April 2018 Associate Deans' Meeting Notes

Tuesday, April 24, 2018
1:00pm-2:20pm

Attending: (bold text during meeting; remove in final version of Notes)

Robbins, Mary	Didier, Jennifer	McKernan, Stephen	Sanford, Glenn
Maynard, Chris	Gaillard, Anne	Miller, Brian	Stewart, Sandra
Barrett, Wayne	Gillespie, Marcus	Miller, Holly	Fors, Stephanie
Bello, Rick	Keathley, Rosanne	Nerren, Jannah	

Guests / Presenters:

Somer Franklin	Teresa Ringo	Ken Hendrickson
Edgard Sanchez	Lee Miller	

Catalog Submissions—(Somer Franklin)

- [See *Attachments* section below for handouts "Catalog Pages (BS in History)" = an example of the two catalog content views; and "Student Educational Planner" = an example of the look/feel of the Ellucian/Banner student planner, similar to the DegreeWorks ("DW") planner & catalog.]
- About a year ago, we transitioned to two different formats for the UG catalog; today's conversation and request for input is on whether to keep both degree plan formats in the catalog. There is duplicative work and chances for error, although automation between the systems is improving.
  - There was as much as 50% disagreement in the past between the catalog and DW, and in the past semester, we were down to 25% - and hope to reduce that even more.
- Is it beneficial enough to keep both formats in the catalog, and with DegreeWorks?
  - (Yes! For **triangulation**!)
  - From a student perspective, want to keep both. The list view works well for students to manage what transfer hours they are bringing in, and the per-semester breakdown is a good visual "map" as well. [*editor's wording*]
  - Departments will have to maintain both formats, but can do so for the catalog in one place.
- How will the Registrar's Office determine plans of study without having the four-year plan?
  - That is actually determined by the department, per the catalog entry.
- Are there state or other requirements as to why all degrees have to be in an eight-semester presentation format? What about programs that are more than 120 hours (COFAMC) that could be *possible* but maybe not very *feasible* to complete 18- or 19-hour semesters (if not attending in summers)?
  - It is done; some colleges already incorporate summers into their programs (e.g., COHS, COSET). (Let Somer know if her office returned one of those plans for correcting...)
- Another complication to the process was discussed: inability to change the course description as part of the revision process, may not even be done as part of the Form A submission for curriculum review (another special form in the Registrar's Office may also be required).
  - Short-term solution: Somer will work on the Form A to make it more clear that form addresses a rationale, not a course description; and

- o Longer-term solution: Somer reported that her office is implementing the online curriculum management software that is part of the same catalog software, which has been long delayed as it really wasn't ready to be rolled out.
  - o Also, Somer's office is building out processes for a more "what-type-of-change-will-you-make, one stop-shop" format, with a web page outlining the timeline and processes.

Graduate Termination Appeal—(Marcus Gillespie & Ken Hendrickson)

- Does the email requesting an explanation constitute an appeal? We could consider it that, but it's unclear...
  - o Scenario posed: following previous end of term, grad student wanted to appeal term and grade; upon research, found that student had emailed the instructor to request an explanation, student wants to continue appeal process.
  - o To clarify, per the current policy, there is a clear timeframe for an appeal's first step, and when the appeal reaches the appeals committee stage, but there is no clear timeframe on actionable items in between.
  - o So, can the student appeal at this stage?
    - Termination from the program was based on the grade, it was thought too late to appeal the grade, but not the termination, although they are tied together; and the appeals committee can offer an alternative solution as far as program readmission if there are extenuating circumstances
    - If the student is allowed to re-enter the program, s/he will have an F on his/her transcript, and his/her GPA will be deficient as well. In some programs, it could be up to two years before that course could be repeated (so the overrides and documentation will have to continue until the deficiency is made up).
- Academic probation, suspension, and termination policies have all gone through subcommittee, CAD, Faculty Senate, and are going through legal review (some policies were combined). The proposed process, for both UG and GR students:
  - o Termination:
    - Student appeals to Grad Advisor in writing within 10 business days
    - Grad Advisor decides; Student may appeal to Dept Chair (again, in writing, and within 10 working days)
    - Appeals go next to the academic Dean (in writing, within 10 working days)
      - Dean may elect to convene an Appeals Committee to hear and make a recommendation
    - If not resolved by the academic Dean, final appeal is to Provost for a final decision
  - o Legal is concerned about the timing, especially over the winter break, so timing for the initial appeals will revert to 5 class days (and if not done within the semester, the date deadline will be open until the 5th class day of the next semester); faculty and students are relieved of having to go through the steps over the holidays
- Does the student appeal the grade or the termination, or both?
  - o If a student earns a grade that results in academic penalty, there is an automatic appeal in place, so we would have to look at the grade first. This policy change is slated to be on the next Coordinating Board meeting agenda.
- Academic Dishonesty Policy is also being cleaned up, and this facet will take precedence.
- Additionally, the grade requirement is changing for GR students to only 2 grades of "C" allowed, instead of 3, or one "F."

- To clarify for all, the new policy needs to have the amount of time each responder is allowed. Each period is ten days, and completion of each action triggers the next time frame.
  - In the old policy there was some discrepancy in the final step – in the updates, it will be the Provost.
  - Updates will also clarify the difference in academic student discipline and academic penalties, where the **Provost** will handle all **academic penalty items** (and academic dishonesty is considered academic first), and the **VP for Student Affairs** will handle **student behavior items**.
- Students need to clearly appeal the right "thing" (the grade or the penalty) in writing. Of note, **each step needs to be in writing**. There is an expectation to apprise students of their rights and assist them along the way (help them clarify their appeals/requests).
- Remember to show up at AAC – and vote!

IP and X grade designations—(Edgard Sanchez)

- [See **Attachments** section below for handout "IP Grade Mode data."]
- Grade modes attached to the courses allow for certain grades to be recorded. The Registrar's Office has found a number of areas that might need to be checked to ensure the correct grade mode is applied to the course, so the correct grades are available/recorded. This may also be a good reminder to faculty on appropriate grades to record.
  - A grade mode of "I" for UG courses and "P" for GR courses allows certain grades to be entered when course content is expected to take longer than one semester to complete.
  - A grade of "X" should be given when course content should only take one semester to complete and used in instances when a student has experienced a life situation that interrupted class work (death, medical, etc.) The X grade allows the student to make up work in the following/next semester and registration for the course again is not required. A grade of "IP" requires the student to re-register for the course in the next/following semester and payment of tuition/fees is required when registering for the course the following term.
- If the course is truly built in a way that the student cannot complete in one semester (e.g., some internships, courses with multi-semester content requirements, doctoral programs, etc.), the right grade mode is critical. Also, that should be included in the description of the course.
  - The Registrar's Office is available to help with one-off situations or in cases where the schedule does not align with the academic schedule.
  - The proposed DO College academic semesters will be different, and the Registrar's Office has the ability to create multiple "parts of term" within an academic year to accommodate these situations.
- Faculty can reactivate a student's access to a course in Blackboard if needed to complete the course in the following semester with a call to the SHSU Online Help Desk.
  - This is manageable at this time, but if more courses are built this way, it may be necessary to adjust the current process (SHSU Online manually re-adding students).
- COHS advisors/faculty are working on educating students early on their degree requirements, such as the Kinesiology majors' senior-year-final-semester internship requirement.

Cancelling Class Sections—(Teresa Ringo)

- [See **Attachments** section below for handout "Schedule Build Reminders."]

- When cancelling courses with students registered in that course/section, please be sure that your departments are contacting the student(s).
- Last semester, the Registrar's Office had to work with several departments in which sections were cancelled but the students were only finding that out when the Registrar's Office cancelled the section. It is best to cancel sections before registration opens, but if cancelling a section is needed, the Registrar' Office asks that the department contacts the students initially and to work with the student(s) to get them into a different section.
  - Question on handling non-responsive students who might be holding up the process: if the department has done their due diligence in contacting the student, but the student does not respond, the Registrar's Office will proceed with cancelling the section.
- When this occurs after Financial Aid has been disbursed, it can cause other downstream payment issues, which will likely be compounded when CPOS goes live.
- The Registrar's Office has developed two new COGNOS reports to help check course section information and prerequisites. (See handout as listed above for details.)
- Reminder: the "last day to add classes" dates are now the 6th & 2nd class dates!

Processing Change of Majors for Suspended Students—(Mary Robbins)
- The following updated steps were provided and discussed briefly. Please send your feedback to Mary on what works—or doesn't:
  - Student visits the department of the current major to inform them of change.
  - Student makes appointment with the Associate Dean in the college of the current major.
  - Associate Dean notes in Degree Works that student is changing major and new major.
  - Student makes an appointment with Associate Dean of the new college for approval and a written advising reference to the appropriate advisor. The AD should include a plan for recovery ("success plan," DW notes only – no paper form needed for SAM Center), discussion of expectations, and any other success strategies deemed appropriate to academic success.
  - Student sees and shares success plan with appropriate advisor. Advisor makes appropriate notes in Campus Connect, including any holds lifted.
- **Initial feedback/requests:**
  - Registrar's Office can add to picklists on forms, with agreement on language/options;
  - What about the readmission form? SAM Center prefers to have the notes in DW, even if a form is done; most of the ADs would like to continue to use the form so the student has a written plan to refer to!

Center for Community Engagement: Semester Overview—(Lee Miller)
- Offered just under 250 ACE courses;
  - Thank you for your support of these courses, faculty, and the college coordinators!
- Recognized two national-level honorees from our campus & community: Dr. Heather Evans (Political Science), Michelle Spencer (community partner, Executive Director of the Boys & Girls Club of Walker County);
- Celebrated completion of the first year of new interdisciplinary minor in community leadership;
- Headed into Carnegie classification renewal period:
  - We were one of the first Texas universities to receive this classification (2010); Carnegie has 'upped the ante' on renewals, making it more difficult to maintain; Have established

the writing group, and we can extend our academic year to include summers, in our data gathering; Submission of our renewal application is in one year;

- Request for assistance from the ADs... Please let the Center know of any activities or events in your colleges that include a community engagement component of any form (service activities, ACE courses, major events, nearly anything that involves community partners), so we can add them to our renewal application. Please also use "community engagement" in talking about ACE courses, in any public venues, especially for presentations or other activities or events that can be documented and provided to the Center (part of the renewal application asks about symbolic and actual use of the words used, venues, etc.).
    - o Carnegie contacted us to host a workshop, which we did, and 14 other institutions came to our campus to learn about the Carnegie classification (good "PR" for SHSU);
    - o Next year (April 3-5, 2019) SHSU will be the host site for a summit for community learning and engagement; the regional venue started out small but now draws from mid-Atlantic, Midwest and Northeast schools; this will be the first time held in Texas.

Expanding Registration Window—(Chris Maynard)

- Undergraduate Advising Alliance is working on a proposal for CAD action that would expand the current registration windows from one day to three, in the future also eliminating the alphabetic brackets within the registration windows as well. The proposal also includes separating Summer and Fall registration sessions.
- The proposal roughly follows how Texas State and other institutions are currently scheduling registration, and the whole process would start a little earlier in the semester, with each window opening on a weekday to help provide support.
- The goal is to implement this in Spring 2019 for both Summer and Fall 2019 registration periods.

Other/Announcements

- Thank you to Stephanie for the presentation on Campus Connect & APS products to the COE Dean, ADs, and Department Chairs.
- Regarding the catalog, in the past, there were changes made that COE wasn't aware of that caused issues; with this most recent update period, they gave access to all the COE program coordinators, and didn't have any issues this time (much more helpful process).
- Stephen McKiernan reported that the recent THECB visit went well and the report needed for the accreditation process was even better than expected. Initially we were being compared to medical schools providing a different type of degree (e.g., Baylor, etc.), but we were able to retain consultants familiar with the type of degree we plan to offer, and the resulting report was very positive. We're hoping this report is accepted by THECB without any issues.

Attachments

- Catalog Pages (BS in History); Student Educational Planner (discussion; vendor flyer)
- IP Grade Mode data (informational)
- Schedule Build Reminders (informational)

BACHELOR OF SCIENCE, MAJOR IN HISTORY

The Bachelor of Science degree requires 30 semester credit hours in History, including: HIST 1301, HIST 1302, HIST 2311 HIST 2312, three Advanced hours in American history, three Advanced hours in European history, and three advanced hours in World history. All History majors are required to complete at least one 4000-level history course. At least 12 Advanced hours must be taken in residence.

Code	Title	Hours
Bachelor of Science, Major in History		
Core Curriculum (catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/core-curriculum)		
Component Area I (Communication)		6
Component Area II (Mathematics)		3
Component Area III (Life and Physical Science)		8
Component Area IV (Language, Philosophy, and Culture)		3
Component Area V (Creative Arts)		3
Component Area VI (U.S. History)		6
Component Area VII (Political Science/Government)		6
Component Area VIII (Social and Behavioral Sciences)		3
Component Area IX (Component Area Option)		4
Degree Specific Requirements		
Header		
BIOL 1411	General Botany	4
BIOL 1413	General Zoology	4
BIOL 2440	Introductory Cell Biology	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
CHEM 2323 & CHEM 2123	Organic Chemistry I: Lecture and Organic Chemistry I Lab	4
CHEM 2325 & CHEM 2125	Organic Chemistry II: Lecture and Organic Chemistry II: Lab	4
CHEM 3438	Biochemistry I (Junior)	4
PHYS 1301 & PHYS 1101	General Phy-Mechanics & Heat and General Physics Laboratory I	4
PHYS 1302 & PHYS 1102	Gen Phy-Snd,Lght, Elec, & Mag and General Physics Laboratory II	4
Select two of the following:		8
BIOL 3420	Comparative Vertebrate Anatomy	
BIOL 3440	General Physiology	
BIOL 3450	Introductory Genetics	
BIOL 3470	General Microbiology	
BIOL 3490	Histology	
Major		
HIST 1301	United States History To 1876 [1]	3
HIST 1302	United States History Sn 1876 [1]	3
HIST 2311	World History to 1500	3
HIST 2312	World History since 1500	3
American History - select one of the following: [2]		3
HIST 3322	Black Civil Rights Movement	
HIST 3323	History Of American Slavery	
HIST 3325	Era Of Amer Revoltn 1763-1789	
HIST 3326	The History Of The West	
HIST 3338	Eco His: Ind Rev To Present	
HIST 3340	Mexican Americans Since 1848	
HIST 3355	Urban and Suburban History	

HIST 3361	The U. S. And The Vietnam War	
HIST 3376	Early America To 1783	
HIST 3377	America In Midpassge 1783-1877	
HIST 3378	Emergence Mod Amerca 1877-1945	
HIST 3379	Recent America, 1945 To Presnt	
HIST 3380	The American Civil War	
HIST 3382	Immigration Ethnicity Amer His	
HIST 3383	American Women's History	
HIST 3385	American Diplomatic History	
HIST 3386	Military & War In America	
HIST 3392	American Indian History	
HIST 3393	African-American History	
HIST 3394	America in the 1960s	
HIST 3395	American Environmental History	
HIST 3396	The American South	
HIST 3398	Texas And The Southwest	
European History - select one of the following: [2]		3
HIST 3328	Mod France: From Rev To Presnt	
HIST 3334	Renaissance Europe	
HIST 3335	Germany & Cen Europe Sn 1815	
HIST 3337	The Bible and Reform in Europe	
HIST 3338	Eco His: Ind Rev To Present	
HIST 3339	French Revol & Napoleonic Wars	
HIST 3363	Britain To 1714	
HIST 3364	Modern Britain 1714-Present	
HIST 3365	Russian History	
HIST 3366	Modern European Military Hist	
HIST 3367	Eur-Age Absoltsm/Rev:1648-1815	
HIST 3368	European History 1815 1914	
HIST 3370	Ancient History	
HIST 3371	Medieval History	
HIST 3381	British Empire & Commonwealth	
World History - select one of the following: [2]		3
HIST 3329	Contemporary Latin America	
HIST 3330	Modern China And Japan	
HIST 3332	Modern Asian History	
HIST 3333	Religion In World History	
HIST 3336	Middle East Since 1700	
HIST 3350	Early Christianities	
HIST 3358	Silk Roads to Atlantic World	
HIST 3362	The Middle East, 500 - 1700	
HIST 3389	Africa - Past & Present	
HIST 3391	Colonial Latin America	
HIST 3397	Modern Mexico	
Additional Advanced Hours in History (one course at the 4000 level if not already taken from above categories in History Major)		9
Minor (not required)		
Electives (Advanced General)		6
Total Hours		120

[1]   Satisfies both the Core Curriculum requirement for Component Area VI (U.S. History) and the major.

[2]   Pre-Modern History Requirement: Among the 3000-level courses a student takes in American, European, and World History one course must have a primary focus in content in pre-modern history (content dating to before 1600); this can overlap with other requirements. The following are courses that fulfill the pre-modern history requirement: HIST 3334 HIST 3337 HIST 3350HIST 3358, HIST 3362, HIST 3363 HIST 3370, HIST 3371HIST 3376HIST 3391, HIST 3392.

Note

Students should use elective and/or minor hours to satisfy the 42 advanced hour requirement. All students must complete at least 120 hours to graduate.

First Year

Fall	Hours	Spring	Hours
BIOL 1411	4	BIOL 1413	4
Component Area II (catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/core-curriculum/#componentareaii)	3	Component Area VIII (catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/core-curriculum/#componentareaviii)	3
Component Area V (catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/core-curriculum/#componentareav)	3	Component Area IX (catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/core-curriculum/#componentareaix)	1
ENGL 1301[1]	3	ENGL 1302[1]	3
HIST 1301[2]	3	HIST 1302[2]	3
	16		14

Second Year

Fall	Hours	Spring	Hours
BIOL 2440	4	CHEM 1412	4
CHEM 1411	4	Component Area III (catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/core-curriculum/#componentareaiii)	4
Component Area III (catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/core-curriculum/#componentareaiii)	4	HIST Advanced Elective	3
HIST 2311	3	HIST 2312	3
POLS 2305[3]	3	POLS 2306[3]	3
	18		17

Third Year

Fall	Hours	Spring	Hours
CHEM 2323 & CHEM 2123	4	CHEM 2325 & CHEM 2125	4
Component Area IX (catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/core-curriculum/#componentareaix)	3	HIST European History course[5, 7]	3
HIST American History course[4, 7]	3	HIST 4000-level Elective	3
PHYS 1301 & PHYS 1101	4	PHYS 1302 & PHYS 1102	4
	14		14

Fourth Year

| Fall	Hours	Spring	Hours
BIOL 3420, 3440, 3450, 3470, or 3490	4	BIOL 3420, 3420, 3440, 3450, 3470, or 3490	4
HIST Advanced Elective	3	CHEM 3438	4
HIST World History course[6,7]	3	HIST 3329	3
Advanced Elective	3	HIST 4000-level course (if not yet taken)	3
	13		14

Total Hours: 120

[1]   Satisfies Core Curriculum requirement for Component Area I (Communication).

[2]   Satisfies both the Core Curriculum requirement for Component Area IV (Language, Philosophy, and Culture) and the major.

[3]   Satisfies both the Core Curriculum requirement for Component Area VII (Political Science/Government) and the major.

4   American History select one of the following: HIST 3338, HIST 3340, HIST 3355, , HIST 3361, HIST 3376, HIST 3377, HIST 3378, HIST 3379, HIST 3380, HIST 3382, HIST 3383, HIST 3385, HIST 3386, HIST 3392 HIST 3393, HIST 3394, or HIST 3395.

5   European History select one of the following: HIST 3334, HIST 3335 HIST 3337,HIST 3338 HIST 3339, HIST 3363, HIST 3364, HIST 3365, HIST 3366 HIST 3367, HIST 3368, HIST 3370 HIST 3371 HIST 3381, or HIST 4380.

6   World History select one of the following:HIST 3330, HIST 3332, HIST 3336, HIST 3350, HIST 3358, HIST 3362, HIST 3389, HIST 3391, HIST 3397, or HIST 4395

7   Pre-Modern History Requirement: Among the 3000-level courses a student takes in American, European, and World History one course must have a primary focus on content in pre-modern history (content dating to before 1600); this can overlap with other requirements. The following are courses that fulfill the pre-modern history requirement: HIST 3334, HIST 3337HIST 3337HIST 3337HIST 3337, HIST 3350HIST 3350HIST 3350HIST 3350, HIST 3358HIST 3358HIST 3358HIST 3358, HIST 3362HIST 3362HIST 3362HIST 3362, HIST 3363HIST 3363HIST 3363HIST 3363, HIST 3370, HIST 3371, HIST 3376 HIST 3391, HIST 3392HIST 3392HIST 3392HIST 3392.

Note:

Students should use elective and/or minor hours to satisfy the 42 advanced hour requirement. All students must complete at least 120 hours to graduate.
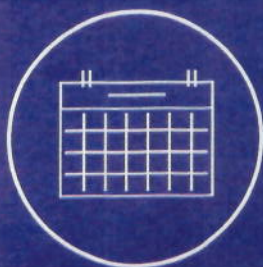
Ellucian Degree Works™
Student Educational Planner

Help students and advisors plan an efficient academic journey

Recognizing the potential for greater student success, states are increasingly requiring first-year students to develop academic plans in order to minimize excess credits and graduate on time. Mandate or not, the better students can plan their academic journey, the more likely they are to stay on track and achieve their academic goals.

The Student Educational Planner in Ellucian Degree Works™ enables students and advisors to create that plan. This powerful feature allows students and advisors to lay out a recommended sequence of classes that fulfill remaining program requirements—so students know exactly what's ahead.

This robust academic planning solution helps you:

✔ **Provide roadmaps and plans to keep students informed and on track**

✔ **Clearly define academic expectations for learners and advisors**

✔ **Improve efficiency with modern tools to match changing expectations**

Build individualized roadmaps

Student Educational Planner is built on templates, which means less maintenance and easier management—just drag and drop requirements between terms. The Template Management Module allows you to create model degree plans that can be assigned to individual students or to a group of students via batch mode. The "still needed" list shows only program requirements yet to be fulfilled. You can even generate requirement code for a specialized program and run what-if audits against a plan to help students make informed decisions.

ellucian.

Student Educational Planner allows students and advisors to create and track academic plans that serve as the best path toward program completion.

Improve efficiency

The module's timetabling feature creates special data that can be used for reporting and schedule forecasting. Integration with Banner® Workflow supports faculty, advisor, and other levels of plan approval. In addition, institutions with Ellucian XE capabilities in their Banner® by Ellucian enterprise resource planning system can enable students to register for classes by pulling in the courses they've identified in Student Educational Planner.

Define expectations

Student Educational Planner allows you to build simple to complex requirements, including grade point average, test, course, non-course, and choice requirements. You can track all requirements or just the ones you classify as critical, then display their tracking status. If a student is deemed "off track" in one or more trackable requirements, the term—and possibly the student plan—will be considered off-track. With Student Educational Planner, you can define how many off-track terms are acceptable before the plan is considered in jeopardy, and then intervene as needed to help the student succeed.

Configure with confidence

Ellucian's Student Educational Planner Service helps Ellucian Degree Works clients implement the new-generation planner according to institutional dynamics. Through a one-week on-site visit, we'll guide you through the configuration options that will allow advisors and students to create detailed educational plans to achieve more successful student outcomes.

We'll also provide training on building templates, which will allow your institution to pre-build degree maps that can then be applied individually to a student or to a group of students via a batch program. The service concludes with end-user training.

IP Grade Mode

Should be attached to:

- Practicum (Internships, Student Teaching, Work-Study)
- Dissertations
- Thesis

Sections with I-P Grade Modes (Fall 2017-Fall 2018)

Term	Total Number of Sections with I-P Grade Modes	Undergraduate (I)	Graduate (P)
Fall 2017	121	47	74
Spring 2018	100	52	48
Summer 2018	69	24	45
Fall 2018	78	29	49

Subjects and Course numbers with I-P Grade Mode (Fall 2017-Fall 2018)		
College	Subjects	Course Numbers
COBA	7	12
CJ	3	7
ED	9	33
FAMC	2	2
Health Sciences	3	14
Humanities	6	16
Science and Engineering	9	14
Totals	**39**	**98**

Notes:

- Currently we do not have a COGNOS Report that will pull the I-P Grade Modes at the Catalog Level, but we will place a Cherwell ticket to run one.
- The information provided is at the section level from the Fall 2017 semester through Fall 2018.
- Courses with an I or P Grade Mode are allowed to place a grade of:
  - A, B, C, D, F, X, or IP (D not available at GR level (P- Grade Mode))

Schedule Build Reminders

- Cancelling Sections
  - Classes with zero enrollment. These courses should be cancelled as of the 6th class day (in Fall/Spring) or 2nd class day (Summer.)
  - Cancelling a section after students have registered:
    - It is best to cancel these courses prior to the start of the term.
    - Students must be notified of cancellation (and Reg Office needs verification of this) prior to Registrar's Office cancelling the course in the system.
  - Courses with zero caps:
    - If viewable in the schedule, need to have a valid cap PRIOR to publication of schedule of classes. If no cap is in place by the time registration opens, we will hide the course.
    - If **not** viewable will need to have the caps adjusted prior to registration opening or the course should be cancelled prior to registration opening.
  - Any changes to pre-reqs, course restrictions or variable credit hours must be submitted to Reg Office prior to students registering for the courses (so, prior to registration opening.)

There are Cognos reports available for you to check all of the items mentioned above (see below) and we need your help prior to registration opening to review each of them. These reports should be checked at a minimum of once per week. As we move to the possibility of rolling the schedule forward, it will be imperative that the data is clean prior to registration opening.

Sammie does approximately four "call-outs" to the departments requesting verification of the above items however, there remains a large amount of clean up for Sammie (Reg Office) in order to ensure that these items are correct.

Cognos Reports:

- Course Section Info: Cognos>Public Folders>Registrar>**St Student Information 888 – Course Section Info List**
- Prerequisites: Cognos>Public Folders>Registrar>Restricted Campus Reports>**ST Student Information 133 – Course Prerequisites**