The university is in the process of implementing a new student information system, Banner. Understanding the complexity and far reaching impact this implementation has on the campus, various workgroups have been established. The Facilitation Workgroup - Change Management is charged with overseeing the coordination of systems and policy changes that will need to be effected as a result of implementing this new system. The general principles being applied during the review and discussions are 1) minimizing the number of customizations/modifications to the baseline Banner product and 2) providing the utmost flexibility for the change of needs/demands of the campus into the future.

Below please find current items that have been reviewed by the workgroup to include the recommendation being put forth. We would greatly appreciate a Senate response on these recommendations within 30 days to ensure we are effectively and efficiently moving forward in the implementation.

Topic: 16 Unit Repeated Unit Maximum

Current Practice: The Registrar's Office manually reviews all repeats at the end of the term to adjust the record according to the number of repeated units the student has completed. If the student reaches the 16 unit maximum within a course, the Registrar's Office creates 2 sections of the course on the student's record and divides the units up accordingly. Based on how a student completes repeats, the 16 units counted in this could move and require a staff member to recompile the original course and split a new and different course. UCR's implementation is based on interpretation of UC Policy 780.c.4 -
http://senate.universityofcalifornia.edu/manual/rpart3.html#rpart3-IIIch4

Issue: The requirement to split a course into two different sections to accommodate exactly 16 units of repeats is not a delivered component of Banner, it complicates reporting and data analysis of student records and requires manual intervention on the student record. Splitting is no longer an option.

Recommendation: No longer split courses in order to go up to but not over the 16 unit maximum. Since the initial spirit of the policy is to allow a repeat of up to four 4 unit courses and was put in place before the existence of 5 unit courses, the new procedure would be to allow up to 19 units as the maximum (thus up to 3 five unit courses could be accommodated). If a student is below 16 units and the next course repeated would take them over 16 units of repeated credit, the student will be allowed to repeat unless doing so exceeds the 19 unit repeatable maximum. Thus, if a course will take the repeated total to 20 that original grade in that course will not be excluded from the GPA.

Topic: Terminology – Concentration/Track/Emphasis

Current Practice: Currently there is no standardization regarding the terminology used for paths within a major.

Issue: Banner and Degree Works both utilize the word Concentration. It can be confusing at times when curriculum is approved with other titles. The system, transcripts and other documents that reference the student information system will list it as a concentration even if in the catalog it is called a track or emphasis. This actually is how the current system is also designed but we are not certain everyone realizes this.

Recommendation: Utilize Baseline Banner and Degree Works and request consistent use of the term concentration.

Concentration	An approved series or grouping of courses that are a required integrated group satisfying requirements for graduation and must all be completed in order to show on the transcript. Student is tracked in the Student Information System and requirements are in the Degree Audit
Emphasis/Track	A series or grouping of courses that give focus to the course selections for a student's course plan. These are seen as individual collections of courses not as a complete required integrated group in the curriculum and need not be completed for graduation. These may be more or less formal according to program's culture. Student is not tracked in the Student Information System with this value, requirements are not in Degree Works and it does not show on the transcript.

Topic: Individual and Group Activities

Current Practice: Currently SIS has fields for group and individual activities. Only group activities are assigned days/times and rooms. The individual activities are informational.

Issue: Baseline Banner does not have the ability to differentiate between individual and group activities.

Recommendation: Utilize Baseline Banner and only input at the schedule level where we schedule classrooms, etc. This would mean we would only include group activities scheduled or individual activities that we must include because they "hold" the primary units. All other activities are still visible to the student in the course description.

Topic: All or None Pre-Requisite Checking; Registrar Input

Current Practice: The departments are responsible for inputting the pre-requisites to be enforced during registration each term. The Registrar's Office audits this to ensure all requirements are within

approved guidelines from Committee on Courses. Departments have the ability not to enforce a pre-requisite but they cannot enforce a requirement not approved. Approved pre-requisites are in CRAMS

Issue: The campus is working towards eliminating CRAMS and creating a course approval process that is directly integrated with Banner. In doing this we would like to use the centralized area for pre-requisites as an area to contain approved pre-requisite requirements. Banner provides more flexibility for pre-requisites but some might find it more complicated to set up.

Recommendation: The Registrar's Office would like to input the pre-requisites in the central area based on approval from Committee on Courses. Departments would use a radio button functionality at the section level to either enforce pre-requisites or not (this is an all or none, but allows the continued practice of pre-requisite enforcement being optional). If a department needs to waive a specific pre-requisite for a student they would continue to use permits. If a department wanted a pre-requisite to be discontinued then they would take the necessary steps to have it approved through Committee on Courses. In rare occasion, the Registrar's Office can manually adjust pre-requisites if needed.

Topic: Timing of Add/Drop Period, the lapse for non-payment and start of "W" grading for withdrawals.

Current Practice: Add/Drop includes the first two weeks of the quarter. After the end of the second week students who withdraw from a course receive a "W" and can add a course using the Enrollment Adjustment Form. Friday of Third week students who have not paid or who have not enrolled have their student status lapsed.

Issue:
1. There is a discrepancy in the application of W's on student records during third week.
    a. Students who have paid and are enrolled, but drop a single course or withdraw fully from the institution have W's on their record starting in 3rd week.
    b. Students who have not paid the institution but are enrolled in classes are lapsed at the end of 3rd week removing all courses from the student record and therefore, they have no W's on their record.
2. Census is Friday of 3rd week and we have movement in registration and student payment up until the system is closed on that Friday evening. In addition, we have students who are readmitted and enrolled after census during 4th week.
3. In the current structure there is movement within student registration throughout the first three weeks of the quarter which is 30% of the term and can place a student at a disadvantage related to access to iLearn and successful completion of the course.

Recommendation: The desire is to move the final fee payment lapse from Friday of 3rd week to the day before instruction begins, move Add/Drop deadline to Tuesday of 2nd week and move the assignment of "W"s to Wednesday of 2nd week.

Day before instruction begins

- All students who have not paid (enrolled or not) would be lapsed for non-payment

- o This frees seats up for paid students to enroll in through self-service during add/drop; also allows waitlisted students who have paid access to seats.

Tuesday of 2nd week

- Students who paid but did not enroll would be lapsed as drop/add closes.
- Would need to move when W grades begin to assign to courses. It would now be Wednesday of 2nd week.

Remaining 2nd week and 3rd week

- Used to finalize any exceptions prior to the census

Topic: The running of Academic Standing after the summer term.

Current Practice: Academic standing job is run at the end of fall, winter and spring, but is not run at the end of summer.

Issue: The Associate Deans have requested that Academic standing be calculated at the end of the summer term. In addition, Banner requires the job to run at the end of the summer term because it sees summer as the next subsequent term to spring quarter. If we don't run it for summer term, when the job is run at the end of fall it will consider that all students are beginning in Good Standing which is not appropriate.

Recommendation: The recommendation is to run the Academic Standing job as expected in Banner which is also in line with the original request by the Associate Deans.