to Spring 2020- Tuesday, October 1, 2019
- ▶ Department review of rolled sections/create new sections complete by- Friday, October 18, 2019
- ▶ Registrar's Review/ Schedule Audit Reports sent to Departments- Friday, October 25, 2019
- ▶ Department Head and Dean's Certification to Academic Affairs- Friday, October 31, 2019
- ▶ Publication of Schedule- Monday, November 4, 2019
- ▶ Priority Registration Begins-Monday, November 11, 2019

# Registration/Records

- ▶ Priority Registration for Continuing Students- November 11-14, 2019
  - ▶ Special Populations- November 11, 2019
  - ▶ Doctoral, Graduate, Seniors- November 12, 2019
  - ▶ Juniors -November 13, 2019
  - ▶ Sophomores and Freshmen-November 14, 2019
- ▶ Registration for All Students-November 15, 2019-January 12, 2020
- ▶ Late Registration/Add and Drop Deadline-January 13-15, 2020

# Degree Works/Graduation

## ▶ Degree Works

- ▶ Advisor Access New Feature
  - ▶ Refresh and Process New Functionality

## ▶ Catalog Updates

- ▶ 2019-2020
- ▶ Reporting Issues



- ▶ [mydegreeworks@pvamu.edu](mailto:mydegreeworks@pvamu.edu)
- ▶ Intranet to review and report issues-Coming Soon!

## ▶ Timeline for Resolution of Issues

- ▶ Catalog updates completion date- October 31, 2019
- ▶ Issues- Spring 2020

## ▶ Degree Audit Specialist

## ▶ Fall 2019 Graduation

- ▶ Degree Audits due to Graduation Coordinator-1st Batch- Monday, October 1, 2019
- ▶ Degree Audits due to Graduation Coordinator-2<sup>nd</sup> Batch-Thursday, November 15, 2019
- ▶ Degree Audits due to Graduation Coordinator-Conferral Only-Friday, December 6, 2019



# Projects on the Roadmap

- ▶ Banner 9 Attendance Tracking
  - ▶ Fall 2020
  - ▶ Benefits
- ▶ Banner 9 Academic Scheduling Registration/Refresher/Trainings
- ▶ Improved communications
- ▶ Focus groups with faculty and academic administration
- ▶ Room Utilization Verification
  - ▶ On-going
  - ▶ All Buildings/All Rooms
  - ▶ Communication

