

Office: 513 745-3941  
 Transcript Information: 513 745-2007  
 Office Fax: 513 745-2969  
 Transcript Fax: 513 745-2868  
 XUREG@XAVIER.EDU

# FOR THE RECORD

Xavier University, Office of the Registrar Newsletter  
 M.L. 3131, 129 Alter Hall

Fall Semester 2008  
 Vol. 43

WWW.XAVIER.EDU/REGISTRAR

Office Hours: Mon.- Thurs., 8:00am - 5:30pm, Fri., 8:00am - 5:00pm  
 [Office hours extended beyond 5:30 for the first days of session as needed.]

## Office Personnel and Responsibilities

### University Registrar

Allen Cole  
 University Registrar  
 Email: Cole@xavier.edu  
 Phone: x2971  
 General office administration, planning, staffing, budgets, enrollment research, CAPP degree evaluation development, BANNER team leader

Bonnie Fiedeldey  
 Secretary  
 Email: Fiedeldeybl@xavier.edu  
 Phone: x2962  
 Process department requisitions, enrollment statistics, assist with university catalog, publish office newsletter, assist with commencement, assist with schedule of classes production, process tutorials

### Registration Activities & Services

OPEN-See next page  
 Assistant Registrar  
 Email:  
 Phone: x2972  
 Registration and grading supervision, development of class schedule, classroom management

Tami Seurkamp  
 Information Services Specialist  
 Email: Seurkamp@xavier.edu  
 Phone: x2802  
 Front desk supervision, enrollment verifications, record faculty names on classes, process university withdrawals & cancellations, room reservations, student loan deferments

Michael Svihlik  
 Information Services Specialist  
 Email: Svihlikmc@xavier.edu  
 Phone: x3942  
 Privacy holds, address changes, Consortium, grade processing, bio/demographic audit report, Veterans benefits

### Student Academic Services

Joshua Grace  
 Assistant Registrar  
 Email: Grace@xavier.edu  
 Phone: x2966  
 Coordinator for catalog production and commencement; academic advising liaison; degree audit processing; FERPA awareness; course inventory; NCAA student eligibility certification

Evelyn Brannen  
 Curriculum/Certification Specialist  
 Email: Brannen@xavier.edu  
 Phone: x2963  
 Undergraduate degree certification and transfer credit evaluation; credit for study abroad and other off-campus programs; subs/waivers

Rose Piening  
 Curriculum/Certification Specialist  
 Email: Piening@xavier.edu  
 Phone: x2965  
 Graduate degree certification and transfer credit evaluation; office procedures manual, commencement program, graduation statistics

Kathy Schmitt  
 Information Services Specialist  
 Email: Schmittk@xavier.edu  
 Phone: x2961  
 Records maintenance including grade changes, major/minor changes, repeated courses, graduation applications; process diplomas, reactivations, advisor data

### Student Data Services & Institutional Research

Laura Ruwe  
 Assistant Registrar  
 Email: Ruwel@xavier.edu  
 Phone: x3031  
 Plan, create and produce student data reports; develop technology, including www; maintain student data; student user access & training, student data custodian

OPEN-See next page  
 Information Services Specialist  
 Email:  
 Phone: x2964  
 Process transcript requests, load historical academic records to Banner, maintain historical academic records, name & social security number updates, degree verifications.






## Calendar of Events August 2008 - January 2009

Aug. 15	F	August graduation date - no ceremony.
Aug. 25	M	Fall full-term classes begin at 4:00 p.m., except labs. Formal registration, all divisions, undergraduate advisors available 9:00 a.m.-4:00 p.m. First session M.B.A. classes begin.
Aug. 25-31	M-U	Late registrations/course drop/add.
Aug. 31	U	Last day for late registration, adding classes and changing from credit to audit or vice versa. Last day to drop fall full-term class and receive 100 percent refund. Last day to add first M.B.A. session class. Last day to drop first M.B.A. session class and receive 100 percent refund.
Sept. 1	M	Labor Day, University closed - no classes.
9/1-11/24	M-M	All undergraduate and CAPS students must have advisor's and instructor's signatures for mathematics, military science, Montessori and physics course withdrawals.
Oct. 3	F	Deadline for students to file degree application for December graduation. Last day for M.B.A. students to withdraw from first M.B.A. session class. Web open for faculty mid-term grading. Mid-term grades are available to students immediately upon submission. Final grading open for first session classes. Submitted grades are typically posted to transcripts by 9:00 a.m. each business day.
Oct. 9-10	R-F	Fall holiday, day classes do not meet, evening classes 4:00 p.m. and after meet, excluding labs. Offices open.
Oct. 13	M	Fall first M.B.A. session ends.
Oct. 20	M	Spring 2009 registration information available. Academic advising beings. Deadline for faculty submission of mid-term grades. Second M.B.A. session begins.
Oct. 21	T	Academic Day, day classes do not meet, classes 4:00 p.m. and after meet.
Oct. 26	U	Last day to add second M.B.A. session class. Last day to drop second M.B.A. session class and receive 100 percent refund.
Nov. 3-7	M-F	Spring 2009 priority registration for all current students.
Nov. 10	M	Open registration begins for Spring 2009. New or returning students may participate in open registration beginning at 8:00 a.m.
Nov. 24	M	Final date for undergraduates to withdraw from Fall full-term courses.
Nov. 26	W	Thanksgiving holiday begins. No classes Wed., Nov. 26 through Sun., Nov. 30. Campus offices closed at 3:00 p.m. on Wed., Nov. 26 through Sun., Nov. 30.
Nov. 28	F	Last day for M.B.A. students to withdraw from second M.B.A. session class.
Dec. 5	F	Final grading open for Fall 2008. Submitted grades are typically posted to transcripts by 9:00 a.m. each business day.
Dec. 11	R	End of second M.B.A. session.
Dec. 12	F	Last day of classes. Final date for graduate students to withdraw from Fall full-term courses.
Dec. 13-19	S-F	Fall semester final examinations.
Dec. 15	M	Study Day - no exams before 4:00 p.m.
Dec. 19	F	End of Fall semester (official graduation date).
12/24/08-1/4/09		Christmas/New Year holidays observed. Offices closed at 1:00 p.m. 12/24/08 through 1/4/09.
Jan. 12	M	Spring full-term classes begin at 8:30 a.m.
Jan 16	F	Deadline to file degree application for May 2009 graduation or participation in commencement ceremony.

## Self-Service



### New Access to Email addresses in Self-Service: Faculty/Advisors

The ability to see student email addresses and to email directly from Self-Service has been implemented. This works best if you are using Outlook; no other email applications are supported. Having all pop-ups blocked in your browser can also affect your ability to use this functionality. All emails are sent to the official XU email address.

- A new menu item has been added to Advisor Services: "View Student E-mail Addresses". Click this item to see both the preferred XU email address, as well as any other email address we have on file.
- You can also navigate to "View Student E-mail Addresses" from the link at the bottom of "View Student Academic Information".
- You can email students directly by clicking on the email icon () on the following forms:
  - o Advisor Services: "View Advisee List"
  - o Faculty Services: "Detail Class List", "Summary Class List", "Detail Wait List", "Summary Wait List", "Enter Midterm Grades", and "Enter Final Grades"
- You can email individual faculty members in whose classes a student is enrolled by clicking on the email icon () on the following Advisor Services forms: "View Student Schedule" and "View Active Registrations".
- The following forms have special email capability:
  - o Advisor Services: "View/Run Degree Evaluation": instead of the icon, there is text which says "E-mail *student name*". Click on the student's name to send an email.
  - o Advisor Services: "View Advisee List"; at the bottom of this form, find the "Email your advisees " text. Click on this text to email all your advisees at once.\*
  - o Faculty Services: at the bottom of the forms listed below, find the "Email class  or "Email wait listed students  text. Click on this text to email the entire class at once.\* The forms with this capacity are: "Detail Class List", "Summary Class List", "Detail Wait List", and "Summary Wait List".
- \* NOTE: when emailing a list of students, the email addresses are added to the BCC: address line of your email.

### New Access to Email Faculty/Advisors: Students

The ability to email your faculty and advisors directly from Self-Service has been implemented. This works best if you are using Outlook; no other email applications are supported. Having all pop-ups blocked in your browser can also affect your ability to use this functionality. All emails are sent to the official XU email address.

- You can email faculty directly by clicking on the email icon () on the following forms in Registration: "Student Detail Schedule" and "Active Registration"
- In Student Records: "View/Run Degree Evaluation": instead of the icon, there is text which says " E-mail your advisor: *advisor name*". Click on this link to email your advisor.

### New Headers in Self-Service

The text "Xavier University" has been added to the page headers for the following Student Self-Service pages: View Final Grades, View Academic Transcript, and Student Detail Schedule. This was done to facilitate the printing of these pages by students for submission as verification and reimbursement. Previously, some companies did not accept printouts from self-service because it did not indicate that the information was from Xavier. This change should make these pages more acceptable to recipients.

## Purchase Textbooks from Self-Service

Students can now purchase textbooks from the Xavier Bookstore online via Self-Service. This new feature passes the student's registration information from self-service to the bookstore website, which presents a list of texts submitted by the faculty for each class. In this way, the convenience of purchasing texts from the bookstore online is greatly increased. "Purchase Textbooks" can be done directly from the registration menu or as a choice at the bottom of the add/drop page.

## Public Posting of Grades

**The Family Education Rights and Privacy Act of 1974 (FERPA) prohibits posting of student grades by student name, identification number or social security number.** If you desire to provide this service to your students, be creative. Have your students choose a special code or assign a random number to each student in your class (known only to you and the student) to be used when posting grades. Also, please remember that providing any other "non-directory" information (see the University Catalog) over the telephone is not permitted. If you would like additional information regarding FERPA, have questions or comments, please contact our office.

## Open Positions

While positions are open, please contact the following people for:

Registration	Mike Svihlik
Grading	Allen Cole
Class Schedule	Allen Cole
Classroom Assignments	Laura Ruwe
Transcripts	Josh Grace

## Academic Calendar

The Academic calendar through 2012 is available at [www.xu.edu/registrar/calendar](http://www.xu.edu/registrar/calendar).

## Study Day

The initiative from SGA for a *Study Day* to be incorporated into the final exam week will first appear in the academic calendar for Fall Semester 2008. The official Study Day is set for Monday, Dec 15th, whereby no exams will be held during the day. On this day, students will have access to their instructors for questions and more preparation time.

The complete final exam schedule can be found at <http://www.xavier.edu/registrar/fall.html#exams>. The exam week (for day classes and day exams) shifts from Mon-Thurs, to Tues-Friday. Evening classes and Saturday/ weekend classes are NOT affected by this *Study Day* shift of exams. Exams for evening classes are still scheduled for Mon-Thursday evenings, and likewise, no change for Saturday classes.

This inclusion of a Study Day was presented by SGA to the University Calendar Committee, whereby the faculty and members of the committee examined the possibilities and approved this shift of the exams for day classes. The recommendation was approved by the AVP/Provost, and so, Fall 2008 Semester is the first opportunity to incorporate this change into the academic calendar.