DA:    January 11, 2018 (update 1/13/18)
TO:    Unit Deans
FR:    John G. Igwebuike
       The Office of Student Records (OSR)
**RE:    SPRING 2018 SEMESTER START-UP**

Welcome to Spring 2018! Find below helpful information and resources to assist your faculty and staff with a smooth start-up, streamlined semester, and strong Commencement finish.

**FALL 2017 DELIVERABLES**

- **Spring 2018 Book order forms** should have been submitted.
- **2018-2020 Catalog revisions** should have been finished.  Portal access will close as final revisions continue.
- **2018-2020 go.alcorn degree plans** should have been completed. The portal will soon be locked down.
- **Outstanding grade changes.** Deans were emailed lists of unsigned grade changes from fall 2017. If not finalized (signed by Provost) by **January 19, 2018**, the requests will be voided in the database and the instructor must initiate the process again.

**SPRING SEMESTER OPERATIONS**

- **Academic Advising**
  - **Stay vigilant with substitutions**, especially for graduating students → go.alcorn.
  - **New Advisors**? Notify OSR → here. Are your advisor webpages up-to-date?
  - **15-to-Finish | Finish-in-Four**: Advisors, please encourage students to take at least 15-credit hours per semester to graduate in four years or less, as part of statewide completion initiative.

- **Registration**
  - **Registration ends**: **January 12, 2018** see→ calendar. Advisors/professors may not submit requests for class modifications, additions, overrides (over-enroll, co-/pre-requisite, closed, etc.) thereafter without Provost approval.

- **Low Enrollment Classes: Tuesday, January 16, 2018**

- **Last day to pay Spring 2018 fees**: **Friday, January 19, 2018**  see → **here**
  - Note: Do you have students *with delayed funding sources* who should not be purged?  Type or copy and paste information → here.

- **UWs non-attendance report**: **Wednesday, January 23 - 24, 2018** (memo forthcoming).

- **Incompletes (Grade I → F Conversion: Friday, February 16, 2018.**
  - Instructors who submitted a Fall 2017 "I" (with no later letter grade), may [i] submit a grade change by 2/16/18 here; or, [ii] let the "I" convert automatically (e.g. to grade "F"). **Note: *After the "I" converts to "F", a Change of Grade Form will **not** be accepted. The F or final grade will stand as the final grade per the Finality Policy. The student must retake the course if the final course grade does not meet the minimum grade requirement.*

- **Articulations agreements** → here. If your department has amendments note → here and choose "Other" for inclusion and IHL notice.

- **ADA Accommodations**: To comply with federal law and policy with respect to students with documented disabilities, remember: accommodations are only to be provided to students registered with Alcorn's Health and Disability Services and from whom the instructor receives a letter of accommodation from Health Services.

- **On-time Grade Submission** | Spring 2018 Semester
  It is imperative that all grades be logged into BANNER--without blanks--before the deadline. Deans are accountable for timely, accurate grade submission by the deadline. This is a fundamental employment requirement.

  - **Midterm grades:** due **Monday, March 9, 2018 @ 12 Noon** (See → Calendar).

  - **Grade submissions** | *for seniors only* **-** "I" grades shall not be submitted for graduating seniors. (See → Calendar).

  - **Grade submissions** | *for all students* - Your usual cooperation and support in meeting this fundamental employment requirement is indispensable. (See → Calendar).

## GRADUATION ACTION ITEMS
- OSR will begin placing students who paid $50 application fees into go.alcorn degree audit queues no later than **January 19, 2018** → here.
- Spring 2018 Application for Degree and $50.00 fee due **January 26, 2018**. → here.
- Spring 2018 Commencement candidates list → here.
- **Department audits:** due **February 9, 2018,** inclusive of approved substitutions, etc.
- **Clear go.alcorn substitutions** (especially degree candidates) by **February 9, 2018**.
- **Graduation Caveats:**
  - *No retroactive degree audits*: OSR will not conduct degree audits for students whose departments failed to complete degree audits in a timely manner. Last minute audits create IHL reporting, NCAA data review, transaction costs, and

student-parent grievance issues. Deans, do avoid the associated problems and ensure candidates are audited. Degree audits are due **February 9, 2018**.

○ *No ex parte communications*: To minimize potential miscommunications between students and departments (advisors, chairs, deans) *vis-a-vis* degree audits, the Office of the Student Records staff will not hold one-on-one meetings with degree applicants. Our staff will "flag", "comment" and note issues in the common advising platform: go.alcorn. Do not send inquiring students to the Office of Student Records. OSR staff are directed to communicate with advisors, chairs, deans, and the provost office only/through go.alcorn channels to ensure transparent audit-related communications.

○ *Notify of graduation list removals*: Chairs, deans, and advisors--do you have students who applied for graduation but do not meet degree requirements (i.e. dropped a required course)? Complete the Registrar Request Form → here. Select "other" and note the removal. Be sure to (i) inform the student; (ii) have student apply for the next scheduled degree-application cycle; (iii) remove the student from the go.alcorn degree audit queue; and, (iv) note student's removal in the go.alcorn "flag/notes" section. The Records Office will notate likewise in the un/approved candidates list.

○ *Be Proactive:* Encourage advisees to complete Undergraduate Graduation Applications for Summer2018 and Fall2018, as needed. OSR will put applicants in go.alcorn degree audit for department viewing once $50 application fee is paid. Applications→ here.

**COMMENCEMENT ITEMS**
- **Commencement: access page** → here. (opens **January 19, 2018)**
- **Paperless pre-commencement clearance** continues Spring 2018 → see here.

# PROACTIVE OPPORTUNITIES

**SUMMER 2018 & FALL 2018 ADVISING & REGISTRATION**

- **Registration pins no longer required.** To streamline registration, *juniors, seniors, and graduate students no longer need go.alcorn PINS. Students should (i) go to BANNER Online Services, (ii) schedule summer/fall 2018 classes, (iii) and meet with academic advisors to confirm course selections. (N.B.: students must meet with academic advisors to ensure selected classes are in correct sequence, in proper semester, and in the advancing of student positive progress towards on-time degree attainment).* Freshmen, sophomores, transfers, and first-time students are restricted from scheduling access, and must see a University College advisor for registration assistance. First-time graduate

students should contact Graduate Studies. Alcorn continues to streamline processes and systems to enhance the overall student experience.

## BOOK ORDER FORMS

## APPLICATIONS FOR DEGREE
- Undergraduate Graduation Applications for [Summer 2018](#) → [here](#).
- Undergraduate Graduation Applications for [Fall 2018](#) → [here](#).
- Graduate student applications in go.alcorn.edu.

## COURSE SCHEDULE TEMPLATES in Google Portals
- **Summer 2018** schedule templates are due **February 2, 2018**.
- **Fall 2018** schedule template are due **February 16, 2018**.
- **Spring 2019** schedule templates are due **October 5, 2018**.

  *Note: Do not highlight, just make modifications in Google spreadsheet in RED text!
  *Remember: We furnish these templates a year in advance for your convenience.
  *Refer to Scheduling Guidelines below:

**DA:** January 12, 2018
**TO:** Unit Deans
**FR:** John G. Igwebuike
Vice Provost for Academic Affairs & Student Records
**RE: REMINDER | SUMMER 2018 COURSE SCHEDULES (due: 02/02/18)**

Summer 2018 schedule templates are due Tuesday, February 2, 2018. As mentioned in previous deans meetings, the templates have been available for your update for the last several months. Update, modify, and furnish finalized Summer 2018 courses by above deadline. **Make changes in R E D  TEXT only and directly on the Google spreadsheet! Please do not highlight.**

**<u>Scheduling Policies and Practices:</u>**

- **International Student Distance/Online Policy** - Departments should ensure in advance that scheduled courses meet Homeland Security online restriction guidelines for international students. Click → <u>here</u>.
- **Class Conflict Scheduling Policy -** Records Office staff will not schedule classes that clash in time. This would be a major SACS violation!
- **Mode-of-Delivery Policy** - After the schedule is posted, the course modality may not be changed (i.e., face-to-face class changed to online; Blackboard to e-mail, etc.) without Academic Affairs permission.
- **Enrolled Student in Course Policy -** Once registration commences, the Registrar will <u>not</u> modify classes in which students are enrolled.
- **Activity Period Policy -** Departments may not submit schedules that conflict with the *Alcorn Activity Period (M-W-F: 12N-12:50 p.m. or T & R: 12:30 p.m.-1:45 p.m.)*. *Note: Records Office Staff must enter thousands of data in preparation of the semester schedule. Please ensure no classes are scheduled during the activity period.
- **NO TBAs:** Courses with TBA (e.g. class times, days, location) will <u>not</u> be scheduled at semester start. Deans should take immediate action to remove all TBAs, otherwise the class will not be listed. See TBA policy → <u>here</u>.

The output of your unit's completed schedule is a time sensitive input affecting many university operations (e.g., Financial Aid, Bursar, Athletics Compliance, Residence Life, University College, Student Records, Accounting, Payroll, Graduate Studies, etc.). Help us help you. Furnish your 2018 course schedule by the deadline. Fall 2018 is due February 16, 2018. Best.