



MEMORANDUM

DA: August 22, 2019 (*revised August 23, 2019*)

TO: Unit Deans

FR: Tracee T. Smith 
Registrar & Director of Student Records

RE: Fall 2019 Start Up | Deliverables, Due Dates & Deadlines

See important information for Fall 2019 to help you with a successful Fall start-up.

DELIVERABLES

- **Fall 2019 Book order forms** should have been submitted.
- **NCAA eligibility certification for student athletes:** student athletes should have been advised, and records updated in go.alcorn.edu with all substitutions for NCAA eligibility purposes. The deadline was August 2, 2019. Note: failure to have updated via go.alcorn.edu may cause ineligibility. Notify Compliance (ckruss@alcorn.edu) should you have questions.
 - Next deadline is **January 3, 2020** for mid-year eligibility certification.

OPERATIONS

- **Distance Learning Live Orientation – TBA**
- **Academic Advising**
 - **Stay vigilant with substitutions**, especially for graduating students → go.alcorn.edu.
 - **New Advisors?** Notify OSR → [here](#). Are your advisor webpages up-to-date?
 - **15-to-Finish | Finish-in-Four:** per IHL students must take no less than 15-credit hours or more per semester to stay on schedule to graduate in four years or less and qualify for financial aid.
- **Registration**
 - **Registration ends: Friday, August 23, 2019** see → [calendar](#). There will be no class modifications, additions, overrides (over-enrollment, co-/pre-requisite, closed, etc.) thereafter without dean justification and approval from Provost.

- **Low Enrollment Classes will be removed from the schedule on Monday, August 19, 2019.** Each undergraduate course must have an enrollment of at least 10 students and each graduate course must have at least 6 students. If the enrollment is less than what is required, the class may be cancelled. All students must be notified of cancelled courses prior to the removal date.
- **Best Practices** – Enrollment per class should be in alignment with best practices. Deans and chairs should work together to determine the enrollment per class. If there is a need to submit changes, please do so via the OSR portal.
- **Last day to pay Fall 2019 fees: Monday, August 26, 2019** see → [here](#)
 - Note: Do you have students *with delayed funding sources* who should not be purged? Type or copy and paste information → [here](#).
- **Dropping Students**
 - **April 8, 2019 – August 23, 2019** Juniors and Seniors are able to drop and add classes. Freshmen/Sophomores must report to University College to make changes to schedules.
 - **August 24, 2019 – September 20, 2019** Advisors to submit drops for students. Encourage advisors to offer guidance and resources to students during this time. The goal is to keep the student on track to complete degree requirements. Go.alcorn should be updated during this time (if applicable). Also, stress the importance of identifying student athletes during the drop submission process – this is an added step to prevent NCAA eligibility compliance issues.
 - **September 21, 2019 – November 15, 2019** Instructors to submit withdraw while passing and withdraw while failing grades (WP and WF respectively). Instructors should be encouraged to offer guidance, tools and resources to students prior to the WP/WF period. Also, they must remember to identify the student athletes during the submission process.
- **UWs / Non-attendance report: Thursday, August 29, 2019** see → [here](#). Reporting students who have not attended class is a requirement. Federal regulations require adjustment in funding for Financial Aid recipients.
- **Incompletes (Grade I → F Conversion): Friday, October 18, 2019.** Instructors who submitted a Spring 2019 “I” with no later letter grade, may [i] submit a grade change by 10/16/19 [here](#); or, [ii] let the “I” convert automatically (e.g. to grade “F”). **Note: After the “I” converts to “F”, a Change of Grade Form will **not** be accepted. The F or final grade will stand as the final grade per the Finality Policy. The student must retake the course if the final course grade does not meet the minimum grade requirement.*
- **On-time Grade Submission | Fall 2019 Semester**

It is imperative that all grades be logged into BANNER--without blanks--before the deadline. Deans are accountable for timely, accurate grade submission by the deadline. This is a fundamental employment requirement.

- **Midterm grades:** due [Monday, October 7, 2019 @ 12 Noon](#) (See → [Calendar](#)).
 - NOTE: Midterm grades are a mandatory requirement. In addition to their evaluative aspect, grades are alert systems (e.g., Grades First, attendance, UWs, etc.) as to student positive progressive towards degree attainment.
- **Grade submissions | for graduating students only - due [Friday, November 22, 2019 @ Noon](#)** (See → [Calendar](#)). “I” grades shall not be submitted for graduating seniors. .
- **Grade submissions | for all students - due [Monday, December 9, 2019 @ Noon](#)** (See → [Calendar](#)). Your usual cooperation and support in meeting this fundamental employment requirement is indispensable.
- Checklist to help eliminate grading errors -
 - BANNER houses the official record of enrollment, therefore, all rosters in Canvas, Pearson, or any other third party platform should reflect the same names, which are listed in BANNER Online Services.
 - Check names and A#s - students change names for various reasons during the course of a semester (divorce, custody, marriage, etc.).
 - Conduct census at close of registration, after UW, after payment of fees purge, midterm, final exam week

GRADUATION ACTION ITEMS

- The Office of Student Records is currently placing students into go.alcorn degree audit queues as applications for degrees are received → [here](#).
- Fall 2019 Applications for Degree and \$50.00 fee due **Friday, September 6, 2019**. → [here](#). The last day to submit the Application for Degree (\$100) is **October 14, 2019**.
- Fall 2019 Commencement candidates list → [here](#).
- **Department audits:** due **September 23, 2019**, inclusive of approved substitutions, etc.
- **Clear go.alcorn substitutions** (especially degree candidates) by **September 23, 2019**.
- **Graduation Caveats:**
 - *No retroactive degree audits:* OSR will not conduct degree audits for students whose departments failed to complete degree audits in a timely manner. Last minute audits create IHL reporting, NCAA data review, transaction costs, and student-parent grievance issues. Deans, do avoid the associated problems and ensure candidates are audited. Degree audits are due **September 23, 2019**.
 - *No ex parte communications:* To minimize potential miscommunications between students and departments (advisors, chairs, deans) *vis-a-vis* degree audits, the Office of the Student Records staff will not hold one-on-one meetings with degree

applicants. Our staff will “flag”, “comment” and note issues in the common advising platform: go.alcorn. Do not send inquiring students to the Office of Student Records. OSR staff are directed to communicate with advisors, chairs, deans, and the provost office only/through go.alcorn channels to ensure transparent audit-related communications.

- *Notify of graduation list removals:* Chairs, deans, and advisors--do you have students who applied for graduation but do not meet degree requirements (i.e. dropped a required course)? Complete the Records Request Form → [here](#). Select “other” and note the removal. Be sure to (i) inform the student; (ii) have student apply for the next scheduled degree-application cycle; (iii) remove the student from the go.alcorn degree audit queue; and, (iv) note student’s removal in the go.alcorn “flag/notes” section. The Records Office will notate likewise in the un/approved candidates list.
- *Be Proactive:* Encourage advisees to complete Undergraduate Graduation Applications for [Fall 2019](#), [Spring 2020](#) and [Summer 2020](#), as needed. OSR will put applicants in go.alcorn degree audit for department viewing once \$50 application fee is paid. Applications→ [here](#).

COMMENCEMENT ITEMS

- **Commencement: access page** → [here](#).
- **Paperless pre-commencement clearance** continues Fall 2019 → see [here](#).

SPRING 2020 PREVIEWS & PROACTIVE

ADVISING & REGISTRATION

- **Deans and chairs now have access privileges to execute overrides for their departmental students.** No need to make requests through the Records Request Form.
- **Articulations agreements** → [here](#). If your department has amendments note → [here](#) and choose “Other” for inclusion and IHL notification.
- **ADA Accommodations:** To comply with federal law and policy with respect to students with documented disabilities, remember: accommodations are only to be provided to students registered with Alcorn’s Health and Disability Services and from whom the instructor receives a letter of accommodation from Health Services.
- **Barriers & Hurdles Removed:** Expanded digital infrastructure - BANNER, google, go.alcorn

- Faculty Success Initiatives
 - Reduced email and paper requests by providing an online request portal “Records Request Form”. OSR has processed over 19,084 requests since February 2017.
 - Reduced override email requests by granting BANNER SFASRPO access to deans and chairs. Requests are now processed within the student’s department.
 - Eliminated paper forms: applications for degrees; audits; substitutions; and other paper forms (change of major; drops; and advisement transcript requests).
 - Eliminated schedule updates via email by working together via digital platform.
 - Implemented dual enrollment portal to promote effectiveness and efficiencies.
 - Worked with go.alcorn.edu team to implement processes for degree plan approvals along with audits and substitutions.
 - Real-time access to Grade Change Requests on dean dashboards.

- Student Success Initiatives
 - Reduced phone calls and long lines by introducing an online request portal “Student Customer Service Intake Form”. OSR has processed over 11,026 requests since February 2017.
 - Reduced student frustrations by eliminating paper forms that would normally require multiple signatures and visits to various departments.
 - Promoted the usage of the Graduation Clearance Collaboration Portal, which maximized time associated with clearing students amongst university-wide departments. It also eliminated the paper clearance process for students.
 - All requests can be submitted online. Access to ordering transcripts and verifications of enrollment are just a click away.
 - Registration Access Pins (RAPs) are no longer required for upperclassmen.
 - Digitized all hard copy permanent records dating back to the late 1800s.

- The Future
 - Introduce BANNER friendly processes that will:
 - reduce physical signage associated with FERPA authorizations;
 - assist with advisor scheduling; and
 - increase usage of time for students and faculty.

 - The OSR team welcomes and embraces innovation. We are here to provide the best possible service to all constituents, while upholding our university’s mission and meeting the expectations from administration.

APPLICATIONS FOR DEGREE

UNDERGRADUATE APPLICATIONS FOR DEGREE	
Semester	Deadline
Fall 2019 → here	September 6, 2019 \$50.00 fee
Spring 2020 → here	January 24, 2020 \$50.00 fee
Summer 2020 → here	July 10, 2020 \$50 fee
* Graduate Students → graduation applications are in go.alcorn.edu.	

COURSE SCHEDULE TEMPLATES (see google portal):

Schedule Templates	Due date
Spring 2020	October 4, 2019
Summer 2020	January 31, 2020
Fall 2020	February 14, 2020

Note: **Do not highlight**, just make modifications in Google spreadsheet in **RED** text!

Remember: OSR furnishes templates **one** year in advance for efficiency, transparency, and convenience.