

Schedule Planner). Staff can see the reserve capacity in real time on the reserve capacity tab of “maintain schedule of classes.” Staff can also view Schedule Planner for an individual student via “student center.” More information about Schedule Planner is available on the [Registrar’s website](#).

Records Processes **Joan Roberts-Coleman, Assistant Registrar**

Roberts-Coleman discussed name changes, especially as they pertain to graduation, as well as grading.

- Students can update their preferred name but this is not the name that will appear on their diploma. The primary name can only be updated by PID office, HR (employee, student and employee), and Registrar (student only). Primary and preferred names can be seen on Student Center page General Info tab. If there are any questions, refer the person to the PID office, who oversees the entire process. Social Security Cards are required for employees to change their primary name.
- Only the primary instructor scheduled for the class section in Connect Carolina can approve grades. Class section TAs can assign grades but not approve them. Make sure someone on the section has grade approval access every time you schedule. An instructor without grade or approval access can’t see the course on their faculty and class/grade roster pages.
- Only a primary instructor can initiate the **grade change process**. Grades are due 72 hours after exam. After 96 hours non-approved rosters get an NR, which is a temporary grade. Instructors must ultimately fix this through grade change process. There is a query available in ConnectCarolina to check for class sections with unapproved grades: **NC_SR_GRADE_ROSTER_STATUS**.

Update on New/Old Registration Rules for Undergraduates **Roberta Norwood, Associate Registrar**

Prior to fall 2014, all students could drop a class section in ConnectCarolina up to the eighth week of classes. Effective fall 2014, students who dropped courses after a certain point received a WC grade (withdraw by choice). Students can only have a total of 16 WC hours for their entire career. Unfortunately, students can’t see the WC grade in all places, and the penalties under these new rules are not yet clear. UNC has been phasing in implementation of these rules by incoming cohort for the last two years.

- Initially, new rules only applied to new first-year students coming in Fall 2014 through Summer 2016. Starting fall 2016, all new admitted students, all new transfer students, and all non-degree students will be under the new rules.
- Starting in Fall 2016, after the second week of classes, New Rules students can drop between 2-8 weeks and automatically get the WC grade. There will be a warning message before they can complete the action. Starting Fall 2016, old rules students will be blocked from dropping on-line after week 2.
- Previously, the student stayed on the roster when they dropped as a WC. Now that the WC grade is automatic in the system, the students will no longer look like they are still enrolled after they have dropped the course.
- The WC tracking is stored at the undergraduate career level (not at major or degree seeking status) so the 16 hour limit is for the students entire undergraduate career.
- We now have more students under the new rules than the old rules (about ¼ still under old). Any student that came in under the old rules stays under the old rules. There is no maximum of the W (regular withdraw) grades.

Next Meeting: Wednesday, December 14, 2016 @ 10:30 AM

Previous agendas and minutes: <http://curricula.unc.edu/reference/staff/>