

The Registrar's Office Department/Program Administrator's Guide

AY 2023-2024

This guide is available online at

https://www.dartmouth.edu/reg/docs/administrator_guide.pdf

DARTMOUTH

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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 the main processes and procedures where we partner with Department/Program Administrators. Feedback and additions to this guide are welcome.

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

FERPA Tutorial

FERPA is the set of Federal laws that address student record privacy and is the foundation for much of Dartmouth's student record and data policies.

Please take a few minutes to review a simple [FERPA tutorial](#) designed for Dartmouth which covers the basics of this student records law. It provides general guidance on what information you may or may not release, and to whom.

A very helpful [FERPA "Quick" Guide](#) is available for \$58 (Dartmouth is a member of AACRAO) if you want one for your Department/Program.

We encourage you and anyone in your Department/Program to contact registrar@dartmouth.edu 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 everyone with access to this information to not send it over our email system whenever possible. Use Banner to enter student grades.

The Registrar's Office provides degree and enrollment verification and transcript services to students and third parties through our authorized vendors. If you or anyone in your Department/Program receive a request from a student or third party, such as an employment screening company or potential employer, that asks you to provide the majors, minors, grades, or other academic records for current or former students, direct them to the Registrar's Office for assistance.

Annual Report

Modern Registrar's Offices provide a wide variety of services and ours is no exception. For a more comprehensive look at our activities and the services we provide, visit our website to view the [Annual Report](#).

Banner

Banner is Dartmouth's system of record for student data (student information system or SIS) where you view official class rosters, enter final grades, provide permission/overrides,



and more. Your main interface for these tools is in the menu-driven [“Dartmouth College Student Information System” website](#).

Tools, Applications, and Reports Available through *Banner*

As a Department/Program Administrator, you and your Chair have access to several tools, applications, and reports within *Banner*. This Guide contains information on the most-used items; further [Guides](#) are available on the Registrar’s website or in the [Chair’s Guide](#).

Resources this guide will cover in-depth:

- Course Proposals (Dartmouth Course Approval Routing System – “DCARS”)
- Course Building and Maintenance (Timetable Editor, IP Manager, and more)
- ORC/Catalog (Sitecore/Curriculum Strategy)
- Major/Minor Declaration (*DartWorks Dashboard*, *DartWorks Audit*, and *DartWorks Planner*)
- Department/Program Reporting Dashboard (Data Warehouse/IRA)

System Access

Department/Program Administrators are given access to all primary systems by default, as are Administrative Assistants. That access covers all *Banner* and Dartmouth applications used by faculty with the exception of Course Assessment. Administrators have an access level that allows you to act as faculty within your department/program to manage course-level information such as textbook information, permission/overrides, and grading to provide support for your faculty.

If Course Assessment access is required for your department/program, have your Chair contact the Registrar’s Office to request access for you, as that is granted by permission only. Other faculty members who take on administrative tasks may be granted access similarly, via email from the Chair to the Registrar’s Office.

Course Proposals

The Dartmouth Course Approval Routing System (DCARS)

The [Dartmouth Course Approval Routing System \(DCARS\)](#) is the online tool faculty members use, (or their proxy, such as their Department/Program Administrator), to submit new or to update course proposals. Departments/programs use DCARS to propose a new course, to propose a new special topics course, or to update an existing course (updates include a change in title, description, distributives, world culture designations, and/or cross-listings).

Chairs review new or updated course proposals submitted by faculty members in their department and program. Additional information about [DCARS](#) is on the Registrar’s Office website.

Point Number, Special Topics, and Rubric Courses

Course numbers for undergraduate courses at Dartmouth always follow a three-digit (001,



010, etc.) or four-digit (01.01, 10.10, etc.) format. Four-digit course numbers are also referred to as “point-number” courses and are the format used for special topic courses under a rubric. However, a course does not need to be a special topic course to use a point-number/four-digit format.

Special Topic courses are courses on a similar topic, where the course subject varies from term-to-term. Instead of offering the various topics under a single course number, a rubric course is created and approved describing the type of courses that will be offered. Special topic courses created under this rubric are designated as point-numbered courses under the rubric course. For example, the rubric course would be recorded as 030, and the subsequent special topics under the rubric would be recorded as 30.01, 30.02, etc. Special topic courses do not need to be reviewed by the full divisional council and COI committees, as the rubric course has already undergone these reviews. Note that for a course to proceed through DCARS under a Special Topic’s approval routing, a rubric course must already be approved and available in Banner. See the [Registrar’s Office website](#) for more information about point number and special topic courses. An illustration of DCARS approval routing paths by proposal type is also available [in DCARS](#).

Course Building and Maintenance

Timetable Editor

The *Timetable Editor* is the tool in which departments/programs build course sections for each term. Typically, Department/Program Administrators collect and edit the department and program’s course information in the *Timetable Editor*. Administrators also add data such as the time the course is offered, priorities for limited enrollment courses (if any), final examination information, median grade information, room requests, textbook information, and learning objectives. Departments/programs may make changes to the *Timetable Editor* up until noon on the day before the *Timetable of Class Meetings* publishes for the term.

Timetable of Class Meetings

The [Timetable of Class Meetings](#) is the source of up-to-date course information that students reference to register for courses each term. This is a searchable, public view available to all.

Departments/programs use a tool called the *Timetable Editor* to build the *Timetable of Class Meetings* for each term.

The following outlines how the Registrar’s Office addresses changes to the Timetable:

- **Distributive, World Culture, or Language Requirement Designation addition or change:** The Committee on Instruction (COI) permits a department/program to add a ***new*** distributive, world culture, or language requirement designation to a course during the term a course is taught, but it is ***not*** possible to change a distributive, world culture, or language requirement designation once a course has been published to the Timetable of Class Meetings.
- **Course 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 prior to canceling the course.)

- **Prerequisites:** Some prerequisites are checked by *Banner* during registration. If your department/program uses *Banner* prerequisite checking, be sure to communicate any changes to our office. A list of departments/programs who use *Banner* prerequisite checking is located on the [Registrar's Office website](#).
- **Instructor Permission (IP) and other Banner overrides:** Faculty may seek to restrict access to a course, in consultation with your Chair, by requiring students to seek instructor permission to enroll. At times you may be asked to act as a proxy for a faculty member to enter instructor permission overrides. To do this, indicate instructor permission required in the *Timetable Editor* during the timetable-building period for each term, or use the *IP Manager Tool* in *Banner* after the course election period.

As proxy for a faculty member, you may also be asked to grant course permission overrides in *Banner* based on the type of restriction placed on the course and the student request. There are three different types of restrictions that your department/program may place on courses: Instructor Permission (IP), Prerequisites, or an Enrollment Limit.

It is important to note that departments/programs grant permission only, while students register for courses. Therefore, 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.

- **Enrollment Report:** The Registrar's Office has provided department/program chairs and administrators access to a new report, titled "Room Capacity and Enrollment." The report is in the Courses and Enrollments section of the Department/Program Reporting Dashboard, now renamed "UGReg-Department and Program Reports." This information will help inform Faculty who are considering enrollment changes for their classes.
- **Enrollment limit:** Your department and program may wish to limit the number of students enrolled in certain courses. The Chair will want to discuss this with your Associate Dean before you change any course enrollment limits. Please note at the time the Timetable is published, departments/programs may have either an enrollment limit *or* instructor permission assigned to a course. They may not have both.
- **Priorities:** Priorities determine the order in which students enroll in limited enrollment courses *if the course is oversubscribed during course election*. Note that priorities *have no effect* if the course is not oversubscribed or 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 *Banner*. As a reminder, the override does not place the student into the course; rather it permits the student to register.

Classroom Assignments

Classroom assignments are generally released two weeks before the start of the term. Classroom requirements, preferences, and room requests may be entered into the Timetable Editor. Entered room requests will roll over from the last time the course was offered. Typically, our busiest time periods are 10, 10A 11, and 2A. If you have specific classroom needs, you may wish to avoid those time periods to have a better chance of being assigned to a suitable classroom.

Textbook Tools

Federal law mandates that the price and ISBN of all textbooks assigned for a course be published at the time of registration. It is at the discretion of your Department/Program to decide whether individual faculty members or your Administrator enter the textbook information. Therefore, you will want to clarify your Department/Program's policy with your Chair and faculty.

The *Timetable Editor* allows Departments/Programs to enter textbook information for courses along with the rest of the termly course information.

Additionally, there is a tool in *Banner* where a faculty member, or the Department/Program designee, may edit textbook information once a term's courses are loaded in Banner.

See [instructions on how to enter textbook information](#) in *Banner*.

Class Rosters and Bounce Lists

Chairs may review student rosters for all courses within their Department/Program from their *Banner* menu in various formats including Blitz lists, plain text/table format, Excel, and with student photos. In addition, 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.

Organization, Regulation, and Courses (ORC/Catalog)

The [ORC/Catalog](#) is the primary academic document of the College. It is the source of undergraduate Arts and Sciences regulations and course information for the academic year and is published on-line each year in late August or early September. Each department and program list their active faculty members, their major/minor and honors requirements, 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 made to the ORC/Catalog.**

In addition to the *ORC/Catalog*, the Registrar's Office publishes the [ORC/Catalog New Course Supplement](#). New Courses that are approved throughout the year after



ORC/Catalog publication are listed in the Supplement until the next academic years' [ORC/Catalog](#) is published.

The *ORC/Catalog* is made available for edits after the start of the fall term each year and is closed to edits at the end of the academic year. During this time each department/program reviews their content, submitting changes where necessary. As an administrator, you may edit your department's/program's page while the *ORC/Catalog* is open for edits, which includes the following information:

- Department/Program Name
- Department/Program Chair and/or Vice Chair
- List of faculty members
- Major/Minor requirements
- Modified major requirements
- Honors Program requirements
- Other department/program information, such as
 - Foreign Study Programs, if applicable
 - Transfer Credit requirements/limitations, if applicable

During the editing period each Department/Program also reviews their list of courses, ensuring that the information is correct. Most changes to course information, such as updating a course description, are submitted through the Dartmouth Course Approval Routing System (DCARS). Once changes are approved in DCARS, the updated information is transferred to the *ORC/Catalog* overnight. The Department/Program Administrator should review each course and update the following fields directly in the *ORC/Catalog*:

- Instructor
- Term offered
- Prerequisite narrative

New courses approved throughout the academic year appear in the current *New Undergraduate Course Supplement*. Updated information on pre-existing courses appear in next year's *ORC/Catalog*.

Majors, Minors, and Academic Progress Advising

DartWorks for Faculty Members

DartWorks is a web-based application that assists students and advisors as they plan the student's academic program at Dartmouth. It works in tandem with *Banner* and updates nightly in most cases. *DartWorks* consists of three parts:

- *Degree Audit* to help students and advisors monitor student progress toward completion of their requirements.
- *DartWorks Planner* for students to declare majors/minors and plan their major/minor program with the help of a faculty advisor.
- *DartWorks Dashboard* for faculty advisors and Department/Program Administrators to review and manage major/minor declaration requests.

The ***DartWorks Degree Audit***, integrated with *Banner*, is where faculty members and



Department/Program Administrators can review student progress toward degree completion. This enables faculty members to work closely with students for advising and integrates with online major/minor 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. Departments/programs may wish to grant exceptions to major requirements for students on occasion. To request that these exceptions recorded in the *DartWorks Degree Audit*, send an email to Registrar@Dartmouth.edu. Exceptions to the culminating experience must be approved by the Committee on Instruction.

The *DartWorks Planner* is where students, with the assistance of an advisor, create academic major or minor plans. 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.

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. The Chair decides how the Department/Program administers this task since it varies among departments and programs. See the [DartWorks Guides](#) on our website for more information.

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/minor until the first week of their last term in residence. Seniors who wish to declare or change a major/minor 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, including the last days of the term preceding graduation.

Students who have declared more than one major may drop a major anytime, which includes the last days of the term preceding graduation. Students must have a major declared before submitting a minor declaration.

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. Seniors who wish to declare or change a minor beyond this date must petition the COI with support from their Chair. Students must have a major declared before submitting a minor declaration.

Note faculty policy sets certain limits on which combinations of major, minors, and modifiers a student may declare. More information on these limitations may be found in the [ORC/Catalog](#). Please visit the [DartWorks Unsupported Majors](#) page to view a list of majors not currently included in the *DartWorks Degree Audit*.

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.

Note: Students in the class of 2015 and earlier followed a different process; if you have any students in your department and program from an earlier class, contact the Registrar's Office for assistance. In addition, 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's readmission and petition to the Committee on Instruction.

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 winter term.
- The first week of spring term.
- The last week of spring term.

See the appropriate [term calendar](#) for dates.

Modified Majors

Chairs, or their designees, partner with the Registrar to approve modified majors. Students submit through *DartWorks* a rationale for the modified major for approval of one or both departments/programs (as needed). See the section in the *ORC/Catalog* on [Modified Majors](#) for information on the required courses and department and program approvals needed for each type of modified major.

The Registrar reviews the rationale to ensure that it constitutes a unified and coherent whole major as required by faculty legislation.

Multiple Majors

Many students major in two or more separate fields, often quite dissimilar, for instance, Theater and Government. To do so, the student must submit separate major plans to each department or program, approved by all Chairs. A student may not declare multiple majors within the same department or program except when a department or program offers separate and dissimilar majors. (E.g., Astronomy and Physics, French and Italian, and Spanish and Portuguese). The culminating experience must be satisfied for all majors. In designing a multiple major program, it is not possible to use any individual course as part of more than a single major (although a course may be part of one major and prerequisite to the other, or prerequisite to each major). See the Registrar's [website](#) for detailed instructions on procedures. The regulation concerning the deadline for making a change of major (or type of major) is not intended to keep a student who has been carrying a multiple major from dropping one or more majors in the last days of the term preceding graduation.

NOTE: Faculty policy sets limitations on which combinations of majors, minors, and modifiers a student may declare. Students and departments/programs are responsible for ensuring that invalid major combinations are not approved within the same department and program and not rely on *DartWorks* to identify all conflicting majors. Please visit the [DartWorks Unsupported Majors](#) page to view a list of majors not currently included in the *DartWorks Degree Audit*.



Graduation and Major/Minor Standing Lists

It is critical that the Registrar's Office receive major/minor standings in a timely fashion for all students who are about to graduate, especially spring term.

Major/minor standings are submitted online through *DartWorks*. Approximately two weeks prior to the end of each term the Registrar's Office sends notification to every department/program the major/minor standings are available in their *DartWorks Dashboard*. The *DartWorks Dashboard* provides a list of students who have declared a major/minor in their department/program and who expect to graduate at the end of the term.

Your Chair will certify whether a student has completed the major or minor, and whether the student has received honors by selecting the correct standing button for each student and clicking **"Submit to Registrar"**. Note that a Department/Program Administrator may *not* submit the standings. However, the Chair may designate an alternative faculty member to submit the standings by emailing the Registrar's Office prior to the day standings are due. Standings are due back to the Registrar's Office by noon the same day that grades are due each term, and for seniors during spring term, by noon on the Thursday prior to Commencement. A detailed [Major Standings](#) guide is available on the Registrar's website.

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. Please note that these non-transcripts are for internal use only and should not be given to students or third parties. Students may order their own unofficial transcripts in *DartHub*. See the [Unofficial Transcript Information](#) for more information for students on unofficial transcripts.

Department and Program Reporting Dashboard

The Department and Program Reporting Dashboard contains a set of reports that departments/programs use to confirm their current or past enrollments, current majors, minors, major modifiers, major grades, class year, graduation term, and more. Departments/programs can access these reports at their convenience. The reports focus on questions that the Registrar's Office is most asked by departments/programs.

The Dashboard is grouped on the main page by categories which include Course and Enrollment Reports; Major, Minor, and Major Plan Reports; Student Data; Missing Grades; and the TimeTable Editor. Some departments/programs have custom reports that are viewed in a Custom Reports section. Each header links to a main page for that topic area that features summary reports at the top.

If you oversee multiple departments/programs, there will be a dropdown menu to switch between subject areas.

If there are reports that your department/program could regularly use that are not on the dashboard, please reach out to the Registrar's Office to inquire about how to build and add new reports.

Below is a list of the types of reports that are available in the dashboard; note that some will have multiple views available in dropdown menus which expands the range of options.



This is especially true of the Enrollment and Roster reports. Information can also appear in multiple reports, such as instructors for courses or enrollment limits.

Here are some reports you can view in the Dashboard:

Course and Enrollment Reports

- Check the enrollment information for courses, which includes instructor, enrollment limit, total enrolled, etc. with the Enrollments report
- See a summary of active courses with the Active Courses report
- View the results of course election with the Course Election Results report
- Check room capacities against course enrollments or vice versa in the Room Capacity and Enrollment report

Majors, Minors and Major Plan Reports

- View current majors, minors, and modifiers with the Majors – Current or the Minors – Current reports
- View graduated majors, minors, and modifiers by graduation year with the Majors – Historical or the Minors – Historical reports
- See the enrollment projections for courses using the Projected Enrollment for Majors and Minors report (based on student major/minor plans)

Student Data

- View the courses, grades and graduation term for a student with the Non-Transcript report
- See the courses and terms the courses were taken by a student, as well as their declared major/minor in the Declared Plans by Student report

Missing Grades

- View which students are missing grades in the Missing Grades – All Students or the Missing Grades – Seniors Only reports
- View students who have an incomplete, ongoing, or AD in the Missing Grades – Incomplete, Ongoing, and AD report

Timetable Editor

- Check the course number, course title, cross-listed courses, meeting time, distributives, and more in the Timetable Editor report
- View the course title, distributives, world culture, and more in the Distributive and World Culture report
- Check course meeting times and instructors in the Meeting Time report

Course Election Oversubscription Reports

Course election oversubscription data for the term is available after the course election period ends and prior to when students can view their schedules. A notification is sent to Department/Program Administrators when this data is available with directions on how to access it through the Data Warehouse.

The data provides a summary of your Department's/Program's course election results. The report allows you to view the demand for your courses and add or delete sections



before students are enrolled. The goal of this report is to maximize student access to courses.

See “after course election” section of the [course election guide](#) on our website.

Course Assessment Reports

Course assessment reports allow faculty members to develop professionally as teachers, 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. 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.

Additional information is available within this guide under *Course Assessment* (page 16), and more [information on course assessment](#) can be found on our website. Contact the Registrar’s Office if you require assistance accessing or interpreting course assessment reports.

Transfer of Credit

The Registrar’s Office supports four different types of transfer credit for students:

- *Pre-Matriculation Transfer 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. See our website for more information on [pre-matriculation credit](#).
- *Dartmouth Exchange Programs*
 - Students apply for an Exchange Program through the Guarini Institute, and they have their courses approved for transfer through the Registrar’s Office. Faculty approval is required for exchange program courses.
- *Transfer Students*
 - The number of incoming transfer students can vary each year from as few as four to as many as fifty. The Registrar’s Office reviews transcripts and awards applicable academic transfer credit. Students’ class years may vary based on the number of incoming transfer credits awarded. The Registrar’s Office works with department and program Chairs each summer, typically August, to provide an opportunity for Chairs and/or faculty advisors to review and confirm or suggest a change in the credit awarded by the Registrar’s Office.



- *Transfer Terms*
 - Transfer terms refer to instances where students study at another institution during a leave term and transfer those credits back to Dartmouth. All such credits require faculty pre-approval before transfer.

For more details about types of transfer credit, please see the [Chair's Guide](#) and [the Registrar's Office website](#).

Course Election/Registration, Grading, and Final Exams

Course Registration Guides

The Registrar's Office has [Course Registration Guides](#) for faculty members on our website. These Guides detail the course election process, entering/continuing student procedures, and dates.

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). [Registration Schedules](#) are available on the Registrar's Office website.

Additional Sections Based on Oversubscription Reports

After course election and before students may view their schedules, the Registrar's Office provides the Chair and Department/Program Administrator access to oversubscription reports on *Banner* that show any course section where demand was higher than the course limit. Departments/programs 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. As these reports are meant to be previews of anticipated course election results no students are enrolled in the course at that time and no class roster can be provided. We provide similar data to the Associate Deans.

Issuing Electronic Permissions/Overrides

Students register for all courses via *Banner*. Instructors, Chairs, or their proxies grant course permissions (overrides) via *Banner*. As Department/Program Administrator, you have access to grant overrides to all courses within your department/program. Your Chair may also grant proxy access to you if they desire. 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 *Banner* 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 will therefore not receive credit. For more details on how to issue a permission with *Banner*, see the [Faculty Reference Guide: Creating an Override](#). It may take several hours to overnight for a new course or student to appear in *Canvas*.



Course Override Reports

This report is on the *Banner* menu and allows you to review all of the registration overrides that instructors in your Department/Program have granted 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.

Low and High 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. They also receive a report that indicates any high enrollment courses. 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).

Classroom Scheduling

Faculty members are encouraged to indicate their classroom preference to their Administrator when they submit their Timetable information each term. However, faculty members may also submit classroom requests directly to classroom.scheduling@dartmouth.edu which will go to the Classroom Scheduler in the Registrar's Office. To request specific technology needs, send a request to Classroom.technology.services@dartmouth.edu which is a department in Information Technology and Consulting (ITC).

Final Examinations

Final Examination Scheduling

Faculty members provide final examination needs to their Department/Program Administrator as part of the *Timetable* process each term. The Registrar distributes a memo with a SharePoint link to the final exam spreadsheet to Department/Program Administrators at the beginning of the third week of the term. You will work with your Chair 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 typically assigns examinations 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.

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 the Registrar's Office 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. Please note— final examination times may **not** be moved.

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 transcripts 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. Spring term, when there is a very short time between the end of term and the graduating senior grade due date/time, it is imperative that the final grade be submitted on time. If not, it can impact a student's ability to graduate and/or their honors standing.

Courses with multiple instructors and independent studies often pose additional challenges when collecting final grades. Some Departments/Programs find it helpful to keep an updated list of each student's independent or directed study advisor. We have found that it is extremely helpful if each department/program identifies a 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.

Online Grading Tool

As a Department/Program Administrator, you have the ability to enter final grades for courses in your Department/Program. It is the Department/Program's responsibility to track instructors for any of its individual instruction courses. All students enrolled in, for example, thesis or independent study will be listed under the Chair on course rosters. Often the Department/Program Administrator collects the final grades from the instructors and enters them into Banner.

The Registrar's Office sends Departments/Programs a notification every term with the dates that final grades are due. It is extremely important that all faculty in your Department/Program submit their grades on time, especially for seniors in spring term. A is available on the Registrar's Office website.

For additional information, see the section within this guide on *Final Grades* (page 13). See [instructions for entering grades online](#) into *Banner*.

Citations

Citations are designed to procure an official record of information about undergraduates who have made particularly favorable impressions on members of the faculty because of their unusual talents, dependability, initiative resourcefulness, or other meritorious characteristics that are not indicated adequately by academic grades. When entering grades, citation grades are indicated with an asterisk. A student with a citation for an A-grade would be recorded as "A-*" and a citation for that course would be available at the end of their transcript. Every term, instructors and Departments/Programs are expected to proof citations to ensure that the citations:

- are grammatically correct with no spelling errors
- are brief (100 words or less)
- do not reveal inappropriate information about a student
- do not reveal legally prohibited information (such as disability or health status)



- do not reveal information that reflects poorly on a student, even if background for a commendation

More information on citations can be found in the [Scholarship Ratings](#) section of the *ORC/Catalog*.

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.

Please note that incompletes may only be granted with approval from the Dean of the College (all Deans in the Undergraduate Deans Office are qualified to act in the context of Incompletes), and it must be issued no later than the final day of the examination period. It is important that a faculty member not mistakenly allow a student to continue to work past the end of the final exam period and submit work late, or issue additional time without obtaining an Incomplete grade/extension in collaboration with the student and an undergraduate dean.

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 Department/Program Chair. The 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.*”

On occasion a faculty member or proxy makes a clerical or computational error before the final grade role. If this occurs prior to the final grade role, and the grade change is not due to another reason such as reassessment, an email with the grade change from the faculty member’s Dartmouth account will suffice.

However, in most cases, 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 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. More information about [grade changes](#) is in the *ORC/Catalog*.

Honors to Independent Study Changes

If a student registers for honors in your department/program, and your Chair 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. Your Chair may email the Registrar at Registrar@dartmouth.edu with the information and copy the student.



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 their eligible courses. As of summer 2015, students can view the responses to three student-initiated questions and a subset of course design and effectiveness questions, 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](#).

Accessing/Reporting

Your Chair has 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. If your Chair wishes you to have access to course assessment reports, they may submit a request to the Registrar's Office.

Additional Department and 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 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 or their proxy 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.

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.

Additional information on course assessment is located on the [Dartmouth Center for the Advancement of Learning \(DCAL\)](#) website.

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.



Each Department/Program Chair and Administrator has access to a set of reports that provide commonly requested data that can be used for research and/or operations.

The Office does not provide data for student research projects or to other constituencies. Other sources of data include the [Office of Institutional Research \(OIR\)](#) website for public information about Dartmouth College and [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 the [Center for Program Design and Evaluation \(CPDE\)](#).

If you have a data/report request, send it to registrar@dartmouth.edu. See [Registrar data and reporting services](#) for more information.

Contact Information

Email: Registrar@dartmouth.edu

Phone: 603-646-2246

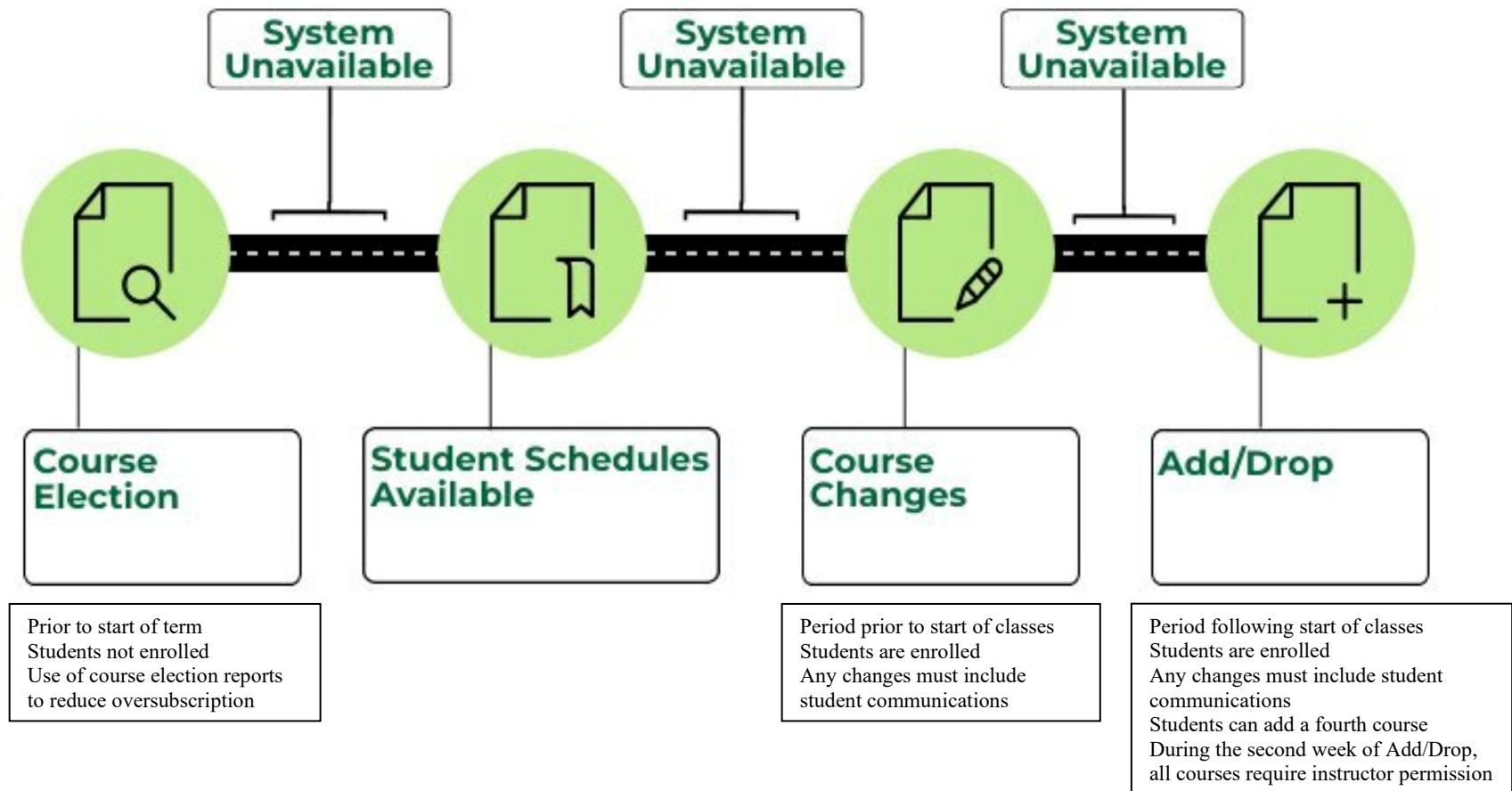
Note: We ask that for general questions that you email our office, and we will triage the question to the appropriate staff member.



Appendixes

Appendix A: Course Registration Schedule Graphic

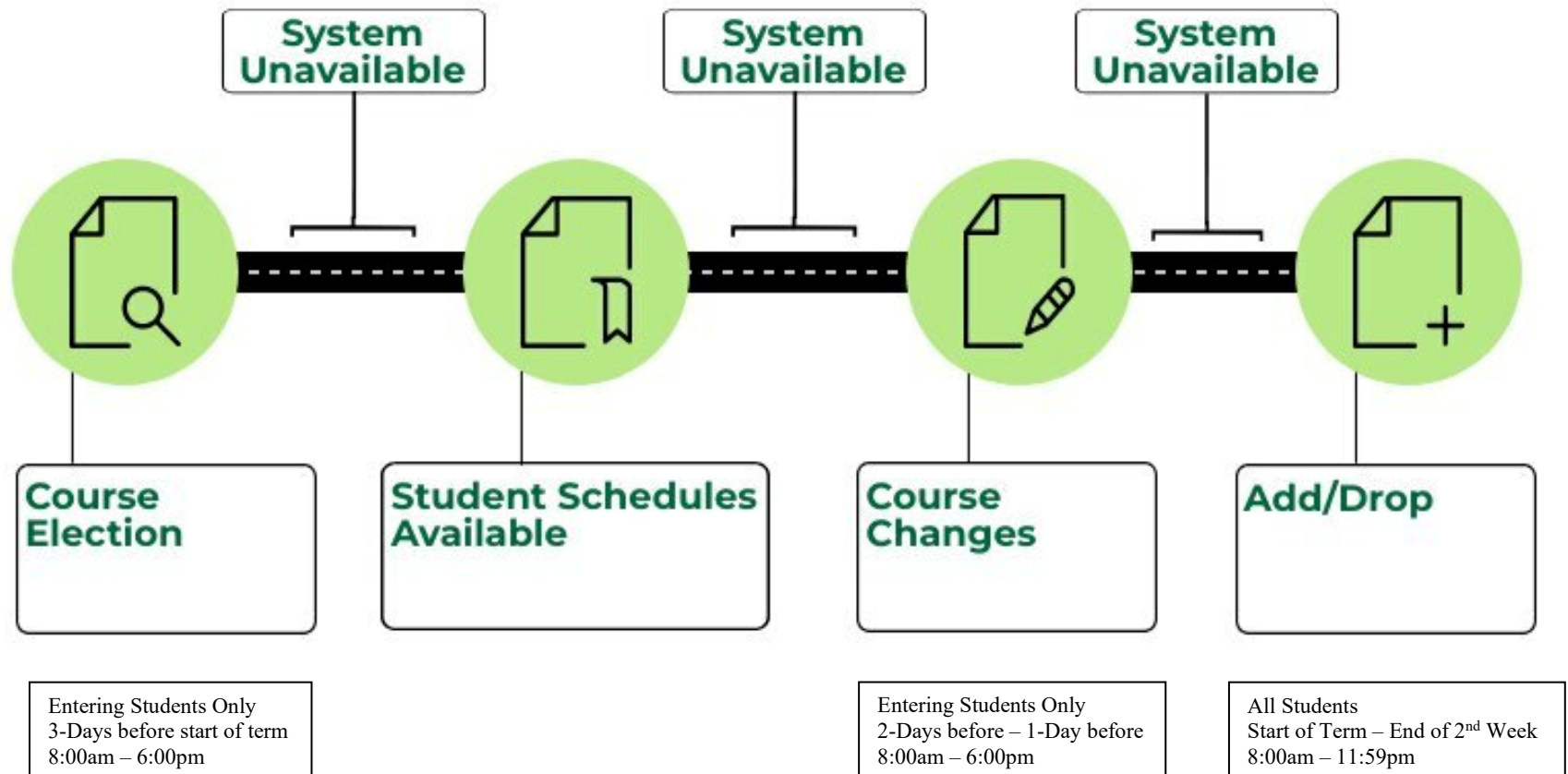
For summer, winter, and spring terms





Appendix B: First-Year Course Registration Schedule Graphic

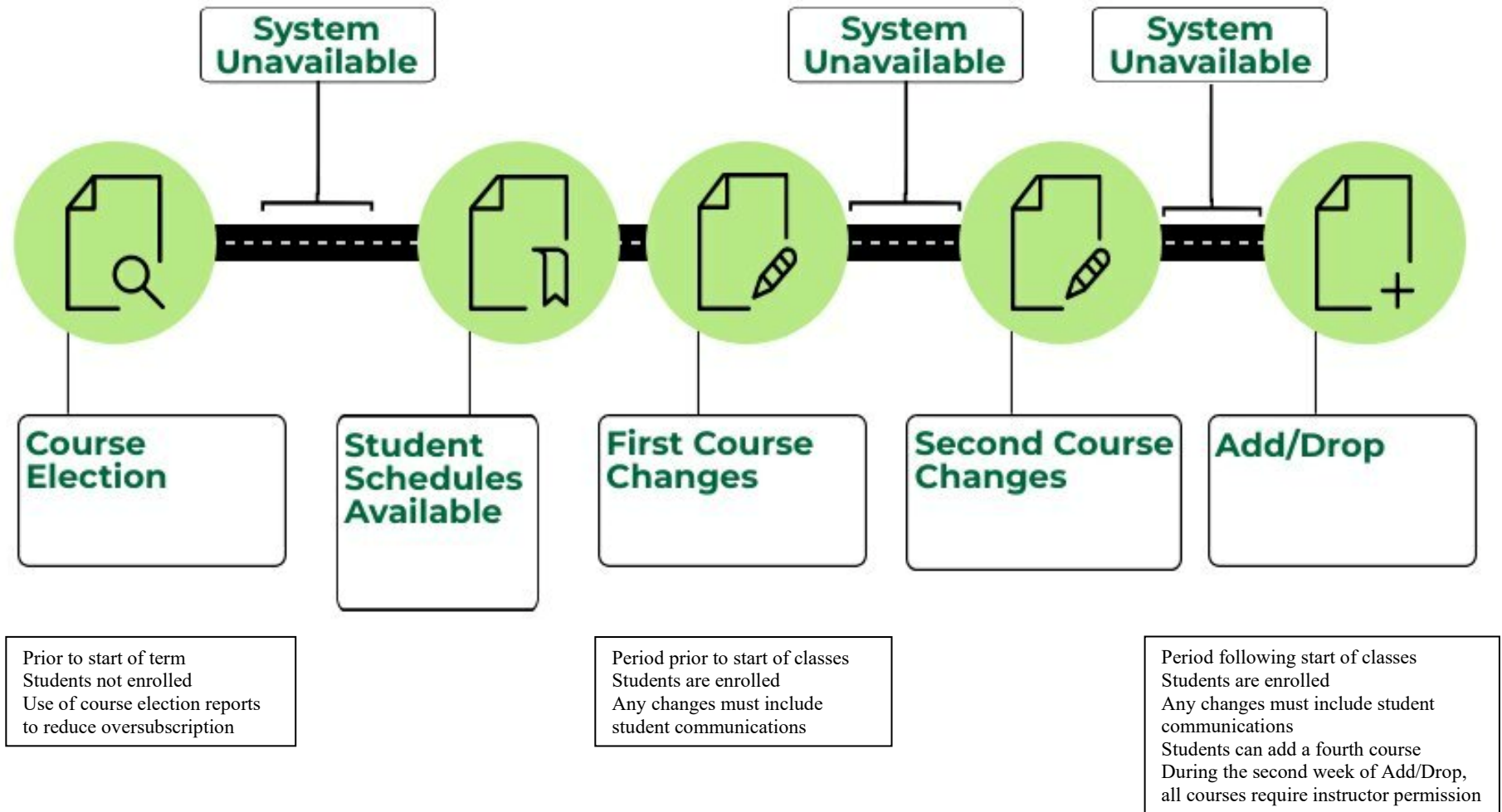
For fall term





Appendix C: Returning Student Course Registration Schedule Graphic

For fall term





Appendix D: Transfer Student Credit Approval Form

For entering Transfer Students

Name _____ ID _____ Class _____

Email _____

Course Information – to be completed by student and department/program

Distributives – A course approved to be equivalent to a Dartmouth course will carry the distributive and world culture designations assigned to that course. A course approved for non-equivalent credit will not carry any distributive or world culture attributes.

Requirements for transfer – In addition to meeting Dartmouth's academic standards, a course must be at least three weeks long and meet for a minimum of 30 contact hours.

Non-Transferrable course – If a course is not approved for transfer, please mark as denied.

Course Syllabi – Student provides department/program with the syllabus/i and includes a copy with this form when submitted to the Registrar's Office.

Student completes this section

Institution, Course Number and Course Title	Contact Hours (minimum of 30)	Department and equivalent course number, non-equiv. (000) or DENIED	Distributive	World Culture	Signature from department/program chair or designee <i>Typing your name constitutes an electronic signature</i>	Date

Special notes/conditions: _____

Registrar's Section – to be completed by Registrar's OfficeCourses approved: ☐ All ☐ All except _____

Reason _____

Special Notes _____

Approved by _____ on _____

☐ SHATCMT (check status) ☐ Institutional Code _____
☐ SHATERM (max 17 TR) ☐ Workbook
☐ SHATRNS (inst. & term info) ☐ Batch transcript