

For information on the locations, dates, & times for the workshops, go to <http://registrar.gsu.edu/assistance/> and click on Upcoming Trainings.

We hope that you will attend these workshops and leave with a better understanding of the processes of the Registrar's Office.

If you have any questions or suggestions, please contact us at 404-413-2273.

### **Registrar's Office**

Sparks Hall, Suite 230  
Atlanta, Georgia

404-413-2273

## **Registrar's Office**

**Building a  
Community of  
Practice,  
Collaboration, and  
Knowledge Sharing**

### **Faculty & Staff Workshops**

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Academic Records

Enrollment Services  
Center

Graduation

Registration &  
Compliance





### Tuition Classification

Audience: Staff

This informal gathering will allow staff with similar roles and responsibilities to discuss the following topics:

- Best practices and methods for determining tuition classification
- Solutions to various challenges
- Decision criteria
- Out-of-State Tuition Waivers

The Office of the Registrar will facilitate an open discussion on determining students' tuition classification and the primary role and responsibilities of staff making tuition classification decisions for the University.

### The Enrollment Services Center

Audience: Staff and Faculty

Staff and Faculty will be provided information on the following:

- Assistance Offered with:
  - Financial Aid
  - Student Accounts
  - Academic Records
- Panther Answer Knowledgebase

### Registration Adjustment Through New Workflow

Audience: Staff and Faculty

Fall 2014 is the inaugural semester for Banner® Workflow! Banner® Workflow is a management software that automates, simplifies, and directs the flow of information. Authorized staff and faculty will be able to access Banner Self-Service to submit registration adjustment requests. This automated process will trigger the appropriate business process logic, rules and conditions. Activities that once required manual triggers (notifications, approvals and other processes), will happen automatically, speeding completion of tasks while ensuring consistency and accuracy. The following topics and features of the new workflow will be discussed:

- The customized, web-based form that auto-populates course information and student registration schedule and course status
- The audit trail of approval stages (e.g.; instructor, academic department, etc.)
- The automatic updates to Banner after approval is provided
- The automatic/standard notifications to users and students once the process is completed
- An overview of policies concerning adds, drops, and withdrawals

The purpose for this new automated process is to create more efficient operations and to give better and faster customer service!



### The Grading Process

Audience: Staff and Faculty

This workshop is broken into two sessions. During these sessions, staff and faculty will learn:

**Session A:** How to submit initial grades via online grade submission through Banner

**Session B:** How to submit [grade change requests](#) via workflow

### The Graduation Review Process

Audience: Staff & Faculty

This workshop will inform staff of:

- The graduation process within the final semester
- Important dates
- How students change their graduation date
- The degree conferral process
- How students access and review a program evaluation
- Diploma Information