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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

Please visit our website and view our annual report at http://www.dartmouth.edu/~reg/about/annualreport/index.html.

Privacy

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

We encourage you and your department/program to contact our office anytime you have a question regarding what student information is allowed to be shared. Because technology is making more information accessible online, we are faced with increased challenges in protecting this information.

Email is not a secure method of transmitting information. Emailing grades, passwords, or confidential information can be compromised, and we advise against sending this information over our email system whenever possible. Please use Banner to enter student grades.

FERPA tutorial

Faculty members are encouraged 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.

Proxy access:

Proxy access to systems, mostly identical to the Chair’s access, is granted to the department/program administrator. If you choose to have another administrator, vice-chair, or undergraduate study coordinator assist with these processes, please send an email to registrar@dartmouth.edu to request proxy access for that person.
Faculty Members & Students
BannerStudent for Faculty

Tools and reports available on BannerStudent
As Chair, you and your administrator have access to several tools and reports within BannerStudent, Dartmouth’s student information system.

Available tools and reports include:

**Access to BannerStudent**
Each July new Chairs are granted access to BannerStudent with specific privileges as Chairs of their department/program. (If Chairs are on for one or two terms 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 this is completed each term in their department/program. It is at the discretion of the department/program to decide whether individual Faculty or whether the department/program administrator enters the textbook information.

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 that may be used to edit/update/add textbook information once a term’s courses are loaded in Banner. Textbook information may also be entered directly into Banner Forms by the department/program administrator.

Online instructions for entering textbook information are found at: http://www.dartmouth.edu/~reg/guides/textbook/ and we are always available to assist.

**Online grading tool**
This tool allows for the online entry of grades. As Chair, you have the ability to enter grades for any course in your department/program, including independent study courses. The Registrar’s Office sends departments/programs a notification every term with the dates that 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, please see the section within this guide on Grading.

Instructions for entering online grades can be found at: http://www.dartmouth.edu/~reg/guides/grades/index.html.

**Course election oversubscription reports**
This report is sent to you by the Registrar’s Office each term and provides a summary of your department/program course election results. It is generated
just following the course election period and prior to when students can view their schedules. 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 providing this report is to maximize student access to courses.

**Course override reports**
This report is on the Banner menu and allows you to review all of the registration overrides which have been granted within your department/program. The report includes information on who issued the override, when it was issued, 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 Banner menu that show all the results from course assessment surveys completed by students enrolled in courses within their department/program. In addition, if the department or program added optional department-level questions to the course assessment surveys, the Chair has access to these results.

If the Chair initiates a request to the Registrar, the department/program administrator may be granted access to the department/programs' course assessment reports. This access will allow them to share the course assessments for faculty members or former faculty members via a pdf or print copy.

Amy Hunt, Academic Systems Technology Manager, is available in the Registrar's Office to provide help to any Chair or faculty member who requires assistance accessing, viewing or interpreting the course assessment reports. For more information on course assessment see [http://www.dartmouth.edu/~reg/guides/ceval/](http://www.dartmouth.edu/~reg/guides/ceval/)

**Major/Minor lists**
This tool on your Banner menu allows you to view the current students who are majoring, minoring, or modifying a major in your department/program and enables you to view these students in a variety of formats, including Excel, photo lists, and Blitz lists.

**Class rosters and bounce lists**
Chairs may review the student rosters for all courses within the department/program 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 those courses that are oversubscribed during course election.
New Faculty Members
Newly hired faculty members may have access to Banner and will be entered as instructors once they have completed the required hiring procedures with the Dean of Faculty Office and Human Resources. If a new faculty member is unable to gain access to Banner, it is likely due to hiring processes that have not yet been completed by the department/program or by one of these Offices.

Major and minor related information

DegreeWorks for Faculty Members
DegreeWorks is a web based application with two components that assist students and advisors in planning the student’s academic program at Dartmouth. It consists of the following:

- Degree Audit tool to help students and advisors monitor a student’s progress toward completion of their general education and degree requirements, and a
- Program Planner for students to declare their majors/minors and plan their major/minor program with the help of a Faculty Advisor.

DegreeWorks degree audit
Faculty members have access to student records through DegreeWorks which is a degree audit system, integrated with Banner. This enables faculty members to work closely with students for advising and integrates with online major declaration. DegreeWorks provides a graphical user interface with checkboxes to make clear when requirements are complete and enables faculty members to assist students with program planning. For more information about DegreeWorks, see the DegreeWorks Guide on our website at: http://www.dartmouth.edu/~reg/guides/dregeworks/index.html.

DegreeWorks program planner (Online Major/Minor)
The Program Planner displays prior courses that the student has taken, by term, and allows the students to indicate future courses s/he plans to take in the major/minor, by term, prior to receiving major/minor approval. It also has other features, such as the ability to compare courses planned, versus courses taken. The Faculty Advisor must approve or deny a major/minor after reviewing the student’s program plan, and may adjust it as well. For more information about Major/Minor declaration and using the DegreeWorks program planner, see the Guide on our website at: https://www.dartmouth.edu/~reg/guides/dregeworks/online_major_guide.html.

Major and minor declaration

Policy
Students in residence during the winter term of their second year may declare their major beginning at the start of the winter term, and must declare a major by the second Thursday of spring term; if not in residence winter term, students are required to declare a major by the end of their fifth term. Seniors may change their major until the 1st week of their last term in residence. If a senior
wishes to declare or change a major beyond this date s/he is required to petition the Committee on Instruction with support from the Chair. Students who have declared more than one major may drop a major in 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, if a senior wishes to declare or change a minor beyond this date s/he is required to petition the Committee on Instruction with support from the Chair.

**Process**

Students use the DegreeWorks Program Planner to enter their Major, Major prerequisites, culminating experience, and term by term courses. Then they submit the information to the appropriate Department/Program for review and approval. Each plan must be approved by the Department/Program and then the Major/Minor Dashboard is used to submit the major/minor plan to the Registrar's Office. Students in the Class of 2015 and earlier follow a different process; if you have any students majoring or minoring in your department/program from an earlier class please 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 will work together to determine degree requirements prior to petition to the Committee on Instruction.

**Peak times for major/minor declaration**

Having an authorized person(s) available to approve plans in DegreeWorks or major and minor cards is very helpful during these times:

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

See the term calendar for dates: [http://www.dartmouth.edu/~reg/calendar/](http://www.dartmouth.edu/~reg/calendar/)

**Modified Majors**

Chairs, or their designate, partner with the Registrar to approve modified majors. Students submit a rationale for the 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:


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 a coherent whole as required. The rationale is submitted by email when they submit their online program plan and major.
Graduation and major/minor standing lists
Major and minor standings are critical for graduating seniors. 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 who are expected to graduate at the end of the term. This list is referred to as the major/minor standings list. As Chair we ask you to certify whether a student has completed the major/minor, and whether the student has received honors or has not completed honors by circling the correct standing for each student. The standings sheet is then signed either by you or a faculty designee; it cannot be signed by the department/program administrator. Standings are due back to the Registrar’s Office by noon the same day that grades are due and it is critical that they are accurate and received on time.

Non-transcripts
At the end of each term, the Registrar’s Office sends your department/program administrator “non-transcripts” as a helpful reference. These are PDFs of those courses which your majors have completed and their corresponding grades.

Faculty Balloting
Faculty Balloting – Summer term voting for Chairs only
In August, once the Dean of Faculty Office has appointed Chairs for the coming year, Chairs vote for Vice Chair of the Committee of Chairs and, as needed, the Committee on Priorities. Chairs are the only candidates on the ballots and those eligible to vote in these two elections. This voting period is distinct from the faculty voting for committees that takes place in winter term.

Pre-matriculation Credit
In accordance with the ORC/Catalog, Dartmouth grants credit on entrance for first year students for AP and IB examinations, as well as offers exemptions and placement in some subject areas. Credit on entrance appears on the Dartmouth transcript and does not count towards the 35 credits required to graduate.

For more information on pre-matriculation credit please reference: [http://www.dartmouth.edu/~reg/enrollment/prematriculation_credit.html](http://www.dartmouth.edu/~reg/enrollment/prematriculation_credit.html) which includes additional definition of the types of credit as well as Department/Program Guidelines. The Registrar’s Office partners with Student Affairs which organizes the placement examinations that occurs during orientation. For questions about the tool used to enter credit or questions about pre-matriculation credit please 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 Registrar’s Office works closely with the Committee on Instruction (COI) to administer transfer terms.

The transfer term process

Students
1. Review the section on Off-Campus Activities, Transfer Credit from other Institutions in the ORC.
2. Check the dates for submitting the Transfer Term Application (Form 1) and Transfer Credit Approval (Form 2) forms on the Registrar website. Students are encouraged to check individual department and program websites; they sometimes have earlier deadlines for credit review.
3. Students are encouraged to research some of the transfer term possibilities by talking with professors, reviewing online resources, and referring to the Transfer Term Reference Information (PDF) listing on our website.
4. Students must prepare a statement describing how they plan to incorporate the transfer term into their Dartmouth academic program. Students approval of their transfer term is made on the basis of their academic rationale, and not whether there are just interested in a study away experience.
5. Students must secure individual course approvals by working with academic departments and programs to include on their Transfer Credit Approval Form. While departments and programs may decide that individual courses could potentially be transferred, 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.
6. Students submit the completed Transfer Term Application (Form 1) and Transfer Credit Approval (Form 2) to the Registrar's Office by the appropriate deadline dates as stated on the Registrar website for review by the COI subcommittee. If the application is not received by the deadline, it will not be reviewed unless there are significant extenuating circumstances (which do not include change of plans related to employment, internship, or inattention to deadlines.)
7. Students are reminded to be sure to include all supporting documents as described on the application including course descriptions, program information/dates, proof of course contact hours, and a copy of their unofficial transcript. Students also must confirm that the program is accredited and issues an official transcript. Once reviewed by the Committee the Registrar's Office will notify the student of the decision. If approved, the Registrar's Office will change the student’s D-Plan to reflect a T for the approved transfer term. If denied, the student has one opportunity to submit a written appeal to the Committee on Instruction.
8. Students are reminded to communicate with whoever is responsible for their bill about the fee payable to Dartmouth and the costs of attending the program. The Registrar's Office will send a letter to this person with information about transfer terms.

9. Once the transfer term is approved, Student Financial Services will be informed and the transfer term fee will be assessed and appear on the student’s next statement.

10. Note that while Exchange programs differ in that students apply through The Frank J. Guarini Institute for International Education, course approvals are the same as transfer term course credits and are administered by the Registrar's Office.

11. A student who has a special appeal, such as requesting additional credit transfer beyond the 4 allowed transfer credits begins by petitioning the Registrar. In some circumstances the appeal may go to the full COI.

**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 is authorized to sign forms.
- A sub-committee of the Committee on Instruction, who oversees transfer terms, review the Transfer Term Applications to grant approvals for attendance in a transfer term, and the full COI will hear any student appeals.

Additional details on transfer terms and study away can be found at: [http://www.dartmouth.edu/~reg/enrollment/studyaway/index.html](http://www.dartmouth.edu/~reg/enrollment/studyaway/index.html)

**Transfer of credit for incoming transfer students**
Each year approximately 15-30 transfer students matriculate to Dartmouth. Most of the students matriculate as sophomores while a few are juniors. The Registrar's Office reviews transcripts and awards applicable academic transfer credit.

In early August, the Registrar's Office hosts a day long “Transfer Credit Review Session” for department/program Chairs or faculty advisors to review and confirm the credit awarded by the Registrar's Office. Either the Chair or a designate is asked to attend the session so that transfer students are able to start at Dartmouth knowing which credits have been accepted for transfer. If the department/program designate cannot attend the session, the Registrar’s Office will make alternate arrangements to meet prior to the start of the term.

Following this session and after the term starts, if the student brings forth additional transfer credits which require review, transfer students are instructed to work directly with the departments/programs to seek transfer credit approval using the transfer student credit approval form provided by the Registrar’s Office. 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 be granted general education credit and not credit towards the major. If the student later declares a major in your department/program, an adjustment in the transfer credit award may be required in consultation with the Registrar.

Requests or Appeals
Below are some Registrar-related requests or appeals that may come to Chairs:

Requests from students:
Approval
- Major and 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 for adding a late major/minor.

Other
- Students may approach us with issues they are having with a Professor. For example, the "Last day in term for holding a quiz or an hour examination" – Often students will ask for clarification or assistance with this policy, occasionally seeking assistance from the Chair to approach a professor about the policy.

Courses & Curriculum
Course Setup
Dartmouth Course Approval Routing System (D-CARS)
The Dartmouth Course Approval Routing System (D-CARS) was established in 2015 winter to improve accuracy, reduce redundancy, and eliminate paper. D-CARS is used to add a new course, special topics course, or update an existing course (including changing the title, description or distributives and world culture designations and cross-listed courses). Courses may also be cross-listed using D-CARS. While it cannot yet support all curricular changes, such as First-Year Seminars and Graduate Courses, we hope to include them in Phase 2.

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 and
program lists their active faculty members, their major/minor regulations, and courses. Please note that each student is held to the regulations and requirements in the ORC/Catalog when they matriculate. There are no changes to the ORC/Catalog once it is published.

Beginning in 2015, the Registrar’s Office implemented a supplement to the ORC/Catalog for new courses which is updated nightly. This "ORC New Course Supplement" has new courses with any attributes that have been approved since the ORC/Catalog was published. This companion to the ORC is available on the same website.

The ORC/Catalog is an online document that is “print-on-demand” as a PDF on the home page (http://www.dartmouth.edu/~reg/catalog/). Your department/program administrator has the ability to print the entire or sections of the ORC/Catalog.

Most of the information that goes into the ORC is entered via DCARS. There are a few fields that are edited using "Sitecore" the ORC software. See http://www.dartmouth.edu/~reg/docs/course_info_tools.pdf. The ORC/Catalog may be edited by departments and programs throughout the year once the Registrar’s sends the announcement that the new version is ready. Typically the Department/Program Administrator will make updates and then the Chair acts as the Reviewer and approves all the changes that are made in a department/program before they are submitted to the Registrar’s Office. For more information, see the ORC/Catalog reference guides on our website at http://www.dartmouth.edu/~reg/guides/orc/.

**Timetable of Courses**
The Timetable of Courses is the source of up-to-date course information used by students to register for courses each term.

The Timetable of Courses is built using the Timetable Application. Course information from the annual teaching schedule meetings held with departments and programs by the Dean of the Faculty Office is loaded into the application on an annual basis early in the year. Typically your department/program administrator will edit the course information in the Timetable Application 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. Courses may be added or deleted from the application as necessary and a report is generated from the Registrar’s Office to update the Dean of Faculty’s Office on those changes. New courses may be added after they are approved in DCARS. The following outlines how the Registrar’s Office addresses some of the Timetable issues:

- **New Distributive or World Culture?** The COI permits a department/program to add a *new* distributive or world culture requirement to a course during the term a course is being taught, but it is not possible to change a distributive once a course has been published showing a distributive.

- **Time Change?** Once a course has been published in the Timetable, the time cannot be changed. In exceptional circumstances, please write directly to the Registrar.
- **Cancellation?** If a course is cancelled, 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 email list disappears, so we want to be sure to wait until you have made use of it.)

- **Prerequisites?** Some prerequisites are checked by Banner during Course Registration. There is a planned upgrade that will allow for the Registrar office to add more departments/programs to this process. If you are already using Banner prerequisite checking, please be sure to communicate any changes to our office.

- **Managing enrollment (closing a course)?** If your department/program wishes to “close a course,” please contact the Registrar's Office. You may do this at any time in the registration process. What this means is that the course now requires “instructor permission” and the department/program can monitor who may gain entry. It is a good method to use for balancing sections, especially after course election. Please note that if a department/program chooses to change the enrollment limits, the appropriate Associate Dean must approve that change. Once the Registrar's Office receives the approval, we will make the enrollment limit change.

- **Priorities for courses with limited enrollment.** Each course having a limited enrollment requires defined priorities for accepting students into the class if it is oversubscribed. Each department/program indicates their priority choices for your limited enrollment courses.

  One priority is to select at random from among all students desiring the course (in that case you may just write “Random” next to the course). Otherwise, you may wish to indicate an explicit priority. Options available include:

  1. Senior majors and minors
  2. Other seniors (includes miscellaneous others such as MALS and other graduate students)
  3. Junior majors and minors
  4. Other juniors
  5. Sophomores
  6. First-year students

  For example, an advanced course might have a priority scheme such as 1,3,2,4,5 in order to give priority to majors/minors, and then to non-majors/minors according to class. First-come first-served is not offered as a choice.

  As always, after course election, instructors may allow additional students to enroll in a course by assigning an enrollment override using Banner Student for Faculty.

  The priority system applies to courses with limits on enrollment and it is in effect during the course election period only.

- **Proofing the Timetable:** Given the amount of data entered to build the Timetable for all the Departments and Programs it is VERY important for your Department/Program administrator to check your Department’s information for accuracy. This includes priorities, NRO’s, and courses offered Credit/No Credit.
The Registrar’s Office contacts your department/program administrator when entering course data and asks them to view a secure Timetable before it is published to students to verify their information. Any faculty member interested in reviewing their course information may do so as well. See: http://oracle-www.dartmouth.edu/dart/groucho/timetable.main

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 and continuing student procedures, and dates. They are in web, video and quick-guide PDF versions.

Course registration schedules
See Appendix 1 for a graphic that outlines term-to-term course registration periods. Similar graphics with specific dates are published on our website each year.

Making changes (e.g. adding sections) after course election and before the course changes period opens based on reports from the Registrar
After the Course Election period closes, the Registrar’s Office provides the Chair with oversubscription reports which show any course section where demand was higher than the course limit. These reports may be used to accommodate demand before students are enrolled and can view their schedules if the department/program wishes to raise the course limit. Chairs 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. Similar data is provided to the Associate Deans and any section changes (both additions and removals) may be made within the time frame the Registrar’s office identifies in the email.

Issuing electronic permissions/overrides
Students register for all courses using BannerStudent and course permissions/overrides are granted electronically by either the instructor, Chair or proxy. As Chair, you have access to grant permission/overrides to all courses within your department/program. If you wish, you may grant proxy access to an administrator in your department/program to facilitate the granting of permissions/overrides. An important concept is instructors grant permission, students register. Also please note that students should not be added directly to Canvas, but should register through Banner where they will be added automatically to the appropriate Canvas site.

For more details on how to issue an electronic permission please 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 Associate Deans with a list of courses with enrollments of five or fewer students to determine which courses may be cancelled per College policy. The department/program then communicates
with the enrolled students about any cancellation and notifies the Registrar's Office (please include communication from the Associate Dean as well).

Examinations

Details of final examination scheduling

Initial final examination information is gathered at the same time as the Timetable 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. (Please note that faculty legislation states that the final examination schedule may not be changed after it is published.) Exams are generally assigned to the regular classroom in which the course is taught during the term unless a larger room is required or a specific room is requested. 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 are held at the time specified in the announced examination schedule. If an individual student requires extra time or a separate room due to a disability, or has a scheduling conflict with other exams, alternate arrangements may be made by contacting Classroom.Scheduling@Dartmouth.edu.

A complete list of courses scheduled to hold final examinations, along with classroom assignments, will be posted on the calendars section of our website approximately three weeks before the start of the examination period. See http://www.dartmouth.edu/~reg/calendar/exams/index.html for current information.

Grading

Submission of grades on time is imperative because students require their transcripts for jobs, internships and graduate school entry. Also the Undergraduate Deans need to proceed with academic actions, and of course during the spring term seniors need to be graduated. Because Dartmouth includes median grades on the transcript, it is particularly important to receive all grades by the due dates so that not all students are held up.

Courses with multiple instructors and independent studies often pose additional challenges for grading. We have found that identifying a member of your department/program who is available during critical periods at the end of the term to support last minute questions and changes to grades is extremely helpful. It is also helpful if the department/program administrator is available, and has a list of telephone numbers where faculty members can be reached during senior grading periods when questions arise.
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, the request must be submitted to the Registrar in writing with a brief justification and the approval signature of the chair of the department/program. **No change can be made for work that is done after the term, except in the case of an Incomplete.** Typically, all requests for grade changes must be submitted to the Registrar by the last day of the term following the term in which the course was taken. 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 course was taken. If the instructor decides to grant the appeal, the grade change must be submitted to the Registrar by the last day of the second term following the term in which the course was taken. The Registrar will not approve a change of grade beyond the second term following the course.

Report on grades
This report is delivered by the Registrar to the Committee of Chairs each year. Included in this report are data on trends in grading, grade distribution, and comparisons over time, withdrawals, and NRO’s. While this is a confidential report, the Chair is encouraged to share it with members of the department/program.

Honors to Independent Study Changes
If a student is registered 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. Email Meredith.Braz@dartmouth.edu with the information.

Course Assessment
Course assessment occurs at the end of each term where students complete an online assessment. Students are required to assess all courses before they can see grades online. Grades are for the term need to be entered before faculty members have access to completed assessments for classes they taught. Students may view a subset of responses to questions each term.

Accessing/reporting
As Chair of the department/program, you have access to the course assessment report for your department/program. Only courses with five or more students enrolled are visible for instructors and department/programs.

Optional Additional questions
Departments/Programs may request that up to five department/program questions be entered on their course assessments. These questions will appear on all surveys for courses taught in the department/program until the Chair requests that they be changed or deleted.
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 goes live. Note that these questions will appear on all surveys in the department/program. See [http://www.dartmouth.edu/~reg/guides/ceval/](http://www.dartmouth.edu/~reg/guides/ceval/) for more information about course assessment.

**Data requests:**

**Departmental/Program reviews**
The Registrar's Office provides standard reports when a department/program is undergoing an external review. These reports 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 has a request for information about students or courses, we are happy to work with you. We appreciate as much detail and advance notice as possible. Some more involved requests, however, are not possible to fulfill given our resources and technical constraints. In some cases these requests require committee permissions. We also want to make you aware of the extensive information available on the Office of Institutional Research Website [http://www.dartmouth.edu/~oir/](http://www.dartmouth.edu/~oir/) Please send data requests to registrar@dartmouth.edu.

The Registrar’s Office is in the process of implementing a student data warehouse. Our hope is to expand access to student information in the coming year.
Highlights of some of our Current Initiatives

New Curricular Rules
We anticipate that the Arts and Sciences Curricular Review Proposal, to be voted on in ’15-’16, will encompass several technical projects that will require our resources to help support these new curricular requirements for the College.

Revised Class Schedule
We are engaged in evaluating the revised class schedule, recently approved by the Arts and Sciences Faculty, in order to implement it in Banner and satellite systems.

DegreeWorks Upgrade
IT has informed us that a significant upgrade to the DegreeWorks system is required, which supports online major/minor declaration and degree audits.

Student data warehouse
A new, improved reporting structure designed for retrieving student data is under construction and is advancing successfully.

For more information about our operations, achievements and a full list of our projects, please see our Annual Report http://www.dartmouth.edu/~reg/about/annualreport/.
Support and online help
Online Faculty Guides to support various online procedures can be found at:
http://www.dartmouth.edu/~reg/guides/

Contact Information

Email: Registrar@dartmouth.edu
Phone: 603-646-2246

Administrative Assistant to the Registrar: Pamela Latimer
Email: Pamela.Latimer@dartmouth.edu
Phone: 603-646-3572

Registrar: Meredith Braz
Email: Meredith.Braz@dartmouth.edu
Phone: 603-646-3136

The Registrar’s Office Chair’s Guide can be accessed on-line at:
http://www.dartmouth.edu/~reg/guides/.
Appendix 1: General Course Registration Schedule Graphic

- **Course Election**
  - Prior to start of term.
  - Students not enrolled.
  - Use of course election reports to reduce oversubscription.

- **Course Changes**
  - Period prior to start of classes.
  - Students are enrolled.
  - Any changes must include student communications.

- **Add/Drop**
  - Period following start of classes.
  - Students are enrolled.
  - Any changes must include student communications.
  - Students are able to add a fourth course.
  - During the second week of Add/Drop, all courses require instructor permission.

- **System Unavailable**
  - End of Term
  - Start of Term

Student Schedules Available