

ADVISING LEADERSHIP TEAM

Wednesday September 12 2018

BPA 134

3:00–4:30p.m.

Tai 6 20 (e) 1 1 0 (e) 1 1 0

- x We need a workflow to work on degree audit
- x Workgroup was created within Admissions and Records and Academic Operations to look at the technical side of things.
- x Waiver needs to be processed quickly as it could prevent a course substitution.

#### AARC Restructure

- x Mission and activities will be refocused to Academic Standing/SAP, Undeclared advising.
- x Schools will now be responsible for some activities

#### Retroactive Withdrawal

- x Forms are coming in without instructor signatures only the Associate Dean signatures. If instructor is not available, you need to have a chair sign off on it.
- x Instructor signature is required per the catalog, they can not be processed if the professor has not signed the form.
- x Tanya is drafting a recommendation to change catalog language as it relates to retroactive withdrawal.
- x Students only have one year to process withdrawals.

Adjourned  
4:25pm

Attachment from IT Regarding OnBase

M/C	Due Date	Description of Task
[REDACTED]	ASAP	Submit completed OnBase Group Access forms and send them to Vi for approval.