First Agenda Item: Sharing challenges and good news

Starting off the new year by getting feedback on the last registration period.

Some of the challenges faced this past registration period were the following:

- Not enough 2nd half semester options—perhaps hold registration back for 2nd half semester courses until 3rd week of school so that students who register later have more options
- Advisement report—need to be more proactive in having everyone understand how to read their advisement report. Overarching goal is to create a plan to connect the resources in place to a broader audience
- More transparency—have report out of various councils, ex. recap what is discussed during Advising Council
- Student on Academic alert are told that can only register for 14 hours however nothing in place that prevents them from doing that and as a result they can have be register for 15/16 hours or more
- Many students who still have UBill or some sort of Financial Aid hold and not registered—have a disconnect with what students understand and what Financial Aid/Office of Business Operations is communicating
- Clearer communication for financial aid hold - financial hold - needs to be done by March registration - need to ask - is it just a terms and conditions? or take the class? 2 different things? (Financial Aid - summit - February 8th – FYI)
- Suggestion: have representative from HCC or Allen come - students that didn't register before midnight at Sunday before semester - cannot register -- new policy?? - late start classes? - when to pay UBill? or have a payment plan?
- UpClose Numbers: we're DOWN 230 compared to last year - another 100 down last year - DOWN 300 new students overall 2 years
- Athletics shared their success in having walking-in appointments: were able to touch base with students easier, more efficiently and able to assist more.
- Jenny - "thank you" for advice across campus as she transitions into her new role

Updates from Office of Academic Advising:

- New updates on Advising portal
- Love your Major Feb 14th and events throughout the month of Feb to promote/engagement with deciding students to prospective majors
- Spring Workshop Feb 15th

Next Agenda Item: Dean of Students Office

Dean of Students Office staff is made up of the following: The Dean of Students (Leslie Williams), Assistant Dean of Students (Allyson Rafanello), 2 graduate assistants, and a graduate intern.

Assistance and Outreach – why refer to the Dean of Students office?

- Students facing multiple issues at the same time (i.e., emergencies, extenuating circumstances, needs connection to multiple offices). Will problem-solve with the student, not for the student.
Their office puts two holds on student registration:

1. **Conduct hold** – placed if a student has not completed a sanction for either Dean of Students or Department of Residence, for an incident on or off campus. Allyson recommended that advisors ask the student if they have met with anyone regarding the sanction. The student does receive a letter via e-mail (in which the student has to use their UNI user id and password to access) with the information needed to resolve the hold.

2. **Student Success Not Anymore (online Sexual Assault Prevention program)** required of new students. Takes 2 hours to complete. Students are e-mailed about three weeks before registration to complete the program. If not completed, a hold goes on the student’s registration one week before advanced registration. The hold is removed 3 times per day. The Dean of Students Office will remove the hold if the student completes the program right before their registration date if contacted by the student (not the preferred method). Note that 6:00 a.m. is one of the removal times so if a student completes the program the evening/early morning of their registration day, the hold will be removed at that time.

How to contact the Dean of Students Office? At this time there are a couple of administrative changes:
- Leslie Williams last day is March 2 as she has accepted a new position in California
- Allyson Rafanello will be on maternity leave soon.
- There is discussion in the area about distribution of duties during the absence of Leslie and Allyson, but there are two Graduate Assistants who are capable in fielding/handling requests.

Ways to contact the Dean of Students Office:
- Call their office
- E-mail to deanofstudents@uni.edu
- Complete the Report a Student Concern form found on the Dean of Students website – best used for non-crisis situations.

The Dean of Students Office is meant to be a hub of helping students, staff, and faculty who will put together the puzzle pieces of a situation – especially for those with indicators that cause concern.

For safety issues/concerns contact UNI police however the two offices work closely together. For example, if a student’s behavior is one of anxiousness the first contact should be to the Dean of Students Office.

- Students with documented, ongoing health issues should be working more closely with the Office of Student Disabilities rather than the Dean of Students Office (OSD reports to the Dean of Students). Any unexpected, new issues can be reported to the Dean of Students.
- If a student has to be gone for a long period of time from class, it is recommended that the student contact the faculty themselves, but if not comfortable with that, the Dean of Students Office will e-mail faculty of the student’s situation (as much or as little as the student wants to share), but this is just a notification, not a requirement for faculty to accommodate the student of missed work. The Dean of Students Office will work with the faculty and student for a smooth transition from the absence.
- For military/veteran students there are four groups of students that fall under Policy 3.06 regarding excused absences – and military/veteran students are one of the four groups. The Dean of Students office emphasizes that all students try to work with their faculty on their own but Dean of Students Office can assist.
- There is a new Coordinator for the Military and Veteran Services program – Chaquita Loveless.
Closing Items: February Meeting

February meeting will likely be held March 1st with a different structure

- The focus on this meeting will be “All Things Registration” in preparation for the upcoming Fall 2018 advanced registration period.
- The purpose is to have faculty advisors attend and dialogue with the Advising Network group about preparation for student registration and taking advantage of resources to assist them with their advising. The Provost will be sending an e-mail promoting this event as well.