AURORA

Administrative Changes and Aurora Student

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Aurora Student – Going (and Growing) Live

Aurora Student is a growing system that is being rolled out for use in various stages. The online Calendar now includes links to the Aurora Catalog of course descriptions and the Class Schedules. Students and staff are now using this information to plan course selections and timetables for the 2006-2007 Regular Session. Course numbers in the online Calendar will link to the Aurora Student Course Catalog.

Students will first access personalized academic information in Aurora Student as early as July 4 to check their registration time and status, change their Major, or Transit from University 1 to Arts or Science.

Access to Aurora Student to date has been mostly limited to staff who have participated on the implementation team. Recently, some staff have used Aurora to check their unit's course entries in the Course Catalog and to build and update the Class Schedules. Advising staff will be using Aurora Student in June to check the accuracy of converted academic history records. Other staff will likely use Aurora Student for the first time when students begin registering in mid-July. Staff training sessions will be starting May 23 and through to the go-live. Staff should refer to the training course descriptions and, together with their supervisors, determine the sessions required to support their work responsibilities. For detailed information about and registration for training sessions refer to the LDS Training Registration website.

Students and staff will encounter many changes when using Aurora Student for the first time this year. Some of the changes that will be experienced will be cosmetic, others will be substantive. Self-service screens used by staff and students may take some getting used to, especially for those who are familiar with the functions and look and feel of the legacy MyUMInfo system. It is expected that the functionality of the self service screens,

together with the documentation, training and coaching provided will result in a smooth transition.

In preparation for Aurora Training, staff are encouraged to become familiar with some of the policy, procedural and conceptual changes that will be seen in Aurora Student. This information is available at:

http://umanitoba.ca/computing/renewal/aurora/student/geninfo/432.htm

The development of Aurora Student is the result of just over two years of work by the implementation team. This work has involved developing in depth knowledge of the functions of the Banner student information system on which Aurora is based, setting up validation and control tables and operational reports to meet the needs of the University of Manitoba and development of programs that have been 'bolted on' to fill functional gaps when required. As the system goes live, this work will continue.

In addition to tasks that have been planned for phase B (post go-live), some functionality remains under development. Although staff may not see the finished product in some cases at the time that system training commences, the fact that the entire system is not complete at this time is to be expected. Development will continue throughout the 'going-live' period.

Functions and features currently under development:

- Support for our current system of Graduate Studies registration and the current Grad Studies fee structure
    - Solution to be developed and implemented by June 2006.
- Development and setup of reserved space in classes and other registration restrictions.
    - Customization being developed to meet current practices will be available for 2007. Faculties will investigate how to meet their needs within existing functionality and complete work in June 2006.
- Set up of method of block schedule registration for several faculty/school units.

- Development of operational reports.
    - Required reports have been identified and specifications developed
    - Reports needed for go-live are being prioritized based on need, complexity and availability and suitability of Banner baseline reports.
- Finalization of procedures for registration in Campus Manitoba and Inter-University Services courses.
    - Procedures will be ready for June 2006.
- Finalization of procedures for the transfer credit articulation.
    - Procedures to be finalized for June 2006.
- Development of self-service functions to obtain class roster and submit final grades.
    - Ability to obtain class rosters needed for late August 2006. Grade submission need for Fall 2006.
- New Student Aid administration and tracking to be implemented in two phases.
    - Phase 1: August 2006. This system will use a program developed at another Canadian institution (BCIT) to work with their Banner system. This system will be used to confirm enrolment for student aid and administer scholarship and bursary funds as applied to student accounts.
    - Phase 2: The University of Manitoba is participating in a consortium of Canadian institutions in partnership with Sungard – Higher Education and its Banner Canadian Solution Centre to develop a Student Aid module that meets the specific needs of Canadian institutions.
- Modified admissions system to be implemented in September 2006 for 2007 admissions.
    - A system being developed through the Canadian Solution Centre is to be 'bolted-on' to Aurora Student. Students are being admitted for Fall 2006 in the legacy system. These admissions are being converted to Aurora Student, allowing students to register for Fall 2006 and Winter 2007 terms.

- Development of the various transcripts that are used to view and report academic histories.
  - Legacy course work will be produced in IMS to the end of Summer Session; thereafter this work will appear on a 'stored' transcript. Various transcripts (official, advisor, and web versions) are needed in Aurora Student system in Fall 2006.
- Handling of equivalent courses in academic history.
  - The team has developed strategies and solutions to support University of Manitoba policies and practices with respect to how equivalent courses (institutional and transferred equivalents) are treated in gpa calculations. A technical problem in the Banner software has recently been discovered that 'breaks' these processes. We are working with the vendor to resolve this problem and expect a resolution before grades for Aurora based courses are entered into the system. Work to be completed in Fall 2006.

Terms, Courses, and Schedules

New Term Structure

Banner, on which the Aurora SIS is based, is a term based system. The primary term structure determined by the Aurora implementation team includes:

Aurora Web	Term Code in Aurora	Months
Fall 2006	200690	September to December
Winter 2007	200710	January to April
Summer 1 2007	200750	May to June
Summer 2 2007	200770	July to August
2006 – 2007 Bannatyne Undergrad	200699	July to June

The Academic Sessions of the University of Manitoba are supported by this primary term structure. The Regular Session, September to April will be comprised of Fall and Winter Terms. Summer Session will be comprised of Summer 1 and Summer 2 Terms. Additional Terms will be created as required for programs that do not follow the common academic schedule, including a 12 month term for undergraduate programs at the Bannatyne Campus. Each term has been divided into Parts of Term (POT) to support programs and courses that have start and/or end dates that vary from the normal term structure. *Note: IMS's Term 3 will be replaced by 'term-spanning courses'. See heading "Courses that span more than one term for explanation.*

Courses and Schedules

Course Catalog
The online Calendar (Undergraduate, Graduate, Summer Session) will have the same look and feel as in previous years, with the exception of the course search tools, course descriptions, and class schedules. The Catalog includes course descriptions only, while

the online Calendar displays university policies, rules and regulations, information on all programs, the academic schedule and academic staff lists. Course numbers listed in the online Calendar will be linked to the course description in the Course Catalog.

New Course Numbers

The course identification system has changed. Courses in Aurora will be identified by a Subject Code of up to four characters and a four digit course number (e.g. ECON 1200 = formerly 018.120). Courses taught in French, will no longer have an "F" designation. All courses taught in English will end in an even number, while all courses taught at the Collège Universitaire de Saint-Boniface will end in an odd number.

Searching for Courses

The course search tool has been removed from the online Calendar, and has been replaced with a link to the Course Catalog in Aurora Student. When searching for courses, at least one Subject must be selected, or one course number entered. Several other search options are available in addition to Subject, such as:

- Faculty (currently referred to as College)
- Department
- Credit hour
- Course attribute (such as Math or Written English)

The user does not need to be familiar with the codes used, as all drop down menus display the description associated with each code.

Hint: To search on more than one Subject, press and hold the control key and click on subjects.

Course Attributes

Aurora Student allows attributes to be added to courses. Attributes will be used to identify courses that are approved as written English and mathematics courses, University 1 courses, Social Sciences, Humanities, etc. Course attributes are also used by the Registrar's Office to assist in registration and academic history related processes.

Attributes that assist course identification and selection will be displayed in the course description.

Class Schedules

Aurora Student includes separate links to the Course Catalog and to the Class Schedule. When searching for courses in the schedule, it is important to remember that each Term (Fall, Winter, Summer 1 and Summer 2) must be searched separately.

Several search options are available. In addition to Subjects, a schedule search may be filtered to search within an academic level, subject courses within a specific number range, courses taught by specified instructors, and courses that meet selected attributes. The Class Schedule may also be searched by days and times.

The Class Schedule features that are open to public view include:

- Associated term (the term in which the course is offered)
- Applicable registration dates for each section
- Academic levels associated with the course (e.g. undergraduate and graduate)
- Course attributes
- Campus
- Faculty
- Credit hours

Course Section Numbers

Section information indicates if a course is a lecture, laboratory or other; the times and days, start and end dates; building and rooms, and instructor. Each course section is identified by a unique code. Lecture sections begin with A (e.g. A01), while lab sections begin with B (e.g. B01). Courses offered by Distance Education start with D (D01), & Distance Ed labs start with E (E01). For the 2006-07 year only, reserve space in courses that could not be designated either by Major or Year class were set up in their own sections. For example, a Statistics course that has reserved space for management students would have its own section cross-listed for management students with the

primary section. These reserved sections are designated with section numbers that begin with R (R01).

Currently Section numbers increase across terms e.g., Term 1 L01, 02, 03, Term 2 L04, 05, 06 etc. In Aurora, Section numbers start at 01 in all terms (Fall – A01, 02, 03, Winter A01, 02, 03).

Lab Exemption sections will use A95-99 and B95-99. Challenge and deferred exam sections will use A90, 91 etc. Aboriginal Focus, Off Campus, and other special programs will continue to use their special numbers – A64, 65, 66, 80 etc.

Course sections are displayed on the web alphabetically and in numeric order.

Course Reference Number (CRN)

A new concept is introduced in the class schedule. The Course Reference Number, or CRN, is a five digit number that ties together the course number and the section. The CRN is displayed along with the course and sections numbers as follows:

English Composition - 10635 - ENGL 0930 - A01

Course Title   CRN   Crse # Sec #

Fall term course sections begin with 1, winter with 2, summer 1 with 3, summer 2 with 4, and full year with 5. For example, Chemistry 1300, CRN 10014, is a fall term course (starts with a 1.) When a student provides you with a CRN, you will know by the first number which term it has been scheduled or which term the student has registered.

Clicking on the course and section number link takes the user to Detailed Course Information, which includes further information about registration availability, including the number of available seats in the section.

Students may sign-in to the secure self-service area in which the class schedule connects them to registration functions.

Courses that span two terms

Courses that are offered over two terms, such as six credit hour courses, will be administered as two separate sections, Part A and Part B. These courses will be referred to as spanned courses. Spanned course sections in the Regular Session will appear in Parts of Term called Fall/Winter Part A (attached to Fall Term) and Fall/Winter Part B (attached to Winter Term). Students registering in a spanned course will register for Part A only. Through functionality built into Aurora Student, the student will automatically be registered in Part B of the course.

Distance Education courses that commence in January and end in July are currently administered as part of Summer Session. In Aurora, these courses will be administered as Part A in a part of term (POT) attached to Winter Term and Part B in a POT attached to Summer 1 Term.

Spanned courses are identified by their own Part of Term:

F1 – Fall/Winter Part A	W1 – Fall/Winter Part B
F3 – Distance Fall/Winter Part A	W3 – Distance Fall/Winter Part B
F8 – Ag Dip Fall/Winter Part A	W8 – Ag Dip Fall Winter Part B
W4 – Distance Winter/Summer Part A	S4 – Distance Winter/Summer Part B

A comment will appear in the schedule on the web for all Spanned Courses indicating that students will be automatically registered for the 2nd half of the spanned course and it will show up on their schedules.

Spanned courses are not necessarily limited to 6 credit hour courses (ie. there are 3 credit hour courses that are taught over 2 terms).

Building codes

In Aurora, a "1" has been put in front of the IMS building code. E.g., Building 117 Drake is Building 1117.

Campus

U	Brandon University
CMB	**Campus Manitoba**
CMU	Canadian Mennonite University
CNC	Canadian Nazarene
COR	Correspondence
DE	**Distance Education**
HSC	Health Sciences Centre
IUS	**Inter-Universities Services**
M	**Main (Fort Garry & Bannatyne)**
OC	**Off Campus**
RRC	Red River College
SBH	St. Boniface Hospital
SS	**Summer Session - Main Campus**
SSO	Summer Session - Off Campus
STB	**CUSB (St. Boniface College)**
TEL	Teleconference
UMW	U of Manitoba / U of Winnipeg
WCB	William & Catherine Booth Coll
WEC	Winnipeg Education Centre
WKT	**Work Term**
WNC	**William Norrie Centre**

In the table above, the campus codes shown in bold are the ones that are attached to courses at the section level. The campus code determines one of the fee accounts for the section in which it is scheduled.

CMB & IUS campus courses are sectioned by the Registrar's Office.
DE campus courses are sectioned by Distance Ed.
OC & SS courses are sectioned by Extended Ed.
STB courses are sectioned by St. Boniface College.
WNC courses are sectioned by the Inner City Social Work Program
M courses are sectioned by Faculty/Unit reps
WKT courses are special work term courses scheduled by some faculties

General Student Records

The information, contained in the SRUE screen (or the e record) in IMS, will, for the most part, be covered in Aurora Student through the General Student record. This record will identify the student's degree, program, major (s) and minors. The IMS field 'Year Class", which was used to identify a student's year and program, will be covered in Aurora Student through two separate fields: 'Program' and 'Class' A student's program of study will be housed in the Program field, and their year in the program will be recorded in the 'Class' field.

The General Student 'module' will also introduce a new concept; the student attribute. Student attributes can be attached to students and to courses to provide additional functionality not covered in other fields. For example, a student attribute that represents College membership has been created to designate students as College members.

Year of Study

In Aurora, the field 'Class' will be used to calculate a student's year in their program based on rules for each faculty. Calculation of Class will occur at the end of Winter term, when grades are rolled into academic history. Class calculation will use only courses in academic history and will exclude in-progress courses. Credit hour ranges used to determine Class have been adjusted by for each faculty to take this into account.

The General Student module and how our students and program information will be represented will be described in more detail in the Aurora Student training sessions.

Registration

Web Registration ONLY

Aurora Student registration is by Web only. Telephone registration is no longer available. Students who report that they live in an area without access to the internet may contact their faculty or the Registrar's Office for assistance with registration.

Registration Times

Access to registration must be controlled for several reasons:

1. Load on the registration system
2. Students seeking service in faculty and registration offices
3. Demand for space in some courses is greater than space available.

Currently, initial access to registration for each Regular Session varies by faculty. Some faculties have been grouped together and assigned times based on cumulative GPA. Other methods of allowing access to registration include Year, Program, and random access. In the past, with a few exceptions (athletes, students with disabilities and students in specialized or restricted programs) new students in University 1 registered first, followed by returning students. Students not seeking a U of M degree have normally been given last priority on space, as well as second degree students in the Faculty of Arts.

Aurora Student has been set up with only a few registration groups using common priority factors. Much of the current structure of access will be maintained, but, with few exceptions, most returning undergraduates seeking a degree will be grouped together and will be assigned an access time by grade point average.

The old system of Initial Access Times allowed a student access to registration as long as the system was open during an initial 24 hour period. After this initial access window, students were able to access the system only in the evening hours. This system was necessary to control load on the telephone and web registration system. Aurora Student has the capacity to process many more simultaneous transactions than can be handled by the legacy (IMS) system. As a result, it is not necessary to close registration to a student once after an initial registration period. Aurora Student will operate virtually 24 hours, 7 days a week, with some

outages for maintenance during off-peak hours. The experience of other institutions is that there is heavy access outside normal business hours, with much of this occurring late at night and in the early morning hours.

Time Status

A student's full-time or part-time status used to be based on the load of courses normally prescribed by program and year of study, the Normal Prescribed Load (NPL). In Aurora Student, course load on which time status is determined must be faculty based, and cannot vary by Year and/or Program. As well, time status is determined in Banner on a Term basis, rather than Session basis. This means that in programs that currently prescribe a full load of study of 30 credit hours, the full load of study in Aurora will be determined to be 15 credit hours per term. In this example, a student will be considered to be studying full-time if a minimum of 9 credit hours (60% of a full load) are taken in the term.

In the case of programs with course loads that vary by year, faculties have determined an optimum number of credit hours to use as the faculty standard.

Adding and Dropping Courses

Aurora Student includes two ways to add courses:

1. Direct entry of a CRN in the "Add or Drop Classes" section on the Web Self Service, or

2. Through searching for a course through Web Self Service.
   When viewing the class schedule during their registration time in the 'secure area', students may select a course section using a check box to either add the course directly or they may select the course section and add to their registration worksheet. Up to 10 course sections (including lab sections) may be added to a worksheet for each term. Once the student has added all courses to be taken in a given term to their worksheet, the student may submit all course sections with a single click. Students must search for course sections and register for classes on a term by term basis.

Should a student wish to change sections, they may drop the current section and add a different section. There is no 'Change' function; however the class schedule will display the amount of space remaining in each class section.

No Limit on Voluntary Withdrawals

As per the revised Senate policy on Voluntary Withdrawals, students will no longer have a limit on the total number of VW's permitted within their program. (Faculties may have withdrawal limits on specific courses. (e.g. Nursing Clinical courses).

Registering in Repeated Courses (No Limited Access)

Limited Access could not be supported in Aurora Student. As a result, students may register in courses they want to repeat at the same time as they register for other courses during their registration time.

From now on, students will be limited to two course attempts, including attempts of equivalent courses. Faculties may impose more stringent rules on repeats based on discipline specific issues. (Note: For students who have taken a course more than once in the past, they will be permitted to attempt the course once more, unless the maximum number of course attempts previously permitted by the faculty has been reached.)

It is important to note that **ALL students will initially be blocked from repeating** courses in the registration system. This block may be over-ridden by staff after consulting with the student to ensure that he or she is aware of the consequences of poor performance and the fact that this attempt may be their last allowable attempt of the course.

Reserved Space and Registration Restrictions

Some faculties set aside some or all of the space in course sections for students in specific programs and majors. The Scheduling module in Aurora Student does not include as many possibilities for reserved space as were developed over time in the legacy system. Course reserves are restricted to Major and Class (Yr) in the Scheduling module. Additional functionality for restricting registration is available within a registration restrictions area that permits a faculty to restrict an entire course, or section, to specific groups of students. Faculties will need to review their space needs and constraints and determine what sorts of space

restrictions are needed. Detailed information has been sent to each faculty with respect to reserved space and registration restriction functionality.

Academic History

Grade Point Averages

The legacy system was built to allow grade point averages to be calculated by faculty rules. Aurora Student requires an institutional method of calculating the various GPAs. As a result, grade point average calculations have been redeveloped and institutional standards have been established.

The following GPAs were established by Senate in 2005:

- Cumulative Grade Point Average (CGPA) will include all U of M courses and all courses transferred to the U of M.

- Degree Grade Point Average (DGPA) will include all courses acceptable for credit in the current academic unit.

- Term Grade Point Average (TGPA) will include all courses completed in a term of study.

In addition, GPAs based on course subject, program, major, etc. may be determined through the use of reports.

Repeated Courses

Students will be limited to one repeat of any course. When a course is repeated only the grade achieved on the last attempt will count in the GPAs. All course attempts and grades will appear on the student's transcript.

Courses not acceptable for credit in the faculty

Formerly, if a student received permission to take a course not acceptable for credit within their current degree program, the grade classification Special Student (SS) was attached to the course and it was excluded from the CGPA. In Aurora Student, all courses will count in the CGPA and TGPA, however courses not acceptable for credit in the faculty will not be applied to the DGPA. Faculty advisors will receive instructions on how to register students in courses not acceptable for credit and how to exclude these courses from the DGPA.

Internal Transfer of Credit

When students transfer from one faculty to another within the University of Manitoba faculties wish to count (for credit) only those courses that are normally applicable to the discipline of study. For example, if a student was to transfer from Science to Pharmacy, the Faculty of Pharmacy includes for credit only those Arts and Science courses that may fulfill degree requirements in Pharmacy. In order to support these policies a system of internal transfer credit was developed in the legacy SIS. Banner does not include this functionality. Only courses completed outside at another institution are considered transfer courses.

U of M courses will appear on a student's academic record only in the term in which the course was completed. All U of M courses and courses transferred from external institutions will count in the Cumulative Grade Point Average (CGPA) by Level (e.g., Undergraduate, Graduate). The Degree Grade Point Average (DGPA) will include only courses acceptable for credit in the faculty. As a result, upon transfer from one faculty to another, a student's CGPA will continue to accumulate, but the DGPA will be reset to include only those courses acceptable in the current faculty of enrolment.

Academic Standing

Most academic units have new academic standing rules to take advantage of the supports available in Aurora Student. These changes will be considered by Senate in May 2006 and will appear on the Web Calendar as notice to students by July.

Transcripts

Although the entire academic record for each active student will be converted to Aurora Student, it is not possible to display legacy based coursework along with Aurora-based courses within the same transcript. This is due to the inability to represent faculty based methods of GPA calculations (see Grade Point Averages and Repeat Courses above).

The following strategy has been developed to resolve this problem:

- **Former students, including graduates:** academic history will be displayed on stored record transcripts – no different than the current legacy transcript.

- **Current students:** academic history will be represented on a two-part transcript. The first part of the transcript will be a stored record of pre-Aurora academic activity. All GPA calculations on this part will represent the faculty based rules in place at the time the courses were taken. The Aurora part of the transcript will display Aurora-based courses only. The transcripts will be clearly labeled as part 1 of 2 and part 2 of 2 for all students with academic history in both systems. Transcripts will include appropriate explanatory notes.

Note: Credit hours and grades earned in the legacy system will be included in calculations of cumulative and degree GPAs using the newly established institutional rules. In the case of a student with repeated courses in a faculty that previously counted all course attempts in the GPA, the legacy GPA reported on part 1 of the transcript will be the same as that reported currently. Part 2 will include these courses in the calculations, but will not display them. The GPA's reported on part 2 of the transcript will include the grade from the last attempt only.