

## Meeting Notes

### Brown Bag with the Registrar's Office

Wednesday, April 25

**Registrar Office Attendees:** Cathy Lindstrom, Janet Bartholomew, Brian Venner

**AGCA Attendees:** Alexis Sexauer, Gaby Solomon, Natasha Levy, Jay True, Michelle Welch, Jocelyn Yamadera, Gail Panatier, Hilda Peinado, Jessika Herrera, Marisela Diaz-Vasquez, Magda Yamamoto, Irina Tauber, Aija Gamburg, Jessica Shim, Lisa Lee, Esther Chang, Kristina Magpayo, Craig Jessen, David Tomita, Dean Dacumos, Steve Arbuckle, Josie Wei, Lance Watsky, Linda Cuesta, Barbara Van Nostrand

### Enrollment and General Registrar Policies and Procedures

1. Helpful Screens
  - a. RD1 – Student summary, use this screen to determine residency and in abstenia
  - b. END – Enrollment appointments. All graduates are assigned an enrollment appointment date over a four day period
  - c. WAS – Withdrawal and LOA dates
  - d. 048 - Holds
2. Late Study List Change
  - a. If a student is adding classes that are in your department you do not need to get the instructor's approval, only a department signature. If they are enrolling in a class that is not in your department then instructor's approval is required.
  - b. The registrar's office will remove the late change fee if the department writes a memo on the students behalf
3. Retro Add/Drop
  - a. A student will be charged the retro fee (\$35) regardless of whether or not the petition is approved by the Graduate Division
  - b. The department must write a memo explaining the reason for the retro action. If they want the retro fee to be waived the department must write a separate memo. The professor must sign the petition and write a memo supporting the action.
4. Filing Fee
  - a. Students must declare non-attendance if on a filing fee
  - b. This will also prevent the student from getting the automatic courtesy emails reminding them to pay and enroll
5. Fee Reimbursement
  - a. Typo on Slide #19 – Academic Policies. Under Cancellation of Registration – A 100% (not \$100) refund is given
  - b. Fee reimbursement is based on the date the request is submitted to Grad Division
  - c. The refund schedule is on the registrar's website  
(<http://www.registrar.ucla.edu/soc/registration.htm#Anchor-Spring-49575>)

6. URSA
  - a. There are new features on URSA for Graduate Students including 'View Grade Report'
  - b. Currently, there is not way for staff to explore in URSA to see what students see
  
7. Answers to specific proposed questions
  - a. Is there one screen that shows the student's study list with both their grade and the instructor name? Currently have to go to GIS for grade and STL to see instructor.
    - i. Use SRWeb > Student Records > Study List
  
  - b. Is there a screen where I can see if a student enrolled and when? This is particularly important when a student says they enrolled but we do not see it.
    - i. Use screen EAS or STL. EAS will show if they enrolled then were dropped or not allowed to enroll because of a restriction on the class
  
  - c. When is update access on the EPS screen cut off?
    - i. Friday of the 3<sup>rd</sup> week for adding, dropping, changing
  
  - d. Is there a screen where we can see previous degrees awarded and ATC dates?
    - i. DNB – non UCLA degrees
    - ii. GPD – ATC
    - iii. TEX – transcript text for students who entered before 2009 (from SR1)
    - iv. If a previous degree is missing SAOs can forward the transcript to Patti or Alice and they will add
  
8. If you need a particular set of data pulled go to RSR Manage Request on the Registrar's website.

### **Scheduling**

9. Please see the attached document "042512 Scheduling Handouts" for scheduling information.

**If anyone would like personalized training (or review) please contact Cathy Lindstrom at [clindstrom@registrar.ucla.edu](mailto:clindstrom@registrar.ucla.edu)**