

Registrar's Rocket Reader



Welcome Students!

Past issues of this newsletter were sent only to faculty and staff. We felt that our students would also benefit from this information, so enrolled students are now on our mailing list and will be receiving future issues.

This issue contains information on changes starting in the fall that will affect you. Please take a few minutes to read over the articles. We hope you have a safe, relaxing summer and look forward to seeing you in the fall.

Important Changes Effective Fall 2006

By now you have heard that effective July 1, 2006, students will receive electronic notices to their UTAD e-mail accounts that their bills are available to view online through Student Self Service. **Paper bills will no longer be sent via postal mail** and it will be the students' responsibility to be aware of payment deadlines.

Academic changes are on the way.

Effective this fall, there are additional changes. One change concerns the **GPA Recalculation for Repeated Courses Policy (Grade Deletion)**. At its April 11, 2006 meeting, the Faculty Senate of the University passed a motion stating that a student may petition to have **any** grade deleted from her/his GPA computation. Before petitioning, a student must earn a higher grade in the course retaken. All other conditions and requirements of the GPA Recalculation for Repeated Courses Policy remain in effect including the exclusion of graduate studies from this policy. The previous policy allowing only grades of C- or lower to be "deleted" was eliminated so that students can try their best in all courses and still be able to repeat a course no matter what grade they earned the first time if they believe it is necessary.

Unchanged parts of the policy include:

- The repeated course must be completed prior to the granting of the first bachelor's degree, and the grade deletion petition must be submitted no later than one semester after graduation.
- Before petitioning for a GPA recalculation, a student must have retaken the same course (or the renumbered substitute for that course) in the same department at The University of Toledo.
- No more than a total of 12 semester hours may be deleted from the student's transcript and a college may adopt a more stringent requirement.
- This policy applies only to the first recorded grade in a course that a student has repeated.
- If the original grade was given for academic dishonesty, it cannot be deleted from the GPA calculation.
- Credit for any repeated course will apply only once toward degree requirements.

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The **Registrar's Rocket Reader** is published each semester by the Office of the Registrar at The University of Toledo. 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.

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



The trees are budding, the flowers are blooming, and shorts and sandals are making their usual early appearance across campus. It must be spring! As the academic year winds down, I look back at all that we have accomplished and all the changes that have occurred.

You may have noticed that the usual letter from Lorinda Bishop, University Registrar, is missing and this article from me has taken its place. That is because Lorinda has been named the Interim Director of the ERP Project and I am now the Interim Registrar in her absence. The ERP (Enterprise Resource Planning) Project is progressing. The Student module kickoff was in March 2006 with a projected completion date in March 2008.

In November, the [myUT](#) portal went live. It provides a single access point for Web-based services such as Student Self Service (formerly Web for Students)

and Faculty/Adviser Self Service (formerly Web for Faculty & Advisors) as well as a multitude of information on academics, services, events and much more. New services are forthcoming such as integrated e-mail and Employee Self Service. Thanks to Educational and Information Technology for their hard work on implementing and supporting the portal as well as many faculty, staff, and students across campus who were patient during the transition.

The Integrated Student Service Center (ISSC) will soon go from thought to reality. The official name is now Rocket Solution Central (RSC). The RSC is intended to replace the "front counter" operations of the offices involved in this project such as the Registrar, Bursar, and Financial Aid offices. The organizational structure has been developed, thanks to input and assistance from CWA representatives. Hiring will begin soon for some positions. Look for the RSC to be operational sometime next year.

We also have been mapping all processes within our office. As budgets continue to dwindle and responsibilities continue to in-

crease, process mapping is an important tool to evaluate current processes and look for efficiencies and cost savings. Thanks to all the Registrar's Office staff as well as our cohorts from other offices in this effort.

The administrative adjustment process has been consolidated, streamlined, and made consistent. There is a new form with more information as well as a representative committee that reviews exceptional cases. Thanks to the committee members for participating in this important process.

As we prepare for this coming year, we look forward to many new endeavors that will improve service to students, faculty, staff, and the University community. The merger between UT and MUO will undoubtedly present some challenges, but should also provide some efficiencies for the new UT.

As always, please let us know if you have any questions or concerns or if we can be of assistance in your own endeavors.

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A Word of Advice to Students....

Failure to attend class or non-payment of fees is not a valid means of dropping or withdrawing from a course. Relying on deregistration to drop your classes before the term starts is not a recommended way either. **If you decide not to attend any or all classes for which you have registered, you must drop the classes.**

During deregistration, students who have a balance of \$200 or more get deregistered from their courses. Sometimes, however, there are circumstances when classes are held despite of the student's balance. Sometimes students assume that they were deregistered until they get notification from the Bursar's Office that they have a balance due.

Dropping classes that you no longer wish to be enrolled in will prevent future problems.

Important Changes Effective Fall 2006 *(continued from page 1)*

- Grades for all attempts at the course will appear on the student’s official transcript regardless of whether or not the grade has been deleted.
- All grades, including those for repeated courses, will be included in the determination of eligibility for honors, fellowships, or other distinctions accruing on the basis of GPA.

Another change effective this fall is that the **deadline for students to withdraw from classes** has been **extended** from **8 weeks to 10 weeks**. At its April 11, 2006 meeting, the Faculty Senate of the University passed a motion which states that the official withdrawal period for the student initiated withdrawal (W) is extended from the current 15th calendar day of each academic term through *Friday of calendar week 8* for fall and spring terms to **Friday of calendar week 10**. This change gives students more time to assess their situation in a class and withdraw if it is in their best interest to do so. The deadlines for summer term sessions and special sessions that do not meet at the standard start/stop dates of the term will be proportional to those for regularly scheduled terms. Students who wish to withdraw from courses scheduled in a summer or special session should check with the Registrar’s Office to determine the withdrawal deadlines.

At the same meeting, the Faculty Senate **eliminated the Instructor Withdrawal (IW) grade** which ends the withdrawal by instructor process entirely. Instructors will continue to report the names of students who have either never attended a course or have stopped attending; however, this reporting will have no affect on students’ grades. Students now have two additional weeks in which to withdraw from classes; but if they fail to withdraw, they will receive a grade (likely an F) at the end of the semester.

Remember that the unchanged part of the withdrawal policy states that there is no refund during the withdrawal period, a withdrawal may affect a student’s academic progress standing, a grade of W may result in the loss of part or all of a student’s financial aid, and colleges may limit the total number of withdrawals a student may accumulate.

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Grading Schedule for Spring 2006

Web grading opensApril 25, 2006
 Faculty grades due (Web grading closes).....May 10, 2006 (10 p.m.)

Reminder Tips for Processing Change of College Requests

We had a request to include an article in our newsletter directed at those responsible for processing Change of College requests for students each term to remind them of the steps involved in processing these correctly.

SIS and the Many Screens to Check

After opening a new matriculation on screen 110, always close the matriculation of the college the student is leaving. Also check screen 111 to be sure the new matriculation is on the latest active term. How do you know which term is the latest active term? Check screen 114.

Provide a Courtesy E-mail

Kindly e-mail the previous college notification of the student’s change. Some colleges want to be notified, while others are not as concerned. To be certain that you inform those colleges that would like to be notified, please send an e-mail as your final step in processing these requests.

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A FERPA Moment

FERPA, FERPA, FERPA...just what is the fuss all about?

The Family Educational Rights and Privacy Act of 1974 is 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.

So what does this mean to you as an employee of the University? It simply means that we will protect students' personal information from the general public just as we would our own. With an increase of identity theft across our nation, we want our students to be confident that we will not take lightly the personal information they entrust to us.

- We will review the FERPA policy and know what information The University of Toledo regards as directory information.
- 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.

So what can students do to help 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 that The University of Toledo requires written consent to release non-directory information.
- Students can talk to their parents and give them copies of their grades or student billing invoice.
- Students must not tell anyone their Self Service account information.
- Students may restrict directory information.
- Students may contact the Office of the Registrar for clarification concerning specific issues regarding confidentiality.



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.

Of course to help maintain student information, The University of Toledo has student records systems which contain sensitive student information. At The University of Toledo, we follow guidelines set by FERPA when issuing system security.

FERPA limits access to faculty and staff to only the student information needed to complete their job responsibilities. All users of University systems must comply with the adopted policy on [Responsible Use of Information Technology](#).

Any member of campus—faculty, staff, or student worker—working a temporary, full-time, or part-time position needing access to University systems, must acquire their own system account. Allowing others to use your system account will be cause for your Operator ID to be revoked.

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Spring 2006 Commencement

Saturday, May 6, 2006

Savage Hall



10:00 a.m. Ceremony

College of Arts and Sciences
 College of Engineering
 College of Education
 University College

2:00 p.m. Ceremony

College of Business
 College of Health and Human Services
 College of Pharmacy

Candidates should begin lining up 30 minutes prior to the ceremony. Each ceremony will last approximately two hours.

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.

Further information can be found at:

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

Congratulations Graduates!!!



Graduation Application Deadlines

Graduation is not automatic. You must apply to graduate.

Undergraduate Colleges and Law School

Spring 2007 November 16, 2006

Graduate School

Summer 2006* June 2, 2006
 Fall 2006 September 22, 2006
 Spring 2007 February 9, 2007

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

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



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Office of the Registrar Staff News

Farewell to Jane

After almost five years of service in the Registrar's Office, **Jane Endriss** said goodbye to her University of Toledo family last month on April 25. We miss her already.

Before working in the Registrar's Office, Jane worked in EIT as a programmer from 1997 until 1999 and in Business Services as a programmer analyst in 2000. A little known fact about Jane is that she is also a certified Catholic chaplain and has worked at several local hospitals. For those rough days, Jane was our unofficial office counselor who was always willing to listen.

Jane's departure was facilitated by the fact that her husband, Kevin, is being transferred to Maryland and will begin working there permanently this summer. Jane has accepted a job at Penn State York in their Registrar's Office. Her first day there was May 1. I have personally told the Registrar there that they are very lucky to have her. Jane and her husband are already building a house in York, Pennsylvania.

Jane says that while she is very sad to be leaving the University and all of her friends in Toledo, she is looking forward to being closer to relatives. It is a bittersweet occasion for the Registrar's Office too. While we are sad to see her leave, we are happy for her in that she will be much closer to family and friends in Delaware, Pennsylvania, and New York. The last time Jane and Kevin moved was a temporary 2-year transfer from Wilmington, Delaware to Toledo, Ohio....that was 18 years ago.



We all wish Jane, her husband Kevin, their daughter Kristin, and of course their two Huskies, Kodiak and Kita, and the evil cat, Meeko, the best as they move to Pennsylvania.

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A Peppermint Pattie and Jane Endriss have what in common? York...as in Pennsylvania. It is the birthplace of one, and the new home of the other.



Welcome Aboard Elizabeth (aka Betsy)

The Registrar's Office welcomed **Betsy Welsh** as our newest staff member this past March.

Betsy was the secretary to Faculty Senate before coming to our office. Prior to that position, Betsy worked in the Animal Care Facility, and before that, the College of Education. She has been at the University since 2000.

Betsy just celebrated her 36th year wedding anniversary with her husband, Jack. Their daughter, Joella, will be graduating with a second degree from The University of Toledo in spring 2007. Special pets include three cats.

Betsy works at our Service Center Counter. She is one of the friendly faces students see as they walk into our office.

Special thanks to Don Curtis, our divisional photographer and Webmaster, for taking Betsy's picture. What would we do without you??