Records & Registration

The Basic Stuff!
1) Helping the student help themselves

- Give them the tools
- They take responsibility
- Create self-reliant, capable individuals
2) Knowing who to ask...

**Registrars**
- OSU academic record
- non-academic = someone else!

**Admissions**
- transfer credit
- residency
- transcripts (non-OSU)
- non-degree to degree etc.

**Finance**
- most holds!
- bills
- fees, refunds

READ THE HOLD!
3) Change of major

- Form filled out completely?
- All the major/minor/option codes?
- Clear which term it applies to?
- Better if student hands in the form.
4) ARC Petitions

- Signatures don’t guarantee approval.
- The committee may not meet immediately.
- Ecampus can help their students.
- Yes/No? Students must ask for the outcome.

Students... Read the instructions!
Advisors... Manage expectations!
Registrars... Oversee the process!
4) ARC Petitions

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course#</th>
<th>Credits</th>
</tr>
</thead>
</table>

- Section Change – (e.g. MTH 252 sec 01 to MTH 252 sec 02) give course add & course drop information on lines below.

- Course Add
  - ($20 will be charged per course added)

- Course Drop
  - ($20 will be charged per course dropped)

- Course Withdraw (W grade)
  - ($20 will be charged per course withdrawn)

- Change Grading Basis
  - (A/F to S/U or S/U to A/F, after 7th week deadline, instructor consent not required) ($20 will be charged per change)

- Change in Course Credit
  - (Variable credit courses only) ($20 will be charged per course change)

- Maximum Credit Hour Overload
  - Desired Max Total Hours

- Withdraw from University (after Friday of Dead Week)

Please write legibly or attach a separate sheet of paper with your typed answers to these questions.

Reason for change:

- See Head Advisor Section

Why were you unable to meet original deadlines/make registration changes in a timely manner?

1 Academic Requirements Committee considers requests for one-time exceptions to deadlines and is not the entity from which to request accommodations related to a disability.
2 We are required, under law, to report certain types of incidents to appropriate offices/authorities, therefore we cannot guarantee that the information will remain confidential.
4) ARC Petitions

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Change in Course Credit
(Variable credit courses only; $20 will be charged per course changed)

Maximum Credit Hour Overload
Desired Max Total Hours
(Instructor consent not required)

Withdraw from University (after Friday of Dead Week)

Please write legibly or attach a separate sheet of paper with your typed answers to these questions.

Reason for change?  
I thought I’d like get a better grade.

Why were you unable to meet original deadlines/make registration changes in a timely manner?

Didn’t know about deadline until too late. Very busy at my job too.

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1. Academic Requirements Committee considers requests for one-time exceptions to deadlines and is not the entity from which to request accommodations related to a disability.
2. We are required, under law, to report certain types of incidents to appropriate offices/authorities, therefore we cannot guarantee that this information will remain confidential.

Oregon State University

September 28, 2015
4) ARC Petitions

<table>
<thead>
<tr>
<th>Department:</th>
<th>Support</th>
<th>DO NOT Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Instructor Section for Late Drop or Withdrawal: *(REQUIRED: Attendance, Exam, & signature.)*

<table>
<thead>
<tr>
<th>Last Date of Attendance</th>
<th>Did the student take the final exam?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Comments

I SUPPORT THE DROP.

Support | Do Not Support

Printed Name: [Student's Name]  Signature: [Instructor's Signature]  Date: 9-1-15

Academic Advisor Comments & Signature (Completion of this section is **highly recommended.**)

Printed Name:  Signature:  Date:
5) Incompletes

• Student’s responsibility.
• 1 calendar year to complete.
• Between instructor and student.
• Instructors wrongly tell students to re-enroll!

✓ Students can access online materials **without registering again**.
6) S/U, WU or Withdraw?

S/U
Consider the consequences!

W
... for specific courses.

WU
... to leave the entire university in a current term (except Summer!)

WU Survey
Not in summer
Not enrolled = not needed
6) Withdrawal Survey:

- Student completes WU survey.*
- We process a report.
- Email confirmation to students.

= 2-3 days, not instantaneous!

*Fall/Winter/Spring only – NO WU SURVEY IN SUMMER
7) Planned Educational Leave Program

- Not needed in 99% of cases!
- Normally only if student is deployed on a foreign military mission.
- Medical withdrawal alternative?

- Only use PELP if you know in advance...
  - Absence = longer than 4 terms.
  - Record = Keep catalog term.
8) Re-instatement or Re-admission?

Re-admission
- Previously admitted (same level)
- Absent more than 3 terms (consecutive, excluding summer)

Re-instatement
- After Academic Suspension
- 2 years or 24 credits

Both re-instatement and re-admission may be required.
8) Re-instatements – “due diligence”

- 2 year/24cr automatic!
- Academic readiness?
- Advisors are academic gatekeepers
- Re-enter prior College or UESP?
- Academic consequences?
9) Transcripts

- PDF = new & fast.
- Transfer transcripts → Admissions.
- myOSU unofficial transcript – easier to see repeated classes than MyDegrees
- Students should save their syllabi as well as transcripts in case of transferring.
Contacting the Records Team

**registrars@oregonstate.edu**

**541-737-4331**

<table>
<thead>
<tr>
<th>George</th>
<th>Susan</th>
<th>Eme</th>
<th>Charlie</th>
<th>Shannon</th>
<th>Rebecca</th>
<th>Kathy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Registrar</td>
<td>Special Programs</td>
<td>Records, ARC, Security</td>
<td>Records, ARC, Security</td>
<td>Records Specialist</td>
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