Agenda

• Welcome and introductions (Kate Kurek & Katie Paar)
• Credit Evaluation Services (Scott Golueke)
• Transition to 25Live Pro room scheduling software (Jennifer Donahoe)
• Course Search & Enroll (Katie Paar & Aaron Apel)
• Curricular policy updates (Jeff Armstrong)
• APIR updates (Michelle Young)
  • Sustainability Course Attribute, Dept. Placement Exams, Course Requisite Project
• Big picture process overview (Kate Kurek)
• Wrap-up
RO Staff Updates

Curricular Services Team

Jeff Armstrong
Jennifer Donahoe
Chuck Dvorak
Kate Kurek
Sherrán Pak

Introducing…Brittany Elandt!

curricularservices@em.wisc.edu

Enrollment Services Team

Katie Block
Aaron Apel
Katie Gagliano
Nick Hunter
Dana Stav

registrar@em.wisc.edu
Maintaining Contact Lists

Leaving your position? New to your position? Let us know!

Curricular Representative Contact List

Department permission contacts for class enrollment

https://registrar.wisc.edu/deptcontact/

https://registrar.wisc.edu/curricular-representative-contact-list/
Credit Evaluation Services

DEM’s Re-energized Focus

Scott Golueke
Office of the Registrar
Why the re-energized focus?

- Mission alignment
  - Allows the Office of Admissions to focus on recruitment, applicant review, and yield
  - Allows the Office of the Registrar to maintain alignment with the course catalog

- Transfer credit remains a recruitment tool used by admissions counselors

- Strong integrations, ties, and impacts to academic and student records. (ex. curriculum, enrollment requisites, degree audit, transcript)
Why the re-energized focus?

- Increasing number of students with other credits
- Supports the UW System goals and policies
- Eligibility and compliance needs:
  - Financial aid awards and SAP
  - Title IV compliance
  - NCAA and Big 10 athletic eligibility
  - Student veteran benefits
Staff Hiring
September - October
**October 28 start date for new hires

Transfer of knowledge
October 28 – November 30
Engage in team development
Partner with Admissions

Primary responsibility in RO
December 1
Defined roles and responsibilities addressing workflow

Continuing work
January
Includes community development, needs assessment, and prioritization of work

Spring 2020 SOAR
January 14 - 16
Students have evaluations complete before SOAR, representation at SOAR
Spring 2020 Continued Work

• Build community with academic and advising partners
  • Welcome events, listening sessions, etc
  • Participation in campus committees (ex. OAT, Course Access, etc)
• Needs assessment, prioritization of work, streamlining of process; we will take an iterative approach
• Prepare and plan for major milestones
  • Summer SOAR – June 5, 2020
  • AP Batch Load – June 30, 2020
  • UW System retirement of TIS – July 1, 2020
Transition to 25Live Pro

• Transition date: November 4, 2019

• What’s new?

• Resources
  • KB documents
  • Workshops/learning labs
New Features

1. Event creation is all on one page in the new Event Form.
2. Individual dates can be scheduled at different times in the same event.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Times</th>
<th>Extra Times</th>
<th>Comment</th>
<th>State</th>
<th>Remove</th>
</tr>
</thead>
</table>
| Fri Oct/18/2019 | 10:00 am 11:00 am | Setup Time - Oct 18, 9:55 AM  
Takedown Time - Oct 18, 11:05 AM |         | Active |        |
| Wed Oct/23/2019 | 10:00 am 12:00 pm | Setup Time - Oct 23, 9:55 AM  
Takedown Time - Oct 23, 12:05 PM |         | Active |        |
| Fri Oct/25/2019 | 10:00 am 11:00 am | Setup Time - Oct 25, 9:55 AM  
Takedown Time - Oct 25, 11:05 AM |         | Active |        |
| Wed Oct/30/2019 | 10:00 am 12:30 pm | Setup Time - Oct 30, 9:55 AM  
Takedown Time - Oct 30, 12:35 PM |         | Active |        |
New to 25Live Pro, users are asked to add 5 minutes pre- and post-event:

- **Date and Time - Required**
  - In the additional time fields, please add 5 minutes setup and takedown time before and after your event.
  - Wed Oct/23/2019
  - 1:00 pm
  - To:
  - 2:00 pm
  - This event begins and ends on the same day

- **Additional Time**
  - **Setup Time**
    - 0 Days
    - 0 Hours
    - 0 Minutes
  - **Takedown Time**
    - 0 Days
    - 0 Hours
    - 0 Minutes

These icons default open and include extra instructions and/or tips for creating your event.
Resources

Knowledge Base Documents:
- https://kb.wisc.edu/94868
- https://kb.wisc.edu/94852

25Live Pro Workshop Schedule:
- October 28 at 10:00 am: https://go.wisc.edu/ar8ui1
- October 28 at 1:30 pm: https://go.wisc.edu/21h1o3
- October 29 at 10:00 am: https://go.wisc.edu/4nwkd9
- November 4 at 9:00 am: https://go.wisc.edu/8p84n5
- November 4 at 1:30 pm: https://go.wisc.edu/14qd90
- November 5 at 3:00 pm: https://go.wisc.edu/tiov6i
• Effective Fall 2018, DoIT Help Desk provides initial support for Course Search & Enroll.
  • 7am to 11pm, 7 days a week.
  • Structured ticketing system and internal support documentation
  • Process for escalation to Office of the Registrar if complex

• Timing of Requisites and Notes
  • Important as students can begin validating/adding courses to cart once the schedule is made available in CS&E (10/18 for Spring 2020)

• Troubleshooting Class Permissions
  • When communicating to students after permission entered, encourage them to proceed with enrollment regardless of warning/validation message
  • Ensure correct student, enrollment section, boxes checked/unchecked, and permission expiration date.

Course validation failed: Enrollment Requisites are not met. ACT SCI/MATH 303; or member of Business Exchange program.
DARS and Degree Planner Integration
DARS and Degree Planner Integration
DARS and Degree Planner Integration

Degree Audit Requirements

Expand All Sections  Collapse All Sections

-----> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <-----

For more information about undergraduate L&S programs see: L&S GUIDE

*COURSES currently IN-PROGRESS COURSES currently IN-PROGRESS*

** BASIC COMPOSITION **

PL 1) Communication A or Basic Composition

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
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<td>SP20</td>
<td>LSC 100</td>
<td>3.0</td>
<td>PL</td>
<td>Science and Storytelling</td>
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</table>

Ethnic Studies

MATHEMATICS for the B.S.

FOREIGN LANGUAGE requirement Complete the 3rd unit of a Foreign Language

BREADTH in the DEGREE: Humanities
DARS and Degree Planner integration

Usage Stats: August 30 - October 22

• 24,508 Unique DARS page views in CS&E

• 25,066 Total DARS Audits requested via the new CS&E Interface

• 15,816 Students with courses in a Degree Plan for Spring 2020
Cancelling Sections with Enrollment

- Departments can no longer cancel a class if students are enrolled
- Aligns with best practices, e.g., our Big Ten peers
- Helps mitigate student impacts and compliance risks
  - Financial aid, visa status, student-athlete eligibility, veteran-benefit certifications
- Process still being refined, but for now…
  - Notify students that the section is being cancelled
  - Offer students info, resources, assistance
  - Notify your contact in Curricular Services
  - We route the request to your academic dean’s office
  - RO will cancel once dean approves
- We will update you if/when the process evolves
Session Code Reminder

• Schedule of Classes should accurately reflect reality

• Classes should be in the correct session to reflect when instruction is actually occurring

• Implications and student impacts are wide-ranging:
  • Calculation of tuition/fees, financial aid, veteran benefits, enrollment status, and more
  • Session-specific add, drop, refund, and other dates/deadlines
  • Emergency response, including targeting messaging based on course rosters and session start/end dates
All other sessions are named with a three-letter code (e.g., CHE) representing the schedule and duration of the session, where A = 1; B = 2; C = 3; etc. Sessions that begin before the official first week of term use X = 3 weeks before (-3); Y = 2 weeks before (-2); and Z = 1 week before (-1):

- begins in week of term: 3 (C)
- spans across # of weeks: 8 (H)
- weeks of instruction: 5 (E).

[Note: Spring Recess week is not counted as a week of instruction, but is counted in the spans-across-#-weeks total.]

Term:

1202 : Fall 2019-2020

<table>
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<th>end</th>
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<th>spans across ...</th>
<th>weeks of inst...</th>
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<td>11 Dec 2019</td>
<td>Regular</td>
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<tr>
<td>Regular-UGRD</td>
<td>04 Sep 2019</td>
<td>11 Dec 2019</td>
<td>Regular</td>
<td></td>
<td></td>
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<tr>
<td>ACC</td>
<td>04 Sep 2019</td>
<td>22 Sep 2019</td>
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<tr>
<td>ADD</td>
<td>04 Sep 2019</td>
<td>29 Sep 2019</td>
<td>1</td>
<td>4</td>
<td>4</td>
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<tr>
<td>AEE</td>
<td>04 Sep 2019</td>
<td>06 Oct 2019</td>
<td>1</td>
<td>5</td>
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<tr>
<td>AFF</td>
<td>04 Sep 2019</td>
<td>13 Oct 2019</td>
<td>1</td>
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<tr>
<td>AGG</td>
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<td>20 Oct 2019</td>
<td>1</td>
<td>7</td>
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<tr>
<td>AHH</td>
<td>04 Sep 2019</td>
<td>27 Oct 2019</td>
<td>1</td>
<td>8</td>
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</tbody>
</table>
New Session Code Creation

Requesting new Fall/Spring session codes
Requests for new Fall/Spring session codes are processed by the Office of the Registrar. To request a new Fall/Spring session code, use the [Session Codes Form](#).

Requesting new Summer session codes
Requests for new Summer session codes are processed by the Division of Continuing Studies. To request a new Summer session code, please visit the [DCS website](#).

On the DCS “Faculty & Staff Resources” webpage, click on the +For Administrators, which will display the following two links:
- SUMMER SESSIONS REQUEST FORM
- PROCESS FOR REQUESTING ADDITION OF A SUMMER SESSION

For more information on the requesting of new Summer Session Codes, please contact DCS at +1-608-263-6960.

*Note: we are currently finalizing our process for summer sessions*
Sustainability Attribute

- The creation of a “sustainability” course attribute was motivated by student interest and a student call for easy identification of course work that relates to sustainability. It will provide an opportunity for units offering such courses, if they so choose, to make it easy for students to find courses that include a focus on learning about sustainability.

- The sustainability attribute will be visible to students beginning with the fall 2020 Schedule of Classes.

- The attribute will not be used in DARS.

- The attribute being used for existing courses is a provisional one, to make it permanent subject owners will need to submit a course change proposal within the next three years.

For more information go to: https://kb.wisc.edu/vesta/91418
Timeline for Implementation on Existing Courses

**August 2019** - Email sent to department chairs and their subject approver designees that own an academic subject listing announcing the creation of the attribute and the process for requesting the provisional attribute be applied to existing courses.

**November 1, 2019** - Deadline for departments to upload approved spreadsheets to Box.

**December 1, 2019** - Deadline for schools and colleges to review departmental submissions and send a memo to APIR if there are any courses they do not want to approve.

**December 13, 2019** - UCC will review a comprehensive list of all courses that have requested the provisional attribute.
January 15, 2020 - A governance approved list is sent to the Office of the Registrar for entry in SIS.

March 11, 2020 - Fall 2020 Schedule of Classes is released, includes Sustainability course attribute

March 10, 2023 - The provisional attribute expires. Any course with the provisional sustainability attribute must have a UCC approved course proposal for the permanent attribute by this date or it loses the attribute. A request to add the attribute may be made at any time using the Lumen Course Proposal form.
Departmental Placement Exams

• In cases where a student has acquired knowledge, skills or competencies through experiences that are academic in nature and where there is an equivalent UW-Madison course, it is possible to offer credit by departmental exam which can then be used to meet course requisites.

• However, a student may not need the equivalent course for credit and simply wish to demonstrate competency to take course(s) at a higher level which require that competency. The departmental placement exam is a systematic, documented way that will allow a student to demonstrate the academic knowledge, skills or experience required at a level that replaces the taking of a requisite for-credit course.

• The value of a departmental placement exam is that the results of the exam can be entered in SIS and potentially utilized for any course requiring that requisite. Currently, students need to seek instructor permission to enroll and that permission needs to be entered in SIS for each class section for which it is needed.

For more information go to: https://kb.wisc.edu/vesta/91914
Requisite Amnesty Program

- As of September 1, 2015 all course proposals (new and change) that go through the course approval process must have requisites that are enforceable in the enrollment system.

- There are approximately 9,000 courses in the course catalog that were created before this date.

- A project to update these courses to have the appropriate, enforceable requisites via spreadsheet rather than individual course proposals is underway.

- To date: 70 of 190 subject listings have updated their requisites.

- The chancellor has asked that this project be completed by May 2021 as part of campus efforts to improve time to degree.

For more information go to: https://kb.wisc.edu/vesta/75432
Big Picture Overview

Curricular build timeline:

1. **Maintaining Course Catalog**
   - Pre-Publish - RO & Departments
     - Course proposals (new courses and course changes)
     - Requirements build
     - Requirements attached
   - Maintenance is Continuous

2. **Create Schedule of Classes**
   - Initial Call - RO Set-Up
     - Build the calendar
     - Term roll
     - Final exam grid
   - Initial Call (Plan Phase) Departments
     - Approx. 4-months to deadline
     - What courses?
     - When offered?
     - Where taught?
     - Who teaches?

3. **Daily and Weekly RO Audits**
   - Enrollment Management
     - Prior and during enrollment
     - Permissions
     - Reserve sections
     - Priority enrollment
   - Post-Enrollment Requisite Check (PERC)
     - Conditional enrollment at time of registration
     - Audit of requisite fulfillment prior to term
   - Term Begins...
     - Cancel classes with no enrollment
## Planning Schedule for August 2019-January 2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Dept Deadline?</th>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14</td>
<td>Mon</td>
<td>Yes</td>
<td>Summer</td>
<td>1206</td>
<td>Summer 2020 Initial Call for curricular update materials sent to departments via Curricular Toolkit. Departments may make updates in SIS through 4:30pm on Tuesday, November 26.</td>
</tr>
<tr>
<td>10/16</td>
<td>Wed</td>
<td></td>
<td>Fall</td>
<td>1202</td>
<td>DIR Final Report available to departments.</td>
</tr>
<tr>
<td>10/18</td>
<td>Fri</td>
<td></td>
<td>Fall</td>
<td>1204</td>
<td>Spring 2020 Term Update Switch turned on.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring</td>
<td>1204</td>
<td>Email to department re: course/section updates post-publish.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring</td>
<td>1204</td>
<td>Optional Enrollment Sections Listing and Zero Enrollment Capacity Sections Listing available to departments, if applicable.</td>
</tr>
<tr>
<td>10/29</td>
<td>Tue</td>
<td></td>
<td>Fall</td>
<td>1212</td>
<td>Fall 2020 Initial Call for curricular update materials sent to departments via Curricular Toolkit. Departments may make updates in SIS through 4:30pm Friday, January 3 (Fall).</td>
</tr>
</tbody>
</table>

**November**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>11/8</td>
<td>Fri</td>
<td>Fall</td>
<td>Final exam room assignments sent to instructors and departments.</td>
</tr>
<tr>
<td>11/11</td>
<td>Mon</td>
<td>Fall</td>
<td>Call for Final Grading Setup available to departments.</td>
</tr>
<tr>
<td>11/26</td>
<td>Tue</td>
<td>Yes</td>
<td>Summer 1206 Update deadline for Summer 2020 (Term 1206) Initial Call.</td>
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**December**

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>12/9</td>
<td>Mon</td>
<td>Yes</td>
<td>Summer 1206 Summer 2020 Final Call materials sent to departments via Curricular Toolkit for final review and confirmation of GA room assignments. Departments may make updates in SIS through 4:30pm on Friday, December 13.</td>
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<td>12/11</td>
<td>Wed</td>
<td>Fall</td>
<td>1212 Curricular Review e-Mailout sent to departments via Curricular Toolkit.</td>
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<tr>
<td>12/13</td>
<td>Fri</td>
<td>Yes</td>
<td>Summer 1206 Update deadline for Summer 2020 (Term 1206) Final Call. Term update switch will be turned off at end of day.</td>
</tr>
</tbody>
</table>
Questions?

Thanks for coming!