

Welcome Faculty!

From the Office of Admissions, Records, &
Registration



What Does Admissions, Records, & Registration Do?

- Admission Processing
- Athletic Academic Eligibility
- Bulletin/ Catalog Production
- Graduation
- Transcripts
- Transfer Work
- Veterans Affairs
- CAPP (Degree Audit)
- **Grading**
- **Registration**
- **Registrar's Office Tools**

Registration

- Registration is available through the first week of class during Fall and Spring terms (first day of class during Summer)
- Late registration is done via paper starting the day after registration ends through the Friday of that week
 - Ultimately, it is the instructor and department's decision to permit late registration. Students can be told.....



Grading

- Types of Grading Done During Terms
 - WN Grading
 - Mid-Term Grading
 - Final Grading

WN Grading

- The 5 Ws of WN Grading
 - Who
 - Faculty and the University as a whole
 - What
 - Students who have not attended ANY class during the first 11 class days of Fall or Spring terms (first 5 class days in Summer)
 - Students who have NEVER logged into class on Blackboard
 - When
 - WN grading is done near the beginning of a term, instructors are notified when WN grading begins via university email
 - Where
 - Self Service, under the Faculty tab and then Final Grades where the sections instructors are assigned to will be listed

WN Grading

IMPORTANT NOTICE

- The 5 Ws of WN Grading
 - Why
 - Responsibility: Ultimately rests with students to drop courses but they do not always drop.
 - Final Grades: If a student has not attended or does not drop and a WN is not assigned, a final grade will need to be issued, usually an F or FN.
 - Better Than Nothing: It is better to give a WN even if you are unsure as students can be reinstated if they are or have been in attendance.
 - Financial: WNs take away all financial obligations for the course from the student's account.
 - **LATE WN GRADING IS NEVER ACCEPTED!!!**

Mid-Term Grading

- Done near the middle of the Spring and Fall terms
- Required for freshmen and sophomore students
- Assists the students in determining their academic progress and allows them time to improve or drop if needed
- No late mid-term grading is accepted

Final Grading

- Done near the end of all terms or sessions
- Graduating student grades are required earlier than other student grades, usually one day prior to the end of all grading
- If an UG student qualifies for an Incomplete (I) grade, faculty will need to complete the necessary paperwork and submit to the Registrar's Office as soon as possible
- For more information on grading, please refer to your Registrar Handbook handed out earlier.
- **REMEMBER: If you miss final grading deadlines, that is more work for YOU!!!**

Our Office Tools

- Variety of tools available in the Employee or Faculty communities within the myCampus portal including:
 - Change of Major Tool
 - CAPP (Degree Audit)
 - Graduation Tracker
 - Outstanding Grades Tool
 - Transfer Equivalency Tool

THANK YOU!

QUESTIONS/COMMENTS?