



REGISTRAR REPORT

October 2016

LET REGISTRATION BEGIN! PLANNER VS. SHOPPING CART

Registration is upon us once again. As students prepare to continue on their academic journey at ISU, they will build their schedules through their Student Services Center. There are two components to the student center which students encounter during registration: the planner, and the shopping cart. Let's take a look at the distinctions between these two things.

The Planner is a feature that becomes available to students on the same day that enrollment appointments are viewable in the

Student Center (this usually occurs 10-15 days prior to the opening of registration). The Plan feature allows students to select the courses they would like to attempt to enroll in, and build their schedules ahead of registration opening. They can place the courses in their planner until their enrollment appointment begins, at which time they can move the courses from their planner to their shopping cart, and proceed to enroll from there.

The shopping cart becomes available on the day the student's enrollment ap-

pointment begins. Students place courses in their shopping cart, and move through the enrollment process to add the classes to their schedule. Student must click the "finish enrolling" button during step 3 of the enrollment process in order to actually enroll in the classes; if this step is skipped, courses will just stay in the shopping cart.

Hopefully, understanding a little bit more about how these pieces fit into the enrollment lifecycle will give you a better picture of the registration process for our students.

BULLET POINTS OF INTEREST

- The Office of the University Registrar welcomes Ben Wells to the Evaluation Services staff. Glad to have you aboard Ben!
- Preliminary audit on December 2016 degree candidates has been completed.
- The grade submission deadline for Fall 2016 has been updated to Monday, December 19th. This change is to accommodate a longer grade processing time, and allow Evaluations staff time to process some degrees before holiday closure.

SPRING 2017 REGISTRATION BREAKDOWN

Mon, Oct 10 th	Winter Session Registration begins (all eligible students)	Mon, Oct 31 st	Sophomores
		Fri, Nov 4 th	Transfer Day
Fri, Oct 14 th	Transfer Day	Mon, Nov 7 th	Freshmen
Mon, Oct 17 th	Undergraduate and Graduate Priority groups	Fri, Nov 11 th	Winter Session 2017 registration closes online (registration must be done in MLT 107 from this point forward)
Tues, Oct 18 th	Graduate students		
Wed, Oct 19 th	Seniors and Second Bachelors	Fri, Dec 16 th	Regular term 2017 advanced registration ends
Fri, Oct 21 st	Transfer Day	Wed, Dec 21 st	Last day to drop a Winter Session course
Mon, Oct 24 th	Juniors		

UPCOMING DATES AND DEADLINES—NOVEMBER 2016

1st — Fall 2017 class schedules due via online course planner.	— Last day for students to remove the Credit/No Credit (pass/fail) option from a second-half semes ter course.	19th —Thanksgiving vacation be gins at noon.
4th —Last day for Thesis or MFA Oral Defense for Decem ber graduates.	— Last day to officially withdraw from the uni versity.	24th-25th — Thanksgiving holi day observed. University Closed.
11th — Last day to withdraw from a second-half semes ter course. A withdrawal grade of WX will be as signed and no adjustment of charges or financial aid.	— Last day to register online for a Winter Session course. All future registra tion must be done in Moulton 107.	28th — Fall classes resume. — Editorial requests for the 2017-2018 undergrad uate and graduate cata logs due.

IN CASE YOU MISSED IT: INCOMPLETES

Beginning in the fall 2015 semester, Incomplete grade forms are no longer required to be submitted to the Office of the University Registrar. Any student who received an Incomplete grade in fall 2015 or afterwards has one calendar year (365) to complete the requirements for the incomplete.

After one year, if the Registrar's Office has not received a Grade Change Form, the incomplete grade will default to an F. The first time this default process will take effect will be at fall 2016 grade reporting this December, for students who have an incomplete on their record that was assigned fall 2015. Students cannot graduate with an Incomplete grade on their record, regardless of when the grade was assigned.

To assist faculty with keeping track of their Incomplete grade assignments, the Registrar's Office will send notifications to instructors of students with incomplete grades beginning in November. These notifications will occur one month prior to each semester grade reporting period (November, April, and July respectively) so that faculty have sufficient time to make contact with their student(s). This notice will inform instructors of record of any students who have an Incomplete grade outstanding that will lapse after the upcoming grade processing period. Be on the lookout for the first notices to begin arriving in November.

ADVISOR TRAINING MATERIALS AVAILABLE ONLINE

With the plethora of training information that was produced during the transition to Campus Solutions, it can be hard to keep track of everything. Documents live in the depths of your email, buried on your desk, multiply in your desk drawers...it's an invasion of information. Now, advisors can access all of the training materials in one convenient place! Visit emas.illinoisstate.edu/aac/cs-training/ to view training guides and information for a variety of topics relevant to advisors, such as major changes, registration, degree audit, and more.



OCTOBER REGISTRAR ROCK STAR



Kathy Walker knows A LOT about ISU. 48 years (yes, forty-eight) in one place will give you the label of Someone Who Knows Pretty Much Everything, which Kathy wears humbly and proudly, and that is why Kathy is this month's rock star.

Kathy started at ISU in 1968, found that she liked it pretty well, and stayed—and the Registrar's office counts 33 of those years as lucky stars for each year Kathy has worked in Evaluation Services.

Kathy is the resident expert on transfer credit articulation from Illinois Community Colleges. Her expertise in this area is invaluable to all those who have learned under her tutelage, and since ISU has a good reputation of being a transfer-friendly school, one could argue that a good portion of transfer students who come through our doors have benefited from Kathy's knowledge in some way.

In addition to being a vital part of the Evaluations area, Kathy is

also an avid Cubs fan. Suffice to say, she has had a very exciting few days! Though we hear that she's so nervous she can't watch the games as they happen— fingers crossed they can pull off the biggest W of all!

Kathy is an outstanding member of the Registrar's Office, and her expertise and vast knowledge of ISU policy and procedure make her an irreplaceable part of our office. Thanks for calling ISU your home for so long, we are all better for it.

The Office of the University Registrar is
comprised of the following offices:

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- Transcripts and Verifications
 - IAI
- Veteran and Military Services

The Office of the University Registrar is a division of
[Enrollment Management and Academic Services.](#)



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