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…..

NO
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

- 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?