

EARN Meeting Notes

September 8, 2021

- I. **Opening Remarks** – Advising and registration dates for the spring and summer terms are now available on the Office of the Registrar’s website, found here: <https://colonelscompass.eku.edu/registration-and-advising-dates-spring-and-summer-2022>

- II. **Registrar Updates** – Shannon Tipton (Shannon.Tipton@EKU.edu) spoke about updates to some of the processes in the Office of the Registrar. The “Compassionate Withdrawal” process is now known as “Late Withdrawal for Extenuating Circumstances”. There is no longer a committee overseeing the petitions for late withdrawal, which will allow the petitions to be reviewed much faster. There is also now a list of circumstances in which a late withdrawal petition will receive an automatic denial, such as if a student were to miss class due to vacation, etc. More information about Late Withdrawal for Extenuating Circumstances can be found here: <https://registrar.eku.edu/reg-withdrawal-information>.

Additionally, the Admissions Appeal Committee has been disbanded and each area of admissions (Enrollment Management, Transfer, and eCampus) will now do their own admissions appeal for first-time ECU students. Students wishing to be readmitted will still go through a petition process, but those petitions will no longer go to a committee for discussion.

The readmission process has been broken into two different categories; the Petition for Readmission and the Petition for Immediate Readmission. The standard Petition for Readmission will apply to students who were dismissed with a GPA less than 1.5 and have sat out their required suspension term. The Petition for Immediate Readmission is for students who are on 1st academic suspension and are wishing to return without having sat out for the semester. If the Petition for Immediate Readmission is approved, the student will no longer have to submit admissions applications for their record to be reactivated. If a student was dismissed with a GPA of 1.5 or higher and has sat out their required time, or if they left on academic probation rather than suspension, they only need to reapply and no longer need to petition for readmission.

There has also been a slight change to RAC numbers for undergraduates. Beginning in the spring, RAC numbers for spring and summer terms will begin with the number 2, while fall RAC numbers will begin with the number 1. These numbers coincide with the CRNs used for those terms, in order to help eliminate errors caused by students receiving the incorrect RAC numbers between terms. Please remember that spring and summer RAC numbers are identical. RAC numbers for special populations will continue to begin with the number 9.

As the advising season approaches, please also remember that student’s registration dates are determined based on *earned* hours. For instance, seniors must have 90 earned hours to register on senior day. Rising seniors are juniors who are

registered for enough hours to equal 90 *overall* hours, but they would not qualify to register on senior registration day.

Program and course updates to degree audits that have been approved by CAA should be done by next week.

If you have questions regarding any of the registrar's updates, please contact Bethany Warner (Bethany.Warner@EKU.edu), or reach out to the Office of the Registrar directly at registrar@EKU.edu.

- III. Job Fair and Workshop Week** – Mandy Connelly (Mandy.Connelly@EKU.edu) announced that there are three upcoming OACS events. The first is Workshop Week from September 27th through October 1st, followed by the JCPenny Suit-Up event on October 3rd, and finally the Fall Job & Internship Fair on October 6-7th.

Workshop Week will take place primarily in person in the OACS classroom, Whitlock 460, with two virtual days on Tuesday, September 28th, and Friday, October 1st. Students may register for the virtual workshop events by logging in to Handshake (<https://eku.joinhandshake.com/>), clicking "Events" in the top left, selecting the workshop they'd like to attend, and clicking "Register" in the top right. If the student would like to attend in person, there is no registration necessary. If you are asking students to attend Workshop Week for credit and would like to request proof of attendance, please contact Mandy to make arrangements. Additionally, if you would like to request a more in-depth workshop for your class, please contact Mandy or the main OACS email (OACS@EKU.edu) to schedule a presentation with your students.

Next, the JCPenny Suit-Up Event will take place on the evening of Sunday, October 3rd, from 5:00-8:00pm. The JCPenny store will be closed to the public and open only to EKU students, faculty, staff, and alumni, who may all take advantage of discounts up to 60% off. The discount applies to all professional clothes, shoes, accessories, and clearance items, as well as salon services. This is a great opportunity for students who may not have the means to purchase full price, professional clothing for jobs and interviews, so please encourage them to attend!

Finally, the job fair is broken down into two parts this year, with the in person session on October 6th and the online session on the 7th. If they are comfortable attending in person, students are encouraged to attend both sessions, because some employers will only be present on one or the other day. Students do not have to register for the in person job fair, but they are required to register for the online session through Handshake. To register, students must select the "VIRTUAL Session, Job & Internship Fair", and click "Register" on the top right.

A list of employers who are attending each session can be viewed by selecting the link for each fair, then clicking "See more employers" on the left of the in person session page, or scrolling to "Show all employers" at the bottom of the virtual session page. Please make note that for the virtual fair, each employer also lists the times they will be in attendance. If a student wants to meet with a particular employer, they must sign up for the scheduled session time that the employer has indicated they will be attending.

- IV. Progress Reports** – Matt Schumacher (Matt.Schumacher@EKU.edu) spoke about 4th week progress reports. Progress reports are now open and instructors will have until 12:59pm on Monday, September 13th to submit. Advisors will be able to see progress reports as instructors submit them, and a complete list for each college and for special populations will be sent out next week.
- V. Student Accommodations** – Lee Griesheimer (Lee.Greisheimer@EKU.edu) spoke about how to register for student accommodations. Registration is a three-step process, including 1) the submission of an online application, 2) documentation from a mental health or medical provider which states the diagnosis and its implications, and 3) a meeting between the student and Accessibility Office staff to discuss whether the student's requested accommodations can be met. Once approved, the student will receive a Letter of Accommodations, which they are responsible for sending to their professors in order to arrange for their accommodations to be met. Students must request a new Letter of Accommodations each year. Students who are requesting accommodations for standardized tests must do so at least six weeks in advance. The application to register for student accommodations can be found at <https://accessibility.eku.edu/>.

Students who received accommodations in high school should not necessarily expect to receive the same accommodations at the college level. The difference between high school level accommodations and college level accommodations is that, at the college level, courses and programs cannot be fundamentally altered in order to fit the needs of the student. For instance, course work and objectives must remain the same for all students, although student accommodations may allow a student to have additional test-taking time, etc.

Emotional support animals are also approved through the Accessibility Office. Please note that these are different than service animals, which the University is not legally allowed to request be registered. However, emotional support animals are required to be registered. Registration involves applying for services, providing documentation of the student's need, a verification form from the service provider, proof of vaccinations, and a meeting between the student and Accessibility Office staff. Emotional support animals are allowed on campus, but they are not permitted inside EKU classrooms and other buildings.

- VI. Student Success Center Updates** – Dr. Ashley Sweat (Ashley.Sweat@EKU.edu) announced that the Student Success Center has updated its website to include a list of workshops being offered this month. Students can register for workshops by going to <https://successcenter.eku.edu/> and clicking the "Workshops and Videos" tile.
- Students can also schedule appointments for tutoring by going to the Success Center website and clicking the "Make an Appointment" tile, followed by the "Appointment Scheduler" link. Students can select which service they'd like, and whether they'd like to come in person or virtually. In person tutoring does not require an appointment and the student will be directed to the Center's drop-in hours. Selecting a virtual appointment will direct the student to a calendar page that allows them to

select the course they wish to receive help with, then populates a table of days and times that a Guru is available for that course, as well as an online calendar for the student to schedule the appointment.

The Student Success Center has three separate locations, in Crabbe Library 106D and Whitlock 347 Monday through Friday from 9:00am-4:30pm, and Keene Johnson (the old bookstore/new IT building) Monday through Thursday from 9:00am-4:30pm.

If you are over a student group and you need to have your student's hours tracked, please reach out to Dr. Sweat to coordinate.

- VII. STEM Tutoring Center** – Dr. Judy Jenkins (Judy.Jenkins@EKU.edu) announced the creation of the new Center for STEM Excellence. The Center has been working with other tutoring centers and departments to determine where the greatest student need is. Currently, the greatest identified need is for math tutoring, so the Center is focused on review sessions to provide support for MAT 112. There are no drop-in hours for the Center yet, but drop-in hours should start to become available this spring. If you have students who are interested in working for the Center for STEM Excellence, please encourage them to apply at <https://jobs.eku.edu/postings/17912>.
- VIII. Slate Updates** – Tiffany Hampton (Tiffany.Hampton@EKU.edu) spoke briefly about the SLATE scheduler. If you are a staff or faculty member who uses SLATE scheduler for your appointments and you have recently added the option of in person appointments for your students, please contact Tiffany to have your SLATE template updated. Updated templates will allow students to choose their preferred appointment type and, depending on what the student selects, they will receive a confirmation email with instructions on how to attend.
- If you would like to attend a training for SLATE uses as they pertain to current students, including any project development needs such as electronic forms or workflows, Tiffany has scheduled several training sessions in the Whitlock 466 computer lab. Sign up for a training session here: https://success.eku.edu/portal/slate_tiffany
- If you don't have access to SLATE, but would like to explore SLATE options, request access here: https://application.eku.edu/register/access_slate.
- IX. Good of the Order, Other Updates** – Cale Colbert (Cale.Colbert@EKU.edu) spoke briefly about Midterm Recovery. Midterm Recovery begins in early October and applies to new freshmen who have a GPA below 1.0. Students placed on Midterm Recovery will be required to complete a recovery workshop, either in person or virtually. There are currently five in person workshop sessions scheduled, with the possibility of additional sessions. 296 students were placed on Midterm Recovery last year and numbers are expected to be similar this semester.
- Julie George (Julie.George@EKU.edu) announced that the library is open. The doors on University Drive are closed, but students may still enter through the reading porch or the café.
- X. Meeting concluded at 10:22am**

Next Meeting: October 13, 2021