

Registrar's Rocket Reader



Office of the Registrar
Division of Enrollment Services

From Lorinda's Desk...

As our semester comes to a close, we wanted to be sure to get some important information to you through this newsletter. As well, I wanted to update you on the accomplishments of our office over the last year and share with you the vision for the Registrar's Office that our leadership has worked on.

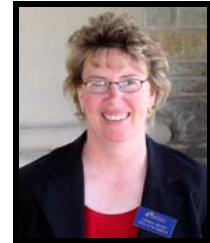
This newsletter contains updates, as well as a contact list for our office. Please keep this list as a reference and don't hesitate to contact us as we end this semester and roll into the summer.

Our office has seen many accomplishments this last year. While I will not name them all here, I will take the time to list some of the major ones.

- We implemented both *DARS on the Web* and *Web for Faculty and Advisers* very successfully.
- The *Dean/Department Chair Reporting System* was also brought online.
- We reengineered the processes of AP Credit processing, graduation processing, and HEL enrollment verifications.
- Professionally, we represented the University by presenting the following topics at several different conferences:

- ◁ *Emergency Planning and The Changing Role of the Registrar* at the Ohio Association of Collegiate Registrars and Admissions Officers Annual Conference
- ◁ *Testing Plans, Web Grading, and the Dean/Department Chair Reporting System* at the SCT Summit Annual Meeting
- ◁ *Web Grading* at the American Association of Collegiate Registrars and Admissions Officers Annual Meeting

Lastly, I believe it is very important to share with you our vision and plan for the future.



We will continue our effort in outreach both on campus, as well as at professional meetings. As we move toward the new ERP (integrated administrative systems), our office will need to work on data clean up and process documentation. To implement a new system, it will be very important to have data that is up to date and correct to make our conversion easier. In order to build the new system, we need to have our business processes well documented—especially noting the policy that is involved.

Our office wishes you a peaceful and relaxing summer. Please don't hesitate to call on us.

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A FERPA Moment

Spring is in the air...a great time to brush up on FERPA regulations. Why not schedule a FERPA Awareness session for yourself or your office?

Contact Sharon Schafer at Ext. 4836 or by e-mail to sharon.schafer@utoledo.edu.

Schedule of Classes Now Exclusively Online

Beginning with the summer 2004 term, the *Schedule of Classes* will be available exclusively on the Web. The online version of the *Schedule of Classes* will contain the same information as was previously available in the printed version, including general registration information, fees, office hours, and exam times.

The decision to stop printing the *Schedule of Classes* was made for several reasons. First, since our students, faculty, and staff have become more Web proficient, it is logical to move toward integrating all of our services on the Web. Students register for approximately 98 percent of their courses through *Web For Students*, and other services are continu-

ally being added to make the Web the place where students go to conduct all their University business. Adding the *Schedule of Classes* to the Web is a continuation of those efforts.

Eliminating printing costs was another reason for the move. The Registrar's Office will save over \$40,000 this year by not printing the summer and combined fall/spring schedules. At a time of diminishing state subsidy and the resulting reductions in office budgets, we have chosen to turn our losses into opportunities.

Most importantly, making the *Schedule of Classes* available on the Web allows the Registrar's Office to update the information in the schedule on a

regular basis. The printed *Schedule of Classes* was normally available about three weeks before a registration period began. Between the time the schedule was published and the beginning of the term, many classes were added, canceled, or moved to different rooms on campus. A Web-based *Schedule of Classes* will allow us to better communicate these changes to the University population.

The *Schedule of Classes* can be found on the web at <http://registrar.utoledo.edu/ScheduleOfClasses/>.

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The Schedule of Classes can be found on the Web at
<http://registrar.utoledo.edu/ScheduleOfClasses/>



Web for Faculty and Advisers

The new *Web for Faculty & Advisers* system has made it through its first term of campus-wide use with flying colors. Fall 2003 grades were submitted online and spring 2004 class list updates were provided through this online system instead of paper class rosters.

Hundreds of instructors took advantage of training sessions, while others opted to use the system without any formal training at all. We believe the system is user friendly and look forward to enhancing our online services to faculty and advisers in the years to come.

The *Web for Faculty & Advisers* system is currently available for faculty to

look at class lists for the current term, as well as the upcoming term.

Spring 2004 final grading begins April 27 at 8:00 a.m. and ends on May 11 at 10:00 p.m. Faculty who have not accessed the system yet this term are encouraged to log in soon and get comfortable with the system.

As always, the Registrar's staff stands ready to help or answer any questions you may have.

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Spring 2004 Final Grading

**Begins April 27th
8:00 a.m.**

**Ends May 11th
10:00 p.m.**

Web for Faculty and Advisers can be found on the Web at
<http://faculty.utoledo.edu>

WFS, WFA, and UTAD...Oh my!!

What you need to know about UTAD and how it relates to Web For Students and Web for Faculty & Advisers

UTAD is the University's network neighborhood where University computers, printers, and users share resources. Students use their UTAD account to log into campus computer labs. (For more information on UTAD see https://utssl.utoledo.edu/myutaccount_v2/help/whatisutad.htm.) If a UTAD password is forgotten, users must visit the following Web site to reset their password: <http://myutaccount.utoledo.edu>

Web For Students (WFS) provides real-time access to data in the Student Information System. It allows students to check course availability, register for classes, pay student bills, retrieve their grades, and much more. If a WFS PIN is forgotten there are two separate processes for resetting the PIN:

1. Currently enrolled students can reset their own PIN, but must use their UTAD account to "authenticate," or prove, who they really are. Some currently enrolled students may not have their UTAD account activated, but they can do so at <http://myutaccount.utoledo.edu>
2. Former and future students (without UTAD accounts) should contact the Registrar's Office at 419.530.4844 or 419.530.4849 to have their WFS PIN reset.

Web for Faculty & Advisers (WFA) also provides real-time access to data in the Student Information System for faculty and advisers. Some of the functions are entering grades, student schedules, class lists, entering permits and authorizations, institutional transcripts, transfer transcripts, and maximum course overload override.

The first time a faculty or adviser accesses WFA, they must use their UTAD account to assign their PIN. If the WFA PIN is forgotten, UTAD is used to authenticate in order to reset the WFA PIN.

A few things to remember...

- a UTAD password is NOT the same as a WFS or WFA PIN
- the first time WFS is used by a student the PIN is their birth date, which must be changed upon their first successful login
- the first time WFA is used by a faculty or adviser the PIN must first be set by using their UTAD account to authenticate
- a UTAD account is not required to use WFS, only to reset a forgotten WFS PIN
- a UTAD account is required to access WFA (initial use or resetting a PIN)

The UTAD password...

- * must be between 6 and 15 characters in length
- * can be any combination of letters and numbers, but cannot be all numbers
- * is case sensitive

The WFS PIN...

- * must be exactly 6 characters in length
- * cannot be your date of birth in any format
- * cannot be an easily guessed sequence of numbers (e.g., 123456, 777777, etc.)

The WFA PIN...

- * must be exactly 6 characters in length

A student's UTAD password and WFS PIN are private; students should not reveal either to anyone, including UT faculty and staff.

Likewise, UT faculty and staff should never ask a student for their UTAD password or WFS PIN.

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Staff Spotlight

Marie Donnelly has worked at The University of Toledo since 1986. She started in the UT Bookstore, then came to the Registrar's Office in 1993 as a registration operator. At that time, the office was located in Gillham Hall and all course registration was done in person. The lines would travel down to the second floor, into the vending machine area, and sometimes beyond.

Marie started in the Registrar's Office when registration was done only in person. My how times have changed! Throughout Marie's career here, in addition to registrations done in per-

son, she assisted students in the use of *InTouch* (phone registration) and then *Web For Students*. The majority of students now register via *Web For Students*.

In December 1999, the Registrar's Office moved from Gillham Hall to Rocket Hall, Room 1200. Marie worked at the Information Counter and during peak registration periods she assisted with registration in a satellite location.

In 2002, the Registrar's Office relocated to RH 1100 where it is currently located. Due to the increase in duties

the name was changed from the Information Counter to the Service Center to more appropriately reflect the duties performed by the staff. Marie's current position is at the Service Center where she works part time.

Marie is always smiling and willing to pitch in to help at a moment's notice. She never hesitates to go the extra step to assist a student or staff member when the need arises.





Ask Reggie

Dear Reggie,

I just started my position at UT as a front-line person in a college office. Students are frequently popping in my office asking questions and I pride myself on being able to answer them.

However, I am a little "fuzzy" on questions concerning student registration. Can you please explain the process of registration so I can better serve our students?

Signed,
Fuzzy

We would be happy to give you the basics on registration. Let's talk about registration for fall semester 2004.

There are three time periods during which continuing students may register. **Early Registration** is the first opportunity students have to register and begins far in advance of when the semester begins. Early Registration priority times are determined by the student's potential earned hours. Registration priority times can be found on the Registrar's Office Web page (<http://registrar.utoledo.edu>) under **Registration**. Early Registration for fall semester 2004 started March 24.

Open Registration begins after Early Registration and lasts until the day before classes begin. Open Registration for fall 2004 will start April 24.

Late Registration begins on the first day of the semester. A late fee may be assessed on all original late registrations.

Registration dates and payment information for each semester are listed on the Registrar's Office Web page under **Schedule of Classes, General Information**. For your convenience, we have included this information on the opposite page.

Students may register via *Web For Students* or in person in the Registrar's Office (Rocket Hall, Room 1100). However, beginning the fourth day of the term, students must register in person with the required signatures.

When are signatures needed? Starting the fourth day of the term or when a course is closed, the student must obtain the instructor's signature. After the 15th day of the term, the instructor's signature and the signature of the dean of the college that the student is enrolled are required. Adviser's signatures are required when a course prerequisite has been fulfilled, but not reflected in the student's record on SIS. When a signature is required, registration must be done in person.

Flexibly scheduled courses which start after the first day of the semester do not require a signature prior to the first day of class. The length of the course determines the date when a signature is required. Contact the Registrar's Office to determine those dates.

If a student doesn't pay his/her account balance by the due date, he/she may be subject to deregistration. Deregistration for fall semester 2004 will take place for students whose account balance exceeds \$200 on August 13 and then again on August 20. The first day of fall classes is August 23.

I can't emphasize enough to refer to the **Schedule of Classes, General Information** section on our Web site. Chances are that the question you have about registration is addressed in this section.

If you would like to **Ask Reggie**, please e-mail your question to registrar@utoledo.edu. Your question may be included in a future edition of our newsletter.



The Imaging System Is Really Here!

"...another step forward as we strive for a paperless environment."

Dr. David Lindsley, former interim vice president of educational and information technology, and Dick Eastop, former interim vice president of enrollment services, interrupted their retirements on January 30, 2004 to inaugu-



Dr. David Lindsley and Dick Eastop doing the honors of imaging the first document.

rate the new imaging system in the Registrar's Office and Undergraduate Admission Office.

We have been anticipating this system for years, and had to pinch ourselves when the boxes finally arrived. Both David and Dick were instrumental in this acquisition—without their perseverance we may still be waiting. *Thank you, David and Dick!!* The system will eventually be expanded to other offices across campus.

The system will be used to store images of admission

applications, transcripts, registration forms, graduation applications, etc., that make up a student's record complete with annotations. The system will allow more efficient processing in such areas as admission applications and graduation applications. Unlike hard-copy file folders, the imaging system will allow multiple users to access the same file at any time and from anywhere there is Web access.

This acquisition carries us another step forward as we strive for a paperless environment.

FALL SEMESTER 2004

August 23-December 10, 2004

Exam Week: December 13-17, 2004

Early Registration	March 24-April 23, 2004
<i>Payment Due</i>	<i>July 23</i>
Open Registration for New Adult and New Transfer Students	April 24
Open Registration.....	April 24-July 23
<i>Payment Due</i>	<i>July 23</i>
Open Registration.....	After July 23
<i>Payment Due</i>	<i>Same day as registration</i>
Deregistration of Fall classes @ 100%.....	August 13
Deregistration - 100% for current semester fees, 100% for future semesters.....	August 20
Last day to drop 100% refund	August 22
First day of classes.....	August 23
Late registration fee begins	August 23
Instructor's signature required	August 26
Last day to drop 90% refund.....	August 27**
Labor Day Holiday	September 6
Last day to drop for 60% refund.....	September 7
Last day to process registration adjustments (add/drops).....	September 7
Fall Break.....	October 11-12
Last day to Withdraw	October 15
Last day for Instructor Withdrawal.....	October 29
Veteran's Day Holiday.....	November 11
Thanksgiving Recess	November 24-28
Last day of classes	December 10
Final examinations.....	December 13-17
Commencement	December 18

SPRING SEMESTER 2005

January 10-April 29, 2005

Exam Week: May 2-6, 2005

Early Registration.....	March 24-April 23, 2004
<i>Payment Due</i>	<i>December 21</i>
Open Registration for New Adult and New Transfer Students who have early registered for Fall 2004	April 24, 2004
Open Registration.....	April 24-December 21
<i>Payment Due</i>	<i>December 21</i>
Early Registration for freshmen who were first enrolled Fall 2004 with 10 or more Potential Earned Hours	September 28
Early Registration for freshmen who were first enrolled Fall 2004 with 9 or fewer Potential Earned Hours.....	September 30
Open Registration for all new students	October 11
Open Registration	After December 21
<i>Payment Due</i>	<i>Same day as registration</i>
Deregistration of Spring classes at 100%	December 30
Deregistration - 100% for current semester fees, 100% for future semesters.....	January 7, 2005
Last day to drop 100% refund	January 9
First day of classes	January 10
Late registration fee begins	January 10
Instructor's signature required.....	January 13
Last day to drop for 90% refund.....	January 14**
Martin Luther King Day Holiday.....	January 17
Last day to drop for 60% refund.....	January 24
Last day to process registration adjustments (add/drops)	January 24
Last day to withdraw	March 4
Spring Break	March 7-11
Last day for Instructor Withdrawal.....	March 25
Last day of classes	April 29
Final examinations	May 2-6
Commencement.....	TBA

** If a refund period ends on Friday, drops processed on the weekend will receive the previous Friday's refund percentage.

SPRING 2005 REGISTRATION DATES FOR FRESHMEN

Early Registration for freshmen who were first enrolled Fall 2004 with 10 or more Potential Earned Hours	September 28, 2004
Early Registration for freshmen who were first enrolled Fall 2004 with 9 or fewer Potential Earned Hours.....	September 30, 2004
Open Registration for all new students	October 11, 2004



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The **Registrar's Rocket Reader** is published each semester by the Office of the Registrar at The University of Toledo. This newsletter is distributed to UT faculty and staff and is intended to inform them of important issues regarding registration, FERPA regulations, grade submission, student services, etc.

If you have any comments, questions, or suggestions for future issues, please contact Janine Losek in the Office of the Registrar at janine.losek@utoledo.edu.

Enrollment Certifications Now Available Online

The University of Toledo, in conjunction with the *National Student Clearinghouse*, is now offering students the ability to obtain an enrollment certification free on the Web.

Students simply log into *Web For Students (WFS)* and select **National Student Clearinghouse** under the **Student Records** menu. Students will be redirected to the National Student Clearinghouse.

Through this link students can obtain an enrollment certificate to print and mail to anyone requesting proof of enrollment. Students have the ability to: allow a health insurer view their enrollment information on file with the Clearinghouse; view proofs of enrollment that the Clearinghouse has provided to health insurers, student service providers, etc.; and view student loan information.

Many thanks to EIT for making this new online service possible and for continually enhancing *Web For Students*. WFS is a great self-serve tool for students, and it keeps on getting better.

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Student Records Reorganization

With the recent retirement of Pat Karmol from the Registrar's Office, we have reorganized and redistributed some of the processes and responsibilities in our student records department.

We are pleased to announce that Kathy Sullivan (ext. 4829) will now handle graduation processing for the Registrar's Office. Her duties include the processing of graduation applications, diplomas and information regarding graduation ceremonies.

Kathleen Farquharson (ext. 4841) is still the contact person for grades, instructor withdrawals and

the posting of non-traditional credit (e.g., CLEP, Portfolio, Credit by Exam, etc.)

Jo Anderson (ext. 4820) and Eric Langenderfer (ext. 4839) now share the processing of transcript requests. Questions regarding University of Toledo transcripts, requests for course descriptions, as well as requests for hardcopy University of Toledo transcripts, may be made to Jo and Eric.

Eric is also our contact person for records requests. All solicitations for past records including University of Toledo admissions files, transcripts from other uni-

versities and hardcopy University of Toledo transcripts should be referred to Eric.

While specializing in their individual areas, our team members have a general knowledge of all the processes handled in the student records department. By merging these responsibilities we hope to create a more efficient process in the Registrar's Office. We look forward to working with you in the future and welcome any questions or comments you might have.

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Pat Karmol dressed appropriately at her retirement party on Halloween 2003

After 32 years of service, Pat retired from The University of Toledo. Throughout her career on campus, she worked in the colleges of Engineering, Education, Health and Human Services, and the former Community and Technical College at Scott Park. She made the Office of the Registrar her last stop.