

FALL 2009 QUICK FACULTY REFERENCE

From THE OFFICE OF THE REGISTRAR

GRADE DEADLINES

- Fall students including graduates: Wednesday, Dec 23rd at 11:59 pm
- Spring students including graduates: Wednesday, May 12th at 11:59 pm

COURSE WITHDRAWAL DEADLINES

- Deadline for traditional students to **withdraw** from a course is October 23rd, 2009.
- Online and Evening Program classes are 8 weeks in length; the **withdrawal** deadlines are Sept. 25th for Session A; November 15th for Session B.

CLEP TEST DATES:

By appointment, on Tues and Thurs, 10 am and 2 pm

CREDIT BY ASSESSMENT:

By appointment with the Director of Academic Services

EXIT EXAMS FOR GRADUATING SENIORS:

Arranged by the department or college over the major

GRADE CHANGES WITHIN POLICY

Use the following grade change format for each grade change in a separate email:

Student Name	Robert Jones
Student ID	120339
Year /Term	08-09 Spring
Course Number	ENGL 1233 04
Course Title	English Composition II
Change grade	from C to B
Reason	Student submitted incomplete work.
Professor	John Doe, PhD

Submit to registrar@seuniversity.edu (changes within one semester)

NO SHOWS DURING DROP/ADD WEEK

- ***You are responsible to report all students who are enrolled but do not show for class during the first week.*** No show reporting is the only way to have accurate rosters and accurate revenue for the semester. WE DEPEND ON YOU!
- **Every day of drop/add week**, enter [NS] in the **Grade Entry** screen for all students not in attendance the first day of class or for those who quit attending the first week of class.
- Students who return to class who have had the [NS] reported should be told to register for the class again.
- If you have problems with online grade reporting, email registrar@seuniversity.edu and include no show students.

DROP/ADD PERIOD DEADLINE

- September 1st - **ALL [NS] no show** grades must be entered by 11:59 PM.
- Professors must review **ALL** of their class lists in the Student Information System for accuracy during Sept. 1 - 4. Please report discrepancies to registrar@seuniversity.edu.

HOLDS

Remind all students to clear holds. Holds are viewable on your SIS Course Control. Advise students that **a hold will prohibit the student from future registration and may block interaction with other university services**. Be aware of student privacy issues when discussing holds.

OPENING A FULL CLASS OR PRE-REQ WAIVER REQUESTS

- Students may ask to be allowed into a full class. Classes are filled by first come, first served. In a *special situation* where a student must have a class to graduate, email Registrar@seuniversity.edu to possibly add the student to the class, if there is room.
- Pre-requisites or co-requisites can only be waived by a student's Advisor with the approval of the chair or dean over the course.

ONLINE/EVENING PROGRAM CLASS OFFERINGS – policy change

Traditional students are allowed to take ONLY ONE Online or Evening Program class, by filling out the **Online/Evening Course Registration Form**, available in the Office of the Registrar or online under Academics, Registrar, Forms. This form requires the Advisors signature. The course will cost the student extra tuition, above the 12-17 hour package price for traditional students. All rules are specified on the form. Exceptions are made for Jerusalem students.

DIRECTED STUDIES vs. HYBRIDS

- The Hybrid format is only for courses that have trouble making and are converted to this format, or are set up this way in advance for more than just 1 or 2 students.
- The Hybrid request forms that were processed for 1 or 2 students have been changed to Directed Studies; students have been notified that they will be charged the DR fees.
- DRs will show in your online class listings as a separate class with a section number of 50. **DO NOT** begin the course work until you see the course appear in the **SIS Faculty Course Control**.
- Student must go to their advisor first for approval for a Directed Study. Directed Studies are for rare occasions for upper-level classmen who are having trouble fitting a required class into their schedule. The reason for the DR must be provided.
- Jerusalem students are allowed to do DRs with no fees. The professors will be paid for these.
- Forms are available in the Office of the Registrar and at www.seuniversity.edu at Academics: Registrar: Forms.

TRANSIENT STATUS

Student must fill out a transient form to obtain approval to take a course at another institution and transfer it back into their degree program. Forms are available online; submit to Office of the Registrar.

CREDIT BY ASSESSMENT

Test: Student discusses with department chair; student completes the application, (available in the Office of the Registrar) and submits application to Department Chair. All instructions are on the form. Student pays in Business Office. Exam is scheduled in Office of Academic Services.

Evaluation: Student obtains packet from Office of Registrar. Student submits application and completed packet with receipt of payment to grading professor. Professor sends results with backup work to the Office of the Registrar.

CLASS WITHDRAWALS

- After Drop/Add day all students must complete a withdrawal form to withdraw. Students should submit the withdrawal form (available online) to the Office of the Registrar.
- A withdrawn student has an [H] for historic under the Status column on the class list. He/she will have a grade of [W] on Grade Entry, or if the student withdrew from the university, will have [WD].

CLASS ROSTER DISCREPANCIES

- **You are responsible for an accurate class list in Student Information System.** Report any classes or Directed Studies that do not show on your account.
- Check daily during Drop/Add and one week after, report errors to registrar@seuniversity.edu.
- You must give a grade to every student on your class roster, so report any names you do not recognize asap!

NEED ASSISTANCE? Call ext. 5015 or email us for quick response. We love serving our Faculty!