MEMORANDUM

DA: August 14, 2018
TO: Unit Deans
FR: Tracee T. Smith  
The Office of Student Records

RE: Fall 2018 Start Up | Deliverables, Due Dates & Deadlines

See important information for Fall 2018 to help you with a successful Fall start-up.

DELIVERABLES

- **Fall 2018 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 10, 2018. Note: failure to have updated via go.alcorn.edu may cause ineligibility. Notify Compliance (jmcable@alcorn.edu) should you have questions.
  - Next deadline is **January 11, 2019** for mid-year eligibility certification.

OPERATIONS

- **Academic Advising**
  - Stay vigilant with substitutions, especially for graduating students → go.alcorn.
  - 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: **Wednesday, September 5, 2018** see→ calendar. Advisors/professors may not submit requests for class modifications, additions, overrides (over-enrollment, co-/pre-requisite, closed, etc.) thereafter without dean justification and Provost approval.
• **Low Enrollment Classes will be removed from the schedule on Tuesday, August 28, 2018.** All students must be notified of cancelled courses prior to the removal date.

• **Last day to pay Fall 2018 fees:** **Monday, September 17, 2018** see → [here](#).  
  o Note: Do you have students with delayed funding sources who should not be purged? Type or copy and paste information → [here](#).

• **UWs / Non-attendance report:** **Monday, September 17, 2018** see → [here](#).

• **Incompletes (Grade I → F Conversion):** **Friday, October 19, 2018.** Instructors who submitted a Spring 2018 “I” with no later letter grade, may [i] submit a grade change by 10/15/18 [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 2018 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.

  o **Midterm grades:** due **Monday, October 8, 2018 @ 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.

  o **Grade submissions | for seniors only - due Friday, November 30, 2018 @ Noon** (See → [Calendar](#)). “I” grades shall not be submitted for graduating seniors.

  o **Grade submissions | for all students - due Monday, December 10, 2018 @ Noon** (See → [Calendar](#)). Your usual cooperation and support in meeting this fundamental employment requirement is indispensable.

  o Checklist to help eliminate grading errors -  
    - 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 2018 Applications for Degree and $50.00 fee due Friday, September 7, 2018. → here.
- Fall 2018 Commencement candidates list → here.
- **Department audits:** due September 24, 2018, inclusive of approved substitutions, etc.
- **Clear go.alcorn substitutions** (especially degree candidates) by September 24, 2018.

**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 24, 2018.

- **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 Spring2019 and Summer2019, 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 2018 → see here.
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:
  - Registration pins no longer required
  - Expanded digital infrastructure - BANNER, google, go.alcorn
  - Real-time access to Grade Change Requests on dean dashboards
  - Dean and chair authorization to process overrides

APPLICATIONS FOR DEGREE

<table>
<thead>
<tr>
<th>UNDERGRADUATE APPLICATIONS FOR DEGREE</th>
</tr>
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<tbody>
<tr>
<td>Semester</td>
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<tr>
<td>----------</td>
</tr>
<tr>
<td>Fall 2018 → here</td>
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<tr>
<td>Spring 2019 → here</td>
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<tr>
<td>Summer 2019 → here</td>
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</tbody>
</table>

* Graduate Students → graduation applications are in go.alcorn.edu.
COURSE SCHEDULE TEMPLATES (see google portal):

<table>
<thead>
<tr>
<th>Schedule Templates</th>
<th>Due date</th>
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<tbody>
<tr>
<td>Spring 2019</td>
<td>October 5, 2018</td>
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<tr>
<td>Summer 2019</td>
<td>February 2, 2019</td>
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<tr>
<td>Fall 2019</td>
<td>February 16, 2019</td>
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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.