

The Registrar's Office New Faculty Member's Guide

September 2017

http://www.dartmouth.edu/~reg/docs/new_faculty_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
<u>Faculty Members & Students</u>	<u>4</u>
BannerStudent for Faculty	4
<i>New Faculty Member BannerStudent for Faculty Access</i>	4
<i>Tools and Reports Available on BannerStudent for Faculty</i>	4
Major/Minor Related Information	5
<i>DartWorks for Faculty Members</i>	5
Faculty Vote for Committee Membership	6
Pre-Matriculation Credit	6
Transfer of Credit	7
<u>Courses & Curriculum</u>	<u>7</u>
Course Proposals and Approvals.....	7
Organization, Regulations, and Courses (ORC/Catalog)	7
Dartmouth Course Approval Routing System (DCARS)	7
Timetable of Class Meetings	8
Course Election/Registration.....	9
Course Election Reference Guides	9
Course Registration Schedules	10
Low Enrollment Courses	10
Examinations.....	10
Final Examination Scheduling	10
Final Grades	11
Temporary Transcript Designations	11
Grade Changes	11
Course Assessment	12
Student View	12
Faculty Opt-In	12
<u>Data requests:.....</u>	<u>12</u>
<u>A Few Highlights of some of our Current Initiatives.....</u>	<u>13</u>
New General Education Requirements	13
Banner 9 Upgrade	13

Department/Program Major Requirements and New General Education Requirements in <i>DartWorks</i>	13
DCARS Cross-List Enhancements	14
<u>Support and online help.....</u>	<u>15</u>
<u>Contact Information.....</u>	<u>15</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 a faculty member. Feedback and additions to this guide are welcome.

Annual Report

Visit our website to 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 faculty members to review a simple FERPA 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 one for your department/program at http://www4.aacrao.org/publications/catalog.php?item=0137#.Uf_SrF_D-9J.

Faculty Members & Students

BannerStudent for Faculty

New Faculty Member BannerStudent for Faculty Access

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

Tools and Reports Available on BannerStudent for Faculty

Available tools and reports include:

Textbook tools

Federal law mandates the publication of the price and ISBN of all textbooks assigned for a course at the time of registration. It is at the discretion of your department/program to decide whether individual faculty members or the department/program administrator enter the textbook information.

The Timetable Editor 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* to edit textbook information once a term's courses are loaded in Banner. Check with your Chair to verify how your department/program administers this task.

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

Online grading tool

As a faculty member, you have the ability to enter grades for your courses. The Registrar's Office sends departments/programs a notification every term with the dates that grades are due. It is important that you submit your grades on time. A *Grading and Transcript Production Schedule* is available on the calendars page of the Registrar's website:

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

For additional information, see the section within this guide on *Grading* (page 11).

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

Course assessment reports

Course assessment reports allow faculty members to develop professionally as teachers. Dartmouth's course assessments have a high focus on student engagement to help promote successful learning and teaching. Faculty members use course assessment reports to review student engagement and adjust how they perform as an instructor.

For more information on course assessment, see the Dartmouth Center for the Advancement of Learning (DCAL) website at <https://dcal.dartmouth.edu/resources/course-assessments-and-evaluations/end-term-evaluations>

Additional information on reading course assessment reports and when assessments and reports become available can be found on the Registrar website at <http://www.dartmouth.edu/~reg/guides/ceval/>. Contact the Registrar's Office if you require assistance to access or interpret course assessment reports.

Course election summary reports

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

Class rosters and bounce lists

You are able to review all class rosters and "bounce lists" (oversubscription lists) for courses you teach each term. Bounce Lists are only available for courses that were oversubscribed during course election. Wait lists, if you or your department/program decide that you wish to keep them, are managed on an individual basis by departments/programs, not by the Registrar. Check with your Chair to verify whether your department/program administers wait lists.

Major/Minor Related Information

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* has three parts, which consist of:

- *Degree Audit* to help students and advisors monitor a student's progress toward completion of their general education and degree requirements;
- *Planner* for students to declare majors/minors and plan their major/minor program with the help of a faculty advisor; and

- *Dashboard* for faculty advisors and department/program administrators to review and manage 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 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 then approve or deny the academic plans students have submitted as part of their major/minor declaration requests. Check with your Chair to verify how your department/program administers this task. For more information about *DartWorks*, see the Guide on our website:

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

Faculty Vote for Committee Membership

All eligible faculty members vote for various committee memberships every winter term for the upcoming academic year. Per the *Organization of the Faculty of Dartmouth College* (OFDC), faculty members eligible to vote include: all members of the departments/programs and other instructional programs of the Faculty holding appointments as Professor, Associate Professor, Assistant Professor, Instructor (contingency appointments), Research Professor, Research Associate Professor, or Research Assistant Professor. The privilege of voting in the meetings of the Faculty and in the preferential ballots becomes effective upon appointment to the Faculty.

See the OFDC for additional information on faculty voting and faculty committees:
https://faculty.dartmouth.edu/sites/faculty_dean.prod/files/dean_faculty/ofdc.pdf.

Pre-Matriculation Credit

In accordance with faculty legislation as outlined in the *ORC/Catalog*, Dartmouth grants entering students *credit on entrance* for some AP, British A-Level, 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 students need to graduate.

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. The Undergraduate Dean's Office organizes 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 studying away on a non-Dartmouth sponsored program). The Guarini Institute administers all Dartmouth sponsored programs, such as LSA's and FSP's. Both offices support Exchange Programs.

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

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

Courses & Curriculum

Course Proposals and Approvals

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

The *ORC/Catalog* is the primary academic document of the College. It is 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 to be offered for the upcoming two years. Students follow the regulations and requirements in the *ORC/Catalog* for the year they matriculate. **Once published, there are no changes to the *ORC/Catalog*.**

Dartmouth Course Approval Routing System (DCARS)

The Dartmouth Course Approval Routing System (DCARS) is the tool faculty members (or their proxy) use to submit new or updated course proposals.

Departments/programs use DCARS to propose a new course, a new special topics course, or to update an existing course (change the title, description, distributives, world culture designations, and/or cross-list courses). See

<http://www.dartmouth.edu/~reg/guides/dcars/> for additional information about DCARS.

Timetable of Class Meetings

The *Timetable of Class Meetings* is the source of up-to-date course information students reference 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* for each term. Typically, your department/program administrator will collect and edit the department/program's course information in the *Timetable Editor*. Your administrator will also add data such as the time the course is offered, priorities for limited enrollment courses, final examination information, median grade information, room requests, textbook information, and learning objectives. Departments/programs may make changes to the *Timetable Editor* up until the day before the *Timetable of Class Meetings* publishes for the term. Check with your Chair to verify how your department/program administers courses to be offered each term.

The following are included for each course on the *Timetable of Class Meetings*:

- **Distributive or World Culture Designation (if any):** There are two categories of General Education Requirements that students must fulfill to be graduated. Courses that fulfill them will be tagged in the *ORC/Catalog* and on the *Timetable of Class Meetings* (which is the definitive listing). For more information, see the Requirements for the Degree of Bachelor of Arts section in the *ORC/Catalog*:
<http://dartmouth.smartcatalogiq.com/en/current/orc/Regulations/Undergraduate-Study/Requirements-for-the-Degree-of-Bachelor-of-Arts>.
- **Class time Period:** For an explanation of the available class time periods, see the Dartmouth Class Schedule here:
https://www.dartmouth.edu/~reg/docs/class_schedule.pdf.
- **Prerequisites (if any) for departments that participate in prerequisite checking:** Many courses at Dartmouth simply indicate which course(s) a student must pass or have earned a pre-matriculation credit/exemption to enroll. Others are checked by the Banner system and students receive an error message if they attempt to gain entry without the prerequisite. A list of departments/programs who use the Banner prerequisite checking is at
http://www.dartmouth.edu/~reg/prereq_depts.html.
- **Instructor Permission (IP) and other Banner overrides:** You may seek to restrict access to your courses, in consultation with your Chair, by requiring students to seek instructor permission to enroll. To do this, your department/program administrator may indicate instructor permission required in the *Timetable Editor* during the timetable-building period for each term, or they may use the *IP Manager Tool* in *BannerStudent for Faculty* during course election.

You, your department/program Chair, or their proxies may grant course permissions (overrides) in *BannerStudent for Faculty* based on the type of restriction placed on the course and the student request. There are three different types of restrictions your department/program may place on courses: Instructor Permission (IP), Prerequisites, or an Enrollment Limit.

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 still must take action. A faculty member does not register a student for a course.

To view a list of any overrides that you have issued, go to *Course Override Report* on your *BannerStudent for Faculty* menu.

For more information on Permissions/Overrides, see:

http://www.dartmouth.edu/~reg/guides/csel/csel_faculty.html.

- **Enrollment limit:** Your department/program may need to cap the number of students enrolled in certain courses. You will want to discuss this with your Chair, who will seek permission from an Associate Dean. Be sure to check with your Chair before you attempt to manage any course enrollment limits.
- **Priorities:** Check with your Chair to verify how your department/program manages course enrollment priorities during the course election period. Priorities determine the order in which students enroll in limited enrollment courses *if the course is oversubscribed during course election*. Note that priorities are not in effect after course election has ended. Priority options include:
 - Senior majors, minors, and modified majors (all together, or each population singularly).
 - Other seniors (includes miscellaneous others such as MALS and other graduate students)
 - Junior majors, minors, and modified majors (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.

Course Election/Registration

Course Election Reference Guides

Course Election is the first part of student registration into courses. Course Election Reference Guides for faculty are available 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 key dates. They are in web and quick-guide PDF formats.

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)

Canvas Access

Canvas is Dartmouth's learning management system. It is administered by Information Technology Services, and questions about support should be directed to Educational.Technologies@dartmouth.edu. When students register through *BannerStudent*, the system will add them automatically to the appropriate *Canvas* site. If you add the student directly to *Canvas* they are not registered for the course. Students who do not register for a course in the appropriate time period go through a petition process to add the course in *Banner*. Both students and faculty members may also experience issues with delays in grade submissions.

It is important that faculty members be clear with students that they register for courses in *Banner*. After they register, the system will automatically give them appropriate *Canvas* access.

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. If your course has low enrollment, discuss this with your Chair.

Examinations

Final Examination Scheduling

Faculty members provide final examination needs to their department/program administrator as part of the *Timetable* process. The Registrar will deliver a final exam spreadsheet to your department/program administrator at the beginning of the third week of the term. Your administrator will work with you to confirm exam needs and return the completed spreadsheet to the Registrar's Office by the end of the fifth week of the term.

The Registrar's Office tries to assign 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.

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, work

with your department/program administrator to address classroom scheduling needs with the Registrar.

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 department/program Chairs and administrators 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.

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

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 department/program chair. 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.*"

Instructors submit written requests for grade changes to the Registrar, which include their Chair's co-signature, 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 started 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. All

grade change requests include the co-signature of the Chair. More information about grade changes is in the *ORC/Catalog*:

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

Course Assessment

Student View

Students complete course assessments at the end of each term. Students may not see their grades online until they assess all eligible courses. As of summer 2015, students can view the responses to three student-initiated questions and a subset of course design and effectiveness, and faculty questions. Nearly every student has utilized the course assessment student view, especially during the course election period. For more information, see the *Faculty Guide to Student View FAQ* at

http://www.dartmouth.edu/~reg/guides/ceval/course_assessment_student_view_faq.html

Faculty Opt-In

Students may view up to the last five years of course assessment responses to faculty members' courses, however it requires that Faculty members "opt in" for them to do so. Ordinarily, faculty members opt-in each May if they wish to allow students to view their course(s). However new faculty members may contact the Registrar's Office at any time if they wish to opt-in to course assessment since the default status for new faculty members is set to opt-out. Faculty members' opt-in status continues year to year until they change their status.

Faculty members enter grades for the term before they have access to completed assessments. See the *Course Assessment* website for the schedule of course assessments, a sample audit, and more information at

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

Also, find course assessment information on the Dartmouth Center for the Advancement of Learning (DCAL) website at

<https://dcal.dartmouth.edu/resources/course-assessments-and-evaluations/end-term-evaluations>

Data requests:

The Registrar's Office supports multiple reporting and research initiatives of the Dean of Faculty Division each year, providing data as needed to include historical academic records, enrollment data, and other student data. The office also provides many regularly scheduled reports, ensuring compliance with both federal laws and Dartmouth policies and guidelines as they pertain to confidentiality of student data.

The Office does not provide data for student research projects or to other constituencies; we suggest those interested see the [Office of Institutional Research](#)

(OIR) website for public information about Dartmouth College, contact the [Division of Student Affairs](#), or contact [Dartmouth Alumni Relations](#). Our services are limited to data provision only; the Office does not provide research or analytical services. Those services may be available from the [Office of Institutional Research](#) or [Center for Program Design and Evaluation \(CPDE\)](#).

If you have a data/report request, send it 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 as the NRO and a new language requirement that the faculty may consider this year. This major project, which impacts multiple systems, requires significant, and probably most of our project resources for the next few years.

Banner 9 Upgrade

This project is a campus-wide upgrade to the student information system, Banner, led by ITS. It includes improvements to registration and the ability to use “preferred” or “chosen” name throughout Banner. This project is a major focus for our office this year.

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

The Registrar’s Office continues the addition of department/program major requirements in *DartWorks* to add to the current general education requirements so that students may view their full academic progress towards completion of their degree. Currently, we have:

- Biology
- Biology Modified
- Computer Science (in progress)
- Computer Science Modified (in progress)
- Environmental Studies
- Government (in progress)
- History
- History Modified
- Mathematics (in progress)
- Mathematics Modified (in progress)
- Neuroscience
- Philosophy
- Philosophy Modified

- Psychology
- Religion
- Religion Modified
- Women's, Gender, and Sexuality Studies (in progress)
- Women's, Gender, and Sexuality Studies Modified (in progress)

Once implemented, we will also add the new General Education Requirements.

DCARS Cross-List Enhancements

We have begun a project to approve courses for cross-listing in DCARS which will make it much easier for departments and programs to administer.

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

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

Support and online help

Many online faculty guides are available at <http://www.dartmouth.edu/~reg/guides/>.

We also have student Application Support Interns who will come to your 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.

Contact Information

Email: Registrar@dartmouth.edu

Phone: 603-646-2246

Registrar: Meredith Braz

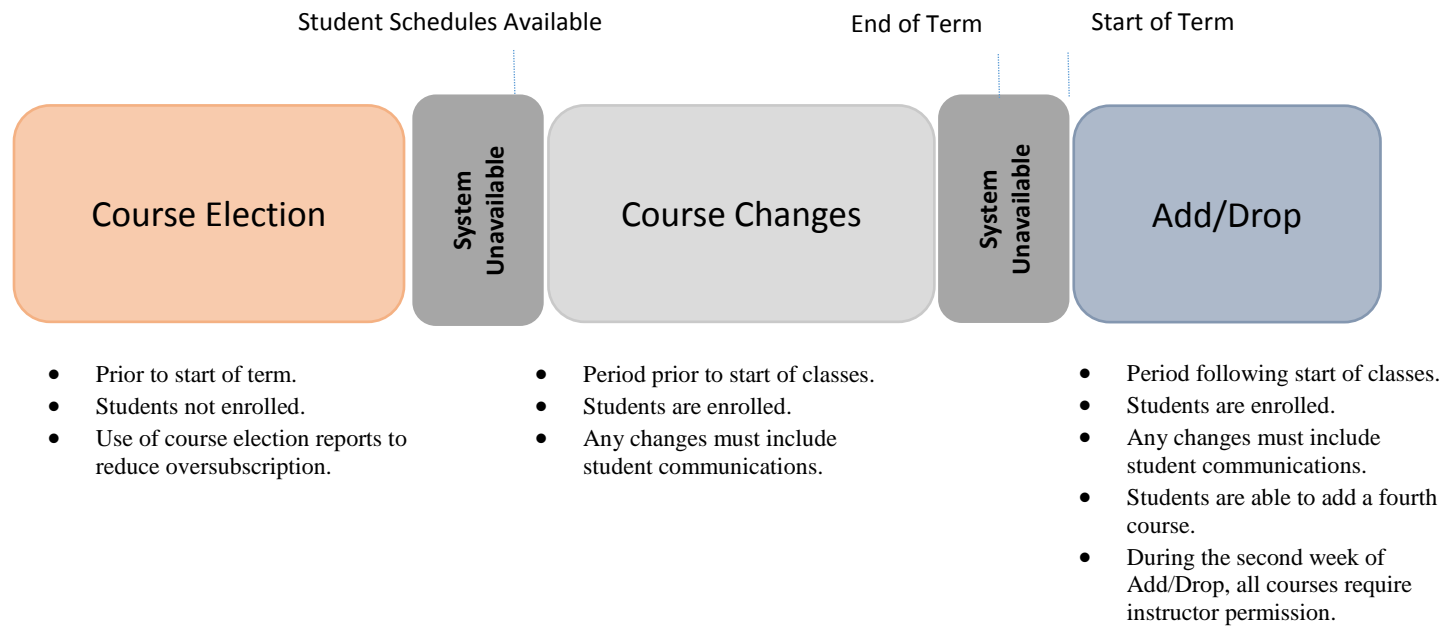
Email: Meredith.Braz@dartmouth.edu

Phone: 603-646-3136

Appendixes

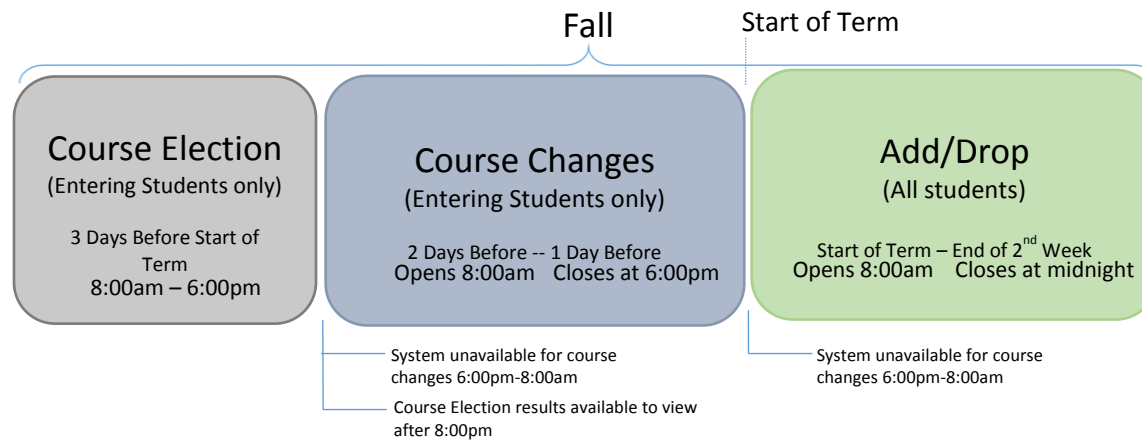
Appendix A: General Course Registration Schedule Graphic

For summer, winter, and spring terms



Appendix B: General First-Year Course Registration Schedule Graphic

For fall terms



Appendix C: General Returning Student Course Registration Schedule Graphic

For fall terms

