OFFICE OF THE REGISTRAR
NEWSLETTER FALL 2014

What’s Inside:
- Grade Entry Assistance
- Scheduling 101
- Veterans News
- Top Five Registrar Tips for Students
- A Common Catalog Question Answered
- And So Much More!
While it hardly seems possible, Oregon State University successfully delivered diplomas to nearly all of the graduating class of 2014 on June 14th. Thank you to all faculty and staff that worked with us and our students to make sure everyone had the information they needed to partake in OSU's 145th Commencement ceremony.
SCHEDULING 101:

We want to get you the rooms you need for your students to have a great term. For scheduling success, review this important information:

1. Communicate with your department scheduler BEFORE rooms are assigned so your section(s) will be placed appropriately.

2. Classrooms are assigned based on class size and enrollment (with priority given to larger classes), room features (attributes), and proximity to academic units.

3. Consider carefully the attributes you require in a room and request no more than four (GP included). We limit each section to four attributes as too many make room selection difficult.

4. Unfortunately, we are unable to “bind” sections. If you teach one section right after another, it’s possible that they may be assigned in different locations.

5. Classes offered for credit take precedence over all non-class-related or non-credit events.

6. Seating capacity is specified in accordance with state and city safety regulations. If it appears that student demand will surpass the scheduled room, departments should contact Scheduling for alternate space. Overcrowding violates safety codes, and it is unacceptable for students not to have appropriate seating.

7. Academic Technology, 541-737-2121, maintains and repairs all audio/video technology in a classroom. For immediate assistance, pickup up the help phone in the classroom for direct connection to the Media Services classroom help desk.

8. Facilities Services Work Coordination Center, 541-737-2969, handles General Classroom maintenance and damage. Call GCA at 541-737-2157 for cleanliness, chalk deliveries, or requests for the loan of additional tables.
"Why don't I see my course change in the catalog? It was approved last week."

Ever asked this question? The online catalog displays Banner course data for the current term. If your curriculum proposal to change the title for ATS 420 was approved to take effect in Spring 2015, you won’t see the new title until the catalog is switched over to Spring term 2015. This happens after Winter term 2015 finals.

To see the new title for ATS 420 before Spring 2015 arrives, here’s what you do:

1. Type ATS 420 into the Quick-Jump box and click Go.
2. In the ‘Course Details as of’ box, select Spring 2015, then click Search. Now you’ll see the new course title.

![General Catalog & Schedule of Classes](image-url)
FAST FACTS FROM AY 2014:

42,717 transcripts issued
5,896 degrees awarded
1,189 curriculum changes
3,457 Commencement participants
26,696 course sections scheduled
**STA-21**- If you have a student receiving this scholarship and a VA education benefit, they need to be aware that these programs count as two Federal Benefits. Students cannot receive federal funding from two different sources for the same courses.

**Certifying coursework to the VA**- We begin to certify the Monday of Finals Week for the following term, excluding Summer. Students that have not registered by that point may not be certified until we run our second report which is Monday of Week Three (After the Add/Drop period). The student can certainly (and is encouraged) to notify our office as soon as possible if they have registration changes outside of these two reports.

**Grad Student Vets- Good News!** This past Summer Congress passed House Bill 4021 to include Graduate students for the exemption of Nonresident tuition and fees. See the House Bill for more detailed information.

**OSU’s Yellow Ribbon program** has been approved for use with Graduate Students, up to 10 students. The benefit is for Graduate students who are using the Post 9/11 benefit, 100% eligible and who are charged Non-Resident tuition. This benefit is paid for Fall, Winter and Spring Term and pays up to $1,000.00/term. This program only applies to classes taught on Corvallis or Cascades Campus and does not apply to Distance Education courses. Students can use the Yellow Ribbon program if they did not qualify for the Exemption from Nonresident Tuition program (HB 2158/HB 4021).
"Also Allow" vs. "Apply Here"

Also Allow and Apply Here are both exceptions that will allow an OSU or transfer course to be applied to a rule to meet a requirement. There are three critical differences, however:

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<th>Also Allow</th>
<th>Apply Here</th>
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<tr>
<td>Also Allow permits courses that have been taken or not yet taken to be applied to a rule. If taken, the course must be found on the audit, either applied to another rule or in the electives section. (Note: Excluded courses cannot be used.)</td>
<td>Only courses that have already been taken (or will be taken and are in “planned” status) can be applied to a rule with an Apply Here exception. The course must be found on the audit, either applied to another rule or in the electives section. (Note: Excluded courses cannot be used.)</td>
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<tr>
<td>Use Also Allow if you would like the additional course to be optionally applied to the rule. (For example, if the course can be applied to a course requirement OR electives list, and you don’t have a preference.)</td>
<td>Use Apply Here if the course must be applied to the rule.</td>
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<td>The auditor will still apply any “header” block qualifiers with Also Allow, and so may not apply the exception. For example, if the block disallows S/U grades, courses with S/U grading cannot be used to meet the requirement.)</td>
<td>Apply Here permits you to supercede “header” rules that were built into the block, such as Minimum Grade or “No S/U grading” qualifiers.</td>
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Final Grades

- Final Grades - Keyed Entry
- Final Grades - File Upload
- Final Grades - Upload from Blackboard
- View Missing Final Grades
- Final Grades - Change Posted Grades

Nothing is worse than going to enter your grades and getting stuck when it's down to the wire. Luckily, the Office of the Registrar has step-by-step instructions online to help. Visit http://oregonstate.edu/registrar/grade-submission to get started. Our site offers information about final grades submission, grade changes, incomplete grades, FAQs and a video tutorial to get them into our system.

**Remember**: the Registrar shuts down all web grading activity for three days after final grades are due. This is so our system can process the grades that have been entered. When it returns all grading activity must be done through the "Change Posted Grade" option.
Top Five Registrar Tips for Students

Simple steps to help us help your advisees:

1. Check OSU email regularly for important communications.

2. Bring OSU ID card when visiting our office.

3. Visit our website to find forms, FAQs, and how-to's.

4. Include an OSU ID number on all emailed requests.

5. Know Academic College and Advisor's name!
HATFIELD: OUR TRIP TO NEWPORT

For the Office of the Registrar annual staff retreat we ventured to unseasonably sunny and warm Newport to spend the day at the Hatfield Marine Science Center. In addition to learning a ton about the work that OSU engages in on the coast and how it connects to initiatives on a state and national level, we found the staff to be so welcoming, engaging, and thankful that we traveled to check them out.

If you have not yet been to Hatfield on your Newport trips, we strongly suggest making a visit across the bridge. Remarkable educational experiences are going on there and they would love to tell you all about it!
NEED A FERPA REFRESHER? WE ALL DO SOMETIMES.

http://oregonstate.edu/registrar/privacy-records