**Registrar/Advisor Gathering**

**February 4, 2016**

**LWSN 1142**

**9:00 a.m.- 9:50 a.m.**

**Lesa’s Notes**

* **Foreign Language placement testing-Jason Baumer**
	+ **Documents attached**
* **Updates-Sandy M**
	+ **Student information form**
		- **Highly successful. 6400 of 6600 new students completed in fall 2015**
		- **Small enhancements are planned for fall 2016.**
		- **More to come…**
	+ **Early alert reports**
		- **University Innovation Alliance (UIA) indicated students are more satisfied with Purdue advising than our peers**
		- **Mid term grading, absence reports, etc all are helpful pieces of information to advisors**
* **Span Plan- Family Friendly Campus Toolkit- Candace Shaffer**
	+ **See handout**
* **Room 45 updates**
	+ **Form 23s by mail-please do not send these via mail. There are too many issues that come up that create a barrier. This is not good customer service. Please have your student turn in themselves.**
	+ **Please direct your student to fill the form in completely.**
* **MyPurduePlan updates-Sandy**
	+ **Exceptions to upper 32 must be approved by Dr. Frank Dooley by request of student’s associate dean/dean.**
		- **This includes exceptions to 120 credit and 2.0 GPA minimum for university degree**
	+ **If a student moves to another catalog term, exceptions are lost.**
		- **Students moved up to fall 2016 catalog term will all lose their Exceptions due to programing behind the scenes**
	+ **Dual majors with different catalog terms**
		- **Priority #1 curriculum takes precedence in myPurduePlan**
	+ **Questions regarding catalog term**
		- **All catalog term questions should go to Chris Pass rather than MPP team.**
	+ **Planner ‘audit’ option**
		- **You may use with the understanding that vendor needs to correct a defect. It applies courses to “audit” correctly but is double counting the credit hours in the block counts.**
* **Summer transfers and equivalencies- Lesa**
	+ **Statewide locations**
	+ **IUPUI**
	+ **Regional campuses**
		- **If you have questions about a course equivalency, please email Chris Pass or Lesa Beals. We will verify in the catalog for you.**
* **Course Repeat Policy- Josie-tabled until March meeting due to time**
	+ **Go over reg**
	+ **Ask for outliers**
* **Spring commencement information**
	+ **Friday, February 12 Undergraduate AP degree records are created.  All curriculum updates for candidates starting on the 12th will need to be sent to Ryan Jones at** rcjones@purdue.edu
	+ **Fri. Feb. 19, Validate minors outside of degree granting school/college**
	+ **Fri. March 4, Graduation Tab will appear on candidates myPurdue portal page**
* **Please remember the active programs/major/minor listing on our webpage before updating records in SFAREGS.**
	+ [**https://www.purdue.edu/registrar/documents/.../Active-Minors.pdf**](https://www.purdue.edu/registrar/documents/.../Active-Minors.pdf)
	+ <https://www.purdue.edu/registrar/documents/faculty/advisors/Active-Program-PWL.pdf>
* **Regional campus visits for summer registration.**
	+ **We’ve contacted regionals but are waiting for a response.**
	+ **If they chose not to come this year, we will provide information for you to share with your students on how to enroll at a regional campus for the summer only.**
* **NOTE**
	+ **Drop/add calendar for spring 2016, 2017 and 2018 have been corrected. The only change you’ll want to note is the last date to drop or add a course for spring is PRIOR to spring break.**

**Next meeting will be…**

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| Fri | 4-Mar | 10:00 AM | 10:50 AM | WHTR 320 (seats 91) |
| Mon | 4-Apr | 4:00 PM | 4:50 PM | ME 1061 (seats 174) |
| Thurs | 5-May | 10:00 AM | 10:50 AM | LWSN 1142 (seats 100) |