

# “Registrar Speak”

The Terminology We Use and What It Means

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# During Sessions, please...

- ✓ Silence Cellphones
- ✓ Save Questions to the end of the Session
- ✓ Avoid Side Conversations
- ✓ Complete Our Survey

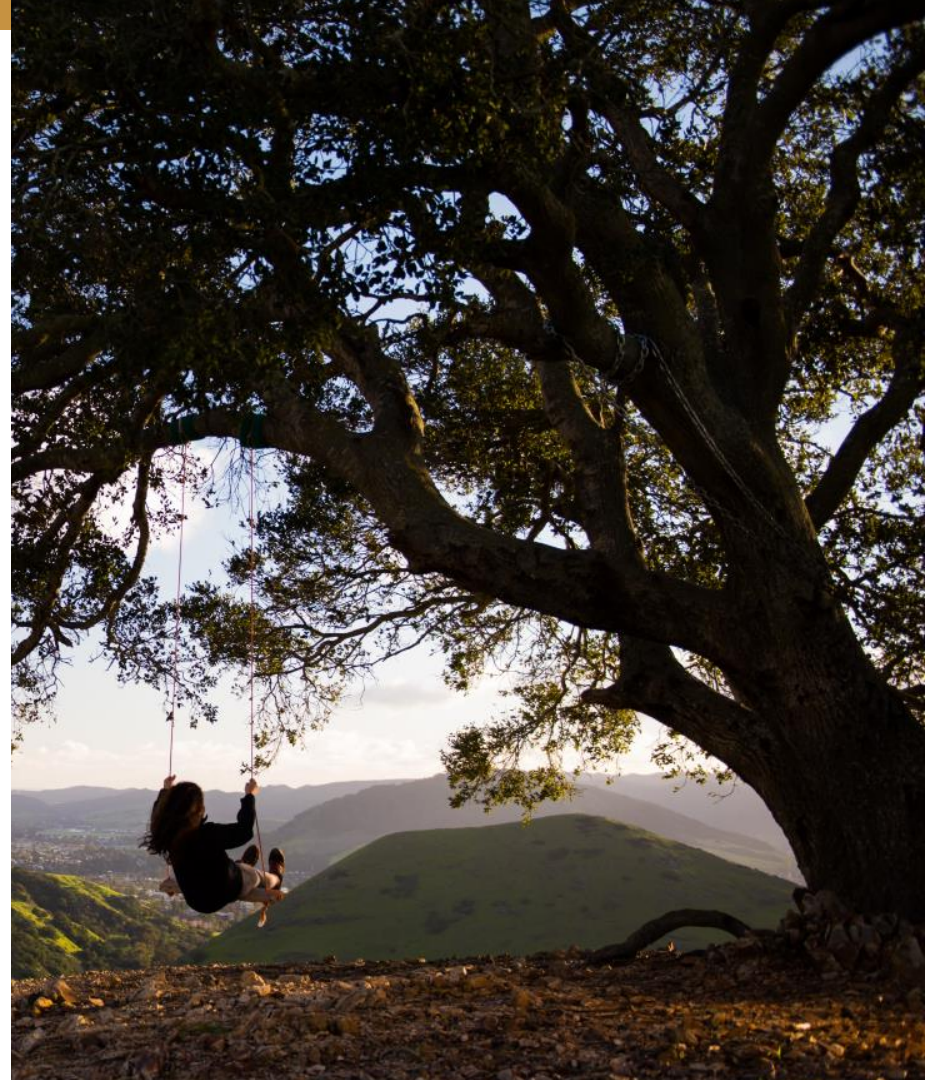
...Thank You!



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# Overview

- Various university terminology
- Graduation process
- Withdrawals
- Departures
- Leaves of absence
- Q&A



# Terminology

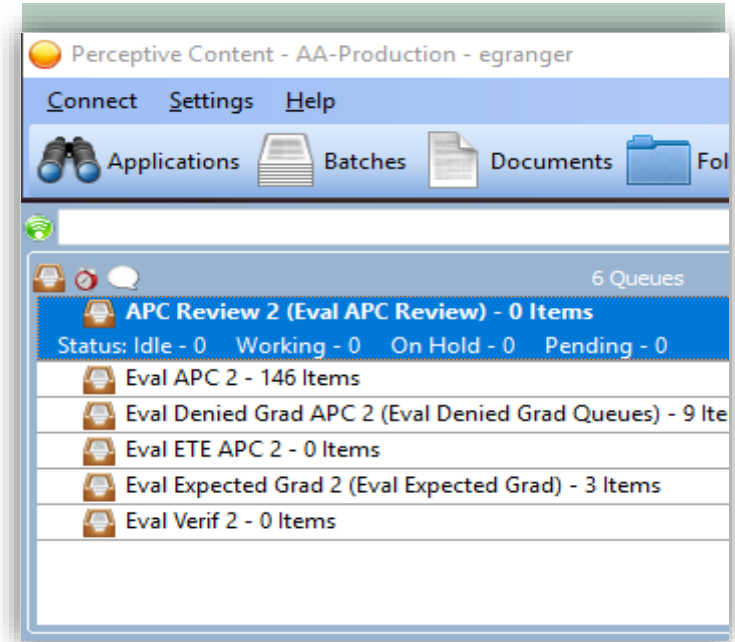


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# ImageNow/Queues

(Perceptive Content)

- Student file database
- Workload queues:
  - Sorting and distribution of paperwork
  - Timeline/Deadline
  - Prioritize
  - Pre-imaging



# Degree Progress Report (DPR)

- Only for active undergraduates
  - Exception: Blended & 2<sup>nd</sup> major
- Real-time
- Limited function/Major dependent
- Degree Audit Analyst (DPR Builder)

1 of 1

Current Academic Objective

Program:	Undergraduate	Requirement (Catalog) Term Summer Quarter 2017
Plan:	ARCH Primary BAR UG	Summer Quarter 2017
Graduation Status:	Not Applied	

Current Academic Summary

Last Term Registered:	Fall Quarter 2019
Academic Standing:	Good Standing
Overall GPA:	2.982
Cal Poly GPA:	2.982

General Information

DISCLAIMER: This UNOFFICIAL advising report does not represent a binding contract between the student and the University. The University reserves the right to change any provision upon which this report is based, at any time and without prior notice. This audit is neither an academic transcript nor an official notification of completion of degree requirements. Also, the audit may not include the most current Transfer Credit, Test Credit, or approved substitutions.

Students are responsible for meeting all graduation requirements regardless of what is reflected in this audit. This report is meant to act as a tool to monitor progress toward a degree. Students are expected to plan their degree programs carefully and review them frequently with their advisors.

IMPORTANT NOTE: This report treats courses for which you are registered, including In Progress, future term courses, and grades of "I" and "RP" (marked by a yellow diamond icon), as if already completed and reports these in the totals as "Taken". Unit totals do not include unauthorized repeats and courses taken for grade forgiveness for In Progress and future term courses. All unit minimums, GPA requirements, and specific course requirements must still be successfully completed.

In order to optimize completion of requirements, excess units from one requirement may be split off and applied toward other requirements. Double counting—using a single course to meet more than one requirement—may also occur. However, as course units are never doubled, any unit deficiency resulting from double counting must be met by an increase in Free Electives.

Please refer to the User Guides and FAQs at the [Office of the Registrar](#) website. If you need further assistance, email [evaluations@calpoly.edu](mailto:evaluations@calpoly.edu) from your calpoly.edu email account or call [\(805\) 756-2396](tel:8057562396).

Degree Audit Icons

These symbols indicate the status of the student's degree progress.

✓	Requirement Satisfied
◆	In Progress
★	(Icon Not In Use)

Course Icons

These codes indicate the source/status of the credit. See [Course History](#) and [External Credit](#) for your full history.

✓	Cal Poly Graded Course
◆	Course In Progress
★	(Icon Not In Use)



# GPA

- Major
  - Calculated at graduation
  - Major/Concentration
- Cal Poly
- Higher Ed.

<u>Fall Quarter 2019</u>	13.00	0.00	0.00	0.00	0.000		
CPSLO Cumulative:	135.00	131.00	130.00	408.40	3.142	Through the end of Spring Quarter 2019	
Higher Ed Cumulative:	140.00	136.00	135.00	423.40	3.136		

[GPA Calculator](#)

MAJOR COURSES		
<a href="#">AEPS 101</a>	Orientation to Horticulture and Crop Science	
<a href="#">AEPS 120</a>	Principles of Horticulture and Crop Science	
<a href="#">AEPS 124</a>	Plant Propagation	
<a href="#">AEPS 304</a>	Introduction to Plant Breeding	
<a href="#">AEPS 313</a>	Agricultural Entomology	
<a href="#">AEPS 321</a>	Weed Biology and Management	
<a href="#">AEPS/BOT 323</a>	Plant Pathology	
<a href="#">AEPS 351</a>	Experimental Techniques and Analysis	
<a href="#">AEPS 410</a>	Crop Physiology	
<a href="#">AEPS 461</a>	Senior Project I	
<a href="#">AEPS 462</a>	Senior Project II	
<a href="#">BOT 121</a>	General Botany (B2 & B4) <sup>1</sup>	
<a href="#">SS 120</a>	Introductory Soil Science	
Concentration courses (see below)		42-
SUPPORT COURSES		
<a href="#">AGB 214</a>	Agribusiness Financial Accounting	
or <a href="#">BUS 212</a>	Financial Accounting for Nonbusiness Majors	



# Concentration/ Specialization

- Undergraduate = Concentration
  - Not including tracks, emphasis, career areas
  - ICS
  - Diploma/Transcripts
- Graduate = Specialization

## Career Program Plans

### Undergraduate (Active in Program)

*Admitted in Fall Quarter 2018 as a Transfer Junior  
Expected graduation is Spring Quarter 2021 (Needs to Finish Pending Work)*

#### **Bachelor of Arts** (2017-2019 Catalog)

Plan: 48POLSBAU

Major: Political Science - College of Liberal Arts

Concentration: Individualized Course of Study

Plan: 76EVSMNDU

Minor: Environmental Studies Minor - College of Science  
Mathematics



# Blended BS+MS Programs

- Simultaneously pursue undergrad and graduate degree
- Awarded at the same time
- No longer 4+1

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**POSTBACCALAUREATE CHANGE OF OBJECTIVE**

This form must be submitted to the Graduate Education Office, with all required signatures, by the end of the 4<sup>th</sup> week of the quarter prior to the quarter you will begin the new program. Take into consideration that it may take several weeks to obtain all signatures. Failure to meet the above deadline will result in a one quarter delay in processing and create registration and student account calculation consequences.

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Cal Poly Email \_\_\_\_\_ POLY.EDU

1. My current objective/major/specialization is: Architectural Engineering

2. I request permission to: (check below and give full name of specific objective/program)

☒ CHANGE / ADD the objective of ARCE BS to ARCE MS

For official use only: Plan code \_\_\_\_\_

☐ DROP the objective of \_\_\_\_\_

• My objective(s) will then be: (check all that apply) \*For the BMS please submit during the quarter you will complete 180 units.

☐ Master's only ☐ Master's and Credential ☒ \*BMS  
☐ Credential only ☐ Bachelor's only ☐ Concurrent Program

• GPA 3.28 (for Cred/Master's/BMS, calculate last 90 QTR units)

I request that this change take effect starting: FALL 2018 (specify quarter and year)

3. Give reason(s) for change of objective: \_\_\_\_\_

Pursuing Master's in ARCE

REC'D/OFFICIAL  
MAY 03 2018  
EVALUATIONS



# Double Fulfill

- One course meets two requirements
- Units only counted once
- Only between
  - Major & GE
  - Support & GE
  - Minor (possible triple fulfill)

SUPPORT COURSES	
<u>ARCE 211</u>	Structures I
<u>ARCE 212</u>	Structures II
<u>ARCE 226</u>	Introduction to Structural Systems
<u>ARCE 315</u>	Introduction to Structural Design
<u>ARCE 316</u>	Structural Integration in Architecture
<u>EDES 123</u>	Principles of Environmental Design (E) <sup>2</sup>
<u>MATH 141</u>	Calculus I (B1) <sup>2</sup>
<u>MATH 182</u>	Calculus for Architecture and Construction Management (B1) <sup>1,3</sup>
<u>PHYS 121</u>	College Physics (B3) <sup>2</sup>
or <u>PHYS 141</u>	General Physics IA
<u>PHYS 122</u>	College Physics II (B3 & B4) <sup>2</sup>
or <u>PHYS 132</u>	General Physics II



# CR/NC Policy

- Credit/No Credit policy only applies to self-selected courses
- Email before add/drop deadline
- Few majors allow, max 4 units
- Only applies to Cal Poly courses
- Policy violation

## Degree Requirements and Curriculum

In addition to the program requirements listed on this page, students must detail in the [Minimum Requirements for Graduation](#) section of this catalog

- 60 units of upper division
- Graduation Writing Requirement (GWR)
- 2.0 GPA
- U.S. Cultural Pluralism (USCP)

Note: No major or support courses may be selected as credit/no credit.

### MAJOR COURSES

<a href="#">MU 103</a>	Music Theory I: Diatonic Materials
<a href="#">MU 104</a>	Musicianship I
<a href="#">MU 105</a>	Music Theory II: Chromatic Materials



# MVP

- Transfer courses only
- Satisfy either one of two GE's

COMM 12      Intercultural Communication  
IGETC: 4G; CSU GE: C2, D3 ←

- Email or call Evaluations to switch if needed

▼ C2

C2: PHILOSOPHY COURSE - 4 Units Required (R1144-20)

- Units: 4.00 required, 4.00 taken, 0.00 needed
- Courses: 1 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Requirement Designation	Status
C2D3 1TR	GE C2 or D3 Transfer Lower Div	4.00	Summer Quarter 2019	B	General Educ Area C2	←

View All | 1 of 1 | First | Last

Callout 1: C2D3 1TR

Callout 2: General Educ Area C2

# NOTSWCI

- Not Open To Students With Credit In...

**MATH 182. Calculus for Architecture and Construction Management.**

4 units

GE Area B1

Term Typically Offered: W, SP

Prerequisite: [MATH 141](#).

Integral calculus with applications to architecture and construction management. The algebra of vectors. Polar, cylindrical, and spherical coordinate systems. **Not open to students with credit in [MATH 142](#).** 4 lectures. Fulfills GE B1; for students admitted Fall 2016 or later, a grade of C- or better in one GE B1 course is required to fulfill GE Area B.

- Automatic in DPR
- Double check catalog for the required course

## ✓ MATH 182

MATH 182 - 4 Units Required (Also Meets C

- Units: 4.00 required, 4.00 taken

The following courses were used to satisfy this r

Course	Description	U
MATH 142	Calculus II	4.00



# Add/Drop Deadline

- Eighth day of instruction for every term
- Student's last opportunity to enroll in a course or drop self from course(s)
- Student's last opportunity to select CR/NC grading basis
- PolyPlanner updated by 5PM
- Deadline for enrollment is 11:59PM MTRF, 7:59PM on Wednesdays

September 24	Tuesday	<ul style="list-style-type: none"><li>• Last day to enroll in open classes w</li><li>• Waitlist process runs for the last tin</li></ul>
September 25 - 30	Wednesday-Monday	Students can enroll only with a permission i
September 30	Monday	<p>Deadlines:</p> <ul style="list-style-type: none"><li>• Last day to add or swap a class with Center.</li><li>• Last day to drop classes and select</li><li>• Last day to submit audit petition to</li><li>• Last day to log in and adjust your P last rotation appointment (PolyPlar term by 5pm.</li></ul>

Student Planning  
Calendar



# Fully Graded Term

- All GPAs have been correctly calculated
- Repeats for the quarter have been applied
- Academic Probation and Disqualification information sent out
- Honors are calculated

Saturday, Monday - Friday	Fall 2019 Final Exams
Saturday	Commencement
Friday	All grades finalized

# PERC

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- Post Enrollment Requisite Check
- Occurs after the fully graded term
- Verifies requisites have been completely fulfilled for a future class the student was conditionally enrolled in
- Students who do not fulfill requisites will be dropped from courses

## **MATH 142. Calculus II. 4 units**

GE Area B1

Term Typically Offered: F,W,SP,SU

Prerequisite: MATH 141 with a grade of C- or better

Techniques of integration, applications to physics, trigonometry, and differential equations. HNRS/MATH 142. Fulfills GE B1; for students admitted to the Honors Program, required to fulfill GE Area B.





# Procedures



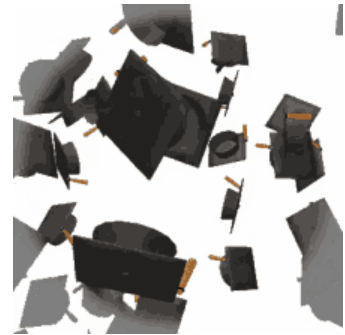
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# Graduation

## Evaluation's Review Process

1. Expected Grad Term: UGRAD (Auto) vs. GRAD (Form)
2. After grades & GPA are finalized, BATCH RUNS
  - a. If all is green students will go through batch and degree will be awarded automatically EXCEPT:
    - i. Double major, BMS, Master, DISC, Any holds, & Major GPA below 2.1
  - b. Any red on DPR, requires manual review to Award or Deny the degree





# Graduation

## Cont.

3. If AWARDED, student will receive their diploma  
~2-3 weeks after review
4. If DENIED, student will receive an email from  
Evaluations alerting them to run their DPR to see  
why degree was not awarded
  - a. Once in “Denied” status, the evaluator will  
automatically be prompted to re-evaluate  
when any new paperwork/transcripts arrive





# Graduation

## Cont.

5. CHECK degree status on Poly Profile: If the degree was awarded, it will be listed under “Degree Conferred” and "Career Program Plan.” If the degree was denied, it will show “*Denied*” in ( ) under Career Program Plan. If the degree has not been evaluated it will show “*Needs to Finish Pending Work*” in ( ).

### ☐ Degrees Conferred

**Bachelor of Architecture** (Undergraduate) - *Conferred on September 5, 2019*

Major: Architecture - College of Architecture & Environmental Design

### ☐ Career Program Plans

**Undergraduate (Completed Program)**

*Admitted in Fall Quarter 2014 as a First-Time Freshman*

*MCA Academic Score: 4256*

[View Minimum Scores in PolyData Dashboards](#)

[Expected graduation is Summer Quarter 2019 \(Degree Awarded\)](#)

#### **Milestones:**

**Math & Quantitative Reasoning Placement**

\* At the time of Admission

Remediation Not Required



# Withdrawal

- Procedure for a student withdraw from a course(s) after the add/drop deadline
- Serious and Compelling: day after add/drop – end of seventh week of instruction
- Emergency Reason: end of seventh week of instruction – last day of instruction (classes)
- Student will obtain the a course (single class) or term (all classes) form from the Office of the Registrar and obtain all required signatures

1.00	A	4.00	
0.00	W	0.00	
0.00	W	0.00	
13.00		46.80	3.600

# Departure

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- Student is no longer planning to attend Cal Poly
- Student cannot be enrolled for classes for the term they are planning to depart
- Student fills out online request form located on our website.
- Student will be discontinued from their academic program, course of study, and the rights and privileges offered to Cal Poly Students.

## *Notice of University Departure*

A **Departure from the University** is a *permanent* course of study, and the rights and privileges of a student. The **Departure form** is also appropriate to submit.

A **Leave of Absence** is a *temporary leave* of Absence also ensures that your program of study is maintained.

Current students who are uncertain whether to depart should visit the college **Advising Center** to explore their options.



# Leave of Absence

## Process

- Required if the student would like to be gone for 3+ quarters
- Student fills out appropriate leave form and submits the request to our office by the first day of classes that their leave is beginning.
- No more than two leaves are available to each student (totaling a maximum of 8 terms).



- Students may only submit for 1 year intervals



Questions?



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