

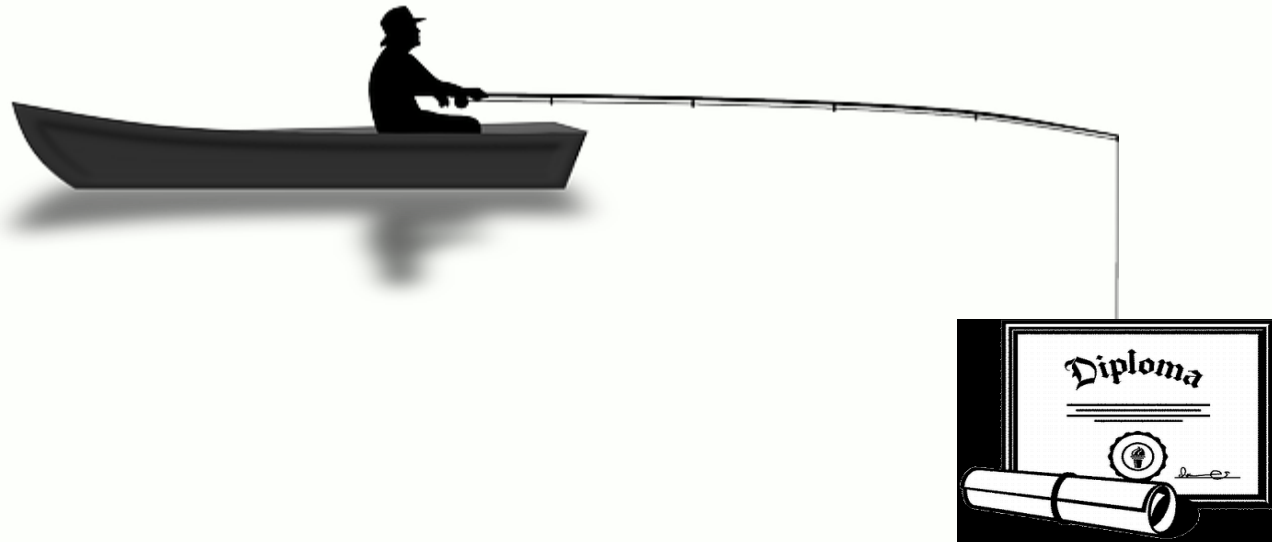


Records & Registration

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

Students...

Read the instructions!

Advisors...

Manage expectations

Registrars...

Oversee the process

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

4) ARC Petitions

	CRN	Subject	Course#	Credits
<input type="checkbox"/> Section Change – (e.g. MTH 252 sec 01 to MTH 252 sec 02) give course add & course drop information on lines below.				
<input type="checkbox"/> Course Add ((\$20 will be charged per course added.)	_____	_____	_____	_____
<input type="checkbox"/> Course Drop ((\$20 will be charged per course dropped.)	_____	_____	_____	_____
<input type="checkbox"/> Course Withdraw (W grade) ((\$20 will be charged per course withdraw.)	_____	_____	_____	_____
<input checked="" type="checkbox"/> Change Grading Basis (A/F to S/U or S/U to A/F, after 7 th week deadline, instructor comment not required) (\$20 will be charged per change.)	72988	TA	147	From A S/U To E A/F POT 5
<input type="checkbox"/> Change in Course Credit (Variable credit courses only.) (\$20 will be charged per course changed.)	_____	_____	_____	From _____ To _____
<input type="checkbox"/> Maximum Credit Hour Overload (Instructor comment not required.)	_____	Desired Max Total Hours _____	_____	_____
<input type="checkbox"/> 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?^{1,2}

see Head Advisor section

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

Denied²

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.

[Handwritten signature]

4) ARC Petitions

- Change in Course Credit
(Variable credit courses only.) (\$20 will be charged per course changed.) From _____ To _____
- Maximum Credit Hour Overload _____ Desired Max Total Hours _____
(Instructor comment 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? ^{1,2}

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.

Denied²

DOES NOT MEET
GUIDELINES

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.

4) ARC Petitions

Department _____	Support _____	DO NOT Support _____
Printed Name _____	Signature _____	Date _____
Instructor Section for Late Drop or Withdrawal: (<i>REQUIRED: Attendance, Exam, & signature.</i>)		
Last Date of Attendance _____	Did the student take the final exam? Yes _____	No <input checked="" type="radio"/>
Comments I SUPPORT THE DROP.		
Printed Name _____	Signature _____	Date _____
Support _____	Do Not Support _____	
Printed Name <u>SEMAR A. INSTRUCTOR</u>	Signature 	Date <u>9-1-15</u>
Academic Advisor Comments & Signature (Completion of this section is <i>highly recommended.</i>)		
_____ _____ _____		
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!

WU Survey

Not in summer
Not enrolled =
not needed

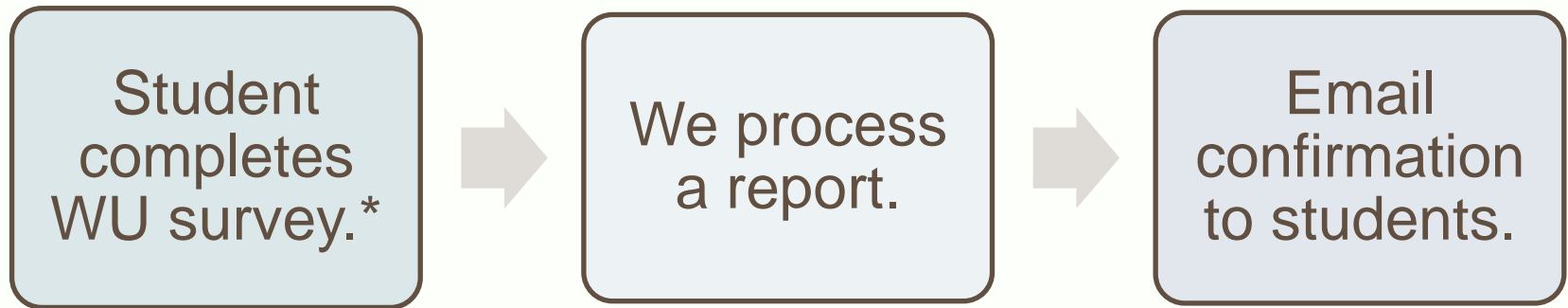
W

... for specific courses.

WU

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

6) Withdrawal Survey:



= 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

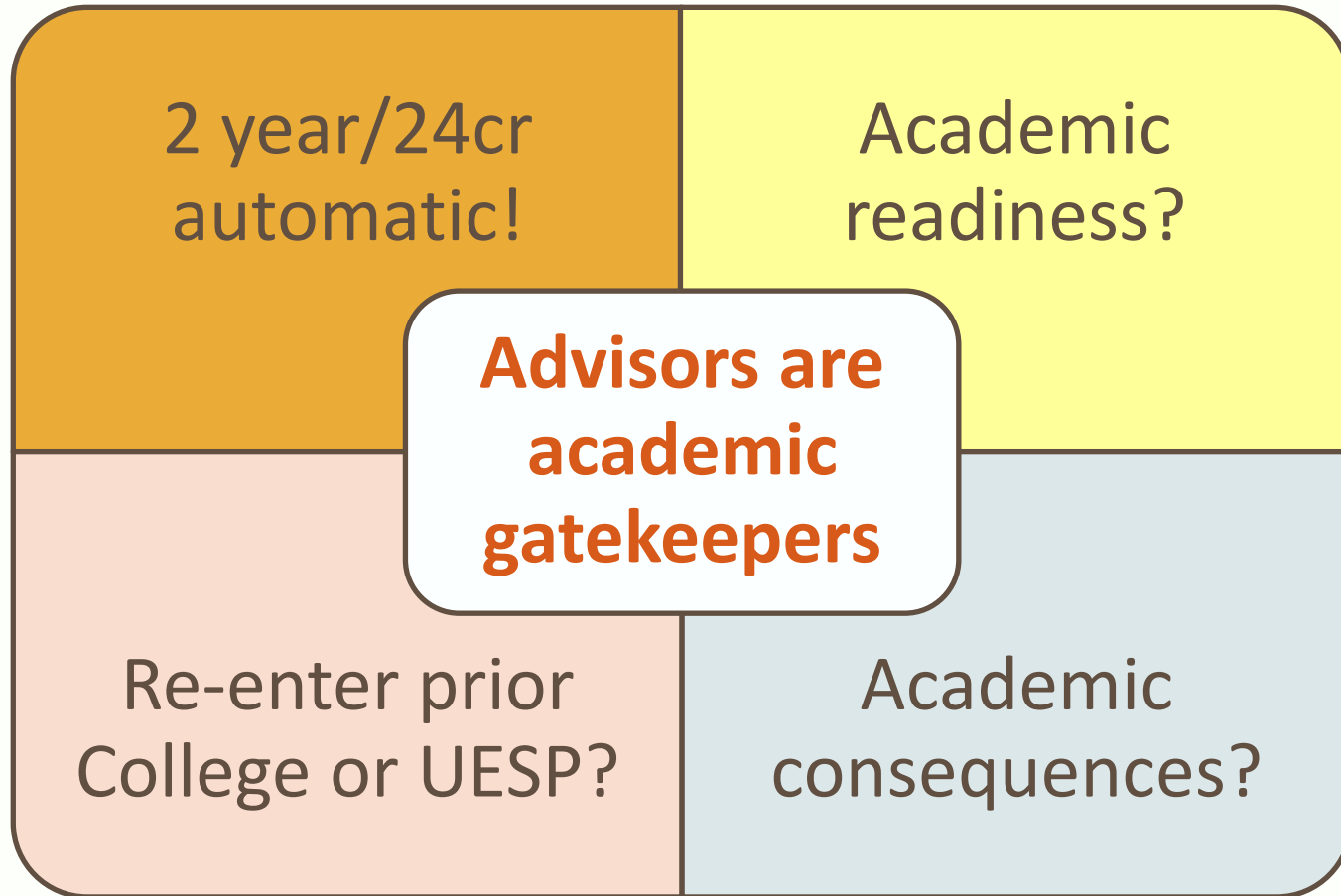
- Previously admitted (same level)
- Absent more than 3 terms
(consecutive, excluding summer)

Re-instatement

- After Academic Suspension
- 2 years or 24 credits

***Both re-instatement and re-admission
may be required.***

8) Re-instatements - “due diligence”



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

George Assistant Registrar	Susan Special Programs	Eme Records, ARC, Security	Charlie Records, ARC, Security	Shannon Records Specialist	Rebecca Records Specialist	Kathy Records Specialist
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