

Winter 2010 Quarter
Department Administrative Assistant
and
Office Manager's Meeting

February 3, 2010

MINUTES

- Marquita Coe, Assistant Registrar; Data Management, welcomed the group on behalf of the Office of the Registrar and introduced Rose Khor, ART/ARTH and Robert Covich, UGRD Studies, new members who came on board since our fall term meeting.
- Marquita made reference to the agenda and the following handouts which were included in the packet each person received:
 - **Training Opportunities:** PeopleSoft Query Basic and Advanced Classes; EXCEL and ACCESS classes related to PeopleSoft data. Dates and contact information included.
 - **How Appointments are assigned:** Diagram noting the order in which UGRD students are assigned appointments each term. (Note: This detail is also noted on the Registrar's web site)
 - **Registrar's Web Page (www.scu.edu/registrar)**
 - Registration Questions and Answers: Links off the "registration" main menu item on the Registrar's web page addresses the most frequent questions students ask about registration.
 - **Registrar's Resource Page in PeopleSoft:** Continually updated to post current news. New items referencing training have been added.
 - **Quarterly UGRD Newsletter:** Newsletter sent to all UGRD students prior to the start of registration for the upcoming term.
 - **Help with class evaluation detail:** Bill Fowler, IT Senior Systems Manager, created public query: **yr_class_evaluations** that will assist AAs and Office Managers in the monitoring of the evaluation detail noted for each class. The results of the query for each class of a department are noted on one EXCEL spreadsheet for easy edit.
 - **Express Training Resource Document on Pivot Tables:** Teri Escobar-Ocha, Senior Technology Training Specialist provided step by step instructions on how to create Pivot tables.
- **PETITION TO GRADUATE AND COMMENCEMENT PROGRAM:**
 - Lisa Jocewicz and Laura Moreno, Registrar record analysts, reviewed the deadlines for petitions for graduation; and discussed the specific details relating to double majors; double degrees and the commencement ceremony (see attached handout). As part of the process, the analysts send an email to each approved student regarding the commencement ceremony. **Action: If any of the Admins/Office Managers would like to be copied on this email please let Lisa and Laura know.**
 - Students who have petitioned to graduate in spring and have an "N" or "I" recorded for any of their classes will have to graduate in summer when work has been completed and grade recorded.
 - Reminder: Waivers for CORE substitutions need to be submitted to Phyllis Brown for approval. Major and Minor substitutions need to be approved by the department.
 - Double Degrees and Minor designation: Student needs to notify their record analyst as to which degree they want the minor designated.
 - Copies of the incomplete requirement notification sent to the student will also be sent to the appropriate affiliated department.

- **COMMENCEMENT PUBLICATIONS:**
 - Sheli Whiting, Registrar Office Manager, explained that any NEW awards, not approved and in the annual bulletin, will NOT be printed in the commencement program. The process to get awards approved is managed through Nora Jamison-Danko (njamison@scu.edu), Administrative Associate, Student Life. Nora will be sending out notice and due date which is typically around April time frame.
 - The name listed on the Petition to Graduate form is the name that will be printed on the diploma and on awards. At the graduation ceremony, the student has an opportunity to give the announcer exactly what name they would like to be called (i.e. nickname).
 - Karrie Grasser, Director of University Events and Protocol, asked the group which departments held their own graduation ceremonies on Saturday, the same day as the commencement ceremony. The Provost has been concerned that because there are so many people on campus that day that having other ceremonies adds to the confusion. There were only a few departments that do and they cited the reason that it was important to hold it that day because they also want their celebration to include the parents. Karrie can be contacted at x 6912, Benson 214 and at kgrasser@scu.edu

- **SCHEDULING PROCESS FOR FALL**
 - Adora Hoose, Registrar Technical Specialist, and Sheli Whiting, Registrar Office Manager, provided the group with the Undergraduate Schedule of Classes Production Timeline (see attachment) and reminded the group that fall 2010 schedules are due by Friday, March 19, 2010.
 - Sheli explained to the group that if the course descriptions are not correct in Course Avail than they are not right in PeopleSoft since that is where the detail is derived from. She reminded the group that prerequisites that are not hard coded in the system need to be noted in the “notes”.
 - Course Avail is currently being updated manually. Depending on the element is how often that detail is updated. Enrollment numbers are by the minute, whereas core attributes update every morning.

- **COURSE AVAIL UPDATE**
 - Sheli, Adora and Bill, showed various functionalities available in Course Avail that have been recently added. Sheli showed the links to CORE information; Adora showed how easy it is to print a single subject, group of subjects, or a number of various classes by CORE code; and Bill highlighted the links to course evaluations.

- **FERPA Update:** Carol Bonney, Assistant Registrar; Academic Programs, provided a brief update on FERPA and how the university is moving forward in establishing FERPA policies and procedures. New FERPA training will be offered on-line in the future and will be developed specifically for faculty, staff and student populations. Carol also provides classes through the HR Services.

- **NEW CORE:** Heather Stephen, Operations Manager, Drahmman Advising and Learning Resources Center, inquired about the group’s understanding of the NEW CORE. It was apparent that an overview of the NEW CORE is needed and would be appreciated. Marquita will request that Heather or other representative from Drahmman provide a brief overview to the group at the spring meeting.

- **CURRENT AND FUTURE CHANGES:**
 - Sheli and Paolo previewed the Online Book: Spring Quarter deadlines & Registration Info now available. <http://www.scu.edu/studentrecords/springschedule.cfm>
 - Bill told the group that PS 9.0 upgrade will not be happening any time soon since JST project has precedence. He gave an overview of status to date on this project.

Note: Spring Administrative and Office Manager’s Meeting scheduled for April 1, 2010

Registrar: mcoe
February 4, 2010