January 2024: Student Record Management

Dear Deans and Department Chairs,

The RamPortal team **needs your help!**

We are 13 days from moving all of our student record information from myWCU to RamPortal. In advance, we want to ensure that our student records are fully up to date – this means we've updated all student majors/minors, we've assigned advisors, processed all change of grades, dotted every i and crossed every t.

Can you help us by paying special extra attention to the following items <u>between now and Wednesday, 1/31:</u>
- Change/Add of major/minor:
    - Know a student who plan to change their major? Please encourage them to do so now.
    - Process all change of major workflows you can.
- Change of grade:
    - Encourage your faculty to submit grade updates if they have them
    - Update NG grades to letter grades as able.
    - Process all change of grade workflows.
- Advisor assignments:
    - Update student advisor assignments.
    - Assign advisors to your new admits.

Thank you for your help in ensuring student records are accurate as we build them in our new RamPortal system.

To facilitate the conversion of data from myWCU to RamPortal, **WCU will be pausing all updates to student records on February 1st through February 26th**. Once we resume updates on February 26th the updates will need to be manually processed in both myWCU and RamPortal, which will impact the timeline it takes the Registrar's Office to complete these updates. Please anticipate that updates to student major/minors, advisors, grades, transfer credits, holds, petitions, academic standing, academic forgiveness, and other student data **will be suspended from 2/1-2/26.**

We appreciate your help and grace as we work to maintain accurate data in both myWCU and RamPortal. We recognize that this is a temporary need that will conclude at the end of summer 24.

Attached provides a bit more information about student data conversion and its impact for your reference.

Thank you for helping us build for the future!