

The Registrar's Office Chair's Guide

AY 2024-2025

This guide is available online at
https://www.dartmouth.edu/reg/docs/chairs_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 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

Most people don't know what the Registrar or the Registrar's Office does since in today's environment it is quite diverse. For a more comprehensive look at our activities and the services we provide, visit our website to view the [Annual Report](#).

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 Parsons anytime you have a question about the 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.



Banner

General Access to *Banner*

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

Faculty Member Access to *Banner*

Faculty members have general access to *Banner* if they have an undergraduate course assignment between spring term of the prior academic year and spring term of the next academic year.

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

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

Proxy Access

Departments/programs may grant proxy access to Registrar systems. It is typically granted to the department/program administrator, another administrator, vice-Chair, or undergraduate study coordinator. This access is mostly identical to the Chair's access and allows this additional user to assist with *Banner* processes for your department/program. To request proxy access, the Chair simply sends an email to registrar@dartmouth.edu.

Tools and Reports Available through *Banner*

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

Guides are on the Registrar's website that describe how to use available tools. They include Guides on how to use:

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, as Chair, you will want to discuss your department/program's policy with your administrator and faculty.

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 *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*.

Online Grading Tool

As a faculty member, you have the ability to enter final grades for your courses, and as Chair, 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 [Grading and Transcript Production Schedule](#) is available on the Registrar's Office website.

For additional information, see the section within this guide on *Final Grades* (page 14). See [instructions for entering grades online](#) into *Banner*.

Course Election Oversubscription Reports

This report - "Course Election Results" - is made available after course election ends. It is available on the *Department/Program Reporting Dashboard* in the "Courses and Enrollments" section. See "after course election" section of the [course election guide](#) on our website.

It provides a summary of your department/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.

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.

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 to access or interpret course assessment reports.

Major/Minor Lists

These lists are available through both Banner Self-Service and the Data Warehouse. The Major/Minor Lists found on Banner Self-Service allow the user to generate a list of students with a major, minor, or modified major in a specific department as blitzlists, photos, text-only, or Excel formats.

The Data Warehouse reports allow you to view the current students who have declared majors, minors, or modified majors in your department and program, including a summary count of double majors, and modified majors. Each student ID on these lists has a direct link to an individual report for their class history.

Both reports include email addresses, Hinman Boxes, Expected Grad Terms, D-Plan details, and class year. Please note that the Data Warehouse reports are available only to Chairs and Department/Program Administrators.

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, as Chair, you can 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. Fall Bounce Lists are overwritten when incoming first year student course election is set up. Note that you can also view student rosters from your department/program dashboard.

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 components:

- *Degree Audit* to help students and advisors monitor student progress toward completion of their requirements
- *Planner* for students to declare majors/minors and plan their major/minor program with the help of a faculty advisor
- *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 can review student progress toward degree completion. This enables faculty members to work closely with students to advise and assist students with their academic plans. The *Degree Audit* provides a graphical user interface with checkboxes to identify whether or not students have completed requirements and is currently programmed to include most majors and some minors. Departments/programs may occasionally wish to grant exceptions to major requirements for students. To request that these exceptions be 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/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 until the end of the first week of their last term in residence. Seniors who wish to declare or change a major beyond this date must petition the Registrar with support from their Chair.

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

Students who wish to elect a minor must do so by the end of the first week of the last term in residence prior to graduation. Again, seniors who wish to declare or change a minor beyond this date must petition the Registrar 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](#).

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. Multiple majors may not be within the same department or program except when a department and 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. More information on these limitations may be found on the [Registrar's website](#).

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 and 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 and program and who expect to graduate at the end of the term. As Chair, you 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 and 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 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.

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, and modifiers, major grades, class year graduation term information 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 Registrar's Office is continually adding new reports to the Dashboard and is available to review the reports with the Chair and Administrator at their request. See the [Department and Program Dashboard Guide for more information about these reports](#).

Faculty Vote for Committee Membership

The Registrar's Office administers the Faculty Balloting process. All eligible faculty members vote for various committee memberships every winter and summer term for the upcoming academic year. Per the [Organization of the Faculty of Arts and Sciences of Dartmouth College \(OFASDC\)](#) and the [Organization of the General Faculty of Dartmouth College \(OGFDC\)](#), 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.

All eligible faculty members vote for various committee memberships every winter term and for Title IX Council representation every summer term for the upcoming academic year. In addition, once the Dean of Faculty Office has appointed department and program Chairs for the coming year, the Chairs vote for Vice Chair of the Committee of Chairs and typically also for members for the Committee on Priorities.

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.



See our website for more information on [pre-matriculation credit](#), 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](#).

Relinquishment of Pre-Matriculation Credit

If a student feels that they are not prepared to take a course they placed into based on the articulation of their pre-matriculation credits and/or placement tests they may wish to discuss their placement with a faculty advisor. If it is determined that it is in the best interest of the student to relinquish their pre-matriculation credit, the student must send written approval from the faculty advisor or department/program administrator. The written approval must request that the student's pre-matriculation credit be relinquished.

[See our website](#) for more information, which includes a list of courses a student may relinquish their pre-matriculation credit without prior approval from a faculty advisor or the department/program administrator.

Transfer of Credit

The Registrar's Office supports transfer students and students who participate in a transfer term (Dartmouth students who study away on a non-Dartmouth sponsored program). The Guarini Institute administers all Dartmouth-sponsored programs, such as LSA's and FSP's. Both offices support 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.

The Registrar's Office works closely with the Committee on Instruction (COI) to administer transfer terms. Typically, it is either the Chair, a Vice Chair or a departmentally-appointed faculty advisor that signs [transfer credit approval forms](#) for students seeking to attend a transfer term.

See our website for additional [details on transfer terms](#), deadlines, application materials, and study away.

Note that credit earned on an [Exchange Program](#) is also viewed as transfer credit, and each course is approved individually in many cases. The course grades are not computed in the student's GPA unlike course credit earned in an LSA or FSP.

Transfer Term Application Process

Students

1. Students describe how they plan to incorporate the transfer term into their Dartmouth academic program. The approval of a transfer term is made on the basis of their academic rationale, and not whether they are just interested in a study away experience.
2. Students who seek to apply for a transfer term at an institution where Dartmouth offers an Exchange program, FSP, or LSA/+ during the same term, must obtain the signature of the program faculty director(s) on their [Transfer](#)



[Term Application form.](#)

3. Students secure individual course approvals from academic departments/programs to include on their transfer credit approval form. While departments/programs may decide that individual courses could potentially transfer, the Registrar on behalf of the Committee on Instruction approves and denies program participation based on the academic rationale and other factors. **Department and program approval of individual courses alone does not approve the transfer term.**
4. Students submit the completed Transfer Term Application and Transfer Credit Approval Form to the Registrar's Office by the appropriate deadline dates for review on behalf of the Committee on Instruction. Applications received or inquiries about transfer terms received after the published [deadline](#) and after the final day of classes are late and not reviewed.
 - Only in extremely extenuating circumstances are students allowed to [petition](#) to apply late for a transfer term. For example, if they were unable to graduate due to a failing grade and then needed to take an additional course summer term so that they could finish their degree summer term.
 - Students may petition to request to apply late for a transfer term. A complete transfer term application and required materials must be submitted with the petition.
 - Students submit their petition with required materials to the Registrar's Office at Registrar@Dartmouth.edu for review on behalf of the faculty Committee on Instruction.

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

Chairs

The Chair identifies who will sign/approve transfer term credit for the department and program.

This signature may be from a designee who is another faculty member; however, it may not be a department or program administrator. It is helpful to let the Registrar's Office know who you have authorized to sign forms.

The Registrar will review, on behalf of the COI, the transfer term application, including the courses to ensure that they meet Dartmouth College transfer credit standards (e.g. contact time, credit hours, etc.) and grant approvals for attendance in a transfer term. The COI will be consulted, if needed for any student appeals and any late requests.

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

See our website for additional [details on transfer terms](#), deadlines, application materials, and study away.

Transfer of Credit for New Transfer Students



The number of incoming transfer students can vary each year from as few as four to as many as 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 deny the credit awarded by the Registrar's Office. Review of credits is done during the summer so transfer students start at Dartmouth with knowledge of which credits have or have not transferred upon matriculation at the start of fall term.

Following the summer transfer credit review and after the fall term starts, if the student brings forth additional transfer credits that require review, they work directly with the departments/programs to seek transfer credit approval. They use the [transfer student credit approval form](#) provided by the Registrar's Office (see appendix D).

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

Note that current policy allows matriculating transfer students to transfer courses from community colleges to Dartmouth if you decide their courses meet criteria for transfer.

Dartmouth temporarily adjusted the policy on matriculating transfer student credit evaluation to allow for [online or remotely delivered courses to transfer](#) as follows:

Effective for transfer students matriculating at Dartmouth College beginning in the fall of 2021, courses offered by accredited degree-granting institutions are potentially acceptable for transfer credit provided the courses are an integral part of an officially defined undergraduate Arts and Sciences curriculum. Online courses, offered from spring 2020 through summer 2021, as well as those taken at an extension program or a community college are transferable; courses taken as part of an internship program are not transferrable. Although a transfer course may be approved for general course credit, if it is to fulfill a major requirement, it must also be approved by a faculty member in the department and program offering the major. Students should be aware that some departments and programs have additional restrictive policies toward transfer credit.

Requests or Appeals

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

Requests from Students:

Approvals

Major/minor approval if the student's department and program major or minor advisor 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 an additional four-course load.

Other

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

They may also speak with you about a professor's refusal to change a final grade. See student-initiated appeal in the [Final Grades](#) section of the *ORC/Catalog*.

Courses & Curriculum

Course Setup

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 and 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, prerequisites, 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.

Organization, Regulations, 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 lists 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.

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. Typically, your department and program administrator will collect and edit the department and 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 (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.

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.

Time Period Change: Once a course has been published in the Timetable of Class Meetings, the time period cannot be changed. In exceptional circumstances, write directly to Registrar Parsons at Eric.D.Parsons@Dartmouth.edu.)

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: 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 *Banner* after the course election period.

As department/program Chair, you, your proxy, and other faculty members may grant course permissions (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. You 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.

Course Election/Registration

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

Additional Sections Based on Oversubscription Reports

As mentioned earlier under "reports," after course election and before students may view their schedules, the Registrar's Office provides the Chair access to oversubscription reports on *the Data Warehouse* 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, however students in certain categories may be placed in a course before others when appropriate, such as majors. We provide similar data to the Associate Deans.

Issuing Electronic Permissions/Overrides



Students register for all courses via *Banner*. Instructors, Chairs, or their proxies grant course permissions (overrides) via *Banner*. As Chair, you have access to grant overrides to all courses within your department/program. If you wish, you may grant proxy access to an administrator in your department/program. It is important to note that department/programs grant permission only, while students register for courses. What that means is that even if you grant permission, it does not mean that the student is registered; they must still take action. In addition, when students register through *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](#).

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, ensuring that room requests are updated to reflect current enrollment limits and building availability. To request specific technology needs, send a request to Classroom.technology.services@dartmouth.edu which is a department in Information Technology and Consulting (ITC).

Faculty and/or Department/Program Administrators may submit requests for ad-hoc reservations by emailing Registrar@Dartmouth.edu.

Final Examinations

Final Examination Scheduling

Faculty members provide final examination needs to their department/program administrator as part of the *Timetable* process each term. Departments/programs will have permanent access to the Final Exam Spreadsheet (Public) folder, which will contain an editable spreadsheet from approximately the 3rd to 5th weeks of the term.

All regularly scheduled final examinations occur at the time specified in the announced examination schedule, which appears in the [Calendars Section](#) of our website. Please note per faculty legislation, the final examination schedule may not be changed after it is published.

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. A complete list of courses scheduled to hold final exams, along with the classroom assignments, is posted about 3 weeks before the exam period starts.



If an individual student requires extra time or 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. Contact [Student Accessibility Services](#) for information on any testing accommodations you may require.

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 useful to keep an updated list of each student's independent and/or directed study advisor. We have found that it is extremely helpful if each department/program identifies 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.

As chair, you may be called upon to assist with outreach to a faculty member in your department to collect late grades, particularly on the Thursday prior to Commencement.

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 roll. If this occurs prior to the final grade roll, 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 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. More information about [grade changes](#) is in the *ORC/Catalog*.

Report on Grades

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

Honors to Independent Study Changes

If a student registers for honors in your department/program, and you and the student wish to change the student’s enrollment to an independent study, 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

As Chair, in addition to your own course assessment reports you have access to the course assessment reports for your department/program. A reminder that only courses with enrollment of five or more students are available for instructors and department/programs to view. Additionally, Off-Campus, Independent Study, Honors, Research and Thesis courses are not assessed.

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 link to a webform that the Chair may complete and send back to the Registrar's Office. 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.

Support and Online Help

We have many online [Faculty guides](#) available on our website. Let us know if a guide on a particular topic would be helpful.

We are also happy to provide individual training to all new department/program administrators. Email Registrar@dartmouth.edu as soon as a new department/program administrator is hired to schedule a training.

Contact Information

Email: Registrar@dartmouth.edu

Phone: 603-646-2246

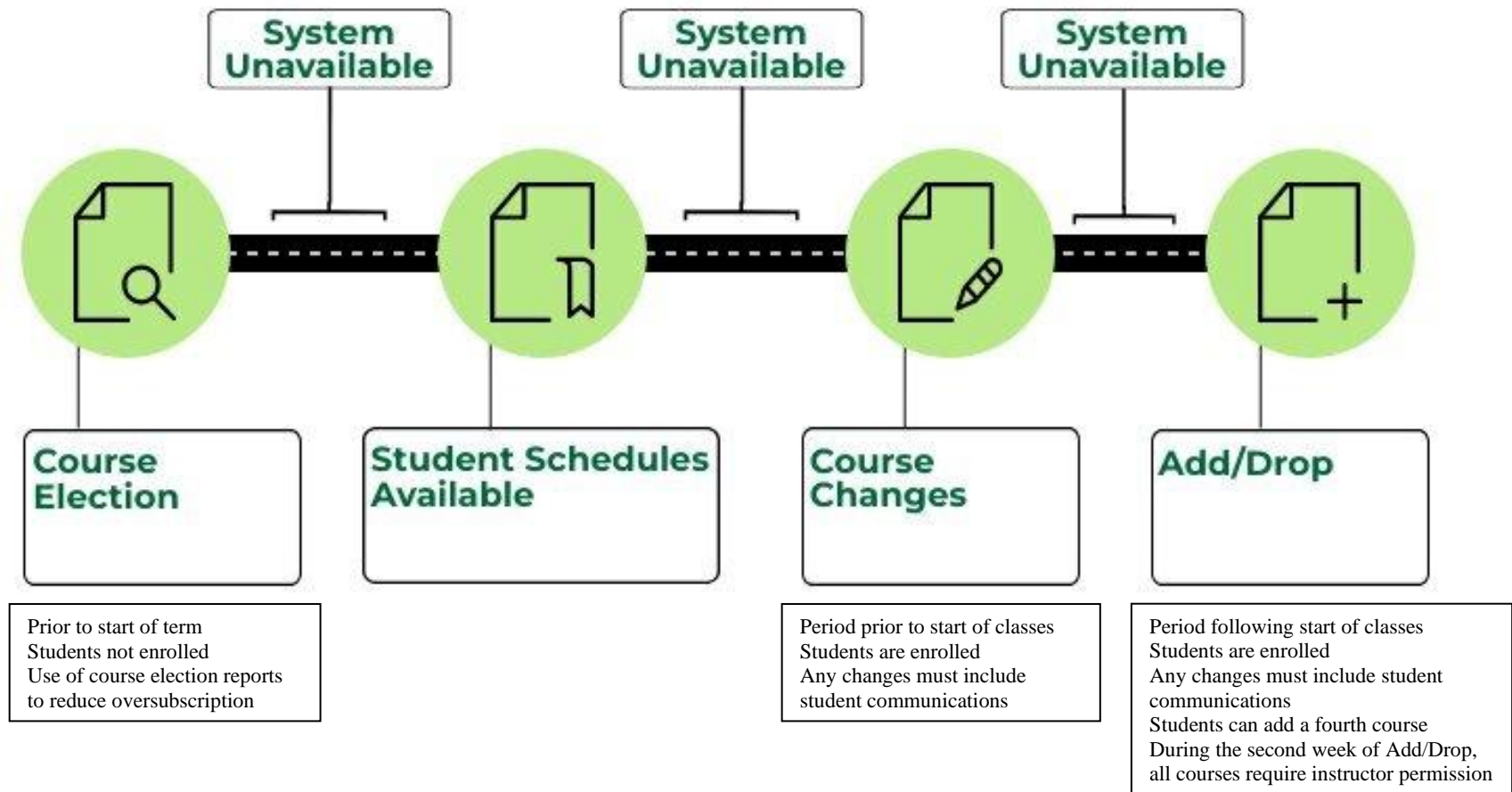
Note: We ask that for general questions that you email our office, and we will triage the question to the appropriate staff member.



Appendixes

Appendix A: Course Registration Schedule Graphic

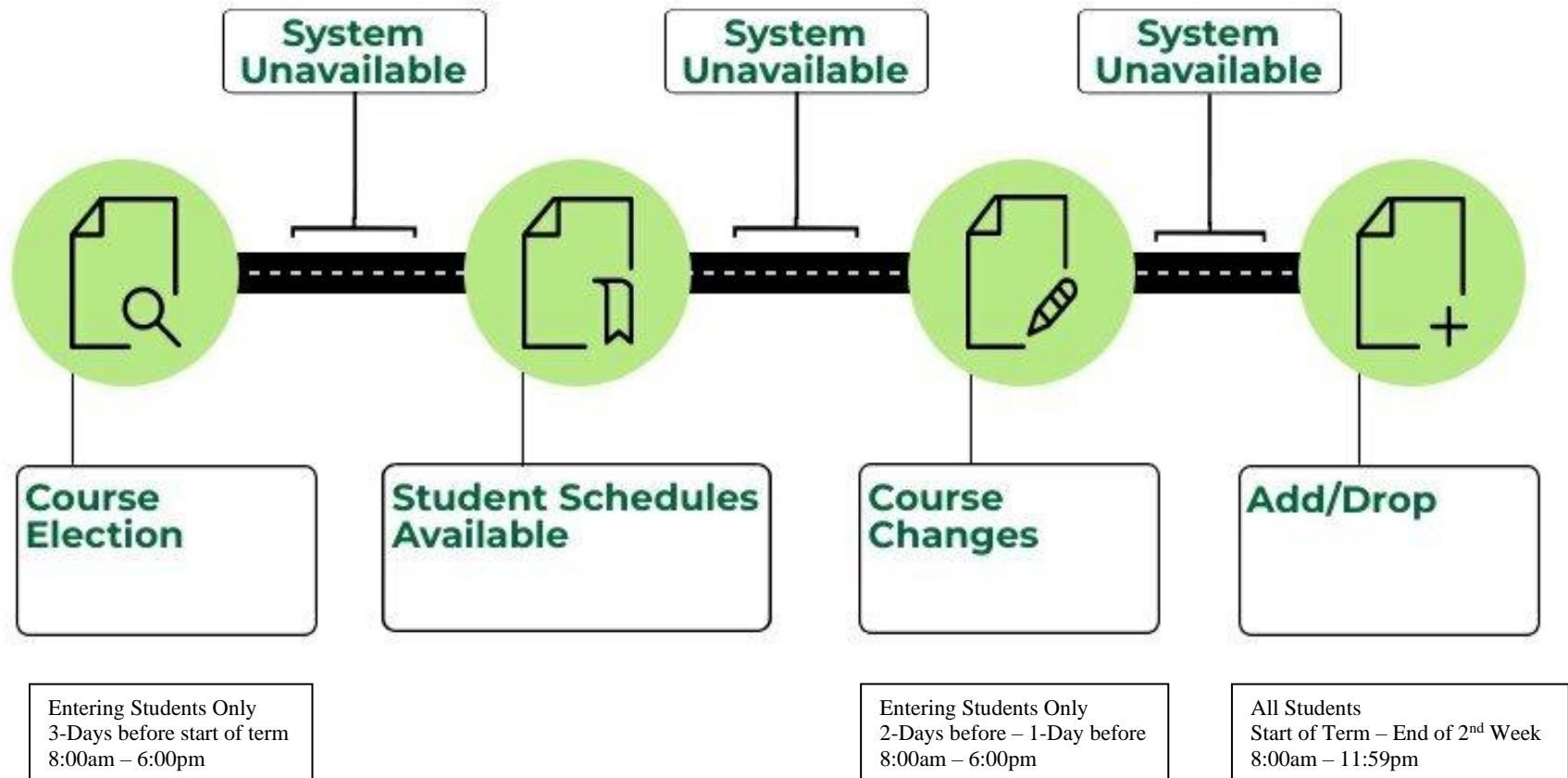
For summer, winter, and spring terms





Appendix B: First-Year Course Registration Schedule Graphic

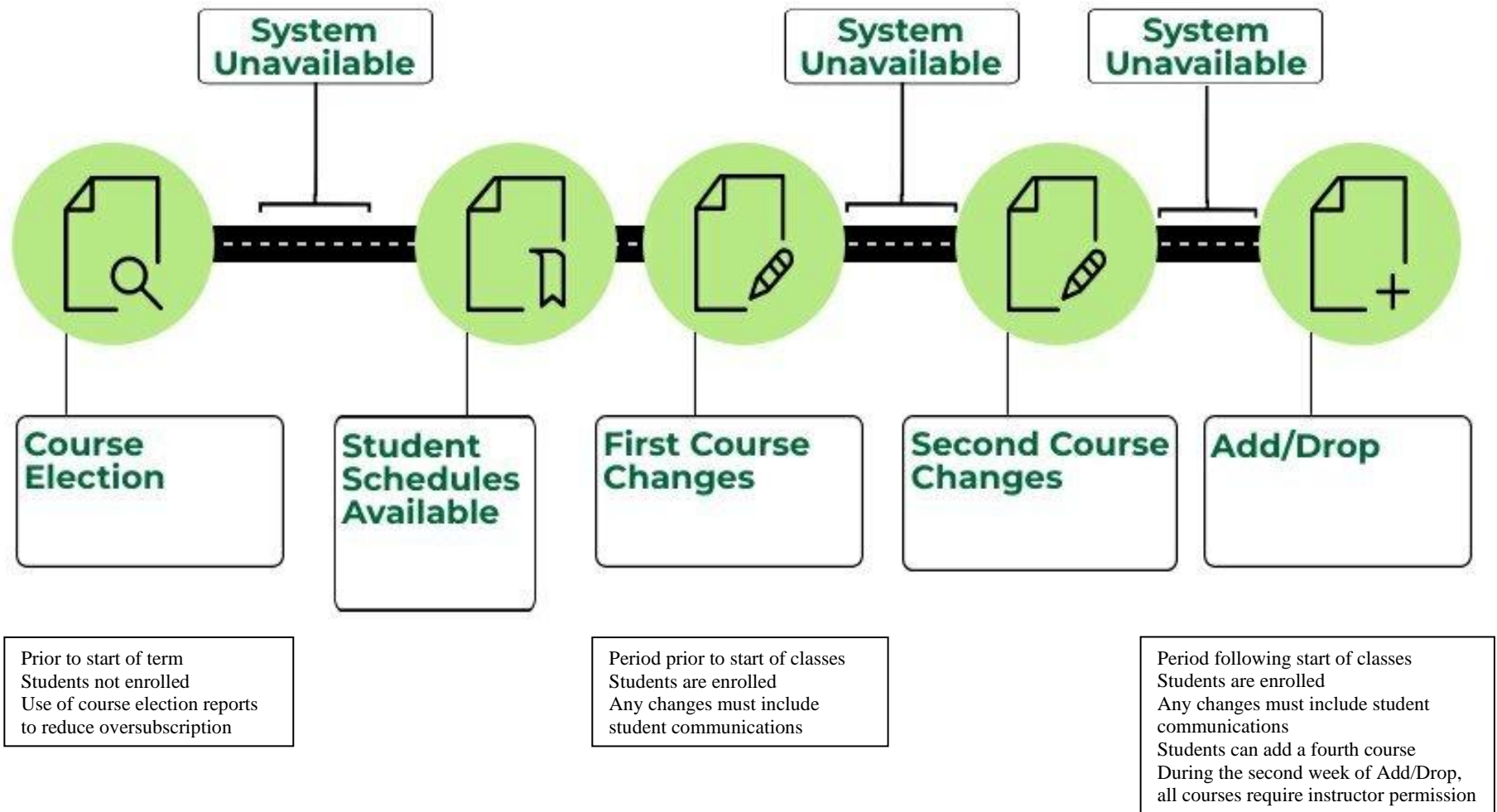
For fall term





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		Dartmouth department/program 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 Office

Courses 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