

Registrar's Rocket Reader



THE UNIVERSITY OF
TOLEDO
1872

Office of the Registrar

From ~~Lorinda's~~ Desk...



Since Lorinda is busy working in "Banner Utopia" at the University Computer Center where she is co-leading the Student ERP implementation, Tom is filling her shoes as interim registrar.

It is hard to believe that the colorful blanket of leaves on the ground will soon be replaced by a white blanket of snow. The holidays are approaching quickly, and fall semester is rapidly coming to a close.

Before fall semester ends, we wanted to send you this newsletter to give you an update on several important projects, as well as an updated contact list for our office.

The Enterprise Resource Planning (ERP), or **Banner system**, is still underway. The student team kickoff was in March 2006, and they have made significant progress since that time. The student team was located at Scott Park, but recently relocated to the glass wing of the University Computer Center to stay better connected. The student module is still on schedule with a completion date of spring 2008. There are two people from the Registrar's Office who are working full-time on the ERP project: Lorinda Bishop, University registrar, is co-lead of the student team and Dan Kall, assistant registrar, also is part of the student team.

Faculty now have a new **online attendance reporting system**. This replaces the "IW" grade and associated processes as dictated by the motion that was passed by Faculty Senate in April 2006. Under federal regulations, The University of Toledo has the responsibility to document classroom attendance as a function of federal financial aid eligibility, which is why it is so important for instructors to report attendance. As a benefit to

students, they will now be allowed to withdraw through the end of the 10th week of the term instead of the end of the eighth week. Read more about this in the article on page 2 of this newsletter.

Another motion that was passed by Faculty Senate in their April 2006 meeting was a change to the grade deletion policy, or **GPA recalculation policy for repeated courses**. Students now have the advantage of being allowed to petition to have any grade deleted, not just grades of C- or lower.

Plans for consolidating the front-counter services of multiple offices into the new **Rocket Solution Central** (RSC) office are ongoing. Lisa Hasselschwert from Financial Aid has been chosen as the RSC director and many of the support staff have already been assigned. The RSC should be fully operational by fall 2007 with a "soft opening" in May 2007.

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Honors Cord Distribution

The honors cords will be distributed by the Office of the Registrar instead of the Student Bookstore beginning this semester. Honors cords for fall 2006 graduation will be available for pick up starting on Nov. 20. Eligible students were notified by mail.

University College and engineering students are exceptions as they will receive their cords at their respective college ceremony.

Course Syllabi Online

Don't forget that faculty can upload their course syllabi for students to view online. Keep in mind there are two different methods to do this depending on whether the syllabus should be available to all students or only those registered for the class.

Available to all students

Faculty can upload a syllabus by accessing the "Faculty/Adviser Self Service" from the "Home" tab after logging into the myUT portal. Once in the "Faculty/Adviser Self Service" menu, select "Course Syllabus" under the "Faculty" section and follow the instructions. Most types of files can be uploaded (Word, Excel, PDF, etc.)

Any student can view the course syllabus by using the "Student Self Service" from the "Home" tab after logging into the myUT portal. The syllabus for a given section can be viewed by clicking the section number on the "Detailed Schedule" or when using the "Course Search Engine" to search for courses. If the instructor for a particular section has not uploaded a syllabus, a message indicating this will be displayed.

Available only to students registered for the course

"My Courses" in the myUT portal provides a common online environment for students enrolled in a particular section and the instructor of that section to interact and share information. It allows faculty to post links, photos, news, and announcements; communicate with the class through e-mail and online chats; and upload any file, including the syllabus. Keep in mind that "My Courses" for a particular section limits access to the instructor(s) of that section and the students registered for that section. "My Courses" is available to students under the "Academics" tab and to faculty under the "Faculty" tab after logging into the portal.

Elimination of Instructor Withdrawals

As we alerted you in the last issue of our newsletter, **instructors can no longer submit a withdrawal on the student's behalf.** Students must petition for a withdrawal from a class by visiting the Office of the Registrar in Rocket Hall Room 1100 and completing the withdrawal form. Another option for students is to download the withdrawal form from our Web site and fax the completed form to the Office of the Registrar at 419.530.4828 by the deadline date. The withdrawal deadline for regular classes is the end of the 10th week of class. This semester the deadline was Friday, Oct. 27, 2006. For spring 2007 semester, the withdrawal deadline for regular classes will be Friday, March 23, 2007.

Special session courses, or those that do not meet for the full semester, have special withdrawal dates that are proportional to the regular deadline. Contact the Office of the Registrar at 419.530.4844 for

the appropriate withdrawal date for a special session course.

It is important to know that if you choose to withdraw from a class, there is no refund or adjustment to cost for the semester. Withdrawals may cause removal of or a reduction in financial aid for the semester.

The Office of the Registrar is committed to helping students in any way possible to achieve their educational goals. Please do not hesitate to contact our office if you have any questions regarding registration, adding or dropping courses, withdrawals, transcripts, or graduation.

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Grading Schedule for Fall 2006

Web grading opens Dec. 4, 2006

Faculty grades due (Web grading closes)..... Dec. 20, 2006 (10 p.m.)

Spring Semester 2007 – Important Dates

College of Law schedule may differ, please refer to <http://law.utoledo.edu> for dates.

Early registration for spring semester 2007 began March 22, 2006; payment is due on Dec. 15. Here are some important dates you need to be aware of as spring semester approaches.

Open Registration.....	April 22–Dec. 15
Payment Due	Dec. 15
Open Registration.....	Beginning Dec. 16
Payment Due	Same day as registration
Deregistration of spring classes at 100%.....	Dec. 29, 2006
Deregistration–100% for current semester fees, 100% for future semesters	Jan. 5, 2007
Last day to drop 100% refund	Jan. 7
First day of classes; late registration fee—\$50 for initial spring registration.....	Jan. 8
Instructor’s signature required to add a class.....	Jan. 11
Late registration fee—\$100 for initial spring registration	Jan. 11
Last day to drop for 90% refund.....	Jan. 12**
Martin Luther King Day Holiday.....	Jan. 15
Last day to drop for 60% refund.....	Jan. 22
Last day to process registration adjustments (add/drops).....	Jan. 22
Late registration fee—\$200 for initial registration	Jan. 23
Spring Break	March 5–9
Last day for withdrawal (for Special Session Course deadline, please contact Office of Registrar)	March 23
Last day of classes	April 27
Final examinations	April 30–May 4
Commencement	May 6

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



Graduation Application Deadlines

Graduation is not automatic. You must apply to graduate.

Undergraduate Colleges and Law School

Spring 2007	Nov. 16, 2006
Summer 2007	March 30, 2007*
Fall 2007	March 30, 2007

*Students graduating in summer but participating in the spring ceremony must apply for graduation by the fifth week of the previous spring semester.

Graduate School

Spring 2007	Feb. 9, 2007
Summer 2007	June 1, 2007*
Fall 2007	Sept. 21, 2007

Students in the University Honors Program must complete a Senior Exit form at Sullivan Hall by the deadline date for graduation.

A FERPA Moment

Don't be confused ... the financial release form submitted by students to the Financial Aid Office or to the Bursar's Office does NOT include the release of academic educational records. **The financial release form authorizes designated persons access ONLY to the financial portion of a student's record.**

The Office of the Registrar does not collect any release form for academic records. The students' educational records are confidential, and students have the right to control release of the information contained within them. When parents request information about their child's academic record, it is a great opportunity for parent and child to discuss their child's educational goals. We recommended the student access the Student Self Services so parents have the opportunity to view their student information.

As employees of The University of Toledo, we respect our students' privacy and will not discuss or release sensitive information to third parties. With an increase in identity theft across our nation, we want our stu-

dents to be confident that we will not take lightly the personal information they entrust to us.

As faculty and staff members at The University of Toledo:

- We will respect students' right to non-disclosure when directory information is restricted.
- We will never ask students for passwords to their Self-Service accounts.
- We will not display student identification numbers, grades, GPA's, or any other information considered "sensitive."
- We will not include identification numbers in e-mails.



- We will not leave student papers in the hallway, on a table, or pass through the class for students to thumb through to retrieve their work.
- We will not discuss students' educational information with anyone outside the University, including parents, spouse, or guardian.
- We will request a student's written permission for writing letters of recommendation when non-directory information is included.
- We will review the FERPA policy and know what information The University of Toledo regards as directory information.

What can students do to help us protect their personal information?

- Read FERPA information, letters and brochures.
- Do not include Social Security numbers when sending e-mail.
- Know what The University of Toledo considers directory information.
- Know The University of Toledo requires written consent to release non-directory information.
- Talk to their parents and give them copies of their grades or student billing invoice.
- Not tell anyone their Self-Service account information.
- Restrict directory information.
- Contact the Office of the Registrar for clarification concerning specific issues regarding confidentiality.

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FERPA Sheriff
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Directory Information at The University of Toledo is:

- student name
- local address
- local phone number
- e-mail address
- college and major field of study
- full-time/part-time enrollment status
- class rank
- dates of attendance
- degrees and awards received

NO OTHER INFORMATION CAN BE RELEASED WITHOUT WRITTEN CONSENT OF THE STUDENT.

What is FERPA? FERPA is the Family Educational Rights and Privacy Act of 1974; a federal law protecting students with the right to privacy concerning their educational records. Any educational institution or agency that receives funds under any program administered by the U.S. Secretary of Education must comply with FERPA.

Fall 2006 Commencement

Saturday, Dec. 16, 2006

Savage Hall

10 a.m. Ceremony



This semester's commencement will be held during a single University-wide ceremony that includes graduates from all colleges.

Candidates should begin lining up 30 minutes prior to the ceremony.

Guests. Admission to the ceremony does not require a ticket; however, seating is on a first-come, first-served basis. Guests should enter the hall using the east or west upper level entrances. Ushers will be available to direct guests to seats offering the best view of a particular college.

Diploma. Graduates can expect to receive their diplomas within 30 days following commencement. Diplomas will be mailed to the address indicated on the Application for Graduation. Students will not be able to pick up their diploma directly from the Registrar's Office unless they have previously requested to do so on the Application for Graduation. The mailing of a diploma will be delayed if there are any holds on the graduate's student record (i.e., parking tickets, financial obligations, library fines). In all instances, the awarding of a degree is subject to the completion of degree requirements.

Additional information can be found at:

<http://registrar.utoledo.edu/commencement.asp>

Jazzin' It Up at OACRAO 2006

For the first time since 2000, the Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO) held its annual conference in Toledo. The conference brought together professionals from Admissions and Registrar's Offices around the state and allowed them to share their expertise and wisdom with one another while networking with their peers and learning about the latest trends in higher education. It also gave us a tremendous opportunity to showcase the "new" UT and the city of Toledo to our colleagues and friends.

This year's conference took place on Nov. 1-3 at the Dana Conference Center and Hilton Hotel on the Health Science Campus of The University of Toledo.



Among the special guest speakers for the conference were **Barmak Nassirian**, associate director of external relations for our national organization AACRAO, and **Jon Hendricks**, UT's own Distinguished Professor of Jazz Studies and "Father of Vocalese."

Conference participants were delighted to hear the amusing stories told by Hendricks and were treated to a couple songs by the legendary musician.

The conference was one of the most informative and entertaining conferences in the 80 years of OACRAO's existence, and we were honored to be able to host the event once again.

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Office of the Registrar Staff News

Welcome Tricia!

The Office of the Registrar welcomes **Patricia Mattson** to the part-time position of Records Management Officer 1. Tricia's primary responsibility focuses on monitoring student athletic eligibility for practice and competition.

Although Tricia started in this new position in September, she was a familiar face in the Office of the Registrar. She had been employed as an intermittent call-in since November 2005.

Tricia will work with the athletic department and college advisers to ensure student athletes not only comply with the rules and regulations of intercollegiate sports, but also reach their educational goals.

Tricia has four children, one son-in-law, one grandchild and another on the way. We wouldn't want to forget to mention her four "grand dogs."

Her daughter and UT engineering student, Misti, has been chosen to compete in a talent search by the Ohio Lottery in their quest to find a co-host for *Make Me Famous, Make Me Rich*.



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★ And the Award Goes to.... ★



We are extremely proud of **Joyce Garber** who was a recipient of the **Outstanding Staff Award for 2006-07**.



Joyce has been working with registration and scheduling since 1983, starting out in the Records Office at the former Community and Technical College on the Scott Park Campus.

Congratulations, Joyce, on your well-deserved award! Your hard work and exceptional service to the campus community has been recognized.



Congratulations!!

Lorinda Bishop will be on the ballot to serve on the 2007 **Nominations and Elections Committee** for the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

AACRAO is a national organization and being nominated to serve on the committee is quite an honor.



Happy Holidays from the Office of the Registrar Staff



Special thanks to Don Curtis for assisting with the implementation of the new online attendance reporting system for Financial Aid. Many thanks to all the others who made this new reporting system possible. Goodbye to the cumbersome paper-based Stopped Attending and Never Attended Instructor Withdrawals!