

SPRING 08-09 QUICK FACULTY REFERENCE

From THE OFFICE OF THE REGISTRAR

GRADE DEADLINES

Spring Students:

Wednesday, May 13th at 11:59 pm

Spring Graduates:

Wednesday, April 29th at 11:59 pm

OTHER DEADLINES OF NOTE

EXIT EXAM DATES (graduating seniors)

- o February 25th or 27th at 4 pm in S600.

CLEP TEST DATES

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

CREDIT BY ASSESSMENT

- o By appointment with the Director of Academic Services

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 06-07 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.

DROP/ADD PERIOD DEADLINE

- January 21st - **ALL [NS] no show** grades must be entered by 11:59 PM.
- ALL class lists should be reviewed in the Student Information System for accuracy on January 21-23rd. 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 Dept. Chair or the student's Advisor.

ONLINE CLASS OFFERINGS

- Traditional students are allowed to take online classes by filling out the **EVENING/ONLINE PROGRAM PERMISSION FORM**, available in the Office of the Registrar or online under Academics, Forms. This form requires the Advisors signature. If you feel that your advisee can handle one or more online courses and has a valid reason, you should sign the form and send it to the Office of the Registrar.

DIRECTED STUDIES

- Will show in your online class listings as a separate class with a section number of 80 or 81. **DO NOT** begin the course work without seeing it 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 DRs.
- 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 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 completes steps above and brings receipt to Office of Registrar for packet. Student submits application and completed packet to grading professor. Professor sends results with backup work to the Office of the Registrar.

CLASS WITHDRAWAL - NEW DEADLINE

- 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].
- **Deadline to withdraw from a course is March 20TH, 2009.** (This is at 60% of course completion.) This is a new policy; it is being communicated to all students by email.
- **Please assist us by announcing this new deadline to every class.**

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!

HANDLING LOGISTICS OR TECHNICAL ASSISTANCE ISSUES

- Login problems, Advising tab problems, class list problems, problems using the software: Contact **Keith Kelso, Registrar Module Manager, ext 5398**
- Wrong advisees, advisees not showing: Contact **Ronnie Hurtt, Director of Academic Advising, at ext 5390**
- Most other non-departmental questions: Contact **Tony De Souza, Registrar at ext 5010** or **Linda Kelso, Assistant Registrar at ext 5012, General Assistance - contact Registrar Office Staff - ext 5015**