

Office of the Registrar: Key Updates for Fall 2017

Important Deadlines - First 10 days of classes:

➤ 5th Day of Classes and 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 28, 2017** 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 28 because new course registrations after August 28 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.
- **Tuesday, September 5, 2017** 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 in the system by the Office of the Registrar *before* 3:00 pm on this date when the census snapshot will be run. Course registrations beyond this date will not be counted in our funding levels.
- **What Does This Deadline Mean For Many of You?** It means all forms that need to be processed must be submitted to the Office of the Registrar by **noon on September 5th**. Forms and requests received by noon will ensure enough processing time to meet the 3:00 pm deadline. Please note that September 5th is the day after the Labor Day holiday weekend.

➤ Back Graduations for Summer 2017

The UNC General Administration deadline 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 2017 is September 1st.**

➤ Spring and Summer 2018 Graduation Applications

The Spring and Summer 2018 applications for graduation open on August 28th and close on September 29th. These dates are on our website at: <https://registrar.appstate.edu/commencement-graduation/undergraduate-students#apply>

Additional Important Reminders:

➤ New format for Exam Schedule

Reminder that there is a new format for the exam schedule beginning this fall. The new format aligns the exam times more closely with the class meeting days/times and can be found on the Office of the Registrar's website at [Fall 2017 Exam Schedule](#).

➤ New Legislation: Fixed Tuition at UNC System Institutions

Over the summer, our office dedicated several weeks to the implementation of the Fixed Tuition Program on our campus as required by North Carolina General Statute § 116-143.9. Our primary focus has been to determine the benefit for our current student population and add new coding to Banner for tracking and fee assessment purposes. After census, we will be supporting Phase II which is determining the benefit for our new incoming students. A Fixed Tuition Committee, which has representation from multiple administrative offices, has been involved in this implementation and will be sending out a campus communication soon. A campus website with more information is also under development and will be available shortly. If you would like more information now, visit <https://www.northcarolina.edu/Prospective-Students/Fixed-Tuition-Program> on the UNC General Administration website.

➤ **New Legislation: Senior Citizen Tuition Waiver is Back!**

A special provision in the budget bill reactivates this policy/benefit effective Fall 2017. We have not received guidance from UNC General Administration at this time on how campuses should implement this specifically. They have notified campuses that they are forming a working group and will provide additional guidance to campuses at a later date but until that guidance is received, they have asked campuses to implement this policy as best they can on our campuses. In the coming week(s), we will have a website up with the process we will use at ASU. As soon as that is ready, we will send out notification. Basically, the person must apply with Admissions and approval from the instructor of the course must be obtained on the audit form prior to registration. Full details will be noted on the website but until then, below is the policy as it was written:

SENIOR CITIZENS MAY AUDIT COURSES AT UNC AND COMMUNITY COLLEGES ***SECTION 10.12.(a) Chapter 115B of the General Statutes is amended by adding a new section to read:***

"§ 115B-2.2. Senior citizens may audit classes.

Any person who is at least 65 years old may audit courses offered at the constituent institutions of The University of North Carolina and the community colleges as defined in G.S. 115D-2(2) without payment of any required registration fee or tuition for the audit provided the audit is approved in accordance with policies adopted by the Board of Governors and the State Board of Community Colleges for their respective institutions, and there is no cost to the State. A person shall be allowed to audit a class under this section only on a space available basis. Persons auditing classes under this section shall not be counted in the computation of enrollment for funding purposes. This section does not apply to audits of courses provided on a self-supporting basis by community colleges."

➤ **Residency Determination Service (RDS)**

Reminder that we are live with the centralized Residency Determination Service for determining all undergraduate residency decisions for tuition purposes. All undergraduate students seeking in-state residency for tuition purposes must apply online at www.NCresidency.org. For this upcoming year, the graduate student process is being implemented. Currently, and until further notice, graduate student residency applications are still reviewed in the Office of the Registrar. For more information, please visit <https://registrar.appstate.edu/students/nc-residency>.

➤ **Readmission Deadlines/Updates**

Reminder that students applying for readmission to the university must submit the online application and abide by the deadlines noted at [Readmission Deadlines](#).

Recently CFNC, who hosts the readmission application and undergraduate admissions application, increased the application fee from \$55 to \$65. This increase is currently in effect for Fall 2017 and forward.

➤ **Acalog is Live**

We are live with the new bulletin software! You can view the new bulletin at <http://bulletin.appstate.edu/>. We have also added a user guide to the website that will help explain and highlight new features and search capabilities.

➤ **Disciplinary Notations on Transcripts**

As a result of new guidance from the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Appalachian State University will begin displaying disciplinary notations on academic transcripts effective immediately. Typically these notations are at the request of the Office of the Dean of Students. The notation will be shown as a comment for the term(s) effective on the official transcript. The guidance was drafted by an AACRAO working group which concluded that "institutions of higher education do have the responsibility to notify other institutions of potential threats to their communities from suspended/expelled students." The guidance basically specified the ways the notification could take place, to include the academic transcript. Further discussions on processing will be held in collaboration with our colleagues in Student Affairs as we move forward on our campus.