MEMORANDUM

To: Faculty Advisors and Student Life Staff
From: Registrar’s Office
Date: September 23, 2013
Re: Registration for Spring 2014

Below is a summary of “things you need to know” for the upcoming Registration period. Should you have additional questions, please give us a call at 860-2777.

What’s happening when?
October       Student Ed Plan Drop-In Sessions (for details, see below)
September 24  Registration information emailed to all current students
October 15-28  Registration

Do faculty advisors need to go online and approve an Ed Plan for all students? No. Faculty approval is needed only for students who have completed fewer than 30 credits, are summer/fall 2013 transfer students, are on academic probation, and/or program specific. Students with fewer than 30 credits and those on academic probation are at higher risk and require additional guidance regarding course selection and sequencing. There are certain programs requiring students to create an Ed Plan for further communication purposes. All other students can register for courses through the Course Planning/Student Ed Plan Worksheet which works with their individual program evaluations to ensure that all courses they select will fulfill requirements in their academic programs.

Since I don’t need to approve an Ed Plan for all my advisees, do I even need to meet with all of them? All students will benefit from information faculty advisors can provide. We encourage faculty advisors to connect with all students to discuss their academic goals, professional aspirations and course selections whether or not this is a required step in the process. Upper-level students in good academic standing are expected to assume more self-responsibility for their course selection and overall educational program and, thus, do not formally need your approval for their course selection. But, they will certainly benefit from conversations with faculty advisors and should be encouraged to meet.

How can I check that an upper-level student, who is not required to create an Ed Plan, registered for the right courses? By looking at your advisees’ next term schedules in WebAdvisor, you can see their course selections. In the past, faculty advisors have checked students’ schedules after registration as a quality control check. If an issue was identified, they contacted the student and discussed why the courses needed to be adjusted.

How do I know if one of my advisees is required to create an Ed Plan? This information is available using Informer. Specifically, faculty advisors have access to a report titled, “Advisee Ed Plan Required.” Enter your last name and click submit and you’ll receive a list of all your advisees who require Ed Plan approval before they can register. Email addresses are included on this report. For assistance using Informer, please contact your Operations Manager or the Registrar’s Office.
**Will students be able to register only for courses that have been approved by their faculty advisor?** Yes! Students who are required to obtain advisor authorization before registering (see above) must create an Ed Plan. Faculty advisors then access WebAdvisor and review their advisees’ plans – approving specific courses for specific terms (Example: MTH-180 for spring 2014). Students may then select any section of the approved course that meets their schedule preferences.

Since students will be unable to register for a course that is not approved by an advisor, we recommend that faculty advisors identify and approve more than five courses prior to registration. This will avoid students needing to request additional permission from the faculty advisor, if their first course choices are full.

**When will students be creating their Ed Plans?** We encourage faculty advisors to ask students to create their Ed Plans immediately. This will give faculty advisors the largest window of time to review student Ed Plans prior to registration. Students do not need to wait for anything to begin building their Ed Plan.

Since we have been using Ed Plans some faculty advisors have been working with one or two students each week to create semester by semester plans for each of their advisees. Since an Ed Plan does not use sections, just courses, the planning process can be separated from the registration process.

Faculty advisors may also create and approve Ed Plans for students instead of waiting for them to send you their proposed plan (see attached directions for details).

**Can I still approve a student’s Ed Plan after the official Registration period?** Absolutely! In fact, for first year students and those on academic probation, it is still required. Just because a student is registering late does not mean a student can by-pass the faculty advisor’s approval.

**What written resources are available to help me learn how to use the Ed Plan to approve courses for my advisees?** Written directions are also available on the Registration Web Page.

**What if students need assistance in creating an Ed Plan? Is that available?** Have the students join us at one of the following Ed Plan Drop-In Sessions, all held in Wick 101.

- Monday October 7th 3:00 – 4:00pm
- Wednesday October 9th 3:30 – 4:30 pm
- Wednesday October 16th 3:30 – 4:30 pm
- Friday October 18th 3:30 – 4:30 pm

LEAD Peer Advisors will also be helping their first year students learn how to set up the Ed Plan Worksheet. In addition, students can also come to the Registrar’s Office in Perry Hall 322 any time M-F from 8:30-5 pm for assistance.
Where can students find a semester by semester outline of their curriculum?
First and second year students will access their semester-by-semester program curriculum by using the new online College Catalog. Open the correct catalog year and under “Programs of Study” you will find each of the academic programs outlined by semester. Students who began at Champlain prior to 2012 will need to refer to the Curriculum Archive to find their programs’ semester by semester outlines.

Is it possible to obtain a spreadsheet of my advisees and their email addresses? Yes! Using Informer, Faculty Advisors have access to two reports containing email addresses that are of use during registration. The first report titled, “Advisee Email List” includes all of your advisees and their email addresses. The second report titled “Advisee Ed Plan Required” includes only those students who require your approval via an Ed Plan and their email addresses.

Is it possible for me to view my advisee’s mid-semester grades? Yes! It is possible. This information is available through Informer under the Academic Folder titled “Student Grades” – Pick Advisor and Term.

I have a student who is planning to study abroad next term. What do I tell them to do about registration? It depends…
A. Students who are planning to study abroad and have already been accepted for the program of their choice will be placed in a 12 credit hold so they do not receive the $200 late fee. Once the schedules have been finalized in Dublin and Montreal the student will be registered accordingly. Those studying at a Third Party will remain in a 12 credit hold.

or

B. Students interested in study abroad, but who have not yet received an official acceptance letter, should register for Burlington courses during the regular registration process. If the student is subsequently accepted to a study abroad program, he or she may adjust his/her schedule accordingly at that time. By registering for Burlington courses now, students will know they have a plan for spring courses and will not be scrambling should their study abroad application not be approved.

General Information Regarding Registration

How are Registration Windows assigned? Registration Windows are assigned based upon the number of credits completed, with those students closest to graduation registering first. Students will receive an email notification to check their Registration day and time on-line in WebAdvisor by clicking on “My Registration Window” under Registration. All Windows remain open through add/change week.

What happens if a student’s Registration Window is during class time? Students are able to register any time at or after the time their Registration Window opens -- 24 hours a day, seven days a week until the conclusion of add/change week. Therefore, there is no need for a student to skip class to register. Should they still
choose to do so, their absence should be treated in accordance with any attendance statement listed on your syllabus.

Where can students receive assistance regarding Registration?
Registrar’s Office staff are available 8:30-5:00 Monday-Friday to assist students needing assistance with WebAdvisor. We are happy to assist students in person, via email or via phone at 860-2777. Additionally, the Computer Help Desk staff members are available to assist students via phone. They can be reached at 860-2710.

What additional resources are available for students and faculty?
All registration materials are available on the Registration Web Page.

Waitlists
The waitlist function is a very popular feature for students. The process is automated and conducted entirely through email and WebAdvisor. In short, if a section is full, students may choose to add themselves to the waitlist. Then, if a seat becomes available, the student will receive an email notification indicating so. Students will have 48 hours to add themselves into the course via WebAdvisor’s “Manage My Waitlists” functionality. If the student fails to enroll by the deadline, the student is dropped from the waitlist and the next student is emailed and given the opportunity to enroll.

I want to allow a student special permission to take my course without completing the official prerequisite. How do I do so?
Only Deans, and Assistant Deans (and in some cases Program Directors), are permitted to waive course pre-requisites. Should a Dean or Assistant Dean approve a request, he or she will need to contact the appropriate Academic Specialist in the Registrar’s Office to inform them of the decision (we prefer email for this communication, so we can easily save the documentation). Then, the Academic Specialist will register the student into the requested section. The student is able to see they are enrolled in the section via WebAdvisor immediately.

I heard there is a late fee. Is this true and, if so, why?
Yes, full-time students will be charged $200 if they do not register by Monday, October 28th. On Tuesday, October 29th Student Accounts will add this $200 late fee to student bills.

Registration Policy Information

Online Courses
With a few exceptions, most online courses are offered to address the specific educational needs of students in the College’s Continuing Professional Studies programs. Traditional students are permitted to enroll in online courses on an exception basis using the following criteria:
- Students who are enrolled through the traditional college and are 23 or older
- Education majors, during their student teaching semester
- Students participating in internships, at a distance from the College, with permission of the Dean and CPS
- Students participating in Study Abroad semester, with permission of the Dean and CPS
- Required courses for traditional majors that are only offered in the online format

Overloads
Reminder: Students wishing to enroll in more than 18 credits must obtain permission to do so. Students with a 3.0 or greater GPA, who wish to enroll in 19 or 20 credits, may meet with a Registrar’s Office representative to discuss the merits of their request. Students with less than a 3.0 or wishing to enroll in 21 or more credits, must contact their Dean for review.

Thanks for reading!