

Office of the Registrar Annual Meeting

September 7, 2016 (1:00 pm-2:30 pm)
September 8, 2016 (8:00 am-9:30 am)

Plaster Student Union 313



Agenda

- Introduction of staff and office
- Previous Year Accomplishments
- Major system initiatives (recent and current)
- Major processes of the office relevant to you
- Future system updates

Introduction of Staff and Office

- Meet the staff
- Who does what?

Assistant Vice President for Enrollment Management and Services/Registrar



- Dr. Rob Humberger**
Rob.Humberger@missouri-state.edu | 617-436-4210
- Provides senior-level analysis, support, and recommendations related to the enrollment management effort
 - Overall supervisor, leadership, and management of the Office of the Registrar, including Veteran Student Services
 - Works closely with faculty and administrators in developing and implementing changes to policies, procedures, and systems affecting enrollment management efforts and registrar functions
 - **Specialty: Education and Rights Privacy Act (FERPA)** point of contact
 - Manages Office of the Registrar budget and expenditures
 - Represents Office of the Registrar, Enrollment Services, and Student Affairs on permanent and ad hoc committees

Associate Registrar-Degree Programs and Advisement Support



- Nathan Hoff**
Nathan.Hoff@missouri-state.edu | 617-436-4210
- Oversees Degree Works (Degree Audit, Student Educational Plan) functional issues/troubleshooting, registration advising and training
 - Serves as the primary Office of the Registrar advising certifying official
 - Supports enrollment related programs/committees, cross functional initiatives, and special projects
 - Assists faculty staff and administrators with academic policy questions and issues
 - Coordinator of communication between departments and degree completion students returning after an extended absence

Associate Registrar-Operations



- Rebecca Hurlough**
Rebecca.Hurlough@missouri-state.edu | 617-436-4210
- Coordination of office operations and training
 - Oversees the University graduation clearance and diploma mailing processes
 - Manages the refund except on appeal process
 - Coordinates cross-functional office initiatives such as document imaging and transcript ordering
 - **Specialty: Education and Rights Privacy Act (FERPA)** point of contact

Assistant Registrar-Records and Registrations



- Shannon Holt**
Shannon.Holt@missouri-state.edu | 617-436-4210
- Oversees records functions such as grading, transcript production, enrollment verification, and academic processing
 - Oversees registration functions including course schedule building and registration-related fees
 - Coordinates policy, procedure, and system related issues/initiatives related to records and registration
 - Assists in maintaining, troubleshooting, and enhancing the University's data management and related student systems
 - Drop Appeal Committee Chair
 - Coordinates the functional lead on Banner IIS functions related to the Office of the Registrar, electronic transcript exchange, and notifying
 - Supervises student employees and processes student payroll

Business Process and Reporting Analyst



- Nicole Sawyer**
Nicole.Sawyer@missouri-state.edu | 617-436-4210
- Analyzes Office of the Registrar processes to identify/recommend efficiency/improvements
 - Designs, suggests, and tests system development to address OR functional needs
 - Provides Office of the Registrar and Enrollment Services customers with data including the development of queries and reports
 - Provides system training to Office of the Registrar users
 - Serves as a liaison between Office of the Registrar and Computer Services

Coordinator



- May Bowen**
May.Bowen@missouri-state.edu | 617-436-4766
- Coordinates the Refund Exception process
 - Manages the University student's housing processing
 - Coordinates the University production clearance process, management, and application to produce system
 - Production of the University Commencement Program
 - Coordinates the National Student Clearinghouse administration
 - Assists with Degree Works advising and academic eligibility verification
 - Primary contact for projected course offerings

Coordinator



- Kristine Chace**
Kristine.Chace@missouri-state.edu | 617-436-4402
- Coordinates the Office of the Registrar's video, social media and My Missouri State announcements
 - Manages the academic calendar, refund schedules, and EDI files
 - Coordinates registration functions including registration sequence, notifying, and trial schedule builder
 - Coordinates registration administration
 - Coordinates class schedule building and training
 - Manages track schedule

Coordinator



- Kimberly Drape**
Kimberly.Drape@missouri-state.edu | 617-436-4498
- Coordinates grading processes, including grade changes, instructor reports and T to T grades
 - Administers the academic records process, coordinate proactive registration and Banner return
 - Processes academic history building
 - Coordinates the Drop Exception Appeal, request process and processes instructor drops
 - Assists returning students who have not attended for an extended period of time
 - Manages course selections/hold/exception processing application to degree program
 - SICH Sponsored Student Liaison

Academic Records Specialist

All Academic Records Specialists (ARS) work as a frontline resource for processing basic student questions in-person, by email, and by phone for such items as transcript, registration, enrollment verification, and graduation assistance. The ARS is the primary processor of student administrative requests. Each ARS has areas of expertise.



- Erin Conan**
Erin.Conan@missouri-state.edu | 617-436-4418
- Graduation application processing and deficiency review
 - Course selection/hold/exception processing
 - Diploma printing
 - Hold/exception change



- Nancy Hanks**
Nancy.Hanks@missouri-state.edu | 617-436-4442
- Registrar
 - Registrar-related billing questions
 - Address Changes
 - Study Bray high school dual credit and enrollment tracking registration and grading
 - Consortium agreements

Archie Hobbins

Archie.Hobbins@missouri-state.edu | 617-436-4434

- Address changes
- Name changes
- Graduation application processing and deficiency review
- Course selection/hold/exception processing
- Hold/exception change
- Document management



- Dorothy Hanson**
Dorothy.Hanson@missouri-state.edu | 617-436-4307
- Registrar
 - Transcript requests
 - Enrollment Verification Letters



- Erica Robinson**
Erica.Robinson@missouri-state.edu | 617-436-4336
- Address changes
 - Graduation application processing and deficiency review
 - Hold/exception change
 - Registrar
 - Study Bray
 - Transcript Requests-specialized

Administrative Specialist II



- Sherry Bailey**
Sherry.Bailey@missouri-state.edu | 617-436-4210
- Primary transcript processing coordinator
 - Coordinates audit operations for academic records stored in Missouri/MissouriState transcript processing
 - National Student Clearinghouse verification

Administrative Assistant II



- April Hoad**
April.Hoad@missouri-state.edu | 617-436-4210
- Office of the Registrar administrative office manager
 - Special projects assigned by the Registrar
 - Coordinates the Office of the Registrar communication/incoming office email
 - Assists office staff with special projects and assignments

Assistant to the Registrar



- Linda Johnson**
Linda.Johnson@missouri-state.edu | 617-436-4210
- Coordinates production of the undergraduate catalog
 - Holds/exception program of study codes
 - Holds/exception course records and prerequisites

Primary Responsibilities



Previous Year Accomplishments

- Successful implementation of Degree Works Phase 1 (degree audit)
- Conversion of Registrar website to mobile friendly format
- Successful completion of the Student Affairs Five-Year Department Review
- Drop with a Hold Workflow introduced
- Class Schedule Building Proofing Dashboard developed
- Successful implementation of Faculty Grade Entry module

Major System Initiatives

- Degree Works Phase 2-Student Educational Planner
- Banner Student Self-Service Profile
- Banner Version Update (Banner 8 to Banner 9)
- Electronic Transcripts
- Other enhancements and updates

Student Educational Planner (SEP)- Degree Works Phase 2

- Degree audit shows the classes a student needs to take; SEP is the tool for organizing when a student will take them.
- Training sessions for advisors will begin in mid-September and will be offered throughout the fall semester. Sign-up is available on My Learning Connection.
- Written documentation and a YouTube training video will be located on the Office of the Registrar's Degree Works website soon.

Student Planner for: [Redacted] View: Edit

Description: [Redacted] Active Locked

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: ● On-Track

● On-Track **Spring 2016** Total Credits: 16.0 Reassign Delete this term

--- **Summer 2016** Total Credits: 4.0 Reassign Delete this term

Tracking	Critica	Course Requirement	Credits	Minimum Grade	Notes
---	<input checked="" type="checkbox"/>	BMS 308	4.0	None	

--- **Fall 2016** Total Credits: 10.0 Reassign Delete this term

Tracking	Critica	Course Requirement	Credits	Minimum Grade	Notes
---	<input checked="" type="checkbox"/>	CHM 343	5.0	None	
---	<input checked="" type="checkbox"/>	BMS 494	1.0	None	
---	<input checked="" type="checkbox"/>	BMS 521	4.0	None	

Placeholder Requirement Value Notes

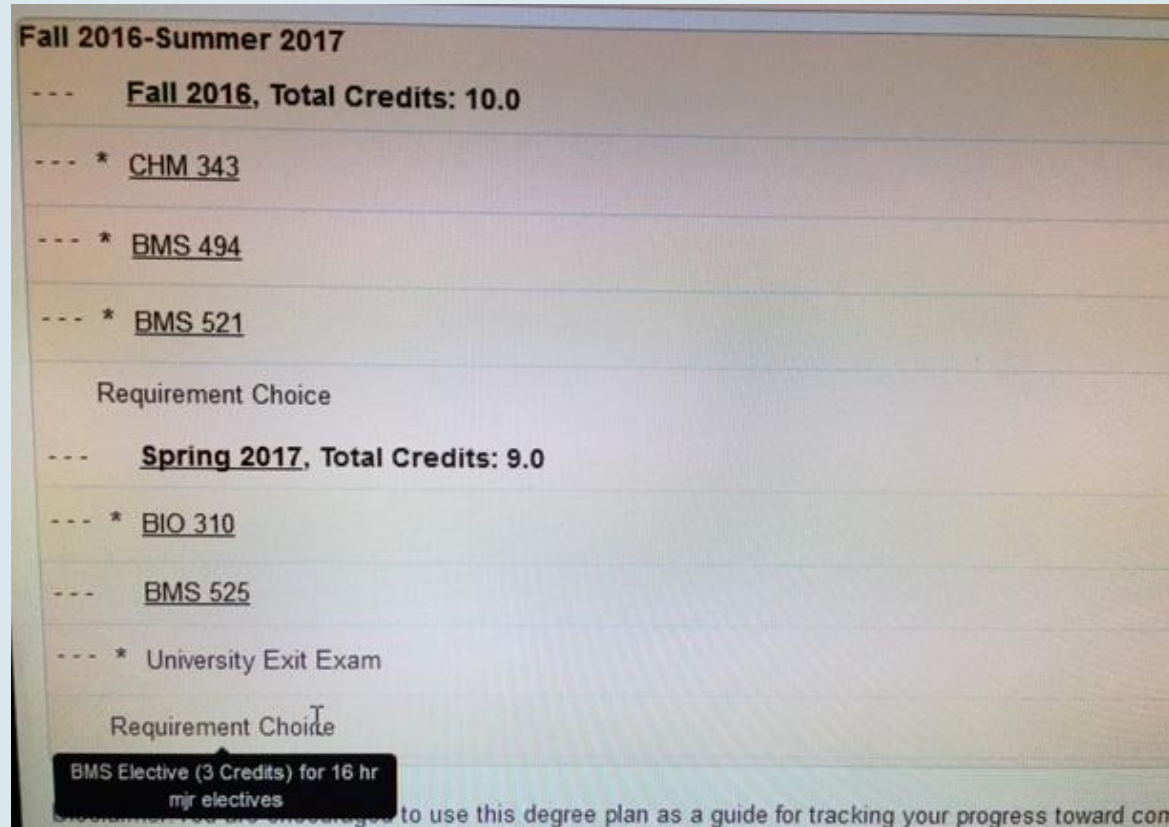
Requirement Choice BMS Elective (4 Credits) for 16 hr ngr electives

--- **Spring 2017** Total Credits: 9.0 Reassign Delete this term

Tracking	Critica	Course Requirement	Credits	Minimum Grade	Notes
---	<input checked="" type="checkbox"/>	BIO 310	5.0	None	
---	<input type="checkbox"/>	BMS 525	4.0	None	

Tracking	Critica	Test Score Requirement	Minimum Score	Notes
---	<input checked="" type="checkbox"/>	University Exit Exam	Y	


Student Educational Planner (SEP)- Multiple Views







Student Educational Planner (SEP)- On-Track/Off-Track Plan Tracking







Description: Bear, Boomer-CAMB-BS

Degree: Bachelor of Science

Tracking Status:  On-Track

 On-Track  Spring 2016 Total Credits: 16.0 

Fall 2016 Total Credits: 10.0 

Critical	Course Requirement
<input checked="" type="checkbox"/>	CHM 343  
<input checked="" type="checkbox"/>	BMS 494  
<input checked="" type="checkbox"/>	BMS 521  

Requirement

Student Educational Planner (SEP)- Planner Notes and Placeholders

Tracking	Critical	Test Score Requirement	Minimum Score	Notes
---	*	University Exit Exam	Y	
Placeholder Requirement		Value		Notes
	Requirement Choice	BMS Elective (3 Credits) for 16 hr mjr electives		
	Requirement Choice	CHM elective (3 Credits)		

Student Educational Planner (SEP)- Audit/Planner Side-By-Side

Student Planner for: [Name] View: Audit View Plan List New Plan

Requirement	Course	Prerequisites	Grade	Credits	Term
<input checked="" type="checkbox"/> NATURAL WORLD LAB REQUIREMENT CHECK					
<input checked="" type="checkbox"/> Natural World Lab Requirement Check	GRY 142	Intro Physical Geography	A	4	Spring 2014
<input checked="" type="checkbox"/> CULTURE AND SOCIETY/SELF UNDERSTANDING					
Complete at least four different course prefixes in the Culture and Society/Self-Understanding section of general education. Students who have general education courses waived by AA/AAT degree, 42 hour core, or previous Bachelor's degree may have four prefix requirement waived. Contact the Office of the Registrar for this waiver. Students with multiple GEC or GEP prefix courses may see the Office of the Registrar for assistance if prefix count adjustment is needed.					
<input checked="" type="checkbox"/> Culture & Society/Humanities Perspective	LLT 121	Classical Mythology	A	3	Fall 2013
<input checked="" type="checkbox"/> Culture & Society/Social Sciences Perspective	GRY 100	World Regional Geography	A	3	Fall 2013
<input checked="" type="checkbox"/> Self-Understanding/Social Behavioral Perspective	PSY 121	Introductory Psychology	TA	3	Spring 2012
<input checked="" type="checkbox"/> Self-Understanding/Humanities Perspective	REL 210	Paths of World Religions	A-	3	Fall 2013
<input checked="" type="checkbox"/> Self-Understanding/Creativity & Vision Perspective	MUS 241	The Language of Music	A	3	Spring 2014
<input checked="" type="checkbox"/> PUBLIC AFFAIRS					
<input checked="" type="checkbox"/> American Studies/Political Science	PLS 101	American Democracy	B+	3	Spring 2014
<input checked="" type="checkbox"/> American Studies/History	HST 122	United States Since 1877	TA	3	Spring 2013
<input checked="" type="checkbox"/> Major in Cell and Molecular Biology					Catalog Term: Fall 2015
<input checked="" type="checkbox"/> Major Residency Requirement					
<input checked="" type="checkbox"/> Major GPA Requirement					Your major GPA is 3.64.
<input checked="" type="checkbox"/> SPECIFIC GEN ED REQUIREMENTS					
Students who have taken BMS 100 or 105 will have BMS 110 disappear as a visible choice under the Intro to Biomedical Sciences requirement but must still take BMS 110. The department will not substitute BMS 100 or 105 for the CAMB major. A grade of C or better is required in these courses.					
<input checked="" type="checkbox"/> Intro to Biomedical Sciences					
<input checked="" type="checkbox"/> BMS 110 prior to fall 2015	BMS 110	Intro to Biomedical Sciences	A	4	Spring 2015
<input checked="" type="checkbox"/> Physics I	PHY 123	Introduction to Physics I	A	4	Spring 2015
<input checked="" type="checkbox"/> Calculus and Geometry	MTH 287	Computational Calculus I	A	3	Spring 2016
<input checked="" type="checkbox"/> BIOMEDICAL SCIENCE COURSE REQUIREMENT					A grade of C or better is required in these courses.
<input checked="" type="checkbox"/> Human Genetics					
<input checked="" type="checkbox"/> Human Genetics with Lab	BMS 231	Human Genetics with Lab	A	4	Fall 2015
<input checked="" type="checkbox"/> Biomolecular Interactions	BMS 321	Biomolecular Interactions	B	4	Spring 2016
<input checked="" type="checkbox"/> Molecular Cell Biology	BMS 521	Molecular Cell Biology	RG	(4)	Fall 2016
<input checked="" type="checkbox"/> Molecular Biology	BMS 525	Molecular Biology	PLAN	(4)	Spring 2017
<input checked="" type="checkbox"/> OTHER DEPARTMENT REQUIREMENTS					A grade of C or better is required in these courses.
<input checked="" type="checkbox"/> General Chemistry I					
<input checked="" type="checkbox"/> General Chemistry I	CHM 160	General Chemistry I	A-	4	Spring 2015
<input checked="" type="checkbox"/> General Chemistry I	CHM 161	General Chemistry I Laboratory	A	1	Spring 2015
<input checked="" type="checkbox"/> General Chemistry II	CHM 170	General Chemistry II	B+	3	Fall 2015
<input checked="" type="checkbox"/> General Chemistry II	CHM 171	General Chemistry II Lab	A	1	Fall 2015
<input checked="" type="checkbox"/> Organic Chemistry I	CHM 342	Organic Chemistry I	B	5	Spring 2016

On-Track * BMS 321 4.0

On-Track * CHM 342 5.0

On-Track * MTH 287 3.0

On-Track * BMS 460 1.0

Warning Summer 2016, Total Credits: 4.0

--- * BMS 308 4.0

Fall 2016-Summer 2017

--- Fall 2016, Total Credits: 10.0

--- * CHM 343 5.0

--- * BMS 494 1.0

--- * BMS 521 4.0

Requirement Choice

--- Spring 2017, Total Credits: 9.0

--- * BIO 310 5.0

--- BMS 525 4.0

--- * University Exit Exam Y

Requirement Choice

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Refresh Audit Print Save


Last updated by: Hoff, Nathan E on 25-Apr-2016

Self-Service Banner Student Profile

- Consolidated view of biographical and academic data
- Viewable for students, advisors, and faculty members
- Student photo and contact card
- Advisor contact card
- Registered courses with instructor contact card
- Additional links to SSB and custom pages
- Rollout planned for October

Self-Service Banner Student Profile

Term: Fall 2016 ▾ | Academic Standing: Good Standing, as of Spring 2006 | Overall Earned Hours: 12 | Overall GPA: 4.00 | Registration Notices: 1



Seever, Natalie M
M00061520

- Curriculum and Courses
- Additional Links
- Degree Audit
- Advising Notes
- Holds
- Registration Status
- Add or Drop Classes
- Refund and Drop Deadlines

Bio Information

Email: Natalieseever@missouristate.edu

Phone: 417 8896007

Gender: Female

Date of Birth: 01/30

Ethnicity: Caucasian, Non-Hispanic

Ethnicity: Not Hispanic or Latino

Race: White or Caucasian

Citizen: Yes

Citizenship: Citizen or National of the US

Emergency Contact: Seever, Mike S

Emergency Phone: 417 894-3111

General Information ⓘ

Level: Graduate

Class: Graduate

Status: Active

Student Type: Readmit-Degree Seeking GR

Residency: Missouri Resident

Campus: Online

First Term Attended: Fall 2004

Advisors

Primary / Major: [Holt, Shannon B](#)

Secondary (minor, cert, other): [Blanton, Patti Ann](#)

CURRICULUM, HOURS & GPA ⤴

Primary	Secondary	Hours & GPA
Degree:	Master of Science	
Level:	Graduate	
Program:	Computer Information System-MS	
College:	Business	
Major:	Computer Information Systems	
Department:	Computer Information Systems	
Minor:	Not Provided	
Admit Term:	Summer 2016	

REGISTERED COURSES ⤴

Course Title	Details	CRN	Hours	Registration Status	Instructor
Information Systems in Business	CIS 429 899	40502	3	**Web Registered**	Johnson, Richard
African Civilization	HST 335 001	40988	3	**Web Registered**	Oyeniyi, Bukola

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 16

Self-Service Banner Student Profile

Student Contact Card



Seever, Natalie M ✕
Computer Information System-MS
Program
Computer Information Systems Major
Natalieseever@missouristate.edu
417 8896007
3914 S Ridgeline Ave
Springfield, MO 65807-5424

Advisor Contact Card



Holt, Shannon B ✕
ShannonHolt@MissouriState.edu
417 8364308
Assistant Registrar-Records & Registration
REGISTRAR CARR 320
Springfield, MO 65897

Self-Service Banner Student Profile

Registered Courses and Hours/GPA

REGISTERED COURSES					
Course Title	Details	CRN	Hours	Registration Status	Instructor
Information Systems in Business	CIS 429 899	40502	3	**Web Registered**	Johnson, Richard
African Civilization	HST 335 001	40988	3	**Web Registered**	Oyeniji, Bukola
Total Hours Registered Hours: 6 Billing Hours: 6 CEU Hours: 0 Min Hours: 0 Max Hours: 16					

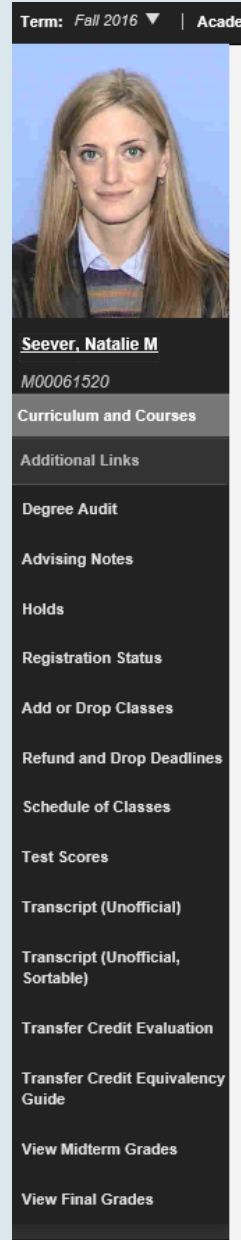
CURRICULUM, HOURS & GPA			
Primary	Secondary	Hours & GPA	
Level	Type	Earned Hours	GPA
Graduate	Institution	12	4.00
Graduate	Overall	12	4.00
Undergraduate	Institution	3	4.00
Undergraduate	Overall	3	4.00

Self-Service Banner Student Profile

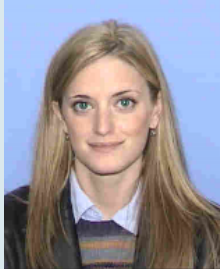
Additional Links

Possible links for advisors:

- Degree Works
- Advising Notes and Releases
- Undergraduate Catalog
- Graduate Catalog
- Projected Course Offerings
- Transfer Equivalency Guide
- Office of the Registrar website



Term: Fall 2016 | Academic



Seever, Natalie M
M00061520

Curriculum and Courses

Additional Links

- Degree Audit
- Advising Notes
- Holds
- Registration Status
- Add or Drop Classes
- Refund and Drop Deadlines
- Schedule of Classes
- Test Scores
- Transcript (Unofficial)
- Transcript (Unofficial, Sortable)
- Transfer Credit Evaluation
- Transfer Credit Equivalency Guide
- View Midterm Grades
- View Final Grades

Links for students:

- Degree Works
- Advising Notes
- Holds
- Registration Status
- Add or Drop Classes
- Refund / Drop Deadlines
- Schedule of Classes
- Test Scores
- Transcripts
- Transfer Credit Evaluation
- View Grades

Banner Version Update (Banner 8 to Banner 9)

- INB is getting a face lift!
- Won't use java plug-in
- Based on modern technology
- Mobile device friendly
- Forms will be called "Pages"
- Navigation and keyboard short cuts will change slightly
- Tentative rollout is Spring 2017

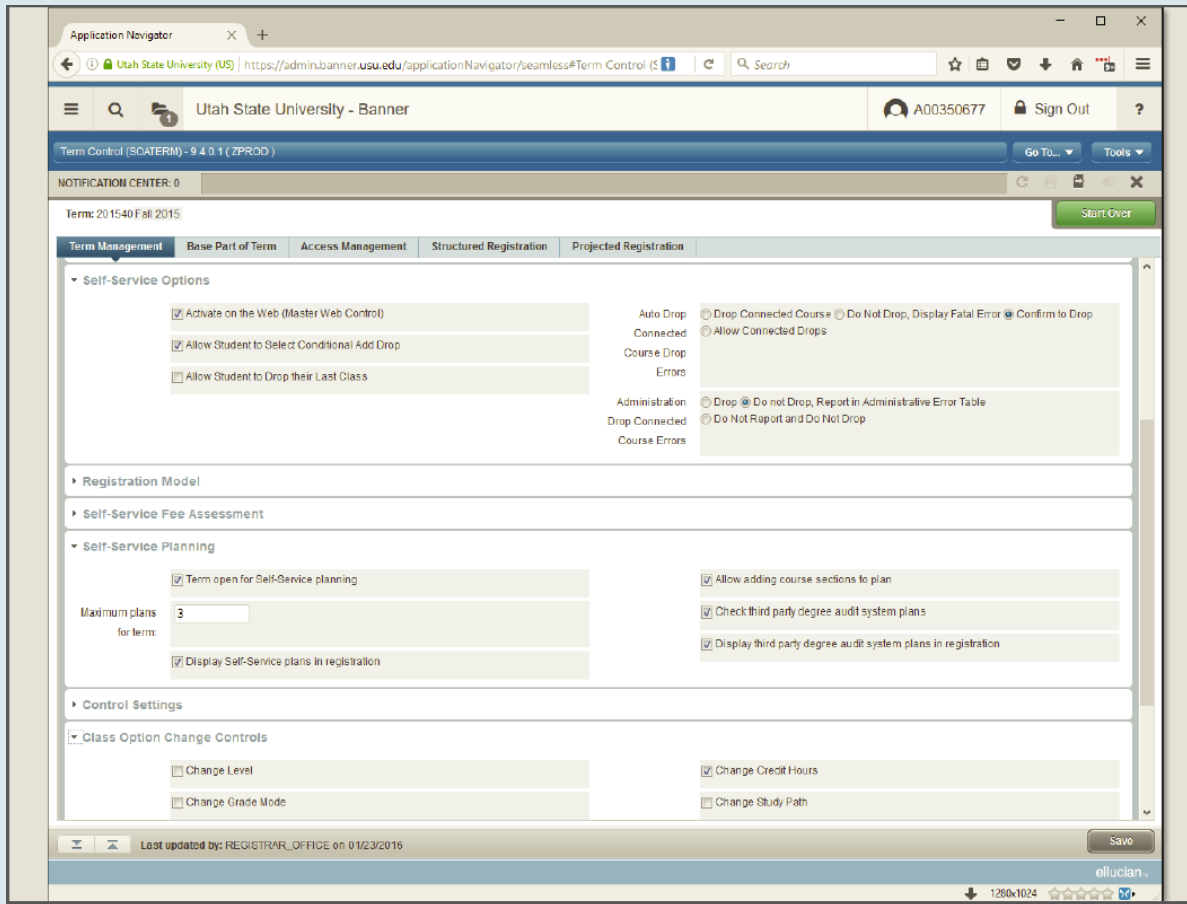
Banner Version Update (Banner 8 to Banner 9)

The screenshot displays the Banner 8.5 (TEST8) Term Control interface. The window title is "Term Control SOATERM 8.5 (TEST8)". The main content area is divided into several sections:

- Term:** 201630 Summer 2016
- Schedule:** CRN Starting Sequence Number: 55230
- Registration:** Includes checkboxes for "In Progress", "Permit", "Calculate Time Status", "Include Attempted Hours", and "Future Terms for Repeats". It also features a "Hold Password" field (OVR), a "Re-Admit" dropdown (201530), and a "Set Registration Error Checking" button.
- Registration Fee Assessment:** Includes checkboxes for "On-line Assessment", "Track by CRN", "Refund by Total", "Allow Swapping", and "Section Fees by Study Path". It also has "Reverse Non Tuition/Fee Charges" checked, and "Effective Date" (05-MAY-2016) and "Original Charge Cutoff Date" (08-JUN-2016) fields.
- Gradebook Parameters:** Includes a checkbox for "Process Gradebook Controls".
- Title IV Date Source:** Includes radio buttons for "Term Date" (selected) and "Part-of-Term Dates".
- Web Self-Service, Voice Response and Partner Systems:** Includes a "Fee Assessment" section with radio buttons for "On-line Assessment" (selected), "Batch Update", "Batch Only", and "Not Available". It also has a "Control Settings" section with a checked "Print Bill" checkbox and a "Master Web Term Control" checkbox, along with a "Process Web Controls" button.

At the bottom, there is a footer area with the text "MIDDLEWARE" and a status bar showing "Record: 1/1" and "<OSC>".

Banner Version Update (Banner 8 to Banner 9)



Electronic Transcripts-Update

- We continue to see a growing demand for electronic format
- Currently 13% of transcripts are sent electronically through ETX
- Looking to switch to a vendor solution
- Electronic delivery service will increase transcript cost
- Objectives for 2016-2017
 - Select a vendor
 - Submit a proposal
 - Establish an implementation timeline

Other enhancements and updates

- Faculty Grade Entry upgrade
- Unofficial, sortable transcript to be upgraded to a mobile-friendly version
- Adding Admission to Degree Program capability to the Temporary Clearance to Register (DG/DX Hold) Workflow
- Degree Works Phase 3: Transfer Equivalency Self-Service (TreQ) Degree Audits-estimate late Spring 2017
- Work with Office of the Provost, Faculty Senate, and Computer Services to enhance the Curricular Action Workflow System.

Major processes of the office relevant to you

- Grading
- Graduation processing
- Class schedule building dashboard
- Registration
- Administrative tools

Grading

- Went live with new Faculty Grade Entry system in fall 2015
 - This system offers some new features, including an updated incomplete grading process
 - Allows instructors to submit a default final grade other than F.
 - Allows instructors to shorten or extend the amount of time that students have to complete their incomplete grade
 - Shows students their deadline for completing their incomplete grade
- We posted approximately 185,000 grades from fall 2015-summer 2016 and 99% were submitted by the deadline.

Graduation Processing

- What should happen when a student applies to graduate?
 - Student and advisor review the degree audit. Any graduation deficiencies are addressed or a plan is made to address them.
 - Student applies to graduate through My Missouri State.
 - Office of the Registrar reviews the application and sends one of the two advising notes on the following page.

Graduation Clearance Information for Advisors:

http://www.missouristate.edu/registrar/gradinfo_advisors.htm

Graduation Processing

Student has all requirements met, in-progress, or has communicated how deficiencies will be met.

- *"We have received and processed your application to graduate for the _____ semester. It is your responsibility to review your degree audit to ensure all requirements show as met or in progress. To access your degree audit, return to your academics tab and choose the degree audit link found under the Student Records channel."*

Student has graduation deficiencies with no clear resolution.

- *Your application to graduate for the _____ semester has been denied at this time. Your degree audit currently indicates requirements that will not be completed by the end of the semester. Please review your degree audit and meet with your advisor to discuss these deficiencies. To be re-considered for graduation, contact The Office of the Registrar. To access your degree audit, return to your academics tab and choose the degree audit link found under the Student Records channel."*

Graduation Processing

Role of the Office of the Registrar

- Maintenance of degree audit programming to reflect catalog requirements.
- Review undergraduate student Applications to Graduate
- Send advising notes whether the application was accepted
- Assist departments with policy and procedural questions (such as academic appeal processes) related to graduation deficiency inquiries
- Complete the degree clearance process and award degrees in line with University timelines and policy


Role of the advisor and related academic department

- Assist the student in reviewing and identifying graduation deficiencies.
- Work with the student to identify graduation deficiencies solutions.
- Process course exceptions and other administrative processes (mixed credit, authorization to repeat, etc.) that will be needed to resolve graduation deficiencies.


Class Schedule Building Dashboard

- Purpose: To make it easier for departments to identify errors in the class schedule building process.
- How often should you use it? 2-3 times a week while building classes. 3-4 times a week after the schedule is posted if still building and changes classes.
- What does it find?
 - Active section errors
 - Class location errors
 - Room capacity checks
 - Held section errors
 - Linking errors
 - Online section errors
 - Section comment errors
 - Reserved seating errors
 - Waitlisting set up errors

Class Schedule Building Dashboard

Dashboard Options: Saved Dashboard Settings  Report Options: Choose a Report

Home | [Active Section Errors](#) | [Class Location Errors](#) | [Room Capacity Check](#) | [Held Section Errors](#) | [Linking Errors](#) | [Online Section Errors](#) | [Section Comment Errors](#) | [Reserved Seating Errors](#) | [Waitlisting Set Up Errors](#) | [Course / Section Title Mismatches](#)

**Missouri State**
UNIVERSITY

Proofing the Class Schedule

[Help](#)

Departments can use this dashboard to correct errors in class schedule building. The data displayed is live. As you make corrections in Banner INB, you may refresh the data on the form. For more information about building classes, visit the [Class Schedule Building website](#).

Choose your College and Department

Term: Fall 2016 Keep this term

College:

College Code	College Desc
AG	Agriculture, School of
AL	Arts & Letters
BU	Business
ED	Education
GR	Graduate College
HH	Health & Human Services
HP	Humanities & Public Affairs
NA	Natural & Applied Sciences
UC	Undergraduate College/Provost

Department:

Dept Code	Dept Description
-----------	------------------

Choose your proofing

[Active Sections Errors](#) | [Class Location Errors](#) | [Room Capacity Check](#)

[Held Section Errors](#) | [Linking Errors](#) | [Online Section Errors](#)

[Section Comment Errors](#) | [Reserved Seating Errors](#) | [Waitlisting Set Up Errors](#)

[Course / Section Title Mismatches](#)

If you would like to see additional edit checking added to this dashboard, please contact the [Office of the Registrar](#)

Class Schedule Building Resources and Training

- Experts website:

<https://experts.missouristate.edu/display/KB/Class+Schedule+Building>

Class Schedule Building

Created by Baggs, Jacob , last modified by RM-CENT-KRISTI on Mar 19, 2015

Building Classes for Special Programs

How to Use Reserved Seats

How to Use Waitlisting

Tips and Tricks of Class Schedule Building

Troubleshooting Class Schedule Building Error Codes

Troubleshooting Room Capacity Error Codes

Class Schedule Building Resources and Training

Visit the Office of the Registrar's Class Schedule Building website, with written and video documentation.

<http://www.missouristate.edu/registrar/guidelines.htm>

Class schedule building training is offered to departments upon request. Contact Katrina Chavez in the Office of the Registrar to schedule a personalized training session for your department.

Class Schedule Building

[Spring 2017 Building Deadlines](#)

[Waitlisting](#)

[Proofing Dashboard](#)

[Campus/Location Codes](#)

[Summer and Fall 2016 Building Deadlines](#)

[Room Scheduling Support Website](#)

Faculty and Staff

[Submitting Grades](#)

[Class Schedule Building](#)

[Degree Audit](#)

[Resources](#)

[Training and Useful Tools](#)

[Forms](#)

[Academic Calendar](#)

Class Schedule Building

You need [Adobe Reader](#) to view and print documents on this page.

Announcements

- Read about the new [Waitlisting](#) registration feature effective with Summer and Fall 2015 registration. View the new [YouTube video on waitlisting](#).
- Watch our [YouTube](#) video for Class Schedule Builders on how to avoid common Schedule Building errors.

Resources


- [Spring 2017 Class Schedule Building Deadlines](#)
- [Summer and Fall 2016 Class Schedule Building Deadlines](#)
- [Proofing Dashboard](#)
- [Entire Banner Schedule Building Guide \(last updated 3/6/2014\)](#)
- [Schedule Building Video](#) (Step-by-step guide to building a basic section of a course. 15 seconds between each animation; you can pause, rewind, and fast-forward.)
- [Cross List Classes Video](#) (15 seconds between each animation; you can pause, rewind, and fast-forward)
- [ARGOS Course MasterList Reports](#) (Bear Intelligence website)
- **New** - [Tips and Tricks](#)

Selected sections of the schedule building guide

- [Blended vs Online](#) (how to set up lecture/lab sections when one or more (but not all) sections are taught online)
- [Campus Codes and How They Impact Fees](#)
- [Cross Listed and Linked Classes](#)
- [Instructional Methods Definitions](#)
- [Proofing Your Schedule](#)
- [Reserved Seats](#)
- [Schedule Building FAQs](#)
- [Section Times](#) (standard start times and minimum number of minutes required)

Registration-Trial Schedule Builder Update

Schedule Planner Text Only Help Sign out

Back Print Send to Shopping Cart  Schedule 1 of 18

*You are viewing a potential schedule only and you must still register.

CRN	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
21013	HST	122	004	42	MWF 1:25pm - 2:15pm - STRO 0400	Springfield, MO	3
21849	MUS	241	002	65	MWF 10:10am - 11:00am	Springfield, MO	3
27130	REL	332	301	26	M 5:30pm - 8:15pm - STRO 0200	Springfield, MO	3
25722	SPN	101	004	20	MWF 2:30pm - 3:20pm - SICL 0119	Springfield, MO	3
							12

Week 2 (01/23/2017 - 01/29/2017)


Week 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

HST 122
MUS 241
REL 332
SPN 101

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Sleep	Sleep	Sleep	Sleep	Sleep
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am	MUS-241 CLAS Not Assigned		MUS-241 CLAS Not Assigned		MUS-241 CLAS Not Assigned
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:15					
12:30					
12:45					
1pm					
1:15	HST-122 CLAS - STRO 0400 McIntyre, Stephen L		HST-122 CLAS - STRO 0400 McIntyre, Stephen L		HST-122 CLAS - STRO 0400 McIntyre, Stephen L
1:30					
1:45					
2pm					
2:15					
2:30	SPN-101 CLAS - SICL 0119 Not Assigned		SPN-101 CLAS - SICL 0119 Not Assigned		SPN-101 CLAS - SICL 0119 Not Assigned
2:45					
3pm					
3:15					

Registration-Trial Schedule Builder Update

Schedule Planner Text Only Help Sign out



Missouri State

Course Status Open Classes Only **Term** Spring 2017

Parts of Term All Parts of Term Selected **Campuses** All Campuses Selected

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

Courses

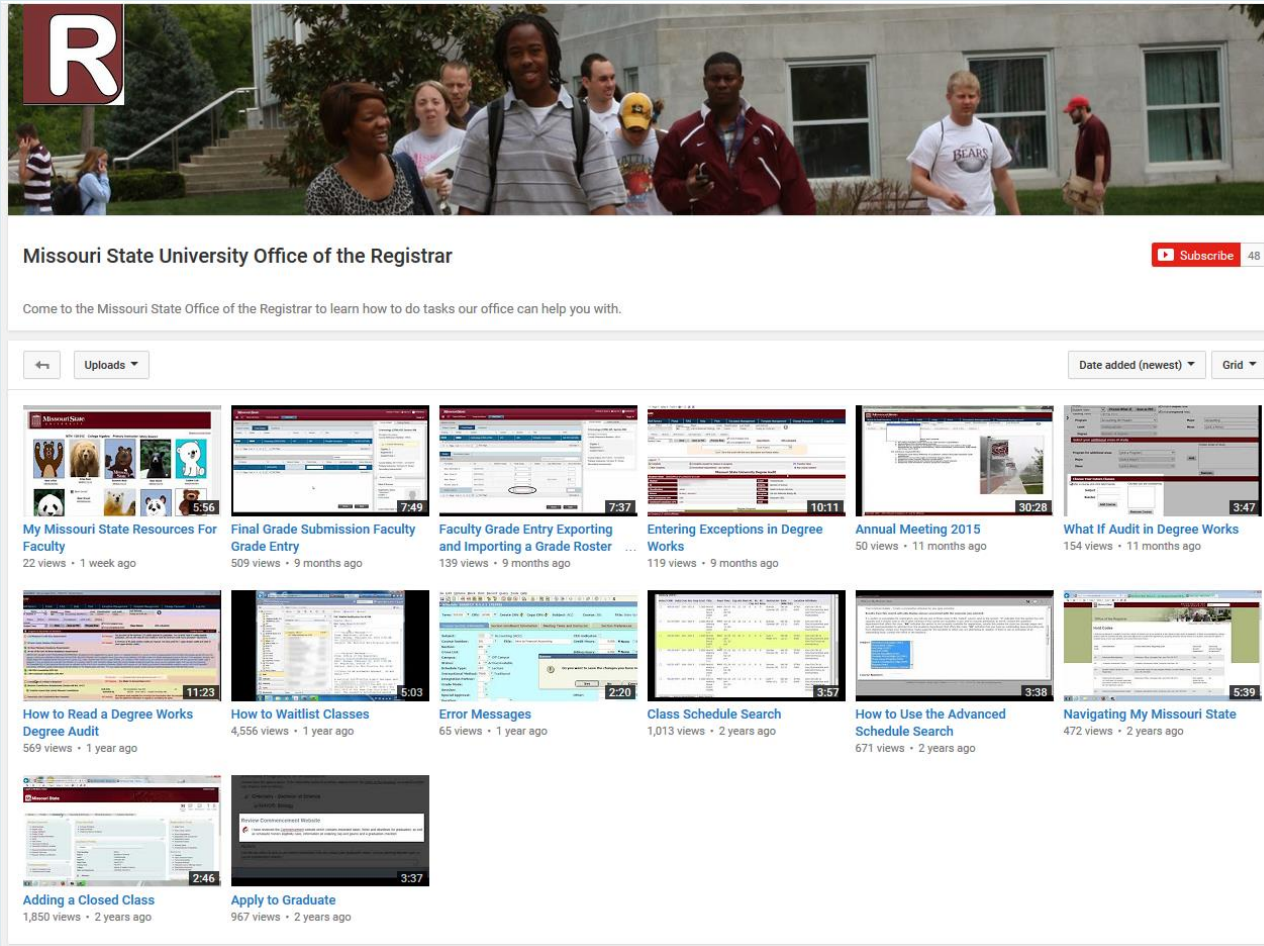
- HST 122** Survey of the History of the United States Since 1877 Has Honors
- MUS 241** The Language of Music Prerequisites Has Honors
- REL 332** Modern Religious Thought
- SPN 101** Elementary Spanish I

Breaks

- Lunch** MTWThF - 12:00pm to 1:00pm
- Sleep** MTWThF - 8:00am to 10:00am

Schedules

Other Administrative Tools-YouTube



R

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Other Administrative Tools-Forms

Forms

You need [Adobe Reader](#) to view and print documents on this page.

Commonly Used Student Forms

Faculty/Staff Forms

Paper Forms

- [Acknowledgment of Confidentiality Regulations](#) is a standardized form a department may use as a written agreement for any employees (i.e., full-time, part-time, student) who have access to private/confidential information.
- [Administrative Withdrawal due to Class Disruption](#) form is used by the instructor to request an administrative withdrawal of a student due to class disruption.
- [Course Exception](#) (course substitution, course waiver, advisor approved course list) form is used to substitute a course required for a major or minor with an alternate course, to waive a course requirement, and to approve an "advisor approved" list of courses within a major or minor.
- [Dual Credit Student's Change to Transcribed Course](#) form is to be used by the Dual Credit office to request a change be made to a dual credit student's transcript record.
- [Incomplete Grade, Assignment of](#) form may be used by the instructor to indicate what a student must do to complete the class and how the completed work would affect the final grade.
- [Institutional Examination Report](#) form is used by academic departments to award credit for passing a departmental examination.
- [Mixed Credit](#) form is used to approve registration in a graduate-level class for undergraduate students in an accelerated master's program.
- [Personalized Minor](#) form is used to approve a personalized minor.
- [Reduced or Subsidized Tuition Class Request](#) form is used by departments to request reduced or subsidized tuition for a class.

- [Senior Permission for Graduate Credit](#) form is used to grant MSU seniors and visiting seniors approval to register for a graduate-level class.
- [Repeat, Authorization to](#) form is used to authorize using a substitute course for a subsequent repeat or to grant permission to exceed the repeatable limit of a course.
- Temporary Removal of a DG or DX Hold (*formerly Temporary Clearance to Register*) will now be processed as an electronic workflow and requested by students, or their advisors, through [My Missouri State](#). For instructions on how to do this, visit the [Requesting a DG or DX Hold Removal](#) Experts page.
- [Thesis Course to Non-Thesis Project/Seminar course, Change](#) form is used by departments to request a thesis course be changed to a non-thesis project/seminar for a graduate student on his/her transcript record..
- [Degree Program Application](#) form is required for a student to be admitted to a major that has specific admission requirements.

Online Forms (BearPass Login Required)

- [Grade Change Authorization](#) form used to submit a grade change.
- [Incomplete Grade Extension](#) form is to extend the deadline for completion of an incomplete grade.
- [Instructor Drop](#) form used to drop student from a class who has not attended by the second class meeting.
- [Prerequisite Drop](#) form used to drop student from a class who has an unmet prerequisite.
- [Reporting Non-Attendance](#) form used to report student who has stopped attending or never attended a class.
- [Transfer Credit Reevaluation and Preapproval](#) online system is designed for current students and faculty/staff to appeal equivalency decisions or to seek equivalency decisions for transfer coursework. A BearPass account is required.

Other Administrative Tools-Refund and Drop Deadlines (Personalized)

Refund and Drop Deadlines

Student's Registered Classes

This page is designed to assist the student in knowing his/her deadlines for dropping registered class(es) for a percentage of refund. Classes dropped after the 100% deadline will result in a 'W' grade and will appear on the transcript. The student cannot drop after the Drop Day date.

Academic Period:

Course	CRN	Title	Term Type	Start Date	End Date	End 100%	End 75%	End 50%	End 25%	Last Day to Drop
BIO 310-002	41397	Microbiology	Full Term	08/22/16	12/15/16	08/26/16	09/02/16	09/19/16	10/17/16	11/11/2016
BIO 310-A	41395	Microbiology	Full Term	08/22/16	12/15/16	08/26/16	09/02/16	09/19/16	10/17/16	11/11/2016
BMS 521-004	49513	Molecular Cell Biology	Full Term	08/22/16	12/15/16	08/26/16	09/02/16	09/19/16	10/17/16	11/11/2016
BMS 521-A	41033	Molecular Cell Biology	Full Term	08/22/16	12/15/16	08/26/16	09/02/16	09/19/16	10/17/16	11/11/2016
CHM 343-301	42231	Organic Chemistry II	Full Term	08/22/16	12/15/16	08/26/16	09/02/16	09/19/16	10/17/16	11/11/2016
CHM 343-A	42221	Organic Chemistry II	Full Term	08/22/16	12/15/16	08/26/16	09/02/16	09/19/16	10/17/16	11/11/2016
IDS 310-001	43864	Peer Leadership	Full Term	08/22/16	12/15/16	08/26/16	09/02/16	09/19/16	10/17/16	11/11/2016

Other Administrative Tools

- Instructor Drop
 - Used to drop a student who is not attending your class in the first three weeks, when you have another student wanting to take their seat.
- Reporting Non-Attendance
 - Please report any student who never attends or stops attending your class using this form.
- Administrative Drops
 - Our office performs various administrative drops including those for unmet prerequisites and academic suspension.

Other Administrative Tools-Projected Course Offerings

- Shows the periodicity (when a course is offered) and modality (how a course is offered) as self-reported by the academic department for the nine semesters past the currently published class schedule.
- As of August 4, there have been 1,292 unique users who have conducted searches on over 245,000 courses so far in 2016.

Select a search method:

I want to search through all available courses that use specified prefixes.
 I want to search for a specific group of courses that I select.

Enter prefix(es):

Select display period:
 Select the period of time which you wish the displayed courses to cover.
 Three Years

Select the modes of study:
 Select one or more to limit your search. If no boxes are checked the results will display all available modalities. [Click here](#) for a description of each modality.

Online
 iCourse
 Day
 Evening
 Weekend
 Arranged

Off-Campus
 Joplin
 Lebanon
 Mtn. Grove
 Neosho
 Nevada
 West Plains
 El Reno, OK
 Miami, OK
 Other

The information provided here is for planning purposes, represents the best information currently available, and is subject to change.

COURSE	TITLE	SP2017	SU2017	FA2017	SP2018	SU2018	FA2018	SP2019	SU2019	FA2019
ACC 109	The Accounting Cycle	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
ACC 121	Individual Tax Return Prep	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
ACC 201	Intro to Financial Accounting	Online Day Evening	Online Day	Day	Online Day Evening	Online Day	Day	Online Day Evening	Online Day	Day
ACC 206	Accounting Choices and Methods	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
ACC 209	Acct Appl for Microcomputers	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
ACC 211	Intro to Managerial Accounting	Online Day Evening	Online	Day	Online Day Evening	Online	Day	Online Day Evening	Online	Day
ACC 297	Topics in Accounting	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
ACC 300	Professionalism in Accountancy	Day	Not Offered	Day Evening	Day	Not Offered	Day Evening	Day	Not Offered	Day Evening
ACC 301	Intermediate Accounting I	Day	Online	Day Evening	Day	Online	Day Evening	Day	Online	Day Evening
ACC 302	Intermediate Accounting II	Day Evening	Day	Day	Day Evening	Day	Day	Day Evening	Day	Day

Other administrative tools-Proactive Registration and Bear Return

Proactive Registration

- Contact of student registered in the current semester who did not sign up for a future semester and is not graduating
- Conducted twice a year (late November/early December; late April/early May)
- Multi-tiered contact includes Office of the Registrar email, advisor contact, residence life contact as applicable, additional population contacts (Veterans, International, Non-Traditional Adult, Underrepresented)

Bear Return

- Contact of student who applied to graduate a year ago, was not successful, and who has not continued working on his/her degree.
- Conducted twice a year (late November/early December; late April/early May)
- Multi-tiered contact includes Office of the Registrar email, additional population contacts (Veterans, International, Non-Traditional Adult, Underrepresented)

Other Administrative Tools-Department Reports Resource

Automatically receive the “Students New to a Department” report each week.

Academic Early Warning report-students who potentially may have academic standing challenges

Registration status to audit email notifications

Many other reports that can be run on demand

<http://www.missouristate.edu/enrollmentmanagement/DepartmentReports.htm>

Department Reports Resource

The reports listed on this page are designed to assist departments in balancing and meeting the demand for their classes by providing different ways of viewing current course enrollment on section, course and student levels. These reports can also be found on [Bear Intelligence](#) but consolidated here for ease of use.

Summative reports

Provides aggregated data for an overall representation in PDF output.

Course Demand

Utilizes registration audit trail to track student registration attempts, both successful and unsuccessful on the **course level** providing a fill success rate so that decisions regarding course balancing, waitlisting, permissions, etc., may be made.

Source: `Argos\Student\Campus-wide Course\PROD - Course\Section Demand`

Headcount Comparison Enrollment by Course

Offers an up-to-date, year-to-year enrollment headcount comparison and percentage change for courses grouped by delivery and schedule type to measure demand based on those factors.

Source: `Argos\Student\Campus-wide Enrollment\ODSPROD - Enrollment Reports`

New General Education Course Availability

Provides up-to-date **course** enrollment and seat availability values for courses in the General Education requirements beginning fall 2014 with a comparison to the previous year's Gen Ed course enrollment from first census.

Source: `Argos\Student\Campus-wide Course\PROD - New General Education Course Availability`

Section Demand

Utilizes registration audit trail to track student registration attempts, both successful and unsuccessful on the **section level** providing a fill success rate so that decisions regarding section balancing, waitlisting, permissions, etc., may be made.

Source: `Argos\Student\Campus-wide Course\PROD - Course\Section Demand`

Comprehensive Reports

Provides detailed data with filtering and sorting capability in Excel output.

Course Check by Program

Delivers a list of all students in a specific program (major) who have or have not taken selected courses (may choose up to 6) to anticipate demand for courses based on program of study.

Source: `Argos\Student\Campus-wide Student\ODSPROD - Course Check by Student Program`

Course Check for Minors

Lists all students in a specific minor who have or have not taken selected courses (may choose up to 3) to anticipate demand for courses based on minors being pursued.

Source: `Argos\Student\Campus-wide Student\ODSPROD - Course Check for Minors`

Enrollment by Section CSV

Offers various ways to search for sections and provides actual enrollment numbers plus many more data elements for an entire view of the structure of each section. Many more reports are provided under this datablock by going directly into Argos.

Source: `Argos\Student\Campus-wide Course\PROD - CRN ENROLLMENT (NEW)`

Waitlisted Students by Section

Provides details of students who've waitlisted sections and can be run by college, department, course number, section or CRN. Departments may use to see particular students who are waitlisted for the same course but for different times.

Source: `Argos\Student\Campus-wide Student\PROD - Waitlisted Students by Section`

Future System Updates (Beyond This Academic Year)

- Banner XE Registration
 - Enhanced user interface
 - Enhanced functionality and integration with Student Educational Planner and College Scheduler
- Continued integrating forms with Banner (Grade changes, non-attendance reporting, instructor drop, etc.)
- Continued electronic workflow development
 - Mixed Credit/Senior Permission, Student Information Change Requests, Pass/Not Pass and Audit Processing
- Graduation Administrative System Phase III (Application Modification)
- Degree Works Phase 4 (Prerequisite Checking)
- Mobile Registration App

Training Available

- Degree Works (formal SEP training, individualized degree audit and exception training as requested)-additional details at <http://www.missouristate.edu/registrar/degreeworks.htm>
- Faculty Grade entry
- Class schedule building training on demand
- Experts documentation
- YouTube channel

We are happy to assist with additional training needs as requested.

Thank you for attending our Annual Meeting!

Contact information

- Phone: 65520
- Email: registrar@missouristate.edu
- Website: www.missouristate.edu/registrar
- YouTube:
<http://www.youtube.com/channel/UCSsRwFklet9ht4e7t3xBzWA>
(search YouTube for “**Missouri State Office of the Registrar**”)



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