MISSOURI STATE UNIVERSITY OFFICE OF THE REGISTRAR ANNUAL MEETING

Fall 2020

COVID-19 Socially Distanced Edition

Angela Young (Registrar)

Opening Remarks

Online/Distance Transactions

OPENING REMARKS

Welcome to the 2020 Registrar Annual Meeting hosted by the Registrar's Office. As with all things 2020, we are changing our approach this year. Employing my best modern-phrasing voice – we have decided to pivot and change the modality of the delivery of the annual meeting content and materials. While we would enjoy seeing everyone in person, we feel that providing this alternative is the best practice in the current circumstances.

Included in this presentation are the most important updates and information from our office impacting the campus community this academic year. You will see throughout the presentation helpful links to webpages and contact information for each topic.

The mission of the Office of the Registrar includes providing quality support services to students, faculty, staff, alumni, parents and other constituents of the University, and maintaining the highest possible level of efficiency and effectiveness. It is in this spirit that we offer to you the following presentation.

Stay healthy, stay safe!

ONLINE/DISTANCE TRANSACTIONS

In an effort to protect student health and safety and limit physical contact in the office, the Office of the Registrar would like to highlight the following transaction requests that can be submitted via MSU student Bearmail account:

- Change of Student Contact Information – Address changes (phone and personal email can be updated in My Missouri State)
- Change of Student Information – Name changes, marital status, and other items
- Major and/or Minor changes (in your email, include your M-number and specify if you are changing or adding major(s)/minor(s))
- Enrollment Verification

Additionally, the following transactions can be submitted through My Missouri State:

- Official Transcript Request
- Chosen name, email and phone number updates
- Dropping courses (with and without a hold)

OFFICE OF THE REGISTRAR STAFF

HTTPS://WWW.MISSOURISTATE.EDU/REGISTRAR/ABOUT-US.ASPX

NEW REGISTRAR STAFF MEMBERS SINCE THE LAST ANNUAL MEETING

Angela Young-
Registrar

Jeanne Lindeman-
Business Processing and Reporting Analyst

Rachel Rigby-
Coordinator

Nathan Hoff (Associate registrar- degree programs and advisement support)

Degree Works 5.0.3 Upgrade
Academic Appeals Resource Reminder

DEGREE WORKS 5.0.3 UPGRADE

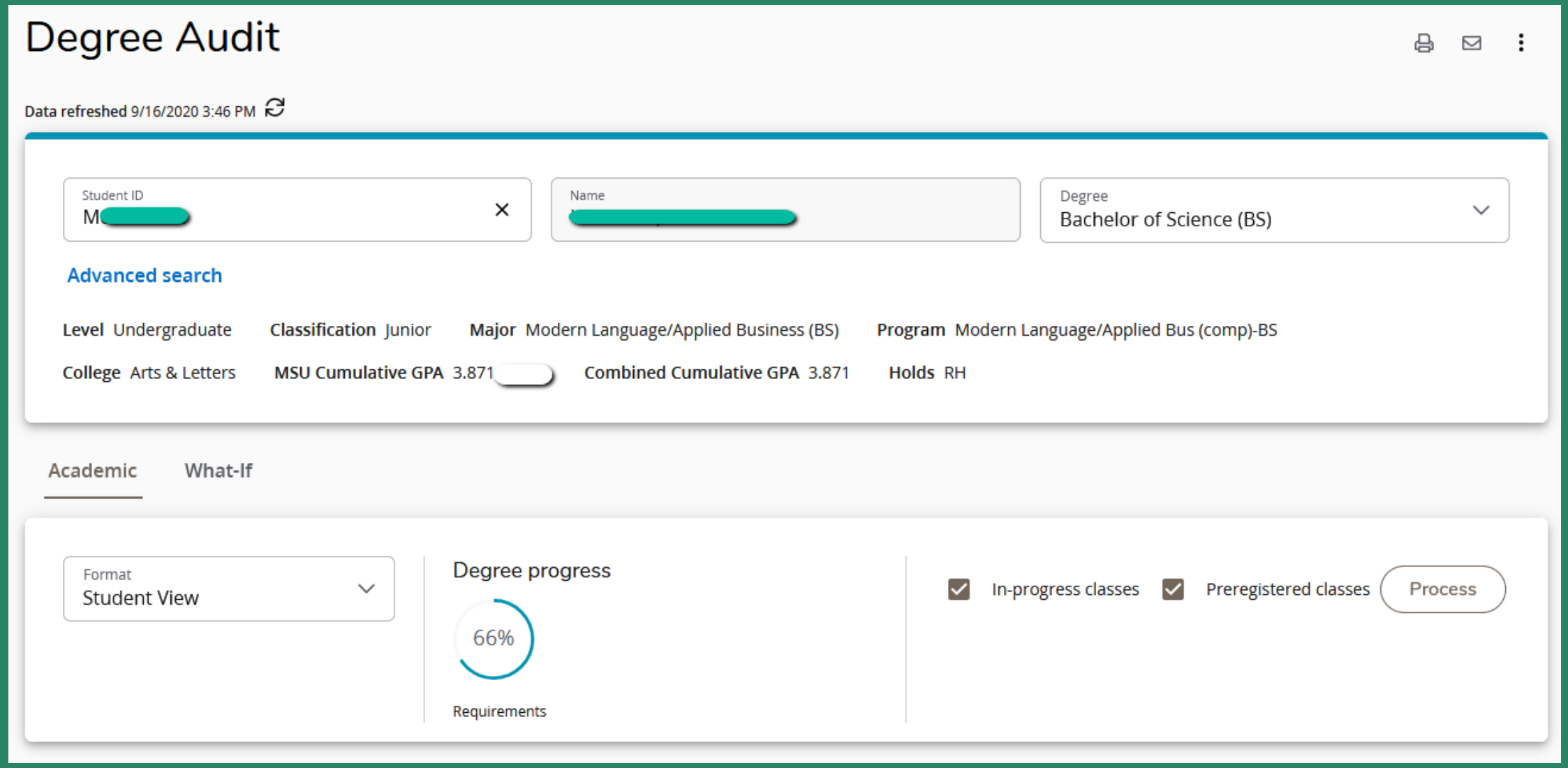
First major appearance update to Degree Works since our fall 2014 implementation

Updated modern look that is more mobile and accessibility friendly

Update required due to Java support ending December 2020

Update to occur the weekend of September 26-27, 2020

DEGREE WORKS 5.0.3 UPGRADE- DEGREE AUDIT NEW MODERN LOOK



DEGREE WORKS 5.0.3 UPGRADE- DEGREE AUDIT FEATURE UPDATES

New simplified what-if degree audit layout where all desired majors/minors can be selected in one section. In the previous version, the first major and minor were selected in one section and the additional majors/minors were added in a separate area.

Updated degree audit symbols to provide more clarity. This includes text indicators at the block level and replacement of the "blue squiggle" and "double squiggle" at the requirement level.

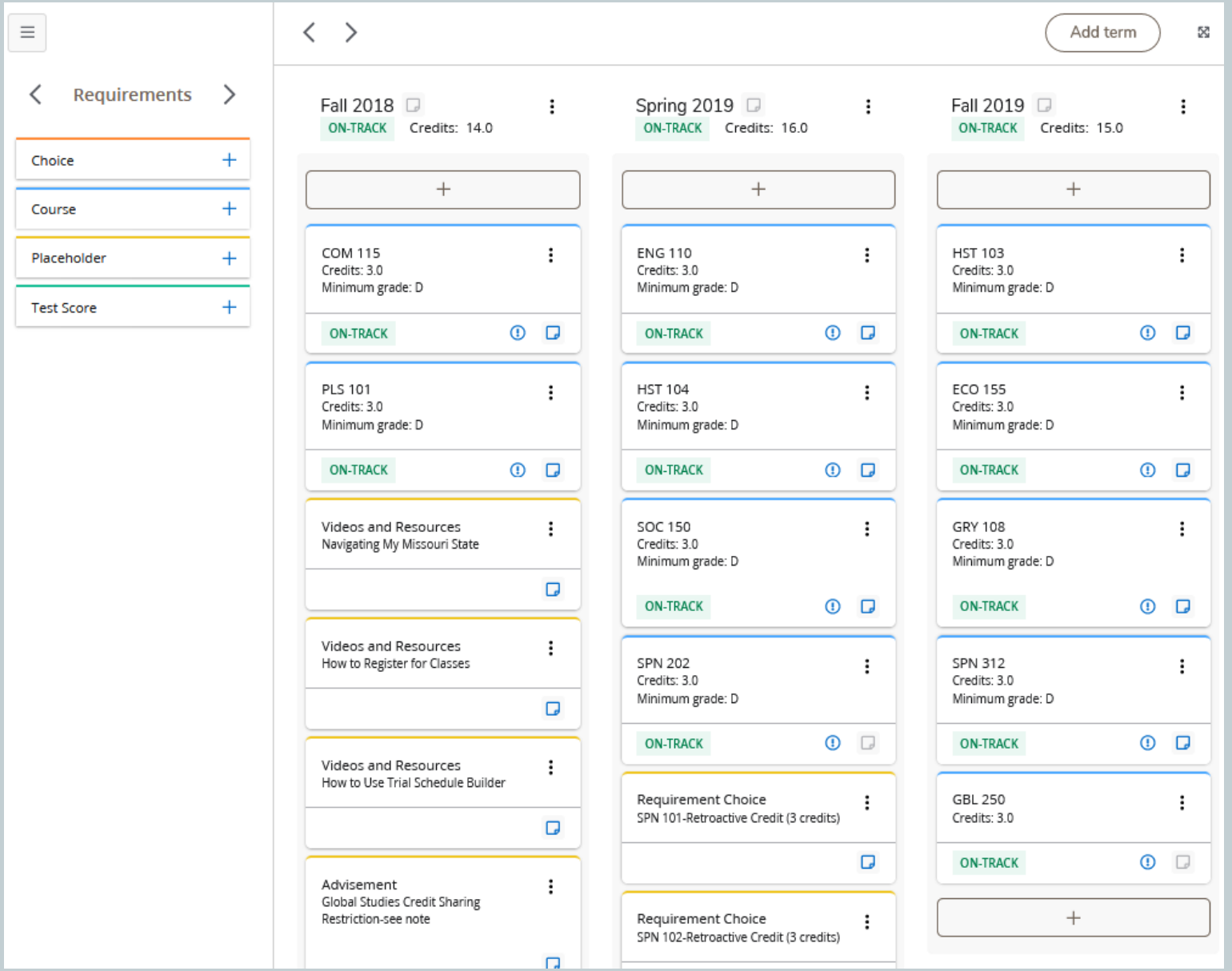
Exception management tool for researching previous exception entries for those with the exception processing role.

New links section to make it easier for users to access related websites.

Easier to read (albeit longer) print PDF audits.

DEGREE WORKS 5.0.3 UPGRADE- NEW STUDENT EDUCATIONAL PLANNER MODERN DESIGN

The previous edition required four different views to see all of the various information pieces. This is now simplified into one view.



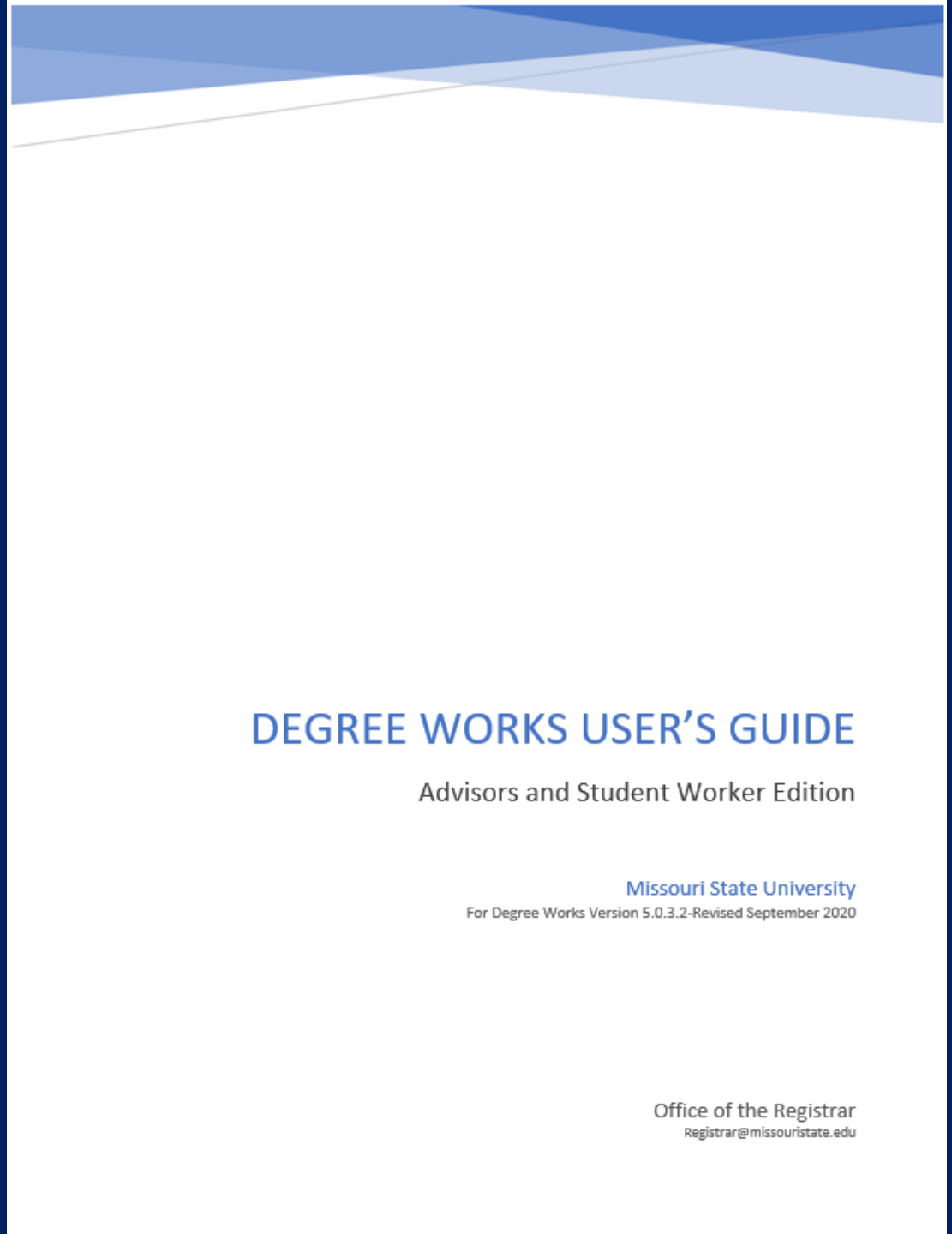
DEGREE WORKS 5.0.3 UPGRADE- NEW USER'S GUIDES

Student

General Advisor/Student Worker

Department Head/Advisors with Exception Processing Authority

Office of the Registrar

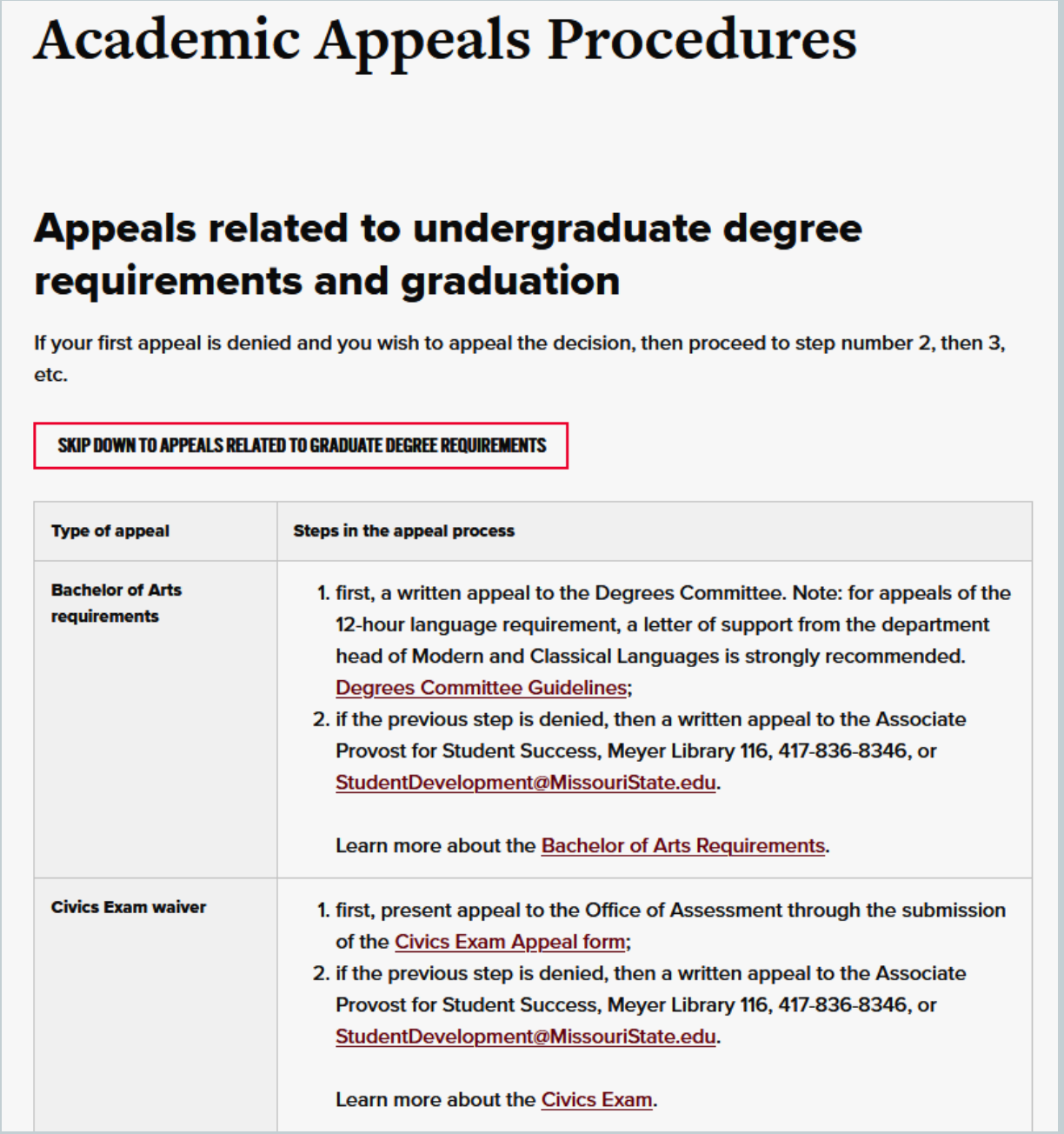


DEGREE WORKS 5.0.4 UPGRADE- TENTATIVELY TARGETED FOR SPRING 2021

- Improved What-if audit major filtering by degree.
- Fix of 5.0.3 defects (such as GPA display issues).
- Repeat codes now visible within the degree audit.
- Potential for introduction of preferred name into the degree audit.

ACADEMIC APPEALS PROCEDURES

- https://www.missouristate.edu/Registrar/academicappeal.htm
- This is an excellent resource for faculty, staff and students when questions arise about an appeal process and the person is not sure what the academic appeal process is for a particular issue. This is essentially a quick reference guide to assist you in finding the right avenue for the appeal.



Academic Appeals Procedures

Appeals related to undergraduate degree requirements and graduation

If your first appeal is denied and you wish to appeal the decision, then proceed to step number 2, then 3, etc.

SKIP DOWN TO APPEALS RELATED TO GRADUATE DEGREE REQUIREMENTS

Type of appeal	Steps in the appeal process
Bachelor of Arts requirements	1. first, a written appeal to the Degrees Committee. Note: for appeals of the 12-hour language requirement, a letter of support from the department head of Modern and Classical Languages is strongly recommended. Degrees Committee Guidelines; 2. if the previous step is denied, then a written appeal to the Associate Provost for Student Success, Meyer Library 116, 417-836-8346, or StudentDevelopment@MissouriState.edu. Learn more about the Bachelor of Arts Requirements.
Civics Exam waiver	1. first, present appeal to the Office of Assessment through the submission of the Civics Exam Appeal form; 2. if the previous step is denied, then a written appeal to the Associate Provost for Student Success, Meyer Library 116, 417-836-8346, or StudentDevelopment@MissouriState.edu. Learn more about the Civics Exam.

Katrina Chavez (Assistant Registrar-Course and Curriculum Management)

Catalog Information

Curriculum Updates and Reminders

Class Schedule Building

Waitlisting

Finals Schedule

CATALOG INFORMATION

Undergraduate Catalog

Graduate Catalog

The catalog is always the best source for up to date information on program and course details.

Reference the catalog for current course prerequisites and descriptions.

Use only catalog program and course information when submitting curricular changes. Do not copy information from departmental pages or other websites.

Typically, new programs are published in the July publication of the catalog, along with all the curricular items approved the previous academic year. Because the catalog is online, we are able to update the catalog at various times. It is important to refer to *registration dates* versus *catalog publication dates* when completing curricular changes/updates.

CURRICULUM UPDATES AND REMINDERS

Contact for Curriculum

Email Katrina Chavez at curriculum@missouristate.edu or kchavez@missouristate.edu for support.

MTH 135-Pending Deletion

We will be working with departments to review course and program information pertaining to MTH 135 to ensure curricular changes are submitted to address the pending deletion of MTH 135.

Proposal Review Before Submission

If you are submitting a curricular proposal and need assistance or would like it reviewed, we can provide that support through our office.

Curriculum Calendar

The curriculum year begins in August and concludes in May. Approved curricular changes/updates are typically reflected in the July publication of the catalog.

Refer to the Faculty Senate Calendar for council committee meetings, senate meetings, etc.

CLASS SCHEDULE BUILDING REMINDERS

WAITLISTING

FINALS SCHEDULE

Class Schedule Building Reminders

- Refer to the online resources for support.
- Bookmark schedule building dates and deadlines.
- Be sure to follow the guidelines for changes after registration begins.
- Follow the cancelled classes process if cancelling a class.
- Schedule building impacts how a student is charged student service fees and tuition, so it is important that this information is accurate based on how we are delivering the section. Review online resources or contact Katrina Chavez for more information.

Waitlisting

- Waitlisting begins when registration opens and typically ends the Wednesday of the first week of classes. This means that if a class has a waitlist with open seats, students can add themselves to that waitlist until 5pm Wednesday, first week of classes. On Thursday, we will send departments a list of students left on the waitlist for their classes. On Friday, we will remove remaining students from the waitlist and remove all waitlists from classes. Any open seats are then open to any student eligible to register in that class.
- **DO NOT** give closed level overrides to students for classes that have a waitlist on them. This inaccurately alerts the students on the waitlist that there is an open seat, when there isn't one. Contact Katrina Chavez to review how to add a student to a closed class that has an active waitlist.

Finals Schedule

- The finals schedule is posted online, however, with changes to the delivery of classes due to COVID-19, students should contact their instructor or department head for specific finals schedule information.

Rachel Rigby (Office of the Registrar Coordinator)

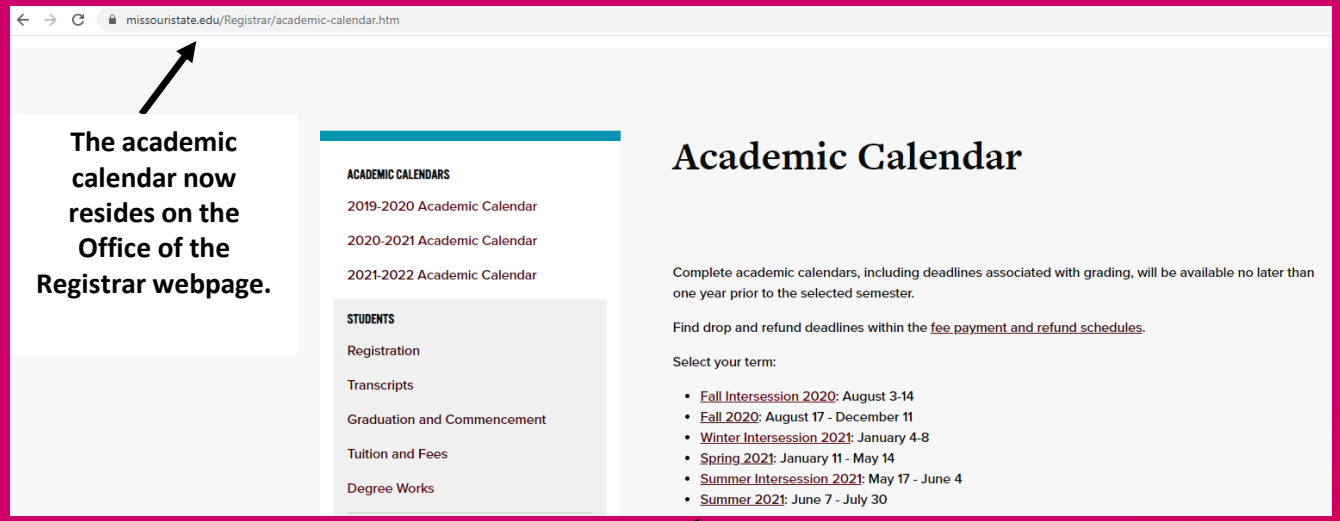
Academic Calendar Changes

Midterm and Final Grade Processing Information

ACADEMIC CALENDAR

We have moved the academic calendar to a more user friendly format that will allow us to provide better information and resources to the campus community. Calendars are provided for terms one year in advance.

The academic calendar now resides on the Office of the Registrar webpage.



Quick links for the upcoming semesters are listed here, along with term start and end dates.

All of the activities/events that have traditionally been listed remain the same, along with the corresponding date for the activity/event.

Fall Intersession 2020

Date	Activity
Aug. 3, 2020 - Aug. 14, 2020	Drop and Refund Deadline Information (See Event Details)
Aug. 3, 2020	**Intersession Classes Begin**
Aug. 12, 2020	Last day to Drop, or Declare Pass/Not-Pass or Audit for Intersession
Aug. 14, 2020	**Fall 2020 Intersession Classes End**
Aug. 17, 2020	**Faculty:** Intersession Grading opens via Faculty Grade Entry-Grades Due by 2 p.m. August 24th
Aug. 24, 2020	**Faculty:** Intersession Grades Must Be Submitted via Faculty Grade Entry by 2 p.m.
Aug. 25, 2020	Intersession Grades Available Online in My Missouri State portal

Fall 2020

Date	Activity
April 6, 2020 - May 4, 2020	Fall 2020 Registration-Sequenced
May 5, 2020	Fall 2020 Registration-Regular
Aug. 17, 2020 - Aug. 21, 2020	Full Semester and First Block Change of Schedule
Aug. 17, 2020 - Dec. 3, 2020	Drop and Refund Deadline Information (See Event Details)
Aug. 17, 2020	**Full Semester & First Block Classes Begin**
Aug. 28, 2020	Deadline to request a FERPA hold
Sep. 4, 2020	Full Semester & First Block Classes-Last Day to Submit an Instructor Drop
Sep. 7, 2020	Labor Day Holiday (No Classes/Offices Closed)
Sep. 10, 2020	My Payment Plan Installment Due

FACULTY GRADE ENTRY (FGE)

Over 182,000 grades were submitted from fall 2019-summer 2020 with a 99% on-time submission rate.

An email will be sent to departments and instructors with details about FGE resources when midterm and final grade rosters become available.

Contact for assistance : Rachel Rigby (Grading Coordinator) x64899 or RachelRigby@missouristate.edu.

Shannon Holt (Associate Registrar-Records and Registration)

Customized Refund and Drop Deadlines

Registration Sequence Updates

CUSTOMIZED REFUND AND DROP DEADLINES

Instructors can view the refund and drop deadlines for classes they teach in My Missouri State>Teaching & Advising tab>Faculty Services channel.

Students can view their personalized refund and drop deadlines for their classes in My Missouri State>Registration tab>My Schedule channel.

You can view the refund and drop deadlines for a student in My Missouri State>Teaching & Advising tab>Student Information Menu, or for an instructor on the Teaching & Advising tab>Faculty Services channel>Rosters and Evaluation section>Class Dashboard link.

PERSONALIZED REFUND AND DROP DEADLINES EXAMPLE

Course	CRN	Title	Term Type	Start Date	End Date	End 100%	End 75%	End 50%	End 25%	Last Day to Drop
LAW 332-896	57469	Debt/Credit Rights & Remedies	Non-Standard	08/10/20	08/14/20	**08/10/20**	**08/11/20**	**08/12/20**	**08/13/20**	**08/13/2020**
LAW 332-897	57277	Debt/Credit Rights & Remedies	Non-Standard	08/03/20	08/07/20	**08/03/20**	**08/04/20**	**08/05/20**	**08/06/20**	**08/06/2020**
LAW 332-003	51097	Debt/Credit Rights & Remedies	Second Block	10/12/20	12/10/20	**10/16/20**	**10/23/20**	**10/29/20**	**11/06/20**	**11/17/2020**
LAW 332-001	51096	Debt/Credit Rights & Remedies	First Block	08/17/20	10/06/20	**08/21/20**	**08/28/20**	**09/03/20**	**09/14/20**	**09/23/2020**

REGISTRATION SEQUENCE UPDATES

Beginning Spring 2021, the registration sequence has been revised at the request of Deans and Department Heads and is now three days shorter than it has been in previous years.

The registration sequence for spring 2021 will begin on November 2 and end on November 23.

The full registration sequence can be found on the Registrar's webpage.

Students will be able to view their personalized earliest registration date for spring 2021 on October 1 on their Registration Status page in My Missouri State.

Jeanne Lindeman (Business Process and Reporting Analyst)

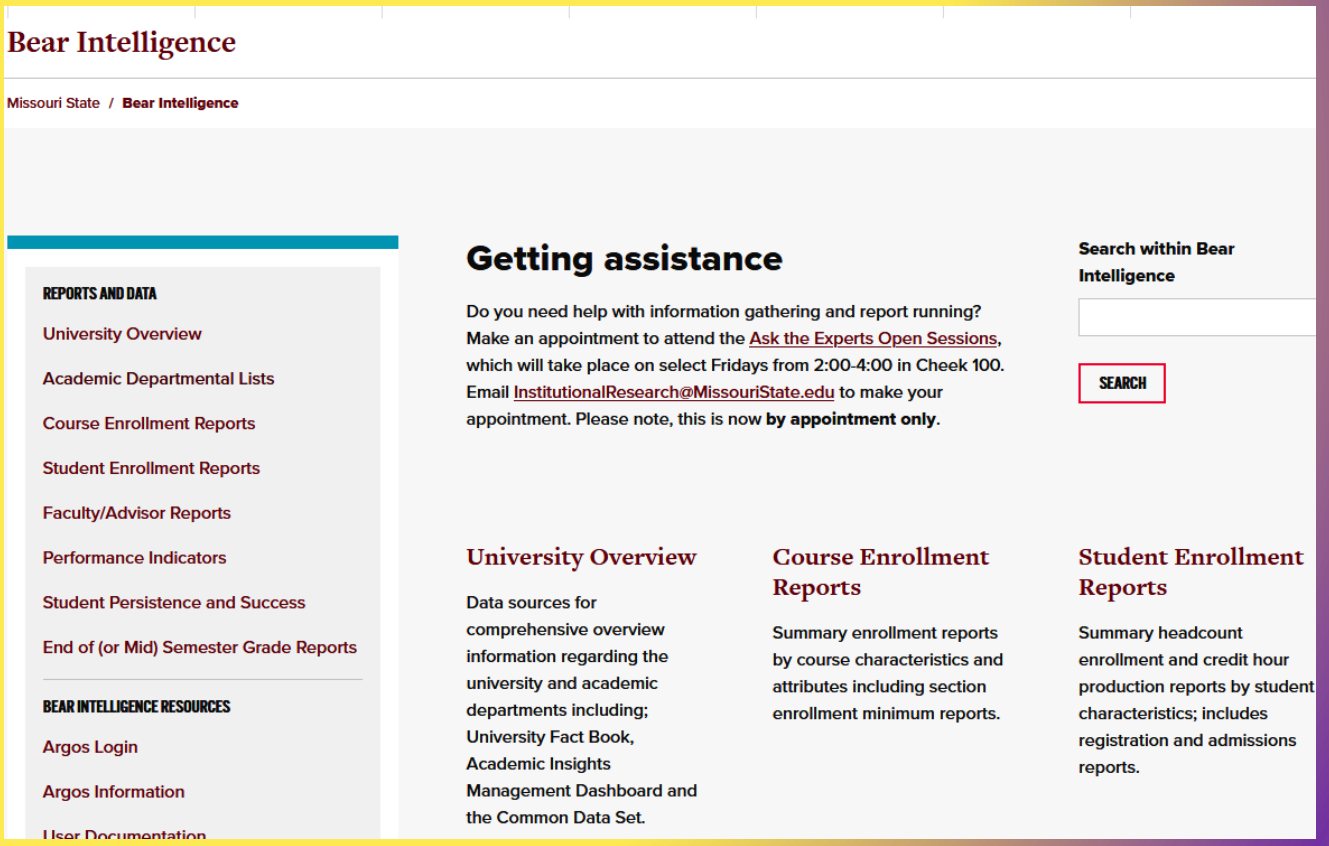
Bear Intelligence

Data Request Form

BEAR INTELLIGENCE

If you are in need of data, what you are looking for may already be publicly available on Bear Intelligence.

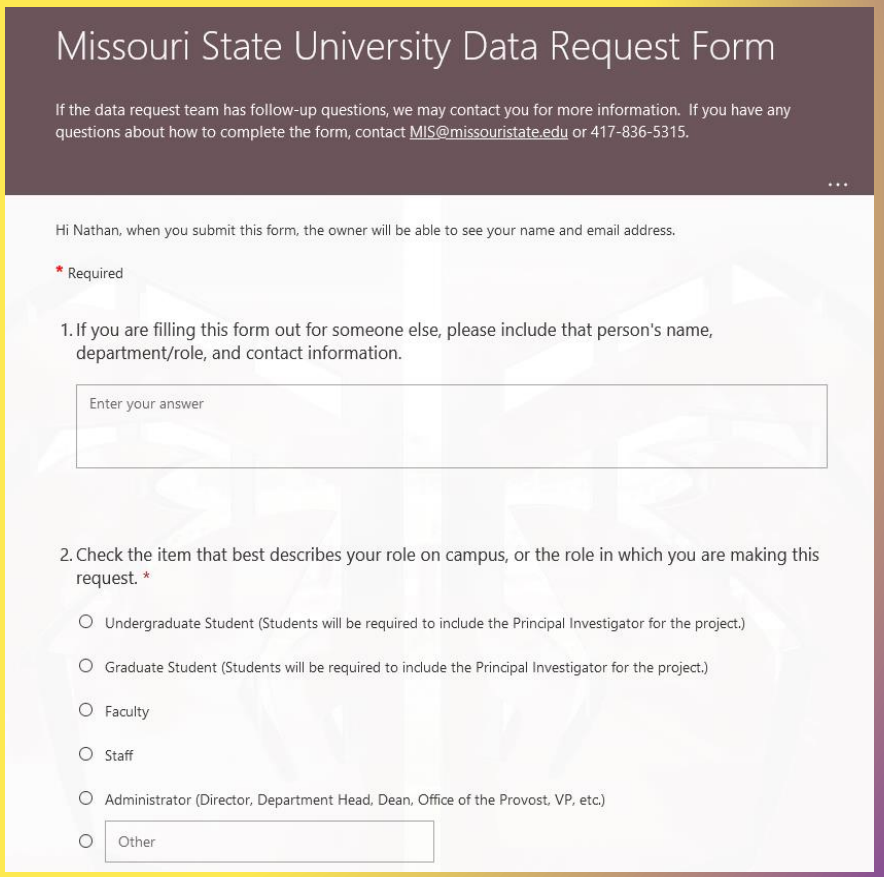
https://missouristate.edu/data



DATA REQUEST FORM

If you are in need of data that you cannot find on Bear Intelligence, you should complete the Missouri State University Data Request Form. This enables your request to be reviewed and routed to the appropriate individual and/or office to assist you.

https://missouristate.edu/requestdata



Missouri State University Data Request Form

If the data request team has follow-up questions, we may contact you for more information. If you have any questions about how to complete the form, contact MIS@missouristate.edu or 417-836-5315.

...

Hi Nathan, when you submit this form, the owner will be able to see your name and email address.

* Required

1. If you are filling this form out for someone else, please include that person's name, department/role, and contact information.

Enter your answer

2. Check the item that best describes your role on campus, or the role in which you are making this request. *

- Undergraduate Student (Students will be required to include the Principal Investigator for the project.)
- Graduate Student (Students will be required to include the Principal Investigator for the project.)
- Faculty
- Staff
- Administrator (Director, Department Head, Dean, Office of the Provost, VP, etc.)
- Other

Moon Knight (Office of the Registrar Coordinator)

Graduation versus Commencement

October 2020 and December 2020 Commencement

GRADUATION VERSUS COMMENCEMENT

GRADUATION

Graduation is the process of being awarded a degree after successfully completing all degree requirements.

COMMENCEMENT

Commencement is the congratulatory ceremony hosted by University officials in which students are publicly and formally recognized.

OCTOBER 2020 AND DECEMBER 2020 COMMENCEMENT

OCTOBER 18, 2020

- Scheduled as a replacement to the May commencement ceremony.
- Spring 2020 and summer 2020 graduates may participate.
- Spring 2020 and summer 2020 graduates will be listed in the commencement program.

DECEMBER 11, 2020

- Traditional fall commencement ceremony.
- Spring 2020 graduates, summer 2020 graduates, and fall 2020 graduation candidates may participate.
- Fall 2020 graduation candidates will be listed in the commencement program.

Visit https://www.missouristate.edu/commencement/ for additional information.

Rebecca Harbaugh (Associate Registrar-Operations)

Personal Information Updates

Signal Vine

Things the Office of the Registrar Can Help You With

Resources for Other Things You May Need

Closing and Contact Information

PERSONAL INFORMATION

As a reminder, employees and students can update, edit or delete their phone numbers, personal emails and emergency contacts online themselves. Employees see the Personal Information link under the Profile tab. Students have the link under their Student tab. It provides a snapshot of current contact information on file for you in Banner. This is a part of Self-Service Banner 9, so it has a more modern look and feel that you'll see on other new Self-Service Banner pages as they roll out. It's not only easier to read, it's ADA compliant and mobile responsive. The Office of the Registrar is still where students update their address.

PERSONAL INFORMATION

Boomer Bear

ID Number: M[redacted]

[redacted]@live.MissouriState.edu

[redacted]Springfield,
Missouri 65810-[redacted]

417 [redacted]

Email — Add New

Missouri State University e-mail address (Preferred)
[redacted]@live.MissouriState.edu
(Not Updateable)

Personal Email address
[redacted]@GMAIL.COM

Phone Number — Add New

Cell Phone (Primary)
417 [redacted]

Address

Primary/Permanent Address
Current
[redacted]
Springfield
Missouri 65810[redacted]

Emergency Contact — Add New

1. [redacted]
Mother
Phone: 417 [redacted]
[redacted]
Springfield
Missouri 65810

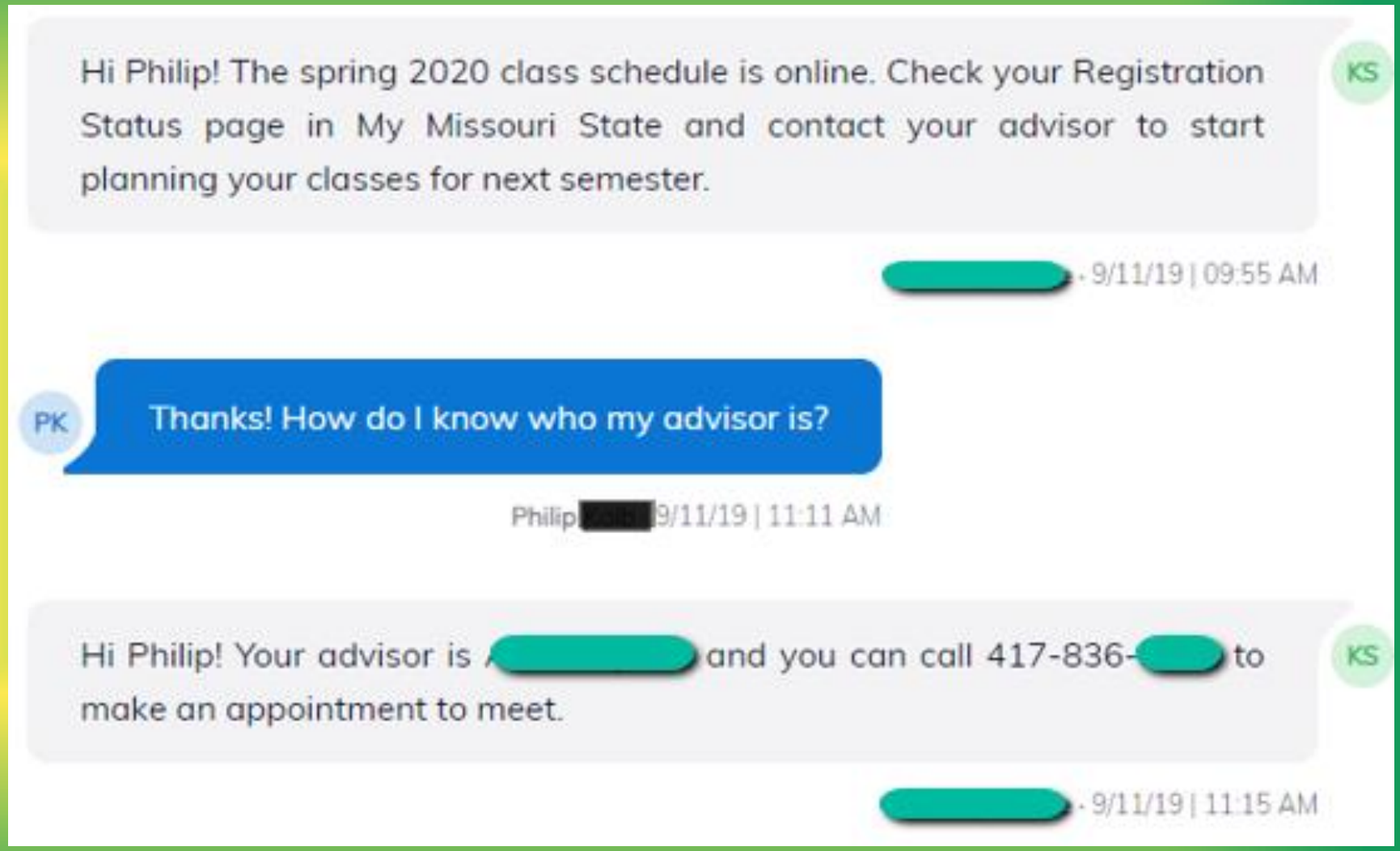
2. [redacted]
Father
Phone: [redacted]
[redacted]
Springfield
Missouri 65810

[redacted]

SIGNAL VINE

- We are continuing the texting initiative led by the Center for Academic Success and Transition. Several offices continue to reach out to a population of students from fall 2018 to present to communicate important information and to provide 'nudges' to help them keep on track. This is a two-way texting platform called Signal Vine where students are able to text back questions and get more detailed information specific to them. The Registrar's Office has been texting students since July of 2019. We have around 7,600 students in our program and over the last two years we have sent 119,145 messages. Our messages focus on registration, schedules, drop dates and important deadlines.

SIGNAL VINE TEXTING



THINGS THE OFFICE OF THE REGISTRAR CAN HELP YOU WITH…

- Catalog, prerequisite, and curriculum management
- Class schedule building
- Degree Works (degree audit and student educational planner)
- FERPA
- Grading, academic standing, and transcripts
- Graduation eligibility and diploma production
- Registration

RESOURCES FOR OTHER THINGS YOU MAY NEED…

- Transfer preapproval and re-evaluation (Office of Admissions or International Services)
- Blackboard (Computer Services Help Desk)
- BearPass password assistance (Computer Services Help Desk)
- System access (Information Security)
- Scholarship eligibility and out-of-state fee waiver questions (Financial Aid)
- My Missouri State portal issues (Computer Services Help Desk)
- Data requests (including ARGOS report requests (https://missouristate.edu/requestdata)

THANK YOU FOR VIEWING THE OFFICE OF THE REGISTRAR ANNUAL MEETING!

Phone: x65520

Email: Registrar@missouristate.edu

Website: www.missouristate.edu/registrar

Twitter: @RegistrarMSU (MoState Registrar)