




MEMORANDUM

DA: August 14, 2018

TO: Unit Deans

FR: Tracee T. Smith 
The Office of Student Records

RE: Fall 2018 Start Up | Deliverables, Due Dates & Deadlines

See important information for Fall 2018 to help you with a successful Fall start-up.

DELIVERABLES

- **Fall 2018 Book order forms** should have been submitted.
- **NCAA eligibility certification for student athletes:** student athletes should have been advised, and records updated in go.alcorn.edu with all substitutions for NCAA eligibility purposes. The deadline was August 10, 2018. Note: failure to have updated via go.alcorn.edu may cause ineligibility. Notify Compliance (jmcable@alcorn.edu) should you have questions.
 - Next deadline is **January 11, 2019** for mid-year eligibility certification.

OPERATIONS

- **Academic Advising**
 - **Stay vigilant with substitutions**, especially for graduating students → go.alcorn.edu.
 - **New Advisors?** Notify OSR → [here](#). Are your advisor webpages up-to-date?
 - **15-to-Finish | Finish-in-Four:** per IHL students must take no less than 15-credit hours or more per semester to stay on schedule to graduate in four years or less and qualify for financial aid.
- **Registration**
 - **Registration ends: Wednesday, September 5, 2018** see→ [calendar](#). Advisors/professors may not submit requests for class modifications, additions, overrides (over-enrollment, co-/pre-requisite, closed, etc.) thereafter without dean justification and Provost approval.

- **Low Enrollment Classes will be removed from the schedule on Tuesday, August 28, 2018.** All students must be notified of cancelled courses prior to the removal date.
- **Last day to pay Fall 2018 fees: Monday, September 17, 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: Monday, September 17, 2018** see → [here](#).
- **Incompletes (Grade I → F Conversion): Friday, October 19, 2018.** Instructors who submitted a Spring 2018 “I” with no later letter grade, may [i] submit a grade change by 10/15/18 [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.*
- **On-time Grade Submission | Fall 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, October 8, 2018 @ 12 Noon](#)** (See → [Calendar](#)).
 - NOTE: Midterm grades are a mandatory requirement. In addition to their evaluative aspect, grades are alert systems (e.g., Grades First, attendance, UWs, etc.) as to student positive progressive towards degree attainment.
 - **Grade submissions | *for seniors only* - due [Friday, November 30, 2018 @ Noon](#)** (See → [Calendar](#)). “I” grades shall not be submitted for graduating seniors. .
 - **Grade submissions | *for all students* - due [Monday, December 10, 2018 @ Noon](#)** (See → [Calendar](#)). Your usual cooperation and support in meeting this fundamental employment requirement is indispensable.
 - Checklist to help eliminate grading errors -
 - check names and A#s - students change names for various reasons during the course of a semester (divorce, custody, marriage, etc.).
 - Conduct census at close of registration, after UW, after payment of fees purge, midterm, final exam week

GRADUATION ACTION ITEMS

- The Office of Student Records is currently placing students into go.alcorn degree audit queues as applications for degrees are received → [here](#).

- Fall 2018 Applications for Degree and \$50.00 fee due **Friday, September 7, 2018**. → [here](#).
- Fall 2018 Commencement candidates list → [here](#).
- **Department audits:** due **September 24, 2018**, inclusive of approved substitutions, etc.
- **Clear go.alcorn substitutions** (especially degree candidates) by **September 24, 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 **September 24, 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 Records 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 [Spring2019](#) and [Summer2019](#), 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](#).
- **Paperless pre-commencement clearance** continues Fall 2018 → see [here](#).

SPRING 2019 PREVIEWS & PROACTIVE

ADVISING & REGISTRATION

- **Deans and chairs now have access privileges to execute overrides for their departmental students.** No need to make requests through the Records Request Form.
- **Articulations agreements** → [here](#). If your department has amendments note → [here](#) and choose “Other” for inclusion and IHL notification.
- **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.
- **Barriers & Hurdles Removed:**
 - Registration pins no longer required
 - Expanded digital infrastructure - BANNER, google, go.alcorn
 - Real-time access to Grade Change Requests on dean dashboards
 - Dean and chair authorization to process overrides

APPLICATIONS FOR DEGREE

UNDERGRADUATE APPLICATIONS FOR DEGREE	
Semester	Deadline
Fall 2018 → here	September 7, 2018 \$50.00 fee
Spring 2019 → here	January 25, 2019 \$50.00 fee
Summer 2019 → here	July 12, 2019 \$50 fee
* Graduate Students → graduation applications are in go.alcorn.edu.	

COURSE SCHEDULE TEMPLATES (see google portal):

Schedule Templates	Due date
Spring 2019	October 5, 2018
Summer 2019	February 2, 2019
Fall 2019	February 16, 2019

Note: **Do not highlight**, just make modifications in Google spreadsheet in RED text!

Remember: OSR furnishes templates **one** year in advance for efficiency, transparency, and convenience.