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# Spring 2023 Semester Update Meeting

ACADEMIC AFFAIRS

ENROLLMENT MANAGEMENT/OFFICE OF THE REGISTRAR

Tuesday, February 14, 2023

2:00 p.m.

# Objectives of Semester Update Meetings

- ▶ Provide semester updates to the academic units and campus partners from Academic Affairs/Enrollment Management/Registrar's Office.
- ▶ Provide an opportunity for campus partners to share information with academic units.
- ▶ Each meeting our goal is to follow a standard format.
- ▶ Please save your questions until the end of the meeting, as they may be answered as we proceed with items below:
  - Academic Calendar
  - Policy or Business Process Changes
  - Team Staffing Changes
  - Course Scheduling
  - Registration/Records
  - Degree Works/Graduation
  - Training Opportunities/Projects on the Roadmap
  - Updates/Announcements from Campus Partners
  - Q&A



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# Academic Calendar

## Spring 2023 thru Summer 2023 and Fall 2023 thru Summer 2024

- **Published:** Spring 2023 (December/January) Mini-Mester, Spring 2023, Summer 2023 (May) Mini-Mester), Summer 2023
- Fall 2023, Spring 2024 Mini-Mester (December/January), Spring 2024, Summer 2024 (May) Mini-Mester), Summer 2024

➤ **Note: Academic Calendars are subject to change**



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# Guidelines, Policies/Business Process Updates/Lessons Learned/Best Practices

- ▶ Course Scheduling Common Mistakes
  - ▶ Instructional Method = Schedule Type = Campus Code = Section Code
  - ▶ Variable Credit Hour Classes (LEC/LAB combos) – Billing and Credit Hours
  - ▶ Linked Courses
  - ▶ Independent Study Course Level Mismatch
  - ▶ Special Topics Credit Hour Mismatch
  - ▶ Unapproved Instructional Method
- ▶ Processes that affect course building
  - ▶ Fee Attachment by Treasury Services
  - ▶ Student Registration Begins
  - ▶ First Day of Instruction
  - ▶ Attendance Taking
  - ▶ 20<sup>th</sup> Class Day



# Course Scheduling-Summer 2023 and Fall 2023 Reminders

- ▶ Schedule Roll from Summer/Fall 2022 to Summer/Fall 2023 for Departments to begin course section build - Complete by February 16, 2023
- ▶ Review Scheduling Guidelines Provided to Departments on February 16, 2023
- ▶ Registrar's Office Review/ Provide Audit Reports to Departments – March 9, 13 & 15
- ▶ Departments review, make corrections and notify their Deans that the schedule is complete – March 20, 2023
- ▶ Dean's Admin Associate emails Office of the Registrar certifying that schedule is complete and ready for final review – March 20, 2023
- ▶ Course schedule viewable via Panther tracks – March 27, 2023
- ▶ Priority Registration/Special Populations Begins - April 10, 2023



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# Course Scheduling - Reminders

- ▶ ONLY courses that have been approved through CIITS may be offered as Online or Hybrid
- ▶ For Fall/Spring a department may schedule a maximum of 60% of classes between 8 AM and 3 PM
- ▶ Make use of a range of times from early morning to afternoons and evenings



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# Registration/Records-Summer and Fall 2023

- ▶ Reminder for DocuSign Forms that require a student's signature must be initiated by the student
- ▶ Priority Registration for Continuing Students-April 10 thru April 14, 2023
  - ▶ Special Populations –April 10, 2023
  - ▶ Doctoral, Graduate, Seniors – April 11, 2023
  - ▶ Juniors –April 12, 2023
  - ▶ Sophomores-April 13, 2023
  - ▶ Freshmen-April 14, 2023
  - ▶ All Continuing Students-April 15, 2023



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# Records/Registration-Summer and Fall 2023

## ➤ DocuSign Reminders!

Initiator needs to be sure to use the “Needs to Sign” or “Needs Review” Option

Needs to Sign=Signature is required for successful routing

Needs to Review=Receiver will see document but does not need to sign, will ensure receiver sees that document routing has begun

DO NOT USE-“Receives a Copy” feature-This will mark document as completed, but not ensure that it routes and is processed

DocuSign Forms that require a student’s signature must be initiated by the student

## ➤ Grade Replacement

Highest Grade Earned-Course repeated Spring 2020 and forward

Automated process now includes undergraduate students

Grade Replacement Form will still be needed for grades repeated prior to Spring 2020

## ➤ Transcripts are generally electronically provided to student or 3<sup>rd</sup> party same day or within 1-2 business days of their request

Legacy students require more processing time –varies from 7 to 10 business days



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# Graduation

- ▶ Spring 2023 Graduation  
Application Timeline Sent to  
Departments January 26, 2023 (if  
you need a copy please email  
[lcbrandon@pvamu.edu](mailto:lcbrandon@pvamu.edu))
- ▶ Summer 2023 Graduation  
Application Timeline – TBA

# Registrar's Office Team

## **Tina Montgomery-Registrar**

- Overall Management of the Office of the Registrar functions
- Enrollment/Degree Reporting to National Student Clearinghouse
- Banner Registration set up and Management
- Banner New Program/Curriculum Management
- Academic Calendar Management

## **Delaniese Atkins-Williams-Administrative Coordinator**

- General Office of the Registrar Matters
- Registrar Webpage
- Academic Calendar questions/issues
- Student general inquiries

## **Michael Martinez-Associate Registrar**

- Course Schedule/General Scheduling Matters
  - Ad Astra Optimizer
  - Special Populations Coordination with Program Coordinators
- Degree Works
  - CPOS adjustments
  - Banner Course/Curriculum Updates
- Banner Issues/Concerns

## **Stewart Berry-Associate Registrar**

- Registrar's Office Project Management
  - Course Leaf CIM
  - Navigate-Student Alert System
  - Student Education Plan
- Athletic Certification
- Employee Scholarship Certification
- Degree Verification Requests (National Student Clearinghouse)



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# Registrar's Office Team

## **Onita Williams-Assistant Registrar**

- Registration
- Grading Issues / Grade Changes
- Student Record updates
- Attendance Reporting Monitoring
- Student general inquiries and concerns

## **Brenda Luckett-Customer Service Associate III**

- Outgoing PV transcripts/Transcript status inquiries
- Enrollment Verifications
- Student general inquiries or concerns

## **LaTonya Brandon-Graduation Coordinator**

- Graduation Matters
- Graduation Application Status Updates
- Diploma Printing and Mailing
- Course Substitutions for Degree Works
- Commencement Program Coordination

## **James Howard-Degree Audit Coordinator & Curriculum Systems Specialist II**

- Degree Works
  - Scribe
  - Banner/DW Updates
  - CPOS Troubleshooting
- CourseLeaf CIM Technical Support



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# Plans/Projects on the Roadmap

- New Version of Degree Works – Summer 2023
- Banner 9 Student and Faculty Self-Service
  - (Panther Track-Summer and Fall Registration 2023 after Priority Registration beginning in June)
  - Advisement Enhancements
  - Attendance Reporting
  - Grading



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# Academic Affairs Updates

- Editing for the 2023-2024 Academic Catalog is underway
- Departments and colleges can edit the Academic Catalog now through Friday, March 10, 2023
- Edits are limited to editorial changes and approved curriculum changes ONLY
- Departments with curriculum items approved in the February council meetings on Thursday will be sent a communication from Academic Affairs next week
- Please communicate any CourseLeaf CAT access or training needs to:
  - Stewart Berry (access and troubleshooting)
  - Deborah Dungey (training needs)



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# Campus Partners Announcements

- 1-2 Minutes



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