



# NEWS FROM THE OFFICE OF THE REGISTRAR

## FACULTY



### Special Points of Interest:

Classes Begin: Jan. 23  
 Advising Week Begins: Feb. 27  
 Spring Break: Mar. 4 - Mar. 10  
 Easter Break: Apr. 4 - Apr. 9  
 Ass. Planning Day: April 10  
 (For Faculty—No classes 4/10)  
 Final Asses.: May 15 - May 21

### COMMENCEMENT:

Graduate Ceremony:  
 May 23  
 Baccalaureate Mass:  
 May 24  
 Undergraduate Ceremony:  
 May 24

### Inside this issue:

Room Scheduling  
 Class Lists  
 Online Grading/ Grade Changes  
 Online Attendance  
 Graduation Processing

## WELCOME BACK!

The Registrar's Office is now located in the lower level of St. Joseph's Hall

Volume 1 Issue 1  
Spring 2012

The Registrar's Office provides the following services to assist you.

### ROOM SCHEDULING

#### ALL A&S CLASSROOMS ARE NOW SMART ROOMS.

Classrooms/computer labs are assigned by the Office of the Registrar. Room scheduling is not final until approximately one week prior to the start of the semester.

- Classrooms are assigned with the number of chairs/desks that the rooms should have, based on capacity. Room changes are not automatic, space is limited during peak times and can only be accommodated if space permits.
- For one time use of a classroom, in addition to your assigned classroom, contact Conferences and Special Events, for space availability at ext. 2285.
- If you should have questions about the technical equipment in the classroom (i.e., computers, overheads) contact the HelpDesk at ext. 2222.

### CLASS LISTS

- Class lists are available through Self Service. The class list will reflect currently enrolled students and is updated immediately when a student add or drops from the class.

### ONLINE ATTENDANCE

Notification of online attendance dates will be provided as they approach via email.

Online Attendance is reported twice per semester. INITIAL attendance the 3rd week and FINAL attendance the 9th week. Log on to your Self-Service Account.

- Click on "Classes" tab, then click on "Gradebook".
- Click on "Attendance" in the left side navigation bar.
- Select "Course" (do this for each course) and click "View Overall Section Attendance".
- Change the Overall Attendance drop down to one of the following statuses:

Attending (Do not enter a Last Date Attended for this status)

Never Attended (Do not enter a Last Date Attended for this status)

Stopped Attending (Enter a Last Date of Attendance for this status)

- Note: Do not change the status of GRADED-WITHDRAW. If GRADEDWITHDRAW status already exists for a student, do not change the LAST DATE ATTENDED.

- Enter the Last Date Attended, only for students that you mark STOPPED ATTENDING.

### ONLINE GRADING

- Our office will send all grading information via email approximately one/two weeks prior to the due dates. If a student on your class list NEVER attended, please notify the Office of the Registrar immediately at <http://www.georgian.edu/registrar>.
- Grade changes AFTER final grades are complete require a "Change of Grade" form. ( See below)
- The following grades are entered administratively and are not available for input through Self Service:

INC: Indicates a temporary extension of the semester.

PL: Progress made, **no credit** (Must submit via paper form)

AU: Audit indicates no credit/no quality points

W: Withdrawal

### CHANGES OF GRADE

- When a change of grade is warranted, the Change of Grade form is submitted to the Office of the Registrar.
- All changes must include specific reason that support the proposed change.



## GRADUATION IMPORTANT DATES

### Application Priority Due Dates:

July 1 for May  
Feb. 1 for August  
May 1 for December

### Application Final Deadline Dates:

Feb. 1 for May  
June 1 for August  
Oct. 1 for December

A \$50 late fee is applied to all applications submitted once a graduating semester has begun.



Final Assessments:  
May 15 - May 21

The schedule can be viewed at the Registrar's website: <http://www.georgian.edu/registrar>



Any questions about FERPA should be directed to the Registrar's Office at [registrar@georgian.edu](mailto:registrar@georgian.edu).

We are always happy to answer any questions or concerns you may have.

Please email us at: [registrar@georgian.edu](mailto:registrar@georgian.edu)

- Final grades for graduating students cannot be changed after the deadline to submit grades.
- For non-graduating students, grades are final six weeks after the end of the semester unless a formal grade appeal is filed by the deadline.

### SERVICE LEARNING

It is the instructor's responsibility to identify a course as Service Learning or Experiential when submitting the semester schedule to your Dean.

- If the course does not contain the Service Learning component, please send this request immediately to the Dean's secretary for approval.
- Identify students who have enrolled for the Service Learning or Experiential component.
- At the end of the semester, complete the Service Learning or Experiential form included in the grading packet and submit to the Office of the Registrar or online in Self-Service "Classes" Tab/Faculty Links.

To insure a course is coded correctly, please check online under "View or Print Service Learning Sections" posted in Self-Service at <https://selfservice.georgian.edu/SelfService/Search/SearchHome.aspx>.

### PERMISSION TO TRANSFER CREDITS

Students who are planning to take a course off-campus must submit an "Undergraduate Permission to Transfer Credits Not Yet Earned" form **prior** to enrollment in the course.

This form can be downloaded from [www.georgian.edu](http://www.georgian.edu). Click on Registrar- Download-

able Forms-Undergraduate Forms - Transfer Credit Form Undergraduate. Choose the appropriate form based on whether student is following the 120 ("Core") or 132 ("Cluster") credit program.

The student can consult [www.njtransfer.org](http://www.njtransfer.org) for NJ community college course transferability.

### GRADUATION

Students apply for graduation by completing the Application for Graduation Form. Please go to <http://www.georgian.edu/registrar/frmtools.htm> to download the form. Undergraduate students following the new "core" general education requirements must have successfully completed a minimum of 80 credits before an application may be submitted. Undergraduate students following the old "cluster" general education requirements must have successfully completed 90 credits before an application may be submitted. Receipt of application will result in the preparation of an academic audit. For graduation information and related deadlines, please go to <http://www.georgian.edu/registrar/gradreqs.htm>.

### FERPA (Family Education Rights and Privacy Act)

As a faculty member it is your legal responsibility to protect the confidentiality of student educational records in your possession. You have access to appropriate student record information needed to complete your responsibilities as a university employee.

Your access, including the directory information, is based on your faculty role within the university. You may not release personal identifiable information, lists or files with student information to any

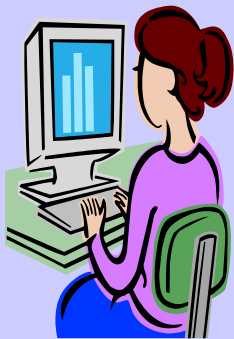
third party outside the university or department without the student's written consent.

### No Release, The Solomon Amendment & What it Means...

Under FERPA, students may request the directory information be withheld. This protection will be honored under the Solomon Amendment. The Solomon Amendment became effective on October 23, 1998. Under the Solomon Amendment institutions are required to fulfill military requests for student recruiting information. Failure to comply may result in the loss of various forms of federal funding and Federal Student Aid. Student recruiting information includes, but is not limited to: student name, address, telephone number, date of birth, place of birth, class, major, degrees received and education institutions attended.

**Note: Any student who wishes to have directory information withheld must complete the Request for Non-Release of Directory Information form and submit to the Office of the Registrar. Students wishing to release academic information to a third party must submit a written request to the Office of the Registrar on a case-by-case basis.** To access the form, please go to <http://www.georgian.edu/registrar/frmtools.htm>.





**STUDENT CLASSIFICATION**

**Senior:** 90 or more credits completed

**Junior:** 60-89 credits completed

**Sophomore:** 30-59 credits completed

**Freshman:** 0-29 credits completed



**IMPORTANT DATES**

**WINTER 2012 IMPORTANT DATES**

Session Dates	Last Day To Add/Drop Online	Last Day To Drop By Paper Form	Withdraw By Date For Grade Of W
January 3-January 20	01/04/12	01/05/12	01/17/12

**SPRING 2012 IMPORTANT DATES**

Session	Last Day To Add/Drop Online	Last Day To Drop By Paper Form	Withdraw By Date For Grade Of W
Main Jan. 23 - May 21	1/30/12	2/6/12	5/14/12
7 1/2 Week 1 Jan. 23 - Mar. 19	1/26/12	1/31/12	3/16/12
7 1/2 Week 2 Mar. 20 - May 21	3/23/12	3/28/12	5/14/12
EDACCI Jan. 23 - May 21	n/a	2/7/12	5/14/12

**SUMMER-I 2012 SESSION DATES**

SUMMER-I SESSIONS	SESSION DATES
Summer1/Summer1 (4 weeks)	June 4 -June 28
Summer1/Evening1 (6 weeks)	May 29-July 5
Summer1/ 12WKSESSION (12 weeks)	May 29-August 16
Summer1/5WK MBA (5 weeks)	June 2-July 7

**SUMMER-II 2012 SESSION DATES**

SUMMER-II SESSIONS	SESSION DATES
Summer2/Summer2 (4 weeks)	July 9-August 2
Summer2/Evening2 (6 weeks)	July 9-August 16
Summer2/10WK MBA (10 Weeks)	June 2-August 18
Summer2/5WK MBA (5 weeks)	July 7-August 18