

Key Updates to Policies and Processes for Fall 2016 from the Office of the Registrar

Important Updates - First 10 days of classes:

➤ Graduate School Registration Changes

The Registrar's Office is pleased to announce, in collaboration with the Cratis D. Williams School of Graduate Studies, that all graduate level registration (5000 level and above) will now be processed within the Graduate School. Beginning with the Fall 2016 term please send all registration requests and communications including Special Course Forms, Internships, Late Add/Drop, Special Registrations, etc. to the Graduate School located in John Thomas Hall, Second Floor, Office Suite 232.

➤ Important Deadlines (5th Class Day, Census Day) for Student Enrollment

Please assist the Registrar's and Financial Aid offices in meeting two upcoming, important deadlines related to student enrollment:

Monday, August 22, 2016 is the fifth day of class and the last day of the drop/add period. Federal regulations require the Office of Student Financial Aid to “freeze” student enrollment hours as of the fifth day of class to determine eligibility for financial aid programs. It is important for students receiving financial aid to have all enrollment adjustments completed by August 22 because new course registrations after August 22 must go through an exception approval process in the Office of Student Financial Aid, and can only be approved for inclusion in financial aid eligibility in the case of a documented system or school error.

Monday, August 29, 2016 is the census day for enrollment data. The census date is a snapshot of enrollment used to determine funding levels from the state. As a result, this becomes an important date and all registration and enrollment adjustments need to have been made *before* 5:00 pm on this date. Course registrations beyond this date will not be counted in our funding levels. Attached you will find the latest version of the email text that will be used in the internship inventory to notify faculty supervisors and students that have outstanding requests in the system.

In addition, UNC GA is not very flexible with recognizing degrees awarded late. Therefore, we need to abide by the approved back graduation date. **The back graduation deadline date for Summer 2016 is August 29th.**

➤ Special Course Form Submission Changes

A new process is being piloted with Dean's offices to scan and place approved Special Course Forms into a Shared Folder where the Registrar's Office can access them, process them without printing and image them directly into the student's record. This will not only replace the need for forms to be walked over, sent with the student or someone else to bring them to the Registrar's Office; but, it allows for forms to be processed more expediently, particularly on the 5th class day (for Financial Aid) and Census Day. Making this change also supports the Registrar's Office commitment to technological advancements and sustainability.

Important Updates - First 10 days of classes: (cont..)

➤ Academic Calendar Updates

New language for dropping a course has been added to the academic calendar for Fall 2016 – Summer 2017. This language will also be noted on all academic calendars in the future. For Fall and Spring terms, the new language will be on the 5th day of classes and for the Summer terms, it will be on the 2nd day of classes. Please note the Fall 2016 information below as an example:

Monday, August 22, 2016

- Last day to add a class
- Last day to drop a class with no academic penalty - *new*
- Last day to reduce your class schedule and be eligible for a refund – *new*

➤ Preferred First Name Initiative Update

Please help us communicate to the Faculty that preferred first name is now displaying on class rosters, final grade rosters, advisee lists and class photos. If a student has indicated a preferred first name, this name will display in the preferred first name column on these pages that have been updated. The student's legal name cannot be changed unless they provide appropriate legal documentation and file the Statement of Identity form requesting a name change.

In addition, the email display name in Google has been updated to reflect a student's preferred first name. Please note that if you already have a student in your personal contact list because you have corresponded with them prior to them indicating a preferred first name, it will not update automatically. You can search for a student in Google and if they have indicated a preferred first name, that email will reflect in the selection for that student.

➤ Emergency Text/Voice Number Collection page.

The Emergency Phone/Text Page in Banner Self Service has been revised. Beginning this week, students will be **required** to enter either a voice or text number each semester before accessing the Add/Drop worksheet page. In previous terms, students were able to use a "Skip" this page, but now it will be **mandatory**. Although we realize this page will not be accessed by each student this week, we will begin collecting the information for students prior to Early Registration in late October. Our goal is for 100% of our students to receive the "Alert Now" messages via voice or text.

Important Updates for Fall Semester

➤ Second Degree Policy Changes

Prior to Fall 2016, an Appalachian graduate could not receive a second degree of the same type as the first degree. If an Appalachian student's first degree was a Bachelor of Science (B.S.) degree, they could not return to pursue a second B.S. degree as a degree-seeking student, so the student would not receive federal financial aid or be allowed priority registration. (This policy, however, did not apply to students whose first degree was from any other institution so that a student with a B.S. from another institution may earn a second B.S. at ASU). The previous policy penalized our native students who wished to seek a second major. This new change in policy eliminates this road block for students wishing to earn another major.

The new policy is below and we have added language to clarify how diplomas will be handled given the change in policy and creation of an implementation plan.

Concurrent second degrees or majors: If a student wishes to earn two (or more) undergraduate degrees or majors at Appalachian concurrently, she or he must complete all program of study requirements stipulated for the respective degrees or majors. The University will award a diploma for each degree earned. Both majors or degrees are noted on the transcript. The implementation plan for this group of students is as follows:

1. Beginning in Fall 2016, students who are concurrently earning multiple majors or degrees at Appalachian will begin receiving a diploma for each major or degree earned upon graduation.
2. Upon completion of the requirements, the student will formally apply for graduation through AppalNet for each major or degree being sought following the same process as other undergraduate degree seekers. A graduation application fee of \$15 will be charged for each major or degree application submitted.
3. Once awarded, a diploma will be issued for each major or degree earned.

Returning after ASU graduation for second degrees or majors: If a student has received a bachelor's degree from Appalachian, a second (or subsequent) bachelor's degree or major can be earned by completing all program of study requirements stipulated for the second (or subsequent) degree or major. The University will award a diploma for each degree earned. Both degrees are noted on the transcript.

1. Students previously admitted as non-degree seekers who are now eligible to be second degree seekers may choose to change their status by submitting an application for readmission for the term in which they would like the change to be effective.
2. Second degree students returning under this status may be eligible for financial aid by submitting a FAFSA.
3. Upon completion of the requirements for the 2nd degree, the student will formally apply for graduation through AppalNet for each major or degree being sought following the same process as other undergraduate degree seekers. A graduation application fee of \$15 will be charged for each major or degree application submitted.
4. Once awarded, a separate diploma would be issued for the 2nd degree earned (regardless of whether the degree type is the same as their previous degree earned) and would list only the new degree being awarded. Since the student previously earned a degree at Appalachian, they would already have received a diploma with their first degree earned.

Important Updates for Fall Semester (cont..)

➤ **Online Application for Readmission Update**

The Online Application for Readmission is on schedule for go-live in late September, early October for those students reapplying for admission for Spring 2017 and beyond. Testing/Training will soon begin with Dean's Offices, as well as any other areas impacted. Please visit the [Readmission Fact Sheet](#) for more information on the changes and important things to know. Please note that there will be an application fee and deadlines for readmission to a particular term. As a result, students need to be sure and plan ahead, as there will also be checklist items they must complete before they can be readmitted.

➤ **Teacher Education GPA Changes**

State legislation required a change for admission to teacher education from 2.5 to 2.7 effective fall 2016. This change has been implemented at Appalachian.

➤ **Other Important Project Implementations for Fall 2016:**

- Acalog online catalog – Currently underway for both the Undergraduate and Graduate Bulletins. The implementation team includes staff from the Registrar's Office and Graduate School.
- DegreeWorks SEP (Student Educational Planner) – Currently underway and we will be building four year guide templates in DegreeWorks for undergraduate programs.