



REGISTRAR REPORT

September 2016

WINTER SESSION PILOT PROGRAM LAUNCHES DECEMBER 2016

In a joint effort by the Provost and Registrar offices, this winter break will bring a brand new experience for ISU students—Winter Session. Read on for more details!

Who: Current ISU undergraduate and graduate students who are not currently on academic probation are eligible to enroll in Winter Session classes.

What: 7 classes will be offered during Winter Session. Course offerings can be found using CourseFinder.

Where: 6 of the 7 Winter Session courses offered are 100% online! No need to miss out on holiday family time or worry about commuting to campus in the snow.

When: Registration for Winter Session begins October 10th, and ends December 21st (online registration will close November 11th). Classes start December 17, 2016 and go through January 15, 2017.

How: Beginning October 10th, eligible students will be able to enroll through their Student Service Center portal. Online registration will

close November 11th, and after that time all registration will need to be done in person at Moulton 107 or via email sent from the student's ISU email account to: registrar@ilstu.edu.

Why: The convenience of online courses, plus the opportunity to squeeze in an extra class over break, Winter Session makes graduating on time even easier.

For more information on Winter Session, please visit <http://registrar.illinoisstate.edu/registration/winter.shtml>.

BULLET POINTS OF INTEREST

- Graduation application for December 2016 is STILL open—spread the word!
- Total August degrees finalized: 912
- Final exam schedules sent to instructors and students
- Reminder about the new AS degree: The AS degree from Illinois Community Colleges does not necessarily fulfill the IAI GECC. All GECC requirements must be met to fulfill ISU Gen Ed requirements.

RETROACTIVE WITHDRAWALS? HERE'S WHAT YOU NEED TO KNOW.

Life happens. At any point during a student's time at ISU, circumstances may lead to a student needing to withdrawal from a course (or courses) retroactively, due to any number of reasons. When this happens, here is some information that will help you assist the student with their situation:

1. Have the student contact the Office of the University Registrar as soon as possible. Their request for any backdated withdrawals will need to be made in writing, and **MUST** come directly from the student. This is the beginning of the formal petition process. Any retroactive changes to a student's record must be submitted in petition form.
2. Depending on the situation, the student may wish to submit supporting documentation for consideration with their petition. This can include emails/correspondence with an advisor, instructor, medical professional, or other staff who may have been involved in their case. Staff and students should be aware that there is no guarantee of adjustments in tuition and/or grades.
3. Registrar staff review every petition on a first come, first served basis. Most petitions require registrar staff to request verification from outside sources to validate dates, attendance, etc. The duration of how long it takes to process a petition varies depending on the situation.
4. Once the petition has been processed, registrar staff will notify the student of their decision.

If a student or staff has any questions or concerns about the petition process, they should contact the Registrar Service Center at (309) 438-2188.

UPCOMING DATES AND DEADLINES—OCTOBER 2016

3rd — Summer 2017 courses available in Course Finder	10th — Midterm grades online after 1pm	— Diplomas mailed to August 2016 graduates
— Revised program proposals for 2017-2018 Undergraduate catalog due	— Winter Session 2017 registration begins	20th — Last day to drop a second-half course with no withdrawal grade and full adjustment of charges
— New and deleted course proposals for 2017-2018 Undergraduate and Graduate Catalogs due	14th — Last day to withdraw from a full semester course with WX grade and no adjustment of charges	21st — Last day for oral defense of dissertation for December graduates
— Online Course Planner open for submission of Fall 2017 schedules	— Last day to remove Credit/No Credit (Pass/Fail) option from a full-semester course	24th — Last day to submit final dissertation copies for December graduates
— Spring 2017 registration dates/times available	15th — First-half semester ends	28th — Revised course proposals due for inclusion in the 2017-2018 Undergraduate and Graduate catalogs
9th — Midterm grades due by 10pm	17th — Second-half semester begins	
	— Spring 2017 Advanced registration begins	

WHAT'S UP WITH: DEGREE REQUIREMENTS

Curious to know where the updates are at with degree requirements? Wonder no more! Here are some updates on degree requirements, and outstanding issues in CS that may affect a student's academic record:

- In the Advisement Report, IP courses are still showing as counting towards a student's completed requirements – this is still an outstanding issue.
- New plans for 2016-2017 have been built and their requirements configured. Revisions for the 2016-2017 catalog are under way and will continue throughout the fall semester.
- Fixes for academic requirements for old plans have been completed. We are in contact with some departments for small fixes still underway—these advisors are aware of those issues. Other majors/minors may continue to need small fixes along the way as issues continue to be found.
- Major GPA on the Advisement Report does not include F's on attempted courses, or D's if C or better is required.
- Second Bachelor students who received their first degree at ISU will see both their old and new majors on the Advisement Report—this is an outstanding issue we continue to work on.

This list is not exhaustive. As always, if you find problems with how your plans are working in the Advisement Report, please contact us by phone or email.

VARIABLE HOUR COURSES

Certain courses at ISU are offered as variable hour courses, usually for professional practice, internship, or student teaching courses. During registration, students need to choose how many hours they wish to be registered for. In CS, students select the number of credit hours from a dropdown menu during the registration process. Some students are missing this step, which leads to them being registered (and possibly completing the semester) with an incorrect number of credit hours. The sooner these errors are caught, the easier they are to fix. Incorrect credit hours can cause issues with financial aid, as well as eligibility for special populations. Adjusting credit hours retroactively also comes with drawbacks, since students will be billed for any credit hours added to a past term, which also can have financial aid ramifications. Please ask students to verify their credit hours for any variable hour courses they have registered for as soon as possible after registration, to quickly catch and rectify errors.

SEPTEMBER REGISTRAR ROCK STAR



When he first came to ISU, Bryan Hays hit the ground running—and hasn't stopped running since. During the height of the LEAP project, Bryan joined the Student Records team in late 2014 after graduating from Drake University with a Bachelor of Arts in Political Science and Rhetoric. Having worked in the Registrar's office at Drake, Bryan was a natural fit to lend a hand during the hectic implementation of Campus Solutions, providing valuable insight from an outside perspective.

After the LEAP project ended, Bryan stayed with the Registrar's office and moved back to Moulton hall to join the rest of the staff. He took over responsibilities for managing course pre-requisites, as well as providing registration troubleshooting assistance to various departments around campus. A personal visit from Bryan was always positively reassuring to staff who encountered issues with procedures or new roadblocks in CS during the first few months of implementation.

This past February, Bryan was honored with the Academic Advising Advocate award for his outstanding efforts and dedication to ISU. The fact that he received this honor with less than two years at ISU under his belt is worthy of note.

Bryan has been an outstanding addition to the Registrar's office, as he continues to exemplify the exceptional customer service and hard work that makes him such a great asset to Illinois State University.

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

CONTACT US:

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- Registrar Service Center
 - Evaluation Services
 - Academic Records
- Transcripts and Verifications
 - IAI
- Veteran and Military Services

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

Visit us online!
registrar.illinoisstate.edu
