

# The Registrar's Office Faculty Guide

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AY 2019-20

This guide is available online at  
[http://www.dartmouth.edu/~reg/docs/faculty\\_guide.pdf](http://www.dartmouth.edu/~reg/docs/faculty_guide.pdf)

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## Introduction

The Office of the Registrar maintains students' permanent academic record and provides services for students and faculty members at Dartmouth in the areas of academic policy, enrollment and course information. This is an office of the Faculty of Arts and Sciences, and acts as its proxy by coordinating activities which include, but are not limited to, course registration; enrollment patterns (D-Plans); assignment of classes to classrooms; maintenance of courses offered and grades awarded; certification of students for graduation; and maintenance, protection and release of academic records.

The office certifies student enrollments, their degrees awarded and their academic eligibility to various governmental, public, private and academic agencies. These agencies include, but are not limited to, the Veterans Administration and the National Student Clearinghouse as required by law and/or requested by students within the guidelines of the law. All release of student information is guided by the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA).

Many academic services are available on the web via [DartHub](#) and [Banner](#). Faculty members often contact the office for clarification of policy, to assist with a student issue, or perhaps to help with a curricular change within their department or program. All are welcome, and we are committed to the principles of diversity and inclusion. We look forward to helping make your Dartmouth experience a good one.

All the best,

Meredith Braz Registrar

## 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 our [Annual Report](#).

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

### FERPA Tutorial

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 \$50 (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 Braz anytime you have a question about release of student information. Because technology makes more information accessible online, we face increased challenges to protect this information.

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

## Faculty Members & Students

### *Banner*

*Banner* is the student information system that Faculty members use to access information such as course rosters, to enter final grades, and to access multiple applications such as propose a new course and view their course assessment reports.

### 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 you are 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.

## Tools and Reports Available on *Banner*

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, you should check with your Chair and administrator to determine your department/program's policy.

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. The Registrar's Office sends departments/programs a notification every term with the dates that grades are due. It is extremely important that you submit your 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 9).

See [instructions for entering grades online](#) in *Banner*.

### ***Course Assessment Reports***

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

More [information on course assessment](#) is on our website. Contact the Registrar's Office if you require assistance to access or interpret course assessment reports.

### ***Class Rosters and Bounce Lists***

You are able to review all your class rosters and "bounce lists" (oversubscription lists) for courses you teach each term in *Banner*. Bounce lists are only available for courses that were oversubscribed during course election. Wait lists, if you or your department/program decides that they wish to keep them, are managed on an individual basis by departments/programs, not centrally by the Registrar. Check with your Chair to determine whether your department/program administers wait lists. For additional information, see the section in this guide on *Course Election/Registration* (page 8).

## Majors, Minors, and Academic Progress Advising

### ***DartWorks for Faculty Members is another tool available on Banner***

*DartWorks* is a web-based application with three components that assists students and

advisors as they plan the student's academic program at Dartmouth. It works in tandem with *Banner* and updates nightly. *DartWorks*' three parts consist of the:

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

The *DartWorks Degree Audit*, integrated with *Banner*, is where faculty members can review a student's 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.

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 Guide](#) 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 first week of their last term in residence. Seniors who wish to declare or change a major beyond this date must petition the Committee on Instruction (COI) with support from their Chair.

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

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

### ***Process***

Students create an academic plan for their proposed major/minor with the *DartWorks Planner* and then initiate a declaration request in their *DartWorks Dashboard* that

includes this academic plan. Faculty advisors then use the DartWorks Faculty Advisor Dashboard to review and either approve or deny/unlock students' major/minor declaration requests. The major/minor declaration process was designed to be flexible since each department/program has their own internal procedure for approvals, therefore check with your Chair to confirm how your department/program approves majors and minors.

## 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 Dartmouth College \(OFDC\)](#), faculty members eligible to vote include: all members of the departments/programs and other instructional programs of the Faculty holding appointments as Professor, Associate Professor, Assistant Professor, Instructor (contingency appointments), Research Professor, Research Associate Professor, or Research Assistant Professor. The privilege of voting in the meetings of the Faculty and in the preferential ballots becomes effective upon appointment to the Faculty.

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.

## 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](#).

## Transfer of Credit

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

## Courses & Curriculum

### Course Proposals and Approvals

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

The [ORC/Catalog](#) is the primary academic document of the College. It is the source of undergraduate Arts and Sciences regulations and course information for the academic year and is published on-line each year in late August. Each department/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.

#### ***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). Additional information about [DCARS](#) is on our website.

#### ***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. There 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/program administrator will collect and edit the department/program's course information in the *Timetable Editor*. Your administrator will also add data such as the time the course is offered, priorities for limited enrollment courses (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. Check with your Chair and Administrator to verify how your department/program administers courses to be offered each term.

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



- **Distributive or World Culture Designation (if any):** There are two categories of General Education Requirements that students must fulfill to be graduated. Courses that fulfill them will be tagged in the *ORC/Catalog* and on the Timetable of Class Meetings (which is the definitive listing). For more information, see the [Requirements for the Degree of Bachelor of Arts](#) section in the *ORC/Catalog*.
- **Class Time Period:** For an explanation of the available class time periods, see the [Dartmouth Class Schedule](#) available on the Registrar's Office website.
- **Prerequisites (if any) for departments that participate in prerequisite checking:** Many courses at Dartmouth simply indicate which course(s) a student must have passed or have earned a pre-matriculation credit/exemption before they may enroll. Others are checked by the Banner system and students receive an error message if they attempt to gain entry without the prerequisite. See the list of [departments/programs who use the Banner prerequisite checking](#).
- **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* during the course election period. You, your department/program Chair, or their proxies 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](#).

To view a list of any overrides that you have issued to students, go to *Course Override Report* on your *Banner* menu. See our website for more [information on Permissions/Overrides](#).

- **Enrollment limit:** Your department/program may wish to limit the number of students enrolled in certain courses. You will want to discuss this with your Chair, who will seek permission from an Associate Dean. Be sure to check with your Chair before you attempt to manage any course enrollment limits. Please note at the time the Timetable is published, departments may have either an enrollment limit *or* instructor permission assigned to a course. They may not have both.
- **Priorities:** Check with your Chair to verify how your department/program manages course enrollment priorities during the course election period.

Priorities determine the order in which students enroll in limited enrollment courses *if the course is oversubscribed during course election*. Note that priorities are not in effect 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 Election Reference Guides***

Course Election is the first part of student course registration which is divided into three parts. [Course Election Reference Guides for faculty](#) are available on our website. These Guides detail the course election process, entering/continuing student procedures, and key dates. They are in web and quick-guide PDF formats.

### ***Course Registration Schedules***

See Appendix A for a graphic that outlines [term-to-term course registration periods](#) for winter, spring, and summer terms. For fall term, first-year course election and registration periods for incoming students follow a slightly different timeline than those for continuing students (see appendixes B and C).

### ***Canvas Access***

Canvas is Dartmouth's learning management system. It is administered by Information Technology Services, and questions about support should be directed to [Educational.Technologies@dartmouth.edu](mailto:Educational.Technologies@dartmouth.edu). When students register through *Banner*, the system will add them automatically to the appropriate *Canvas* site. If you add the student directly to *Canvas*, they are not registered for the course.

Students who do not register for a course in the appropriate manner or time period go through a petition process to add the course in *Banner*. Both students and faculty members may also experience issues with delays in grade submissions.

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

### ***Low Enrollment Courses***

On the third day of each term, the Registrar's Office provides the associate deans with a list of courses with enrollments of five or fewer students to determine which courses may be cancelled per College policy. If your course has low enrollment, discuss this with your Chair.

### **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 to [classroomscheduling@dartmouth.edu](mailto:classroomscheduling@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](mailto:Classroom.technology.services@dartmouth.edu) which is a department in Information Technology Services.

### **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 will deliver a final exam spreadsheet to your department/program administrator at the beginning of the third week of the term. Your administrator will work with you to confirm exam needs and return the completed spreadsheet to the Registrar's Office by the end of the fifth week of the term.

The Registrar's Office tries to assign 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 our website approximately three weeks before the start of the examination period and we send a notice to department/program Chairs and administrators when it is ready. 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.

### ***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 only the undergraduate deans may issue an Incomplete grade, 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 grade due deadline 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***

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

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. All grade change requests include the co-signature of the Chair. More information about [grade changes](#) is in the *ORC/Catalog*.

## 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](#).

### ***Additional Course-specific Faculty Questions (Optional)***

Faculty members may request that up to five course-specific optional questions appear on their course assessment questionnaires for students to complete. These questions will appear every term that the faculty member teaches the course until the faculty members requests their alteration or deletion.

Each term the Registrar's Office will send out a call for faculty optional questions with a form that the faculty member 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 course.

### ***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 have 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](mailto:registrar@dartmouth.edu). See [Registrar data and reporting services](#) for more information.

## Highlights of Current Registrar Initiatives

### Department/Program Major Requirements into *DartWorks*

The Registrar's Office continues to add department/program major requirements into *DartWorks* so that students may view their full academic progress towards completion of their degree. We plan to have all majors completed in the coming year and also add minors. See the Registrar's Office website for a [list of currently supported majors](#).

### Chosen Name/Identity/Pronouns in *Banner*

With the start of fall 2019, students may indicate their chosen name, identity, and pronouns for use within the Dartmouth Community. See the [Chosen Name/Identity/Pronouns website](#) for more information.

For more information about our operations, accomplishments, and a full list of our many projects, see our [Annual Report](#).

### Updated Registration System

The Registrar's Office is implementing a more modern, useful interface for students and faculty to select and display courses.

### *Darthub* for Faculty

Students no longer view *Banner* as a long menu list since we implemented *Darthub* for students. We plan, in partnership with Information Technology Consulting (ITC), to develop *Darthub* for Faculty in the near future. It is an interface that can be customized, has a "reminder" calendar feature, and is not as "outdated".

### Online Major/Minor Certification

The Registrar's Office is partnering with ITC to have the major/minor certification process online in the near future.

## Support and Online Help

We have many online [Faculty guides](#) available on our website.

We are also happy to come to your office and provide one-on-one guidance to many of the applications the Registrar's Office supports. Email [Registrar@dartmouth.edu](mailto:Registrar@dartmouth.edu) to schedule a visit.

## Contact Information

Email: [Registrar@dartmouth.edu](mailto:Registrar@dartmouth.edu)

Phone: 603-646-2246

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

Registrar: Meredith Braz

Email: [Meredith.Braz@dartmouth.edu](mailto:Meredith.Braz@dartmouth.edu)

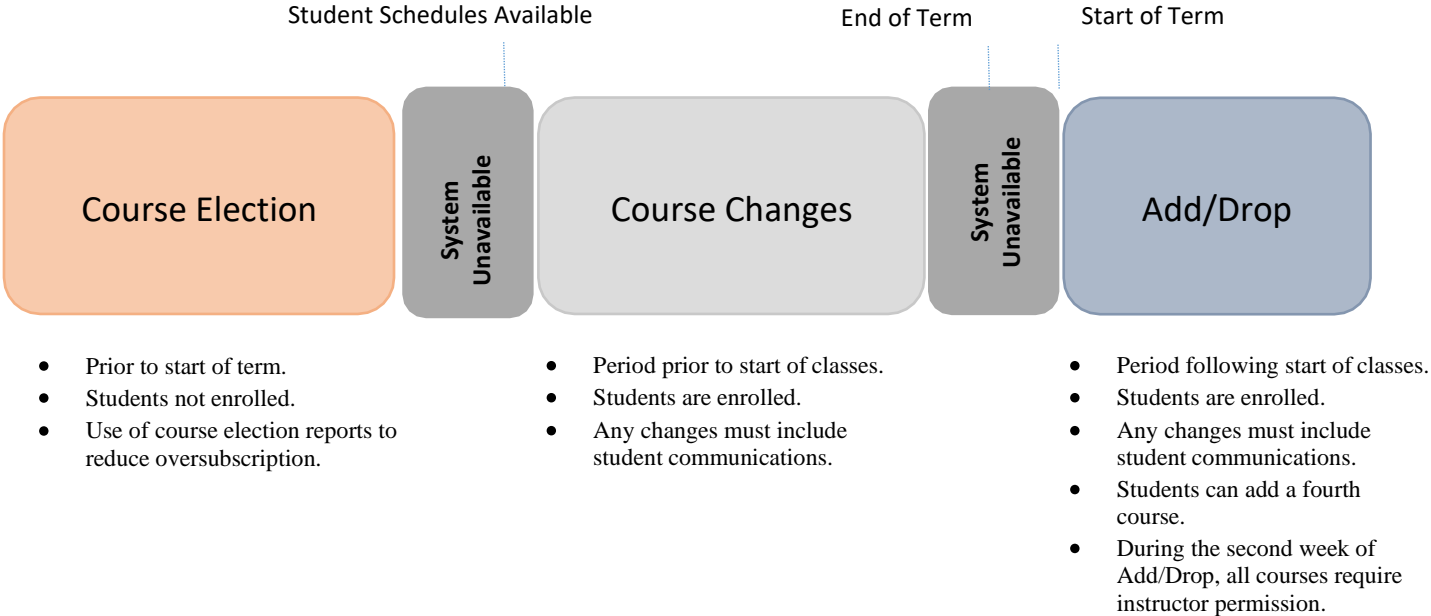
Phone: 603-646-3136

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

# Appendixes

## Appendix A: Course Registration Schedule Graphic

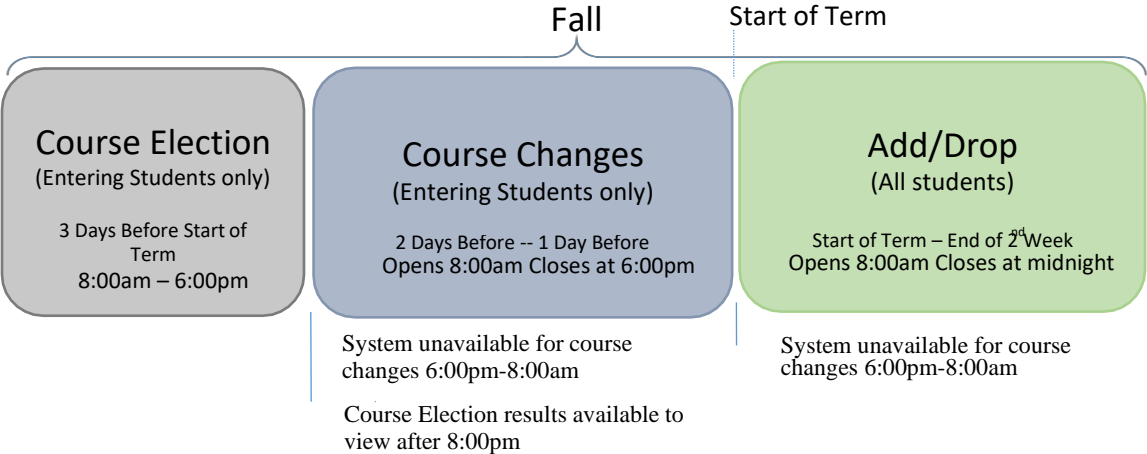
For summer, winter, and spring terms





# Appendix B: First-Year Course Registration Schedule Graphic

For fall terms



# Appendix C: Returning Student Course Registration Schedule Graphic

For fall terms

