

The Registrar's Office Chair's Guide

September 2017

This guide is available online at
https://www.dartmouth.edu/~reg/docs/chairs_guide.pdf

6014 McNutt, Room 105
Registrar@dartmouth.edu
Phone: 603-646-2246

Contents

<u>Introduction</u>	<u>3</u>
Annual Report.....	3
Information Security and FERPA (Family Educational Rights and Privacy Act).....	3
FERPA Tutorial.....	3
Proxy Access:	3
<u>Faculty Members & Students.....</u>	<u>4</u>
<i>BannerStudent for Faculty</i>	4
Tools and Reports Available on <i>BannerStudent for Faculty</i>	4
Majors and Minors	6
<i>DartWorks</i> for Faculty Members	6
Major/Minor Declaration	7
Modified Majors	8
Graduation and Major/Minor Standing Lists.....	8
Non-Transcripts	8
Faculty Balloting.....	8
Faculty Balloting	8
Pre-Matriculation Credit	9
Transfer of Credit	9
Transfer Term Application Process	9
Transfer of Credit for New Transfer Students	10
Requests or Appeals.....	11
Requests from Students:.....	11
<u>Courses & Curriculum</u>	<u>11</u>
Course Setup.....	11
Dartmouth Course Approval Routing System (DCARS).....	11
Organization, Regulations, and Courses (<i>ORC/Catalog</i>).....	12
<i>Timetable of Class Meetings</i>	12
Course Election/Registration.....	14
Course Registration Guides.....	14
Course Registration Schedules.....	14
Additional Sections Based on Oversubscription Reports	14
Issuing Electronic Permissions/Overrides	14
Low Enrollment Courses	15
Examinations.....	15
Final Examination Scheduling.....	15
Final Grades	16

Temporary Transcript Designations.....	16
Grade Changes.....	16
Report on Grades.....	17
Honors to Independent Study Changes.....	17
Course Assessment	17
Accessing/Reporting	17
Additional Department/Program Questions.....	17
Student View.....	17
<u>Data requests:.....</u>	<u>18</u>
Department/Program Dashboard Reports	18
Departmental/Program Reviews.....	18
Other Data Requests.....	18
<u>A Few Highlights of Some of Our Current Initiatives.....</u>	<u>19</u>
New General Education Requirements	19
Banner 9 Upgrade	19
Department/Program Major Requirements and New General Education Requirements in <i>DartWorks</i>	19
DCARS Cross-List Improvements	19
<u>Support and Online Help</u>	<u>20</u>
<u>Appendixes.....</u>	<u>A</u>
Appendix A: General Course Registration Schedule Graphic	A
Appendix B: General First-Year Course Registration Schedule Graphic.....	B
Appendix C: General Returning Student Course Registration Schedule Graphic	C

Introduction

The Office of the Registrar maintains students' permanent academic record and provides services for Dartmouth students, faculty members, and staff in the areas of academic policy, enrollment, and course information. This guide provides an overview of major processes and procedures where we partner with departments and programs. We hope you find it useful in your role as Chair. Feedback and additions to this guide are welcome.

Annual Report

View our annual report at

<http://www.dartmouth.edu/~reg/about/annualreport/index.html>.

Information Security and FERPA (Family Educational Rights and Privacy Act)

We encourage you and anyone in your department/program to contact Registrar Braz anytime you have a question about release of student information. Because technology makes more information accessible online, we face increased challenges to protect this information.

Email is not a secure method to transmit information. Grades, passwords, or confidential information sent by email can be compromised, and we advise anyone with access to this information to not send it over our email system whenever possible. Use Banner to enter student grades.

FERPA Tutorial

We encourage all faculty members to review a simple FERPA online tutorial designed for Dartmouth, which covers the basics of this student records law. It provides general guidance on how what information you may or may not release. Go to

<http://www.dartmouth.edu/~reg/guides/ferpa/>

A very helpful *FERPA "Quick" Guide* is available for \$50 (Dartmouth is a member of AACRAO) if you want to purchase one for your department/program at

http://www4.aacrao.org/publications/catalog.php?item=0137#.Uf_SrF_D-9J.

Proxy Access:

Departments/programs may grant proxy access to systems to the department/program administrator, another administrator, vice-Chair, or undergraduate study coordinator which are mostly identical to the Chair's access. This allows this additional user to assist with Banner processes for your

department/program. To request proxy access, the Chair simply sends an email to registrar@dartmouth.edu.

Faculty Members & Students

BannerStudent for Faculty

Tools and Reports Available on *BannerStudent for Faculty*

As Chair, you and your administrator have access to several tools and reports within *BannerStudent for Faculty*, Dartmouth's student information system.

Available tools and reports include:

General access to BannerStudent for Faculty

Each July new Chairs gain access to *BannerStudent for Faculty* with specific Chair privileges for their department/program. (If Chairs are on for one or two terms that year only, based on information we receive from the Dean of Faculty Office, we change access to the new Chair on the first day of the new term).

Textbook tool

Federal law mandates the publication of the price and ISBN of all textbooks assigned for a course at the time of registration. Chairs ensure that courses in their department/program have this information posted each term. It is at the discretion of the department/program to decide whether individual faculty members or the department/program administrator enters the textbook information for their courses.

The *Timetable Application* allows departments/programs to enter textbook information for courses along with the rest of the termly course information. Additionally, there is a tool in *BannerStudent for Faculty* where a faculty member, or the department/program designee, may edit textbook information once a term's courses are loaded in Banner.

See <http://www.dartmouth.edu/~reg/guides/textbook/> for instructions to enter textbook information in *BannerStudent for Faculty*.

Online grading tool

This tool allows for the online entry of grades. As Chair, you have the ability to enter final grades for any course in your department/program, which includes independent study courses. The Registrar's Office sends departments/programs a notification every term with the dates that final grades are due. There is also a *Grading and Transcript Production Schedule* on the Registrar's web site on the calendars page: <https://www.dartmouth.edu/~reg/calendar/>.

For additional information, see the section on *Final Grades* (page 16).

Instructions for entering online grades in *BannerStudent for Faculty* are located at <http://www.dartmouth.edu/~reg/guides/grades/index.html>.

Course election oversubscription reports

We send this report to you each term after the course election period ends and prior to when students can view their schedules. It provides a summary of your department/program's course election results. The report allows you to view the demand for your courses and make adjustments to add or delete sections before students are enrolled. The goal of this report is to maximize student access to courses.

Course override reports

This report is on the *BannerStudent for Faculty menu* and allows you to review all of the registration overrides that instructors in your department/program have granted to students. The report includes information on who issued the override, when they issued it, the type of override, and the name of the student who received the override.

Course assessment reports

Course assessment reports allow faculty members to compare their results to others in their department/program, division, and the college, and to compare their results over time.

Chairs have access to course assessment reports on the *BannerStudent for Faculty menu* that show all the results from course assessment surveys completed by students enrolled in courses within their department/program. Results include any optional department-level questions to the course assessment surveys the department/program may have added.

If the Chair initiates a request to the Registrar, our office grants the department/program administrator access to the department/programs course assessment reports. This access will allow them to share course assessments with faculty members or former faculty members via a PDF or print copy.

For more information on course assessment, see <http://www.dartmouth.edu/~reg/guides/ceval/>. Contact the Registrar's Office if you require assistance to access or interpret course assessment reports.

Major/Minor lists

These lists *BannerStudent for Faculty menu* allow you to view the current students who have declared majors, minors, or modified majors in your department/program. You can view these students in a variety of formats, including Excel, photo lists, and Blitz lists. Please note that you now also have major and minor lists available on your department/program dashboard.

Class rosters and bounce lists

Chairs may review student rosters for all courses within their department/program from their *Banner Student for Faculty menu* in various formats including: Blitz lists, plain text/table format, Excel, and with student photos. In addition, as Chair, you are able to review all oversubscription lists

(also referred to as “Bounce Lists”) for all courses within your department/program. Bounce Lists are only available for oversubscribed courses during course election. Note that you can also view student rosters from your department/program dashboard.

New faculty member access to BannerStudent for Faculty

For new faculty members to gain access to *BannerStudent for Faculty*, they must have an undergraduate course assignment between the spring term of the prior academic year and the spring term of the upcoming academic year.

For a faculty member to gain access to *BannerStudent for Faculty* as a Faculty Advisor, they must have completed the Human Resources hiring procedures and been entered into Banner as an instructor, and been given the advisor attribute in the fall term of the current academic year.

If a new faculty member is unable to gain access to *BannerStudent for Faculty*, it is likely due to hiring processes that the department/program, the Dean of Faculty Office, or Human Resources have not yet completed

Majors and Minors

DartWorks for Faculty Members

DartWorks is a web-based application with three components that assists students and advisors as they plan the student's academic program at Dartmouth. Access to *DartWorks* is from *BannerStudent for Faculty*. It works in tandem with *BannerStudent* and updates nightly. *DartWorks* three parts consist of the:

- *Degree Audit*, to help students and advisors monitor a student's progress toward completion of their general education and degree requirements. Some department/program's major requirements are also included and throughout the 2017-18 academic year the Registrar's Office will add additional major and minor information;
- *Planner*, for students to declare their majors/minors and plan their major/minor program with the help of a faculty advisor;
- *Dashboards*, for departments/programs to review and manage declaration requests and faculty advisor dashboards to review and approve or deny/unlock students' major or minor declaration requests.

DartWorks Degree Audit

Faculty members have access to all UG student records through the *DartWorks Degree Audit*, which is integrated with *BannerStudent*. This enables faculty members to work closely with students for advising and integrates with online major declaration. *DartWorks* provides a graphical user interface with checkboxes to identify clearly for students and advisors when students have or have not completed requirements, and enables faculty members to assist students with their academic plans.

DartWorks Planner

The *DartWorks Planner* is where students, with the assistance of an advisor, create academic plans. Students use the *Planner* to map out their major/minor plan. Students can also create multiple plans for a variety of other purposes such as course preparation for a particular graduate program, fulfillment of general education requirements, or a comprehensive plan of their entire Dartmouth career.

DartWorks Dashboard

The *DartWorks Dashboard* is where faculty advisors and department/program designees review and approve or deny the academic plans students have submitted as part of their major/minor declaration requests. For more information about *DartWorks*, see the Guide on our website:

<http://www.dartmouth.edu/~reg/guides/DartWorks/index.html>.

Major/Minor Declaration

Policy

Faculty legislation requires students to declare a major by the end of their fifth term in residence. Most students declare their major during the winter term of their second year. They must declare a major by the second Thursday of spring term.

Seniors may change their major until the first week of their last term in residence. Seniors who wish to declare or change a major beyond this date must petition the Committee on Instruction (COI) with support from their Chair. Students who have declared more than one major may drop a major anytime, which includes the last days of the term preceding graduation.

Students who wish to elect a minor must do so by the end of the first week of the last term in residence prior to graduation. Again, seniors who wish to declare or change a minor beyond this date must petition the COI with support from their Chair.

Process

Students create an academic plan for their proposed major/minor with the *DartWorks Planner* and then initiate a declaration request in their *DartWorks Dashboard* that includes this academic plan. Faculty advisors then use the *DartWorks Faculty Advisor Dashboard* to review and either approve or deny/unlock students' major/minor declaration requests. Students in the class of 2015 and earlier followed a different process; if you have any students in your department/program from an earlier class contact the Registrar's Office for assistance. Note that students who have been separated from the College for 10 years or more are not necessarily subject to the catalog requirements under which they entered, and the Registrar and Chair work together to determine degree requirements prior to student readmission and petition to the Committee on Instruction (COI).

Peak times for major/minor declaration

It is helpful to have an authorized person(s) available to approve plans in *DartWorks* during these peak times:

- The check-in period at the start of each term.
- The first week of spring term.
- The last week of spring term.

See the appropriate term calendar for dates:

<http://www.dartmouth.edu/~reg/calendar/>

Modified Majors

Chairs, or their designees, partner with the Registrar to approve modified majors. Students submit a rationale for the modified major along with the approval of one or both of the departments/programs (as needed) to the Registrar for approval. See the section in the *ORC/Catalog* on "Modified Majors" for information on the required courses and department/program approvals needed for each type of modified major: <http://dartmouth.smartcatalogiq.com/en/current/orc/Regulations/Undergraduate-Study/Requirements-for-the-Degree-of-Bachelor-of-Arts/Modified-Major>

The Registrar will check the courses indicated and be in touch with the department/program and student with any questions. The Registrar will review the rationale to ensure that it constitutes a unified and coherent whole major as required by faculty legislation.

Graduation and Major/Minor Standing Lists

It is critical that the Registrar's Office receive major/minor standings for all students who are about to be graduated in a timely fashion, especially spring term. Approximately two weeks prior to the end of each term the Registrar's Office sends every department/program a list of students who have declared a major/minor in their department/program and expect to graduate at the end of the term. We refer to this list as the major/minor standings list. As Chair, you certify whether a student has completed the major or minor and whether or not the student has received honors by circling the correct standing for each student and sign the standings sheet. Note that a department/program administrator may not sign the standings sheet. Standings are due back to the Registrar's Office by noon the same day that grades are due each term.

Non-Transcripts

"Non-transcripts" are PDF documents produced for each student in your major. They include the courses students have completed and their corresponding grades. These unofficial documents are available at any time on your Department/Program Dashboard along with other reports.

Faculty Balloting

Faculty Balloting

(Only Chairs vote during summer term.)

All eligible faculty members vote for various committee memberships every winter term for the upcoming academic year. However once the Dean of Faculty Office has

appointed department/program Chairs for the coming year, the Chairs vote for Vice Chair of the Committee of Chairs and typically also for members for the Committee on Priorities. Chairs are the only candidates on the summer ballots and eligible to vote in these summer elections, which usually occur in August.

Pre-Matriculation Credit

In accordance with faculty legislation as outlined in the *ORC/Catalog*, Dartmouth grants *credit on entrance* for first-year students for AP and IB examinations, as well as exemptions and placement in some subject areas. Credit on entrance appears on the Dartmouth transcript however, it does not count towards the 35 credits required to be graduated.

For more information on pre-matriculation credit see:

http://www.dartmouth.edu/~reg/enrollment/prematriculation_credit.html, which includes additional credit type definitions as well as department/program guidelines. Student Affairs organizes the placement examinations that occur during orientation while the Registrar's Office administers the credits. For questions about the tool used to enter credit or general questions about pre-matriculation credit, contact the Registrar's Office.

Transfer of Credit

The Registrar's Office supports transfer students and students who participate in a transfer term (Dartmouth students who study away on a non-Dartmouth sponsored program.)

The Registrar's Office works closely with the Committee on Instruction (COI) to administer transfer terms.

Transfer Term Application Process

Students

1. Students prepare a statement that describes how they plan to incorporate the transfer term into their Dartmouth academic program. The approval of a transfer term is made on the basis of their academic rationale, and not whether they are just interested in a study away experience.
2. Students secure individual course approvals from academic departments/programs to include on their Transfer Credit Approval Form. While departments/programs may decide that individual courses could potentially transfer, the Committee on Instruction approves and denies program participation based on the academic rationale and other factors. **Departments and programs approval of individual courses alone does approve the transfer term.**
3. Students submit the completed Transfer Term Application and Transfer Credit Approval to the Registrar's Office by the appropriate deadline dates for review by the COI subcommittee. If a student does not submit it by the deadline, the COI will not review the application unless there are

significant extenuating circumstances (which do not include change of plans related to employment, internship, or inattention to deadlines). The student first submits a request to apply for a transfer term after the transfer term date and receive approval to submit a late application. The student must indicate:

“(a) why you missed the deadline (b) why you cannot attend a future term and apply within the upcoming deadline date (c) what institution/program you would like to attend and (d) for which term.”

Note that while Exchange programs differ in that students apply through The Frank J. Guarini Institute for International Education, the Registrar’s Office administers individual course approvals in the same manner as a transfer term course.

Chairs

- The Chair identifies who will sign/approve transfer term credit for the department/program.
- This signature may be from a designee who is another faculty member; however, it may not be a department/program administrator. It is helpful to let the Registrar’s Office know who you have authorized to sign forms.
- A sub-committee of the Committee on Instruction, who oversees transfer terms, reviews the Transfer Term Applications to grant approvals for attendance in a transfer term, and the full COI will hear any student appeals or late requests.

It is important to relay to students that the signature of the Chair does not signify permission to study on a transfer term; rather it is one-step in the process.

Additional details on transfer terms, deadlines, application materials, and study away are located at <http://www.dartmouth.edu/~reg/enrollment/studyaway/index.html>.

Transfer of Credit for New Transfer Students

The number of incoming transfer students can vary each year from as few as four to as many as 30. Most of these students matriculate as sophomores, while a few are juniors. The Registrar’s Office reviews transcripts and awards applicable academic transfer credit.

The Registrar’s Office works with department/program Chairs each summer to and if there are several transfer students will host a “Transfer Credit Review Session”. These provide an opportunity for Chairs and/or faculty advisors to review and confirm the credit awarded by the Registrar’s Office if they wish to do so. They are held in August so that transfer students are able to start at Dartmouth with knowledge of which credits have or have not transferred. If the department/program designee cannot attend the session(s), the Registrar’s Office will make alternate arrangements to meet prior to the start of the term when needed.

Following the session(s) and after the term starts, if the student brings forth additional transfer credits that require review, we instruct them to work directly with the

departments/programs to seek transfer credit approval. They use the transfer student credit approval form provided by the Registrar's Office which is on our website (<http://www.dartmouth.edu/~reg/enrollment/petitions/>). If your department/program approves a transfer credit, an email to our office will suffice as authorization to have the credit awarded.

In some cases, a student may receive general education credit and not credit towards the major. If the student later declares a major in your department/program, they may require an adjustment in the transfer credit award in consultation with the Registrar.

Note that current policy allows veterans to transfer courses from community colleges to Dartmouth if you decide they meet other criteria for transfer.

Requests or Appeals

Below are some Registrar-related requests or appeals that may come to Chairs. If the Chair is not be available to assist a student, in particular for approvals prior to a deadline, the Chair may always appoint another faculty member to assist.

Requests from Students:

Approvals

- Major/minor approval if the student's department/program major or minor advisor is not available prior to a deadline.
- Permission to withdraw from a course if the course instructor is not available prior to a deadline.

Letters/emails

- Students may occasionally need letters of support for petitions, for example petitions to the COI to add a late major/minor.

Other

- Students may approach us with issues they have with a professor. For example, students will often ask for clarification on the policy for the "Last day in term for holding a quiz or an hour examination," and occasionally they seek assistance from the Chair to approach a professor about the policy.

Courses & Curriculum

Course Setup

Dartmouth Course Approval Routing System (DCARS)

The Dartmouth Course Approval Routing System (DCARS) was made available in 2015 winter to faculty members. Its goal is to improve accuracy, reduce redundancy, and eliminate paper. Departments/program use DCARS to add a new course, special topics course, or update an existing course (changing the title, description, distributives, world culture designations, and/or cross-listed courses). Departments/programs "reinstate" courses that are not in the current year's issue of the *ORC/Catalog* for the upcoming *ORC/Catalog* via the Reinstate No Change (RNC) tool in DCARS. While

DCARS does not yet support all curricular changes, we continue to improve the application, with an upgrade that took place in 2016-17 and enhancements to the cross-list feature to come in the 2017-18 academic year.

Chairs review new or updated course proposals submitted by faculty members in their department/program. See <http://www.dartmouth.edu/~reg/guides/dcars/chair.html> for additional information about DCARS.

Organization, Regulations, and Courses (*ORC/Catalog*)

The *ORC/Catalog* is the primary academic document of the College and the source of regulations and course information for the academic year. Each department/program lists their active faculty members, their major/minor regulations, and their courses. Each student follows the regulations and requirements in the *ORC/Catalog* from the year they matriculate. **Once published, there are no changes to the *ORC/Catalog*.**

Beginning in 2015, the Registrar's Office implemented a supplement to the *ORC/Catalog* for new courses, which updates nightly. The *ORC New Course Supplement* lists new courses with any attributes that have gained approval since the *ORC/Catalog* was published. This companion to the *ORC/Catalog* is available on the same website.

The *ORC/Catalog* is an online document that is “print-on-demand” as a PDF on the Registrar Office website (<http://www.dartmouth.edu/~reg/catalog/>). Your department/program administrator can print the entire document or specific sections of the *ORC/Catalog* if you find it convenient.

Most of the information that goes into the *ORC/Catalog* populates via DCARS. There are a few fields that departments/programs edit with *Sitecore* the *ORC/Catalog* editing software. See http://www.dartmouth.edu/~reg/docs/course_info_tools.pdf. Departments/programs may edit the *ORC/Catalog* once the Registrar sends the announcement that the new version is ready after the start of fall term, until near the end of spring term. For more information, see the *ORC/Catalog* reference Guides on our website at <http://www.dartmouth.edu/~reg/guides/orc/>.

Timetable of Class Meetings

The *Timetable of Class Meetings* is the source of up-to-date course information used by students to register for courses each term. There is a public view available to all.

Departments/programs use a tool called the *Timetable Editor* to build the *Timetable of Class Meetings*. Early each year, the Registrar's Office loads course information from the annual teaching schedule meetings held between departments/programs and the Dean of the Faculty Office into the *Timetable Editor* application. Typically, your department/program administrator will edit the course information in the *Timetable Editor* and add data such as time offered, priorities for limited enrollment courses, final examination information, median grade information, room requests, textbook information, and learning objectives. Departments/programs can add or delete courses from the *Timetable Editor* as necessary prior to the editing deadline for each term and a report is available to update the Dean of Faculty's Office on any changes.

Departments/programs may add new courses after they have received approval in

DCARS. The following outlines how the Registrar's Office addresses changes to the *Timetable of Class Meetings*:

- **New Distributive or World Culture Designation:** The Committee on Instruction (COI) permits a department/program to add a *new* distributive or world culture designation to a course during the term a course is taught, but it is **not** possible to change a distributive once a course has been published with a distributive.
- **Time Change:** Once a course has been published in the *Timetable of Class Meetings*, the time cannot be changed. In exceptional circumstances, write directly to Registrar Braz at Meredith.Braz@dartmouth.edu.
- **Cancellation:** If a department/program cancels a course, send the Registrar's Office your approval email from the Associate Dean, as well as confirmation that the department/program has informed the affected students, and then we will cancel the course in Banner. (Note: Once we cancel the course, the course email list disappears, so we want to be sure to wait until you have made use of it.)
- **Prerequisites:** *BannerStudent* checks some prerequisites during Course Registration. If you use *BannerStudent* prerequisite checking, be sure to communicate any changes to our office. A list of departments/programs who use Banner prerequisite checking is located at http://www.dartmouth.edu/~reg/prereq_depts.html.
- **Enrollment Management (close a course with Instructor Permission):** If your department/program wishes to close a course, you or your department/program administrator may use the *BannerStudent IP (Instructor Permission) Manager*. You may use the *Course IP Manager* to add IP restriction to courses at any time in the registration process after course election enrollment occurs. A course with IP restriction requires instructor permission for a student to add it. This way, the department/program can monitor which students gain entry. This is also a good method to use to balance sections. You can find more information on how to use the *Course IP Manager* on our website at http://www.dartmouth.edu/~reg/guides/ip_manager_guide.html.
- **Enrollment limits:** If a department/program chooses to increase or lower the enrollment limits, the appropriate Associate Dean approves that change. We make the change once we receive the approval.
- **Priorities:** Each department/program indicates their priority options for their limited enrollment courses in the Timetable Editor if the course is oversubscribed during course election. Priority options include:
 - Senior majors, minors, and modifieds (all together, or each population singularly).
 - Other seniors (includes miscellaneous others such as MALS and other graduate students)
 - Junior majors, minors, and modifieds (all together, or each population singularly).
 - Other juniors
 - Sophomores
 - First-Year students
 - Random

For example, an advanced course might give priority to majors/minors, and then to non-majors/minors according to class. (Instructors may not select first-come first-served as a priority since it does not exist as an option.) After course election, instructors may allow additional students to enroll in an oversubscribed course by assigning an enrollment override using *BannerStudent for Faculty*. As a reminder, the override does not place the student into the course; rather it permits the student to register.

- **Proofing the *Timetable of Class Meetings*:** It is important for your department/program administrator to check your *Timetable Editor* information for accuracy. Departments and Programs use the *Timetable Editor* “Proofing and Correction Reports” to validate information they enter into the *Timetable Editor* prior to each term’s editing deadline. They are always available on the Department/Program Dashboard for the terms stored in the Editor, and reflect changes immediately. Departments/programs may make changes to the *Timetable Editor* and refer to these reports up until the day before the *Timetable of Class Meetings* publishes for the term. Any Chair interested in reviewing their course information may do so as well.

Course Election/Registration

Course Registration Guides

The Registrar’s Office has Course Registration Guides for faculty members on our website at http://www.dartmouth.edu/~reg/guides/csel/csel_faculty.html.

These Guides detail the course election process, entering/continuing student procedures, and dates. They are in web, video, and Quick-Guide PDF versions.

Course Registration Schedules

See Appendix A for a graphic that outlines term-to-term course registration periods for winter, spring, and summer terms. For fall term, first-year course election and registration periods for incoming students follow a slightly different timeline than those for continuing students (see appendixes B and C). See https://www.dartmouth.edu/~reg/registration/reg_sched.html

Additional Sections Based on Oversubscription Reports

After course election and before students may view their schedules, the Registrar’s Office provides the Chair access to oversubscription reports on *BannerStudent for Faculty* that show any course section where demand was higher than the course limit. Departments/program may use these reports to accommodate demand before students are enrolled. They may raise the course limit to allow more students access or perhaps add a new section of a course before the course adjustment period opens. Departments/programs may not request that specific students gain entry, however students in certain categories may be placed in a course before others when appropriate, such as majors. We provide similar data to the Associate Deans.

Issuing Electronic Permissions/Overrides

Students register for all courses via *BannerStudent*. Instructors, Chairs, or their proxies grant course permissions (overrides) via *BannerStudent for Faculty*. As Chair, you have

access to grant overrides to all courses within your department/program. If you wish, you may grant proxy access to an administrator in your department/program. It is important to note that department/programs grant permission only while students register for courses. What that means is that even if you grant permission it does not mean that the student is registered; they must still take action. In addition, when students register through *BannerStudent* the system will add them automatically to the appropriate *Canvas* site. If you or they register directly in *Canvas* they are not registered for the course and may run into difficulties later.

For more details on how to issue a permission with *Banner Student for Faculty*, see visit http://www.dartmouth.edu/~reg/guides/csel/csel_override_faculty.html.

Low Enrollment Courses

On the third day of each term, the Registrar's Office provides the associate deans with a list of courses with enrollments of five or fewer students to determine which courses may be cancelled per College policy. After the Associate Dean and the department/program have discussed the situation, the department/program communicates with the enrolled students about any cancellation and notifies the Registrar's Office (include communication from the Associate Dean as well).

Examinations

Final Examination Scheduling

The Registrar's Office gathers initial final examination information from departments and programs at the same time as the *Timetable of Class Meetings* information. The Registrar will deliver the department/program a final exam spreadsheet at the beginning of the third week of the term. Departments/programs confirm the information reflected on the spreadsheet (adding or deleting exams) and provide additional information such as room preference, A/V needs, and whether a qualified section is scheduled under a joint examination time or not. (Faculty legislation states that the final examination schedule may not be changed after it is published.) The Registrar's Office generally assigns exams to the regular classroom in which the course meets during the term unless the department/program requests a larger room or a specific location. Departments/programs submit completed spreadsheets to the Registrar's Office no later than the end of the fifth week of the term.

All regularly scheduled final examinations occur at the time specified in the announced examination schedule. If an individual student requires extra time, a separate room due to a disability, or has a schedule conflict with other exams make alternate arrangements through Classroom.Scheduling@Dartmouth.edu.

The Registrar's Office posts a complete list of courses scheduled to hold final examinations, along with classroom assignments. It appears in the "calendars" section of our website approximately three weeks before the start of the examination period and we send a notice to departments/programs when it is ready. See current information on our Calendars page at <http://www.dartmouth.edu/~reg/calendar/>.

Final Grades

The timely submission of final grades is imperative for students to ensure that they can access and release their academic transcripts. Students need their transcript for jobs, internships, and graduate school applications. In addition, the Undergraduate Deans Office needs final grades to proceed with academic actions. Final grades determine honors and allow us to confer degrees. Since Dartmouth includes median grades on the transcript, it is particularly important to receive *all* students' grades by the due dates as one missing grade can impact our ability to produce transcripts for all students.

Courses with multiple instructors and independent studies often pose additional final grade challenges. Some departments/programs find it useful to keep an updated list of each student's independent and/or directed study advisor. We have found that it is extremely helpful if each department/program identifies member of their department/program who is available during critical periods at the end of the term to support last minute questions and changes to grades. It is also helpful if the department/program administrator is available, and has a list of telephone numbers for faculty members when final grade questions arise.

Temporary Transcript Designations

Occasionally student circumstances may arise that require use of a temporary transcript designation (Incomplete, Ongoing, or Administrative Delay). The College uses these designations in specific circumstances until the instructor enters the grade for a student. The *ORC/Catalog* section on Temporary Transcript Designations outlines the specifics of each:

<http://dartmouth.smartcatalogiq.com/en/current/orc/Regulations/Undergraduate-Study/Requirements-for-the-Degree-of-Bachelor-of-Arts/Temporary-Transcript-Designations>

Grade Changes

Chairs are involved in all grade changes that take place within a department/program. Faculty legislation states that if an instructor decides to change a grade, they submit a written request to the Registrar with a brief justification and the approval signature of the Chair of the department/program. Faculty legislation states that, "The request must indicate one or more specific ways in which the student was done an injustice. A simple change of mind will not suffice." **No change can be made for work that is done after the term, except in the case of an Incomplete.**

Typically, instructors submit all requests for grade changes to the Registrar by the last day of the term following the term in which the student took the course. If the grade change is in response to a student appeal, the student must have stated the appeal in writing to the instructor by the last day of the term following the term in which the student took the course. If the instructor decides to grant the appeal, they submit the grade change to the Registrar by the last day of the second term following the term in which the student took the course. The Registrar will not approve a change of grade beyond the second term following the course. See:

<http://dartmouth.smartcatalogiq.com/en/current/orc/Regulations/Undergraduate-Study/Working-Rules-and-Regulations/Final-Grades>>

Report on Grades

The Registrar delivers this report to the Committee of Chairs each year. Included in this report are data on trends in department/program grades, grade distribution, withdrawals, and NRO's. While this is a confidential report, we encourage the Chair to share it with members of their department/program.

Honors to Independent Study Changes

If a student registers for honors in your department/program, and you and the student wish to change the student's enrollment to an independent study, this may occur easily during the term without a transcript notation or a form. Simply email the Registrar at Registrar@dartmouth.edu with the information and copy the student.

Course Assessment

Course assessment occurs at the end of each term where students complete an online assessment of each course in which they were registered for the term. Students may not see their grades online until they assess all eligible courses. Faculty members need to enter final grades for the term before they have access to completed assessments. Students may view a subset of responses to questions each term if the faculty member has "opted in" to allow student viewing. See the *Course Assessment Guide* at <http://www.dartmouth.edu/~reg/guides/ceval/index.html> for more information about course assessment.

Accessing/Reporting

As Chair, in addition to your own course assessment reports you have access to the course assessment reports for your department/program. A reminder that only courses with enrollment of five or more students are available for instructors and department/programs to view.

Additional Department/Program Questions (Optional)

Departments/programs may request that up to five optional questions appear on their course assessment questionnaires for students to complete. These questions will appear every term until the chair requests that their alteration or deletion.

Each term the Registrar's Office will send out a call for department/program questions with a form that the Chair may complete and send back to the Registrar's Office. You have a chance to preview the questions before course assessment questionnaires are made available to students. Note that these questions will appear on all surveys in the department/program.

Student View

As of summer 2015, students can view the responses to three student-initiated questions and a subset of questions that already existed on the form. Faculty members

opt-in on a yearly basis if they wish to allow students to view up to the last five years of responses to their course(s). Faculty members' opt-in status continues year to year until they change their status. Nearly every student has utilized the course assessment student view, especially during the course election period. See the *Faculty Guide to Student View FAQ* at http://www.dartmouth.edu/~reg/guides/ceval/course_assessment_student_view_faq.html for more information.

Data requests:

Department/Program Dashboard Reports

The Registrar's office has developed a set of reports that you and your designee may run at your convenience. These reports are based on those questions we have been most commonly asked over the last several years. Running these reports is simple and they are clearly labelled on a department/program dashboard. For more information, visit our Guide at

www.dartmouth.edu/~reg/guides/department_program_reporting_dashboard.html

As other frequently requested reports emerge we will add them to everyone's dashboard and, if there is a particular report that you would find helpful that your department/program needs often, we will add it to just your dashboard.

We continue to provide departments/programs and individual faculty more complex reports on an ad hoc basis.

Departmental/Program Reviews

The Registrar's Office provides a set of standard reports when a department/program requires them for an external review. This set was developed by the Dean of Faculty Office. These reports are available on the department/program dashboard and include:

- 10-year report on enrollments, by term and course
- 5-year report on department/program median grades, by term and course
- 5-year report on courses where the enrollment limit was met or exceeded
- 5-year report on cancelled courses
- 5-year report on individualized study courses
- 5-year report on students in specific individualized study courses (varies by department/program)
- 5-year review of department/program GPA in comparison to the division and the College

Other Data Requests

If you or a member of your department/program have a request for data on students or courses, we are happy to work with you. We appreciate as much detail and advance notice as possible. Send data requests to registrar@dartmouth.edu.

For more information regarding data and reporting services, see our website at <https://www.dartmouth.edu/~reg/about/data.html>.

A Few Highlights of Some of Our Current Initiatives

New General Education Requirements

Voted by Faculty of Arts and Sciences May, 2016

In May 2016, the Faculty voted to approve a new set of General Education Requirements. In addition, there are related faculty initiatives such a new language requirement that the faculty may consider in the coming year. This major project, which impacts multiple systems, requires significant Registrar and ITS resources.

Banner 9 Upgrade

This project upgrades the student information system, Banner, to the most recent version. It delivers improvements to registration and the “landing page”. This campus-wide upgrade led by ITS is a primary focus for our office this year.

Department/Program Major Requirements and New General Education Requirements in *DartWorks*

The Registrar’s Office has already begun the addition of department/program major requirements in *DartWorks* and will continue to add additional departments so that students may view their full academic progress towards completion of their degree. In addition, once implemented, we will add the new General Education Requirements for the incoming class to which they will apply.

DCARS Cross-List Improvements

This project streamlines the DCARS cross-list process and adds clarity to the status and approval of these requests.

For more information about our Vision, Principles, operations, and a full list of our projects, see our Annual Report:

<http://www.dartmouth.edu/~reg/about/annualreport/>.

Support and Online Help

Online faculty Guides on multiple topics are available at <http://www.dartmouth.edu/~reg/guides/>. Let us know if a Guide on a particular topic would be helpful.

We have student Application Support Interns who can come to your or your colleague's office and provide one-on-one guidance to many of the applications the Registrar's Office supports. Email Registrar@dartmouth.edu to schedule a visit from one of our interns.

We also provide individual training to all new department/program administrators. We schedule the session at their convenience, and provides an overview of common systems, their use, and ways to get assistance, and introduce them to the Registrar staff.

Each December, we offer an annual "refresher" training for departments and programs, which is well attended by your administrators. We focus on common systems we support, recent improvements, and any upcoming projects.

Email: Registrar@dartmouth.edu

Phone: 603-646-2246

Note: We ask that for general questions that you email our office mailbox and we will triage the question to the right staff member.

Registrar: Meredith Braz

Email: Meredith.Braz@dartmouth.edu

Phone: 603-646-3136

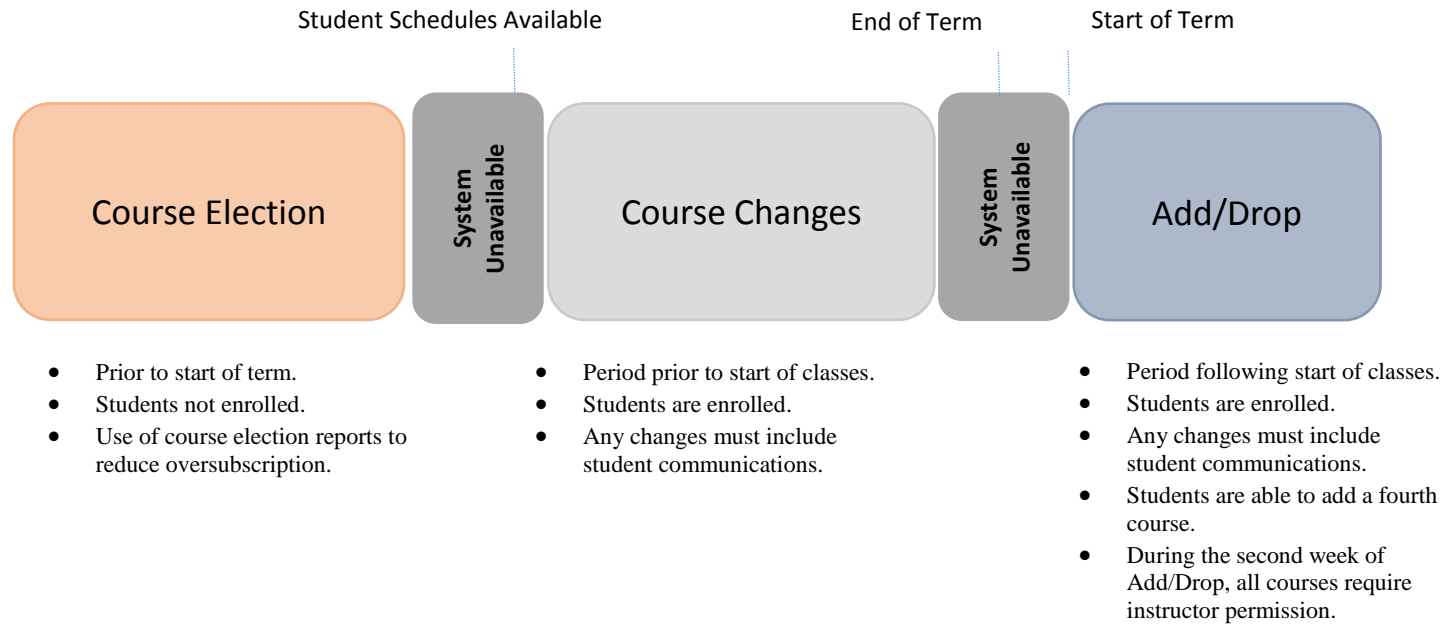
Note: Always feel free to email Meredith directly with a question, especially if it is a policy question.

The Registrar's Office *Chair's Guide* is available online at http://www.dartmouth.edu/~reg/docs/chairs_guide.pdf.

Appendixes

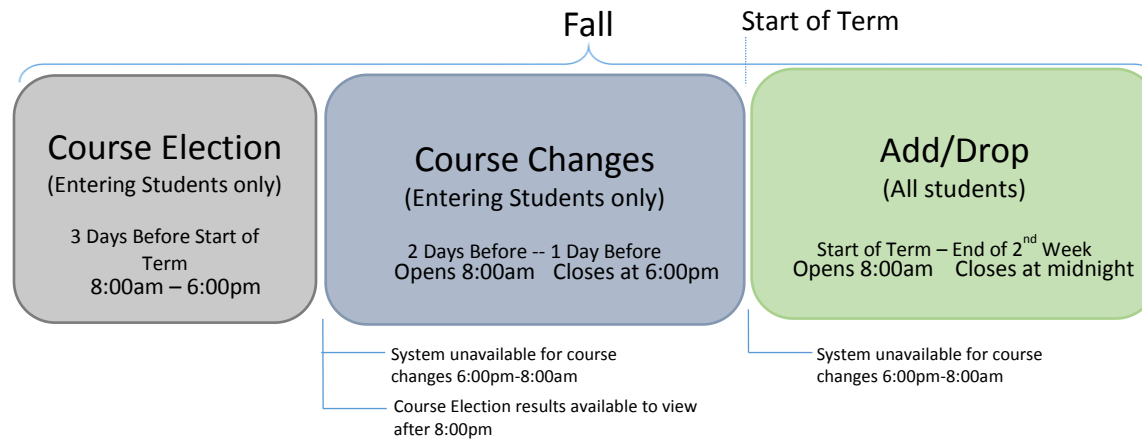
Appendix A: General Course Registration Schedule Graphic

For summer, winter, and spring terms



Appendix B: General First-Year Course Registration Schedule Graphic

For fall term



Appendix C: General Returning Student Course Registration Schedule Graphic

For fall term

