



PRAIRIE VIEW
A&M UNIVERSITY

Spring 2024 Semester Update Meeting

ACADEMIC AFFAIRS
ENROLLMENT MANAGEMENT & STUDENT
SUCCESS/OFFICE OF THE REGISTRAR
Tuesday, February 13, 2024
10:00 a.m.
Library, Room 307Q

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:
 - Team Introduction
 - Academic Calendar
 - Course Scheduling
 - Registration/Records
 - Graduation/Degree Works
 - Training Opportunities/Projects on the Roadmap
 - Updates/Announcements from Campus Partners
 - Q&A



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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Academic Calendar

Spring 2024 thru Fall 2024

- **Published:** Spring 2024, Summer 2024 (May) Mini-Mester), (Fall 2024 will be published by the end of the week) First day of class for Fall 2024 will be August 26, 2024
- Spring 2025 thru Summer 2025-TBA

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



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Course Scheduling-Spring 2024 Reminders

- ▶ Schedule Roll from Summer/Fall 2023 to Summer/Fall 2024 for Departments to begin course section build - Complete by February 16
- ▶ Review Scheduling Guidelines Provided to Departments on February 16
- ▶ Registrar's Office Review/ Provide Audit Reports to Departments – February 21 & 28, March 6 & 14
- ▶ Departments review, make corrections and notify their Deans that the schedule is complete – March 18
- ▶ Dean's Admin Associate emails Office of the Registrar certifying that schedule is complete and ready for final review – March 18
- ▶ If classes have errors they will be deleted from the schedule.
- ▶ Room assignments – March 22 (Summer Only)
- ▶ Course schedule viewable via Panther tracks – March 25
- ▶ Priority Registration/Special Populations Begins – April 1
- ▶ **Additional Dates found on the Task and Action Plan**



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
 - ▶ TR 9:30 AM – 2 PM have been high use times with no classrooms available.
 - ▶ Argos Report: CRSE_Percent Offered Prime Time
- ▶ Make use of a range of times from early morning to afternoons and evenings
- ▶ Summer time blocks are based on actual days available to meet. Do not use the Fall/Spring time blocks for summer.
- ▶ Departments are authorized to assign specialized classrooms and lab spaces to classes that require them. (i.e. studios, computer labs, special labs)



LIVE DEMO

Ar CRSE_Percent Offered Prime Time.Dashboard

Dashboard Options: Report Options:

Courses

Courses

Select Term

202420 - Spring 2024

Select Part-of-Term or Multiple Parts-of-Term (Use Ctrl)

1 - Full Term

8A - 1st 8 Weeks

8B - 2nd 8 Weeks

M3A - January Mini-Mester

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Office of Institutional Research and Effectiveness

TERM	SEMESTER	CLG	COLLEGE	DEPT	DEPARTMENT	ALL_COURSES	TIME_8A_3P	PCT_8...	F2F_HYB	PCT_F2F_HYB	TECH	PCT_TECH
202420	Spring 2024	UC	University College	LCO	Language & Communication	10	10	100%	10	100%	0	
202420	Spring 2024	BU	Business	GBA	Gen Busi Administration	4	4	100%	4	100%	0	
202420	Spring 2024	AS	Arts & Sciences	ARM	Army ROTC	10	9	90%	10	100%	0	
202420	Spring 2024	EN	Engineering	CEE	Civil & Environmental Engr	25	21	84%	25	100%	0	
202420	Spring 2024	EN	Engineering	ECE	Electrical & Computer Engr	82	66	80.5%	82	100%	0	
202420	Spring 2024	EN	Engineering	MCE	Mechanical Engineering	51	40	78.4%	51	100%	0	
202420	Spring 2024	UC	University College	MAT	Mathematics	17	13	76.5%	17	100%	0	
202420	Spring 2024	AS	Arts & Sciences	MUT	Music & Theatre	103	71	68.9%	99	96.1%	4	3.9%
202420	Spring 2024	AS	Arts & Sciences	LCO	Language & Communication	162	111	68.5%	122	75.3%	40	24.7%
202420	Spring 2024	AS	Arts & Sciences	PHY	Physics	53	36	67.9%	47	88.7%	6	11.3%
202420	Spring 2024	AS	Arts & Sciences	PSY	Psychology	64	42	65.6%	54	84.4%	10	15.6%
202420	Spring 2024	AS	Arts & Sciences	CHM	Chemistry	66	43	65.2%	59	89.4%	7	10.6%
202420	Spring 2024	EN	Engineering	CHE	Chemical Engineering	34	22	64.7%	33	97.1%	1	2.9%
202420	Spring 2024	AS	Arts & Sciences	BIO	Biology	107	69	64.5%	98	91.6%	9	8.4%
202420	Spring 2024	AS	Arts & Sciences	DSS	Division of Social Sciences	134	78	58.2%	99	73.9%	35	26.1%
202420	Spring 2024	BU	Business	AFM	Acct Fin & Mgmt Info Syst	76	44	57.9%	59	77.6%	17	22.4%
202420	Spring 2024	EN	Engineering	CSC	Computer Science	54	31	57.4%	52	96.3%	2	3.7%
202420	Spring 2024	AR	Architecture	ARC	Architecture	100	57	57%	87	87%	13	13%
202420	Spring 2024	EN	Engineering	GNE	General Engineering	46	24	52.2%	45	97.8%	1	2.2%
202420	Spring 2024	UC	University College	DVS	Developmental Studies	4	2	50%	2	50%	2	50%
202420	Spring 2024	AS	Arts & Sciences	NAV	Naval ROTC	6	3	50%	6	100%	0	
202420	Spring 2024	BU	Business	MGM	Management and Marketing	124	60	48.4%	83	66.9%	41	33.1%
202420	Spring 2024	AS	Arts & Sciences	MAT	Mathematics	97	46	47.4%	78	80.4%	19	19.6%
202420	Spring 2024	JJ	Juvenile Justice	JUS	Justice Studies	43	20	46.5%	29	67.4%	14	32.6%
202420	Spring 2024	NU	Nursing	NUR	Nursing	109	48	44%	99	90.8%	10	9.2%
202420	Spring 2024	AN	Agriculture, Food & Nat Res	ANE	Agr Nutr & Human Ecology	79	33	41.8%	66	83.5%	13	16.5%
202420	Spring 2024	ED	Education	CUI	Curriculum & Instruction	46	19	41.3%	37	80.4%	9	19.6%
202420	Spring 2024	PH	Public & Allied Health	PAH	Public & Allied Health	143	56	39.2%	73	51%	70	49%
202420	Spring 2024	AS	Arts & Sciences	SWK	Social Work	35	12	34.3%	12	34.3%	23	65.7%
202420	Spring 2024	ED	Education	ELC	Educ Leadership & Counseling	73	4	5.5%	18	24.7%	55	75.3%
202420	Spring 2024	UG	Undergraduate Studies	UGS	Undergraduate Studies	5	0		0		5	100%
202420	Spring 2024	UC	University College	UCO	University College	2	0		0		2	100%

32 items



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Course Scheduling - Reminders

- ▶ Only make changes to the term you have been authorized to make changes to. Do not make changes to previous terms (i.e. instructors, times, rooms).
- ▶ The University is not allowed to make changes to the current term after the 20th class day.
- ▶ Departments may only make updates to the classes under their department.
- ▶ Departments are authorized to drop students from a course that will not make. A notification must be sent to the students.
- ▶ For Special Topics, the Department creates the section and the Registrar's Office adds the title.
 - ▶ A syllabus is required with the request.



Course Scheduling - Reminders

- ▶ Issues with faculty records in Banner should be directed to Institutional Research.
- ▶ Issues with classroom/lab activation and/or capacities should be directed to Campus Planning and Space Management.
- ▶ Issues and questions regarding scheduling should be directed to mamartinez@pvamu.edu.



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Course Scheduling - Reminders

- ▶ 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
 - ▶ 20th Class Day



Course Scheduling – Room Assignments

- ▶ Room assignments will be initially performed by the Optimizer.
 - ▶ Takes into consideration upper level course priority.
 - ▶ Standard meeting pattern priority.
 - ▶ Instructor in same classroom/building for back-to-back sections. (If the instructor is assigned.)
 - ▶ Percentage seats filled. (For additional information contact Campus Planning and Space Management.)

State Standard: 65% for 110 Classrooms, 75% for 210/220 Labs

- ▶ Hours per week used. (For additional information contact Campus Planning and Space Management.)

State Standard: 38 HPW for 110 Classrooms, 25 HPW for 210/220 Labs



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Course Scheduling – Room Assignments

- ▶ Assign faculty where possible as you build the schedule to maximize the room assignment process.
- ▶ All face-to-face classes must be assigned an enrollment capacity.
 - ▶ Consider the capacity of the rooms you prefer to use when assigning enrollment capacities.
 - ▶ Enrollment capacities assigned should be reasonable according to historical enrollment.
- ▶ After the Optimizer, departments will be responsible for assigning rooms in Banner.
- ▶ Faculty needing a room change should first notify the department.



Course Scheduling - Reports

- ▶ Argos Reporting Tool
 - ▶ Request access from Institutional Research.
 - ▶ Link to request access->>
 - ▶ <https://dynamicforms.ngwebsolutions.com/Submit/Page?form=f1172a58-7871-447a-bd11-8dd9a00eaf3f§ion=331781&page=292655&token=Jlx7ABwZl-YWg-0IGWzzuQp4Prwuh2K5ubj7TvCn-EY>
 - ▶ Go to General Folder>>CRSE_Course Scheduling>>Master Course Scheduling Report.
 - ▶ Same report that will be sent out from the Registrar's Office.
 - ▶ Dashboard contains reports to help you check for errors.
- ▶ Projections for high demand courses will be sent out by Dr. John Gardner.
 - ▶ Create these sections and HIDE them until needed. Plan for faculty assignments if needed.



Registration/Records-Summer and Fall 2024

- ▶ Priority Registration for Continuing Students-April 1st thru April 5, 2024
 - ▶ Special Populations –April 1, 2024
 - ▶ Doctoral, Graduate, Seniors – April 2, 2024
 - ▶ Juniors –April 3, 2024
 - ▶ Sophomores-April 4, 2024
 - ▶ Freshmen-April 5, 2024
 - ▶ All Continuing Students-April 6, 2024



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Records/Registration-Summer and Fall 2024

- ▶ DocuSign Reminders!
 - ▶ Special Approval Forms need to be downloaded and rerouted through DocuSign to Registrar's Office with the signer as "Registrar-All" after Department Head and Dean's Signatures obtained.
 - ▶ 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
- ▶ Grade Corrections need to be routed to Registrar's Office "Registrar-All" included as a signer.
- ▶ Transcripts are generally electronically provided to student or 3rd 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



Graduation and Degree Works

► Graduation

- Spring 2024 Graduation Application Timeline Sent to Departments **January 30, 2024**
(if you need a copy please email lcbrandon@pvamu.edu)

► Degree Works

- Refresh/Process Buttons
- **Restructuring of Degree**
- Additional Prereqs and Core Requirements Block
- Transfer Rules:
 - 66 credits from 2 yr
 - 90 credits from 4 yr
 - 90 credits total from both
- Email questions and issues to mydegreeworks@pvamu.edu

Worksheets

Data refreshed 09/14/2023 1:18 AM

Student ID: [x] Name: Panther, Patti Degree: Master of Science

Advanced search

Level: Graduate Major: Health and Physical Education - Health Program: HEAL-MS College: Public & Allied Health Hold(s): No holds

Student ID: P21913404 Advisor(s): Michael Martinez

Academic What-If View historic audit 08/25/2023 at 1:53 AM GR/MS

Format: Student View

Degree progress

Overall GPA: 0.00

☒ In-progress courses ☒ Preregistered courses

PROCESS

Audit date: 08/25/2023 1:53 AM

Diagnostics Student data Save audit Delete audit Collapse all



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Degree Works

- “Frozen” Audits
 - Saved audits
- Restructured Degree

Degree Requirements

INCOMPLETE

Credits required: 126

Unmet conditions for this set of requirements:

126 credits are required. You currently have 46, you still need 80 more credits.
Minimum Credits unsatisfied

- ✓ Minimum Residency Requirement at PVAMU
- ✓ Last 30 of 36 Credits must be taken at PVAMU
- ✓ You meet the minimum overall 2.0 GPA requirement.

○ University Core Requirements **Still needed:** See [University Core](#) section

○ Major Requirements **Still needed:** See [MAJOR in Electrical Engineering-BSEE](#) section



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Plans/Projects on the Roadmap

- ▶ CAT (Catalog)
 - ▶ Colleges/Departments should ensure their catalog page editors are up to date, and if there are changes, to notify Dr. Carter, so the workflow list and access to your catalog page area's editing environment can be updated.
 - ▶ 2024-2025 Catalog Publish date: 4/2/2024 (Before FA24 registration)
- ▶ CIM (Curriculum Inventory Management)
 - ▶ We are targeting Mid-Fall 2024 to finalize implementation, then schedule end user trainings. More information coming soon!
 - ▶ Official roll-out is slated for Spring 2025.
- ▶ Training Opportunities
 - ▶ As Astra Training for **Schedule Planners (Deans, Associate Deans, Program Coordinators or Dean's designees) will be held 3/8/2024.**
 - ▶ CAT Training was held on 2/5 and 2/6; additional training can be provided, depending on availability. Contact the Catalog Production Team for further assistance.
 - ▶ Schedule Build Training was held in November. Contact mamartinez@pvamu.edu to schedule training.



Academic Affairs and Enrollment Management and Student Success Updates

- Dr. Carmen Carter, Assistant Provost
- Dr. Sarina Willis, Vice President for Enrollment Management and Student Success



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Campus Partners Announcements

- 1-2 Minutes



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