

Registrar's Advisory Committee
Monday, March 2, 2015
Walter Library, room 402 (East Bank)
9:30-11 a.m.
Prepared by: Kess Knight

Present: Mychal Anderson, Suzanne Bardouche, Rhonda Bjurlin, Jane Barnard, Earlene Bronson, Amy Brown, Richard Campo, Amber Cellotti, Pam Cook, William Dana, Erin Edwards, Erin Fider, Tracy Fischer, Teresa Fruen, Kate Gallagher, Laurie Gardner, Constance Hessburg-Odland, Pam Hester, Jason Holscher, Jill Johnson, Kess Knight, Jennifer Koontz, Stephanie Lawson, Aya Maruyama, Rachel McKessock, Amanda Miklik, Bernard Miller, Ingrid Nuttall, Margie O'Neill, Cathy Parlin, Cindy Pavlowski, Heather Peterson, Jennifer Petrie, Eleanor Pijut, Laura Rasmussen, Rebecca Rassier, Ann Rausch, Julie Selander, Kate Sophia, Stacey Tidball, Sue Van Voorhis

Introductions and approval of February minutes

There were no changes to the February minutes.

Announcements

- ASR-IT update: Financial aid has started awarding for aid year 2015.
- One Stop extended hours during registration: Julie Selander announced that in order to accommodate and better serve students during the condensed registration appointment times, One Stop Student Services is adding weekend and extending weekday phone line hours. One Stop counselors will be available via phone Monday-Saturday, 8 a.m.-4:30 p.m., from March 23-April 4. Staff will still be available in person Monday-Friday during normal walk-in hours. [Contact information can be found on the One Stop website](#). If you have any questions regarding this announcement, please contact Julie Selander at goode021@umn.edu.
- Training team will be available for support during Saturday queued registration
- The midterm alert email was sent to instructors in early February and a reminder will be sent in mid-March.
- Wider communication regarding changes to the email cycle is forthcoming.

PeopleSoft Upgrade

Preparing for registration

Ingrid Nuttall reminded the group that fall registration begins for Twin Cities students on Monday, March 23 and goes through April 4 with open enrollment beginning Friday, May 1. The appointment time emails were sent to students on Monday, March 9. Students will still be able to view their appointment time through the "When do I register" application. Registration-related pages on the One Stop website have been updated and additional communication has gone out.

During the March 23-April 4 appointment time, there will not be any appointment times issued on Sunday, March 29. Appointment times are now based on credit totals and then randomized. The latests appointment time is 3:35 p.m. on any day and two appointment times are held in each block for manual appointment assignments. A [manual appointment guide](#) has been created to assist with the process. (Note: it was initially stated in this meeting that only continuing students were term activated prior to the cutover; everyone else will be activated on May 1. However, in light of some issues that were raised with the graduate education community, this has been amended so that everyone except new undergraduates were term activated prior to the cutover. Everyone else will still be activated on May 1.)

Students will be able to register on the current system until 1 a.m. on April 10. After that, students will be redirected to a page indicating that the application will be retired, with additional information about availability and the new system. Current waitlist procedures will also be followed until 1 a.m. on April 10. Students who remain on the waitlist during cutover will be following the new waitlist procedures and a communication will be sent to these students (some colleges are setting the waitlist to zero so students won't be caught between processes; that decision can be made by each department). Auto-enroll will run at 2 a.m. on Friday, May 1; this date is later than it will be in future terms to accommodate the new system. This means that departments will have from April 20-May 1 to reorder the waitlist before auto-enroll runs.

Ingrid asked the group to [let her know](#) if there is anything additional that departments need in terms of support.

FAQ between now and go-live

Ingrid Nuttall provided the group with an FAQ regarding impacts of the Upgrade for student systems. The [FAQ document](#) and a [short article](#) have been posted to The Upgrade blog.

Additional reminders

- Take the user review prior to go-live and forward the email to anyone who also should take it.
- If you receive communication as a Faculty Go-To, it is assumed you are passing that information along to interested parties.

System availability during cutover

William Dana said that things will start to shut down the week of April 6 (before the April 10 shutdown). Once applications have been taken down, a message will appear that will explain that the system is down due to an upgrade and will either be back up on X date or won't be back up at all (if it's going away due to the Upgrade). PeopleSoft will be in read-only mode during the cutover period, meaning you will be able to look at things but can't complete transactions (e.g., registration, pay a bill). The exception to this is transcripts, certification letters, 1098-T, and some admissions processes. Official transcripts will be down during some

periods of the cutover, but not the entire time. Data Warehouse will go through the Upgrade early so it can come back up into read-only mode during the cutover. The overall goal is to have systems back up and running by start-of-day April 20.

Enhance support update

Stacey Tidball announced the enhanced support period will begin right after go-live and is expected to last 60 days. There will be extra structure around what kinds of questions/problems are coming in to ensure there is coordination across workstreams. Much behind-the-scenes work continues to be done to ensure that students, faculty, and staff are supported during go-live. You should plan on calling who you would normally call for support (e.g., ASR Training Team, Finance (EFS), Human Resources, One Stop Student Services, Communications). Communication regarding enhanced support will continue to go out to the advance teams in the coming weeks.

Student records staff can continue to find additional resources on asr.umn.edu/upgradtraining relating to training, quick start guides, materials by-module, and UPKs. In terms of communications, coordination continues with the program and modules to include target messaging, website changes, and redirects for pillar applications. Social media messages about the Upgrade will start in the coming weeks and will be woven in with regular communications. Please share any statuses you see relating to the Upgrade from the [One Stop Facebook](#) or [Twitter](#) accounts. Posters and digital signs are planned as part of the awareness campaign for the Upgrade. There will be toolkits for students, staff, and faculty at upgrade.umn.edu and materials are continued to be added.

Please plan on attending the Upgrade Fair on April 15 at Coffman Union. No RSVP is required.

Graduate Student Services & Progress (GSSP) cutover planning

Amber Cellotti told the group about important dates relating to GSSP processes during cutover. They are:

- Friday, March 13: request that students submit Graduate Degree Plans (GDP)
- Friday, March 20: request that students submit committee assignments
- Friday, March 27: committee workflows will be taken offline
- Friday, April 3: all other workflows (exam scheduling, adviser assignment, prelim written, minor request) and online graduate packet taken offline
- Week of April 20: workflows and grad pack will resume as normal

A question was raised about how for the DMS population, some programs still get the application for degree in a paper form - how will this be impacted? Amber said that for the DMS population, once we go live, there will be an online application for both the GRD and DMS population, but DMS programs can continue to use their paper processes if they wish.

A [page](#) has been added to the GSSP website discussing impacts to graduate education automated forms and interim processes during the [cutover](#).

Grad ed: Academic Advisement update

Stacia Madsen gave an update on Academic Advisement.

- PLCs, DGSs, and CCs will have access to view the My Advisees tab and information in MyU whether or not a staff member has advisees assigned to them. To access this, you will go to MyU: My Advisees: Advisor Center and then search by student ID or name.
- Students outside of CEHD will not have access to the audit system (GPAS); the student will receive a message saying they are not eligible. Once each college is onboarded, the messaging for students will change.
- Student Self-Service: all milestones, adviser information, and communications are on the right hand side, making it easy to see what the student has completed and what they have yet to do. The “To-Do” list will be utilized like a checklist and a student will receive a notification if they haven’t completed something.
- When advising students to use the portal, grad students should use “Degree Progress” tab within the “Academics” tab since that will have all their milestone information on that page.
- Student Center is the replacement for the Graduate Education Student Profile and the Academic Record (UM Reports).
- In Advsior Center (for those who have access and are assigned a student), there is a drop down to the unofficial transcript.