Registrar/Advisor Gathering
April 5 ME 1061
9:00 a.m. - 10:30 a.m.
Lesa’s Notes

- Systems Collaboratory new certificate program- Boshra Afra
  - See slides in email attachment
  - Questions may be sent to Boshra’s email. afra@purdue.edu
  - Their website https://www.purdue.edu/collaboratory/

- COM 11400 updates - Jen Hall
  - See slides in email attachment
  - COM 11400 website https://www.cla.purdue.edu/communication/undergraduate/com_114.html
  - More information will be coming.

- Foreign Language
  - Updates from Jason Baumer
    - FLPT webpage https://cla.purdue.edu/slc/placement/index.html
    - Jason reminded advisors of their SharePoint site. Let Jason know if you cannot access.
      - https://sp2013.itap.purdue.edu/liberalarts/fl/flpt/lists/Placement/April%202018.aspx
    - credit award policy
  - Grades post Tuesday May 16. We will query all student that earned C- or higher and award directed credit Wednesday, May 17. As a result the candidate audits you receive Wednesday morning will not reflect this directed credit. You will need to verify those Wednesday after receiving the email notification that the credit has been loaded.
  - PLEASE DO NOT ENTER EXCEPTIONS IN MYPURDUEPLAN UNTIL WE’VE COMPLETED THE DIRECTED CREDIT LOAD.
  - We will load Candidates Wednesday and then complete the load for continuing students the week following commencement.
  - Question- if a student retakes a language after earning less than C- in prior attempt will they still be awarded dept credit if the retake grade is a C- or higher.
    - Yes they will.
  - Question- Does the placement course have to be completed at PWL in order to received departmental credit?
    - Yes, regional campuses, Purdue Global, and transfer credit will not earn a student departmental credit.

- Training information
  - Banner 9 training by SSCC
    - May 21- June 1 in HAMP
    - Sign up to be sent out in a couple weeks. This is for anyone, not just advisors.
  - Preregistration
    - Registrar will collaborate with SSCC to follow Banner 9 training with Preregistration, Override request workflow, how to use the Course Request form for STAR and the dashboards.
  - Override Requests workflow
Registrar will offer this training in conjunction with Banner 9/PreRegistration for those that wish to stay for this. This will include an overview of the process, approvals, and dashboards.

- **VSTAR Brownbag**
  - Email went out April 4 to advisors.
  - Training set for Thursday April 26 from 2-3 in LWSN 1142

- **Learning Community Brownbag**
  - Email went out April 4 to advisors
  - Training set for Tuesday, May 1 9:30-10:30 in LWSN 1142

- **Summer Start/Early Start Brown bag**
  - Email went out April 4 to advisors
  - Training set for Wednesday, May 16 from 10-11 in LWSN 1142

- Registrar will be creating a place on our page to house FAQ and other training materials related to the new STAR process.
  - Feel free to email us if you believe there is information we are missing.

**Graduation**

- Commencement link in student portal closes Friday, April 13 at 10 pm.
- We have already passed deadline to order cap/gown with no late fee.
  - Students now must go to University bookstore in person to order and are subject to the late fee.
- Adding students to the candidate roster after the deadline requires a supporting memo from associate dean.
  - We will work to provide a template to share.
  - This is to help change the campus culture to meet the deadline.
  - If we identify a trend in a college we will reach out to associate dean to determine if we can partner to reduce late adds.

**Unitime training**

Next meeting will be….

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