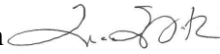# M E M O R A N D U M

Date: January 7, 2019 *Revised*

To: Unit Deans

From: Tracee T. Smith
Office of Student Records

Re: Spring 2019 Start Up │ Deliverables, Due Dates & Deadlines

Provided herein is important information by month for Spring 2019. The information should help you have a successful Spring start-up and keep you on target with pending deadlines and deliverables.

JANUARY 2019

1/9	Low Enrollment Classes Removed from Schedule. *All students must be notified of cancelled courses prior to the removal date.*
1/11	Deadline for **Mid-Year NCAA Eligibility** Certification for Student Athletes
1/11	Registration Ends, Last Day to Add Classes, Submit Remission of Fee Forms, and to Drop Classes Without Penalty
1/17	Faculty to Report Non-Attendance for No Shows "UW"
1/18	Students Dropped from classes for Non-Attendance
1/18	Last Day for Students to Pay Fees. Classes Removed for Non-payment of Fees
1/25	Deadline to Submit **Spring 2019 application for degree** ($50 fee) and Last Day to Drop a Class Without a Grade

DEADLINE APPROACHING…Action Item!
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 for mid-year eligibility certification is **January 11, 2019***. Note: failure to have updated via go.alcorn.edu may cause ineligibility. Notify the Compliance Office should you have questions.

Articulation 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.

The Office of Student Records (OSR) is currently placing students into **go.alcorn.edu** degree audit queues as applications for degrees are received.

FEBRUARY 2019

2/1	Deadline to Submit Changes - **Summer 2019 Schedule** *(no highlighting in Google spreadsheet; make modifications in red text only)*
2/1	Deadline for substitutions and audits via **go.alcorn.edu** for Spring 2019 prospective graduates. Please approve/reject audits by this date. *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.* Students who have been rejected should be encouraged to resubmit their application for degree for **Summer 2019**.
2/13	Instructors who submitted a Fall 2018 "I" with no later letter grade, may [i] submit a grade change by 2/13/19 **here**; or, [ii] let the "I" convert automatically (e.g. to grade "F"). Incompletes (Grade I → F Conversion) will take place on Monday, February 18, 2019.
2/15	Deadline to Submit Changes – **Fall 2019 Schedule** *(no highlighting in Google spreadsheet; make modifications in red text only)*
2/18	Incomplete (Grade I → F Conversion). *No Change of Grades Accepted once the "I" converts to "F". 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.*
TBA	Prospective Graduate Webinar

****ADVISING****ADVISING****ADVISING****ADVISING****ADVISING****

Academic Advising is critical to the success of our students. Each advisor is the link between the student and graduation. Take this month to meet with your advisors. *Stress the importance* of timely audits and substitutions. *Encourage* them to speak with their advisees and actually go over their plans via **go.alcorn.edu**. *Push 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.

Motivate your chairpersons to host a meeting with graduating seniors/students. *Cheer them on* as they inform students of last semester expectations. *Remind them* to stress passing all currently enrolled classes to ensure ease during the auditing approval processes.

OSR is here for you! Would you like for us to visit your department and meet with your chairpersons and/or advisors in the month of February? Submit a request via our request form →**here**. We will be more than happy to speak to advisors in regards to the graduation process. Listen to our **Prospective Graduate Webinar for Fall 2018** and give us feedback. *We'd like to hear from you as we plan our Spring 2019 Prospective Graduate Webinar.* **Contact us today**! **New Advisors? Notify OSR**. Confirm that your advisor webpages are up-to-date. Click here →**here**.

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.edu** channels to ensure transparent audit-related communications. *All students will be directed to speak/meet with their respective advisor, chair and dean.*

MARCH 2019

3/4	Mid-Semester Examinations
3/11	Deadline to Post Grades in BANNER – 12 Noon. *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.* Spring Break
3/14	Last Day for Submitting Application for Degree (Spring 2019) $100 Fee
3/18	Classes Resume
3/22	Last Day for Students to Drop a Course (WP/WF)

Submitting Grades – A Mandatory Requirement! 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. Your usual cooperation and support in meeting this fundamental employment requirement is indispensable.

Here's a 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.

Paperless Pre-Commencement Clearance continues Spring 2019 → see **here**.

APRIL 2019

4/12	Last Day for Students to Officially Withdraw from the University
4/22	Final Examinations for Graduating Students.
4/26	Deadline to Post Grades for Graduating Students in BANNER by 12 Noon. *"I" grades should not be requested for graduating students.*
4/29	Final Examinations for Students

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MAY 2019

5/1	Final Examinations for Students
5/3	Semester Ends/Residence Halls Close
5/4	Spring Commencement
5/6	Deadline to Post Grades in BANNER by 12 Noon

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