

A-STATE

Registrar



NEW SEMESTER CHECKLIST

- WN Grading (withdrawal for non-attendance)
- Late Registration (day 6 – 10)
- Grading
 - Mid-Term grading
 - Final Grading
- Undergraduate Graduation and Academic Credit Appeals Committee
- Graduation
- FERPA



WN GRADING

- Withdrawal for non-attendance
- Lack of participation costs us \$\$\$
- Students should take responsibility but...
- You can reinstate.
- Day 5 – noon on day 11; Enter WN in Banner Self-Service
- Watch for emails



LATE REGISTRATION

- Class Days 1 – 5: Students may add classes via Banner Self-Service (Weekends and holidays do not count). No faculty permission is required.
- Class Days 6 -10: Students may add classes late using a paper form available on the A-State website.
 - Instructor indicates approval for late add on the form.
 - Faculty **do not** have to approve late course additions. No approval = no addition.
 - Faculty who approve late additions are indicating their class grading policy allows for students who have missed the days prior to the late addition have the opportunity to still have a successful course outcome.

Information on Late Registration can be found at:

<https://www.astate.edu/a/registrar/students/registration/index.dot>



GRADING

- Mid-Term grading
 - We don't enter late / missing grades
- Final grading.....you are on the list for a reason.....
 - Changed a column in Blackboard
 - Missed one or more students
 - Did not hit the enter button in self-service
 - Missed the Blackboard to Banner move deadline



GRADING

- What is the difference between WN, F, and FN grades?
 - **WN** Grading is done during the first 11 class days. Indicates students who have ***not*** attended (logged in or completed an assignment for online courses).
 - **F** Failure for performance that does not meet minimum course requirements and for which no degree credit is justified
 - **FN** Failure to attend and not drop or withdraw from the University
- Faculty will be notified of their missing grades by the Registrar's Office during the final grading period. The Registrar's Office will also reach out to departments. All grades must be entered in **Banner Self-Service** by the grading deadline.

Information on Grading can be found at:

<https://www.astate.edu/a/registrar/students/registration/index.dot>



UNDERGRADUATE GRADUATION & ACADEMIC CREDIT APPEALS COMMITTEE

- Committee for students contesting decisions on university requirements such as graduation requirements, academic suspension, and academic credit.
- Committee usually meets 1st Tuesday of the Month at 2:00 PM

Information on UGACAC can be found at:

<https://www.astate.edu/a/registrar/students/appeals-committee/index.dot>



GRADUATION

- Two conferral dates per semester with one ceremony
- Student must file an Intent (please remind your advisees)
- No check sheets required but you need to do an audit and notify us of any problems like missing transfer work
- Lists sent weekly to advisors
- We have a Degree Audit system (Degree Works) and offer training



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Education Record

- Education records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by ASU or a person acting for ASU.

Directory Information

- Designated as student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.



FERPA FAILURES

Please notify the Registrar when a violation occurs!

- Only respond to the A-State email account
 - 'A response has been sent to your A-State email.
- No reference to other students
- Auto fill and mail merge can have unintended consequences



REGISTRAR'S WEBPAGE AND ACCESS

- Webpage can be accessed through A-Z Index on www.astate.edu; search for Registrar.

<https://www.astate.edu/a/registrar/>

- Important information for faculty and staff is available at:

<https://www.astate.edu/a/registrar/faculty-staff/>

Banner Access:

If you require an access to Banner, WebXtender (document management system) or Banner Self-Service, please ask your department chair or supervisor to send us your request for access:

- Tracy Finch - tfinch@astate.edu
- Jesse Blankenship - jblankenship@astate.edu
- Himaja Balakrishnan – hbalakrishnan@astate.edu



FACULTY TOOLS AND FORMS

- Faculty Tools and Forms can be accessed via the my.AState portal: <http://my.astate.edu/> under “Faculty Tools.” These include the graduation tracker for students who have filed an Intent to Graduate form and the **Change of Major tool**, which must be submitted by a department or advisor before an undergraduate student’s major can be changed.
- Also available are degree evaluation **substitution course forms**, and requests for **incomplete grade forms** and **student semester-hour overload forms**.
- Additional forms for graduate students, including **comprehensive exam forms**, **graduate assistant applications**, and **thesis/dissertation forms** can be found on the graduate school website: <https://www.astate.edu/college/graduate-school/resources/>



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