



Alcorn
State University

DA: October 20, 2017

TO: Unit Deans

FR: John G. Igwebuike

The Office of Student Records

Vice Provost for Academic Affairs & Student Records

RE: FALL 2017 | PRE- FINALS REMINDERS

The fall semester is rapidly coming to a close; and, fall 2017 Commencement is imminent. To carry out tasks through, remember the following:

FALL 2017 GRADUATION ACTION ITEMS

- ❑ Substitutions & Graduation Audits (were due Friday, October 20, 2017). Complete all degree audits for graduating seniors. See approved / posted audits list → [here](#).
- ❑ Take action on pending grade changes you may have (so as not to delay student graduation audits).

TAKE *PROACTIVE* ACTION

- ❑ Summer 2018 and Fall 2018 schedules are available in your google drives.
- ❑ 2018-2020 go.alcorn.edu degree plan updates (due 11/10/17) → [here](#)
- ❑ Access to ¹2018-2020 *Catalog Revisions portal* [*please make revisions in red*]

POINTS OF INFORMATION (FYIs)

- ❑ Fall 2017 Commencement memo: Ordering caps & gowns → [here](#)
- ❑ Fall 2017 Commencement webpage → [here](#)
- ❑ Fall 2017 Graduation Guidelines → [here](#)
- ❑ Remind instructors of approaching senior and final grade deadlines for Fall 2017
- ❑ Spring 2018 *proactive* registration announcement → [here](#)
- ❑ Spring 2018 application for degree is available → [here](#)

Thank you in advance for your cooperation. Best.

¹ Date tentative: If interested in volunteering on the 2018-2020 Revision Team please inform Dr. Igwebuike (jigwe@alcorn.edu)

ARCHIVES: PREVIOUS COMMUNICATIONS



Alcorn
State University

DA: September 28, 2017

TO: Unit Deans

FR: John G. Igwebuike

Vice Provost for Academic Affairs & Student Records

RE: **MID-SEMESTER REMINDERS**

As we approach mid-semester, please take careful note of the following:

FALL 2017 GRADUATION ACTION ITEMS

- ❑ Conduct degree audits (deadline: October 20, 2017): The Office of Student Records has placed Fall 2017 degree applicants into the go.alcorn degree audit queue. Please initiate the degree audit procedures (i.e. submit substitutions, etc.).
- ❑ 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. Please do not send inquiring students to our office. We will communicate only with advisors, chairs, deans, **and** the provost office through go.alcorn channels to ensure transparent degree communications.
- ❑ No retroactive degree audits: The Office of Student Records 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 grievance issues. Deans, please avoid the associated problems and ensure candidates are audited.
- ❑ Notify of graduation list removals: Chairs, deans, and advisors--do you have students who applied for graduation but definitely will **not** participate (i.e. lack course requirements)? [See Commencement list → [here](#)]. Please complete the Registrar Request Form, select “other”, and note the removal. Be sure to (i) inform the student; (ii) have student apply for 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 approved candidates list.

❑ NOTE: The Spring 2018 Applications for Graduation is Available: Click → [here](#).

MIDTERM GRADE SUBMISSION

Final grades are due [Monday, October 2, 2017 @ 12 Noon](#). (See University Calendar). Instructors are to submit all grades electronically through BANNER. It is imperative that all grades be logged into BANNER--without blanks--by/before the deadline. Academic deans are accountable for ensuring submission of all grades in respective units by the deadline. Your usual cooperation and support in meeting this fundamental employment requirement is indispensable and appreciated.

GRADE I → F CONVERSION (date: October 2, 2017)

The Fall 2017 incomplete (I) conversion process occurs October 2, 2017. If an instructor submitted an "I" during Spring 2017--and a letter grade has not been submitted--the instructor will have two options: (1) submit a letter grade by October 2, 2017 using the digital grade Change of Grade form; or, (2) allow the "I" to convert to grade "F" automatically. **Note: After the "I" converts to "F", a Change of Grade form will **not** be accepted. The F will stand as the final grade per the Final Grade Policy. The student will have to retake the course.*

PROMOTION

Mrs. Kisha Bond has been promoted to Assistant Registrar in the Office of Student Records. Kisha is a tremendous asset to the office. She has been instrumental in the transformation of the office into a high-tech, hyper-robust information systems hub. The customers rave about her customer service and ability to resolve problems with dispatch and speed. We are proud of Kisha. Congratulations, Mrs. Bond!

SPRING /SUMMER 2018 COURSE TEMPLATES AVAILABLE (See memo below)

Spring 2018 schedule templates are due Tuesday, October 10, 2017. As mentioned in previous deans meetings, the templates have been available for your update since April 2017. Please, update, modify, and furnish finalized Spring 2018 courses by October 10, 2017. **Make changes in RED TEXT only and directly on the Google spreadsheet! Please do not highlight.**

Summer 2018 templates are available in the same link portal under the "summer" tab.



DA: September 20, 2017

TO: Unit Deans

FR: John G. Igwebuike

Vice Provost for Academic Affairs & Student Records

RE: **REMINDER | SPRING 2018 COURSE SCHEDULES (due: 10/10/17)**

Please be reminded: Spring 2018 schedule templates are due Tuesday, October 10, 2017. As mentioned in previous deans meetings, the templates have been available for your update since April 2017. Please, update, modify, and furnish finalized Spring 2018 courses by October 10, 2017. **Make changes in R E D TEXT only and directly on the Google spreadsheet! Please do not highlight.**

Scheduling Policies and Practices:

- **International Student Distance/Online Policy** - Departments should ensure in advance that scheduled courses meet Homeland Security online restriction guidelines for international students. Click → [here](#).
- **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 not 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.

PROACTIVE NOTE: Summer 2018 schedule templates are now in the “Summer 2018” tab.

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. Please furnish your 2018 course schedule by the deadline. Thank you in advance for your cooperation.