

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 as the ERP Project Director, Tom is filling her shoes as Interim Registrar.

The holidays are upon us and the fall semester is nearly over. It has been quite busy with several initiatives and changes, but we wanted to take time to update you on several items and provide an updated contact list through this newsletter.

Banner

The implementation of the Banner student system is being worked on at a feverish pace, with a planned "go-live" of February 11, 2008. The benefits of this system will soon be realized

thanks to all of the hard work of the ERP teams, IT personnel, and many others who have contributed their time, knowledge, and skills to this project. Keep in mind that Human Resources on Main Campus has been running in Banner since April 2006 and Admission went live in Banner during July 2007.

There are three people from the Registrar's Office assigned to the Enterprise Resource Planning (ERP) Team for the implementation of Banner. Lorinda Bishop, University Register, is the ERP Project Director. Dan Kall, Assistant Registrar, is part of the ERP Student Team on a full-time basis. Julie Quinonez, Associate Registrar, was recently assigned part time to the ERP Student Team.

In order to keep the campus community informed about the ERP Project, a newsletter is produced routinely. It is named *The Communicator* and can be found at <http://projectenterprise.utoledo.edu/newsletter.asp>.

Rocket Solution Central

Rocket Solution Central (RSC), which opened during the summer of 2007, is now providing the services that our office traditionally provided to students at our front counter (e.g., transcript requests, registration, schedules, etc.) They have also

assumed the responsibility for the front-line functions of the Bursar's Office and the Office of Financial Aid. Eric Langenderfer, who worked in our office for 7 years, is now working in Rocket Solution Central as a Direct Service Provider.

Staff Changes

On November 30, 2007 three of our staff members retired. Janet Adam, who worked with registration and scheduling, retired and Jacquelyne Rome, from Residence Life, assumed her duties.

Kathleen Farquharson, who worked with student records, retired and Susan Kudelka, from the College of Graduate Studies assumed Kathleen's duties.

Janice Przybysz, who worked with information systems and report scheduling, retired and Louisa Larkin, from the Office of Financial Aid, assumed her duties.

We welcome these new employees and will greatly miss those who are leaving.

Tom Short
Interim Registrar
tom.short@utoledo.edu
Ext. 4860

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The harder you work, the harder it is to surrender.
- Vince Lombardi

Attention Course Scheduling Coordinators

Important Information Regarding Course Scheduling for the 2008/2009 Academic Year

With the implementation of Banner, the building of the course schedule for the 2008/2009 academic year is being handled differently than it has been in the past. Banner, as well as summer 2008 registration, is scheduled for go-live February 11, 2008.

Although colleges and departments will continue to establish the schedule of classes for summer 2008, fall 2008, and spring 2009, the Registrar's Office will enter the schedules in Banner. After the 2008/2009 academic year, the departments will be trained on building the schedule in Banner so they can resume their responsibilities of building the schedule.

Reports are now available to make adjustments to course offerings. These are modified versions of the current Schedule of Classes in a single-column format for use in establishing the schedule of classes for future terms. These reports are available online at http://www.utoledo.edu/offices/registrar/main_campus/sch_classes_tentative.html (proper authorization required). Corrections should be indicated on these reports and then sent back to the Registrar's Office for input into Banner.

Thank you for your cooperation and understanding during this transition.

Tom Short
Interim Registrar
tom.short@utoledo.edu
Ext. 4860

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 Rocket Solution Central in Rocket Hall Room 1200 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. 26, 2007. For spring 2008 semester, the withdrawal deadline for regular classes will be Friday, March 21, 2008.

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 Rocket Solution Central at 419.530.8700 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.

Julie Quinonez
Associate Registrar
julie.quinonez@utoledo.edu
Ext. 4863

Main Campus Grading Schedule for Fall 2007

Web grading opens Dec. 3, 2007
Faculty grades due (Web grading closes)..... Dec. 19, 2007 (10 p.m.)

Spring Semester 2008 – Important Dates

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

Early registration for spring semester 2008 began March 21, 2007; payment is due on Dec. 14. Here are some important dates you need to be aware of as spring semester approaches.

Open Registration.....	April 22–Dec. 14
Payment Due	Dec. 14
Open Registration.....	Beginning Dec. 15
Payment Due	Same day as registration
Last day to drop 100% refund	Jan. 6
First day of classes; late registration fee—\$50 for initial spring registration.....	Jan. 7
Instructor’s signature required to add a class.....	Jan. 10
Late registration fee—\$100 for initial spring registration	Jan. 10
Last day to drop for 90% refund	Jan. 11**
Martin Luther King Day Holiday	Jan. 21
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 3–7
Last day for withdrawal (for Special Session Course deadline, please contact Office of Registrar or RSC)	March 21
Last day of classes	April 25
Final examinations	April 28–May 2
Commencement	May 3

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



Graduation Application Deadlines

Undergraduate Colleges and Law School

Spring 2008	Nov. 9, 2007
Summer 2008.....	April 4, 2008*
Fall 2008	April 4, 2008

*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 2008	Feb. 1, 2008
Summer 2008.....	May 30, 2008*
Fall 2008	September 19, 2008

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

For more information, please refer to the following URL:

http://utoledo.edu/offices/registrar/main_campus/graduation.html

A FERPA Moment



Directory Information at The University of Toledo is:

- student name
- local address
- local phone number
- University 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.

So many things are going on across campus! Our day-to-day tasks may sometimes be “automatic” and we could “do this job in our sleep.” It is important to prioritize our work day and the first thing on our lists must be our students. The Family Educational Rights and Privacy Act guarantees certain rights regarding the confidentiality of our students’ educational records. Therefore, everyone here at The University of Toledo must protect our students’ right to privacy.

Are you aware that...

Grades must never be sent via e-mail.

According to the AACRAO 2001 FERPA Guide,

“there is no guarantee of confidentiality in transmitting information electronically via campus e-mail or through the Internet...”

Grades must never be disclosed to anyone other than the student.

Unless the student has given you prior written approval, you may not disclose grade information to anyone—and that includes parents and guardians. If the student wishes to disclose his/her grade to someone, they will.

You cannot inform a student of his/her grade via the telephone.

There is no way to be certain that you are talking to the student.

A student's identification number must not be used to post grades.

This from the Family Policy Compliance Office...*under FERPA, a campus-wide identification number is personally identifiable information whether it is a randomly generated number or a Social Security Number.* When “R Numbers” are assigned to students as Banner is implemented, that “R Number” should be treated confidentially also. Each professor may establish a code word or number, known only to the professor and the particular student, to be used to post student grades.



A student's identification number must never be included in an e-mail message.

As mentioned earlier, there is no guarantee of confidentiality during the transmission of e-mail.

Remember, **when in doubt, don't give it out...** contact the Registrar's Office, 419.530.4836 or by e-mail to sharon.standifer@utoledo.edu to schedule a FERPA Awareness session in your department or for training new staff members.

These are just a few of the things that could be forgotten with our busy schedules, so please make every effort to put student privacy at the top of your priority list.

Sharon Standifer
Systems Administrator
aka FERPA Sheriff
sharon.standifer@utoledo.edu
Ext. 4836

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.



**Happy Holidays
from the
Office of the Registrar Staff**



Fall 2007 Commencement

Sunday, December 16, 2007

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. Law students will participate in this ceremony. Medical students will not participate in this 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>

Adios to Our Three Amigas

With a combined 90 years of service to the University, with very heavy hearts, we must say goodbye to our "Three Amigas" who retired on November 30, 2007.

We all knew the day was coming, but we were hoping it wouldn't be this soon. What was exceptionally difficult is that all three of them decided to retire at the same time.

Kathleen Farquharson started in the Registrar's Office in 1966 and left in 1977 to raise her family. She came back to our office in 1984 (lucky for us). Kathleen is responsible for entering grades, academic forgiveness, CLEP, portfolio credit, and many other related processes.

Janet Adam started in the Registrar's Office in 1988. She left briefly in 1994 to work in the Student Medical Center. After a year and a half working there, she realized how much she missed our office, so she

came back (again, lucky for us). Janet is responsible for classroom space requests, concurrent enrollment registration, and other related processes.

Janice Przybysz has the most seniority of our senioras. She started working in the Registrar's Office in 1969. She was off briefly for maternity leaves, but, again, lucky for us, she always returned. Janice is responsible for ad-hoc reporting and production scheduling.

A reception was held in their honor on Thursday, November 29, in Libbey Hall. There was a tremendous turnout at the reception. Among the attendees, retired faculty and staff stopped by to wish the three special ladies the best in their retirement. Dr. Richard Perry stopped by to offer his appreciation for their service throughout the years and made an eloquent speech at the reception.

It isn't the same in our office without them!



L-R Kathleen Farquharson, Janice Przybysz, and Janet Adam.



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Office of the Registrar
Mail Stop #322
2801 West Bancroft Street
Toledo, OH 43606-3390
Phone: 419.530.4844
Fax: 419.530.4828
E-mail: registrar@utoledo.edu

Office of the Registrar Staff News

Welcome Sue, Jackie and Louisa!

The Office of the Registrar welcomes **Sue Kudelka**, **Jackie Rome** and **Louisa Larkin**. Louisa started working in the office during October; Sue and Jackie started this month.

Sue, Jackie and Louisa were hired to fill the positions that Janet Adam, Kathleen Farquharson and Janice Przybysz were vacating due to retirement.

Sue has been at the University 24 years, Jackie 26 years, and Louisa 22 years. To our newest gals—we hope the word “retirement” isn’t in your vocabulary any time soon.



We Say Hello and Goodbye to...

Carol Cecil was hired in March as Assistant Registrar. Carol was formerly employed at the University of West Florida in Pensacola before coming to Toledo. Her roots are in the Cleveland area and coming back to Toledo was somewhat of a homecoming for her.



After almost 10 years as a student and employee at The University of Toledo, **Dan DeNardy** left his position as Assistant Registrar in February. Dan accepted a position as Project Coordinator for PerkinElmer Life and Analytical Sciences in the Cleveland area. Prior to working in the Registrar's Office, he worked in the Office of Admissions. “I viewed my career at the University as a way of giving back to a campus and community that gave me so much,” Dan stated at his farewell reception.

Welcome to Carol! Dan, we still miss you!

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.