

Inactive Student Degree Audit Processing Workflow

Student contacts college

College checks
<https://blink.ucsd.edu/instructors/academic-info/degree-audits/training.html> for information on Pre-Fall 2010 Students.

College runs audit and checks GE, if student left prior to 2010, use an XY exception (primary catalog) to Fall 2010. Audit should be viewable.

If student had transfer units posted prior before they left. Check ISIS. If the student was pre-ISIS. The ah tranauth and ad collhist in ISIS will have generic names. See screenshots below.

If transfer coursework is not viewable on ISIS, direct student to send official transcripts to the Office of Admissions. The Office of Admissions will evaluate transcript, or it will forward to Academic Records to evaluate.

The evaluation will mark what's UC Transferable, but most likely will not have any approximation or equivalency data.

The evaluator will send a copy of the evaluation to the college. The college can share it with the major if there's missing major requirements.

The college will need to work with uAchieve to get an audit updated with the pre-isis coursework, and from there it flows forward like it normally should.

Direct student to major department advisor.

If it helps, once student lets their college advisor know when the transcript has arrived, college advisor will notify Office of Admissions for evaluation.

In some cases, final product of finalized audit – if there is a case where the department approval on the audit is not working, we can fall back on a paper final audit, which can be printed and signed by hand by both major department and college. A DDA can be created by college.

Student contacts their major department

Department checks
<https://blink.ucsd.edu/instructors/academic-info/degree-audits/training.html> for information on Pre-Fall 2010 Students.

Department runs audit and checks GE, if student left prior to 2010, use an XY exception (primary catalog) to Fall 2010. Audit should be viewable. Notify college if primary catalog is changed to current year, may affect GE for that college.

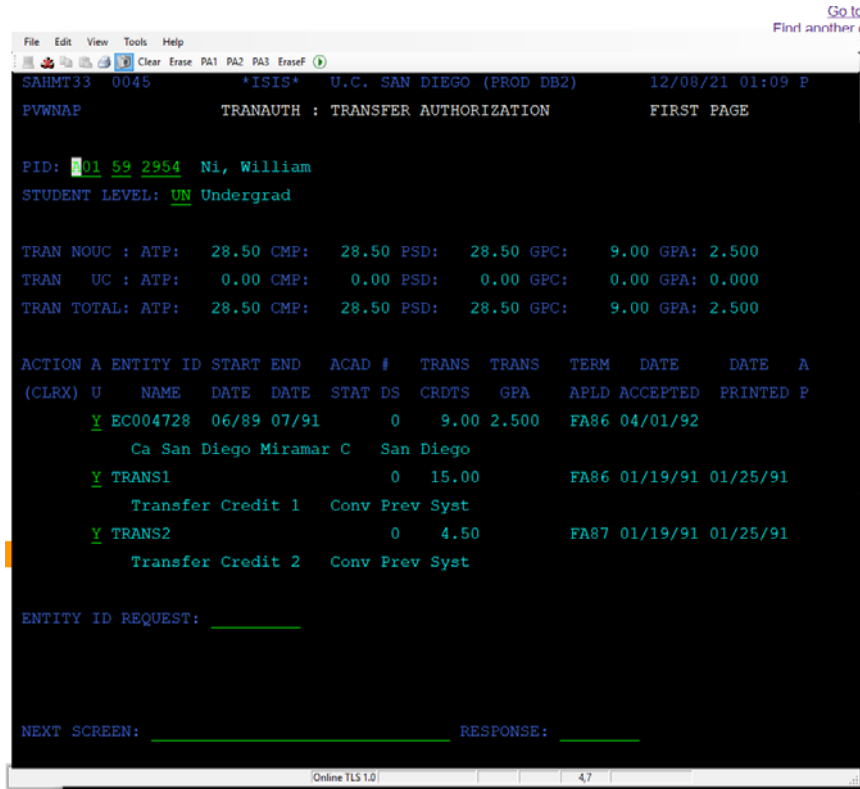
Direct student to their college advisors.

Student contacts the Office of the Registrar

Refer student to their college, and direct them to the undergraduate generic advising email.

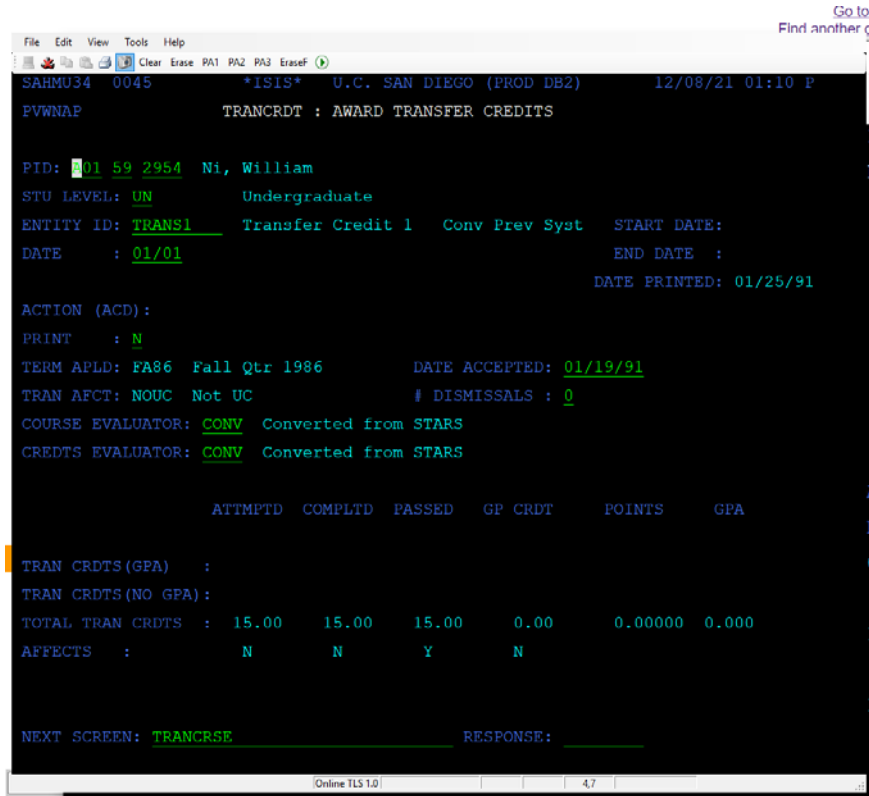
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ISIS ah tranauth screen- TRANS1 and TRANS2 noted Conv Pre system



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See the statement "converted from STARS"



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Technology Concerns

Single Sign-on (SSO)

As long as students have a PID and password or PAC, they should be able to log in via SSO. If they've forgotten their password, they can reset it from the SSO page. If they don't have or don't know their PID, they need to contact the Office of the Registrar. The campus has provided more options for a student who doesn't have their PID/PAC to recover their account online, but the basic flow is still that they should try online and if they have trouble with that to contact the Office of the Registrar.

Two Step Login (DUO)

Inactive students may need to register for DUO to get through Single Sign-on. SSO will prompt them, if it's required. There are additional details available at <https://blink.ucsd.edu/technology/security/services/two-step-login/index.html>

VAC

In general, inactive students should be able to ask questions via VAC. For students that have been inactive a long time, It's possible they don't have a VAC record. If you can't find the student in VAC, submit a ticket to ats@ucsd.edu to request that one be created. Students should also be able to see messages you send them in VAC.

I spoke with ITS Service Desk

Students who left and did not have an assigned PID – Students will not be able to have emails or AD accounts recovered/created until they have completed the re-admission process. They can use a personal email and personal zoom account to communicate with their college over zoom.

Students who recall their PID and TritonLink password should still be able to log into TritonLink to view their academic history. Those who do not will need to contact The Office of the Registrar to access their information.

Student accounts become deactivated after 2 quarters of no enrollment, the summer and spring are combined into one term for this purpose. Emails are active for 1 year after no enrollment

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Majors and Minors which have been ended

Chris noted for Ended majors “we can’t graduate a student outside of the start and end terms for that major. If the major has been end termed, then we can still graduate the student as a retro in a term when the major was active, but we cannot graduate them in a term that’s later than that. This is both a system limitation and a policy issue. The EPC has said that graduating a student for a major for a term after that major has ended requires EPC approval.

Chris noted for ended minors: UC San Diego doesn’t have a statement about catalog rights, which is what would be the formal answer to this question. In the absence of campus wide guidance on catalog rights, we’ve left these decisions to the individual departments, programs, and colleges. I think if the degree will be retro to the term when they completed the requirements, then the minor should clearly be allowed. If the degree is going to be awarded in a later term (to when the requirements have changed), it’s probably up to the faculty who own the minor to decide if the work already completed meaningfully completes the minor in a later term. The requirement for my office is still that the degree audit accurately reflect which courses were applied towards the minor, regardless of which catalog year is applied. I can ask the senate for clarification if desired. The limitation about end terms which apply to majors, also applies to minors, regardless of the question about catalog rights.