



RECORDS AND REGISTRATION

REBECCA PERCOCO, ASSOCIATE REGISTRAR



FERPA



Do's and Don'ts



Important Dates



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

- FERPA IS A FEDERAL LAW REGARDING THE PRIVACY OF STUDENTS RECORDS AND OBLIGATIONS OF THE INSTITUTION

FERPA – DIRECTORY INFORMATION

Directory information is a student's information that may be released without the consent of the student. Directory information includes the following:

- STUDENT'S NAME
- PERMANENT ADDRESS AND TELEPHONE LISTING
- SUL ROSS EMAIL ADDRESS
- AGE
- MAJOR FIELD OF STUDY
- DATES OF ATTENDANCE
- CLASSIFICATION
- ENROLLMENT STATUS (FULL-TIME OR PART-TIME)
- PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS
- WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS
- DEGREES, HONORS, AND AWARDS RECEIVED (INCLUDING UNIVERSITY SCHOLARSHIPS)
- THE MOST RECENT EDUCATIONAL AGENCY OR INSTITUTION ATTENDED

FERPA – WHAT CAN'T I RELEASE?

The lists include, but are not limited to, the following:

- If the student has placed a “Privacy Hold” on their record you may **not** release any information, including directory information.
- You may not share protected course materials which include class discussions or any record that may reveal a student's identity to others outside the class. This includes sharing class recordings which reveal a students' identities with future classes.

FERPA – WHAT CAN I RELEASE?

The lists include, but are not limited to, the following:

- If the student does not have a “Privacy Hold” on their record you may release directory information only. Items such as Social Security Number, GPA, grades and email addresses are **not** directory information.
- If a student has provided consent you may release student education records specified by the student to a person designated by the student. This information is available from the Office of the Registrar.
- You may release information from a student's education records without the student's written consent to other school officials at Sul Ross State with legitimate educational interests in the records and to the parents of a dependent student.
- You may share class recordings that include class discussions or which reveal a students' identities with members of the class only.

FERPA – CAMPUS BEST PRACTICES

Obtaining consent from students

Once a student begins attending an institution of post-secondary education, all privacy rights move to that student (away from the parents). The general principle is that student education records are considered confidential and may not be released to third parties (including parents) without the written consent of the student.

Such things as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of information that make up part of the student's education record. This information is protected under FERPA and the parents may not have access unless the student has provided written authorization that specifically identifies what information may be released to the parent(s).

FERPA – CAMPUS BEST PRACTICES

Posting grades

The public posting of grades either by the student's name, student identification number or Social Security number, without the student's written permission, is a violation of FERPA even if the names are obscured. Consider using Canvas or university tools with built-in security mechanisms.

Returning graded papers and assignments

Distributing graded work in a way that exposes the student's identity or leaving personally identifiable graded papers unattended is no different from posting grades publicly. If the papers contain "personally identifiable" information, then leaving them unattended for anyone to see is a violation of FERPA. Using readily available tools (e.g., Blackboard) to distribute grades or graded papers should be given first consideration.

FERPA – CAMPUS BEST PRACTICES

Sending grades to students

Emailing grades or posting grades on a web site that is open to public access or in a way that exposes individual grades to other class members is not acceptable. The preferred method for communicating about grades is through Blackboard, a system designed for FERPA compliance.

Crisis situations/emergencies

If the information needed is other than directory information and if the school determines that the information needed is necessary to protect or aid in the safety or the health of the student or any other person you may release that information. Consult with your director and/or chair should this situation arise before releasing the information.

Letters of recommendation

Written permission of the student is required for a letter of recommendation if any information included in the recommendation is part of the "education record" (grades, GPA and other non-directory information) or is an assessment of student performance, such as the student's rank in the class. Statements made from personal observation or knowledge do not require a signed release.

FERPA – FREQUENTLY ASKED QUESTIONS (FAQS)

Can I provide parents with their son/daughter's grades or attendance information?

No, unless the student has signed a written consent authorizing release of the information to the parents. Ask Office of the Registrar to confirm that consent has been given.

Should I store student records (i.e. grade information) on my computer?

No, you should never store student records or any confidential information on your desktop or the hard drive of your system. All student confidential information should be saved to a secure server.

Should I store personal records about a student in the student's file folder?

Yes, you may. But you should realize that once information is stored in a file related to the student that is accessible by anyone but yourself or a temporary substitute, it becomes part of that student's educational record even if it is a personal note for your viewing only. And since it is part of the educational record, the student can request to inspect the file.

May I provide a class roster of students registered in my class?

No, class rosters and a student's schedule are not considered directory information and therefore, should not be given to third parties.

FERPA – FREQUENTLY ASKED QUESTIONS (FAQS)

May I post non-directory information on Blackboard for my class to view (i.e. attendance records, grades, etc.)?

No, you may not post non-directory information on Blackboard for all students to view. When handling non-directory information such as grades and attendance records, you must post this type of information to each student individually.

Where would I find additional information about FERPA?

[Sul Ross State University FERPA Policy](#)

[U.S. Department of Education](#)

DO'S AND DON'TS

Do

- ✓ ASK QUESTIONS!!
- ✓ BOOKMARK:
 - ✓ ACADEMIC CALENDAR
 - ✓ ADMINISTRATIVE CALENDAR
 - ✓ REGISTRAR'S PAGE
- ✓ COMMUNICATE!
 - ✓ CHAIR
 - ✓ DEAN
 - ✓ REGISTRAR'S OFFICE
 - ✓ STUDENTS
- ✓ PLAN YOUR SCHEDULE IN ADVANCE

DON'T

- ✗ HESITATE TO CALL OR EMAIL
- ✗ IGNORE DEADLINES – THEY ARE THERE FOR A REASON!
- ✗ FORGET TO TURN IN YOUR GRADES ON TIME
- ✗ WAIT UNTIL THE LAST MINUTE TO MAKE CHANGES
 - ✗ CURRICULUM
 - ✗ SCHEDULES
 - ✗ SUBSTITUTIONS
- ✗ THINK THAT YOU ARE THE EXCEPTION TO THE RULE/REQUEST
- ✗ SHARE INFORMATION WITHOUT CHECKING FOR A RELEASE
- ✗ FORGET ABOUT FERPA

FORMS ARE YOUR FRIEND

I GET IT – BUREAUCRACY CAN BE GROSS

FOR STUDENTS

- ✓ APPLICATION FOR GRADUATION
- ✓ CHANGES OF CURRICULUM
 - ✓ UNDERGRADUATE
 - ✓ GRADUATE
- ✓ RELEASE OF INFORMATION
- ✓ REQUEST TO DROP OR WITHDRAW
- ✓ REQUEST TO ENROLL IN GRADUATE COURSES

FOR FACULTY AND STAFF

- ✓ CURRICULUM CHANGE
- ✓ CLASS SCHEDULE FORM
- ✓ EXCESSIVE ABSENCES
- ✓ FACULTY PROFILE
- ✓ GRADE CHANGE REQUEST
- ✓ INCOMPLETE AGREEMENT
- ✓ SUBSTITUTION REQUEST

IMPORTANT DEADLINES

- **AUGUST 25 – LAST DAY OF REGULAR REGISTRATION**
- **AUGUST 28 – FIRST DAY OF CLASS**
- **AUGUST 31 – LAST DAY OF LATE REGISTRATION**
- **SEPTEMBER 13 – 12TH CLASS DAY (CENSUS)**
- **SEPTEMBER 15 – SPRING 2024 SCHEDULES DUE TO DEANS**
- **SEPTEMBER 22 – SPRING 2024 SCHEDULES DUE TO REGISTRAR**
- **NOVEMBER 14TH - LAST DAY TO APPLY FOR SPRING 2024 GRADUATION W/OUT LATE FEE**
- **NOVEMBER 17TH – LAST DAY TO APPLY FOR FALL 2023 GRADUATION W/OUT LATE FEE**
- **DECEMBER 14 – FINAL GRADES FOR GRADUATING STUDENTS DUE BY NOON**
- **DECEMBER 15TH – ALPINE COMMENCEMENT**
- **DECEMBER 18TH – FINAL GRADES FOR CONTINUING STUDENTS DUE BY NOON**

THANK YOU

REGISTRAR@SULROSS.EDU

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RPERCOCO@SULROSS.EDU

x 8048

ISADORA.GARCIA@SULROSS.EDU

x8404

HOLDS AND WHO TO CONTACT

Academic Suspension – Registrar

1. **Academic Suspension** holds prevent registration. Only the **Registrar's Office** may remove these holds.
2. The dates show when the hold will end if the student does not submit an academic appeal, or their academic appeal was not approved.

The reason should show the number of academic suspensions, as this affects the timeline for when a student may return to the university. To learn more about Academic Suspensions and related policies, review the Academic Standing portion of our **Catalog**.

Collections-Past Due Balance – Cashier/Collections

1. **Collections-Past Due Balance** holds are placed by the **Collections office**.
2. The student must pay off past-due balances online or with the **Cashier's** to have this hold removed. If they have questions regarding why the hold was placed, they may contact the **Collections office**.

Department Hold – Various Departments/Registrar

1. The **Registrar's Office** will place a **Department Hold** at the request of a department member. This may relate to materials that need to be turned in such as a football jersey, or musical instrument.
2. The student should work with the department they believed requested the hold to be placed to clear up any outstanding issues. The department will then contact the Registrar's Office to remove the hold.

Federal Loan Exit Counseling or Federal Stafford Loan Default – Financial Aid

1. The office of **Financial Aid** will place **Federal Loan Exit Counseling** holds on a student's account if they left the university (i.e. withdrew or graduated), without completing their Federal Loan Exit Counseling. The student will need to complete their exit counseling. The Financial Aid office will receive notification that the counseling has been completed, and will remove the hold.
2. A **Federal Stafford Loan Default** hold will require the student to contact the loan agency to resolve a defaulted or fraudulent loan. The student may also contact the **Financial Aid** office.

Final HS Transcript or Final College Transcript – Admissions

1. A **Final HS Transcript** or **Final College Transcript** hold can prevent registration.
2. **Final HS Transcript** holds are generally placed to allow admitted students to enroll for one semester. They will not allow registration in any later semester if the **Admissions** office has not received an official final high school transcript, showing a graduation date.
3. **Final College Transcript** holds are generally placed on students who are concurrently enrolled in other academic institutions. They should include such information as "Midland College Summer 2022"

Immunization-Meningitis – Admissions/Health Services

1. Our **Bacterial Meningitis Vaccination** requirements affect students who are under the age of 22. They are required to receive a quadrivalent meningitis vaccination at least 10 days prior to the start of the semester for which they plan to attend. Students may also choose to submit an exemption.
2. The office of **Admissions** will place the **Immunization-Meningitis** hold if the student has not submitted a qualifying vaccination record (i.e. not expired, correct vaccination). Alternatively, if the vaccination has expired, **Health Services** will place a hold on the student's account.

No TSI Scores - Admissions

1. If the student has not submitted TSI scores, or other documentation showing they are eligible for a TSI exemption, then a **No TSI Scores** hold will be placed by **Admissions**. This hold will prevent registration.

2. Students must submit their TSI scores, or documentation showing they have a waiver or exemption (i.e. SAT scores, exempt per a previous institution)

Not College Ready – Admissions/Lobo Den

1. A student may be deemed by their TSI scores to be **Not College Ready**. This means the student will be required to take developmental education courses, and co-requisite college-level courses. To enroll in classes a student must see a **Lobo Den** advisor.
2. Alternatively, they may retest and submit new scores to **Admissions**.

Number of Drops Remaining

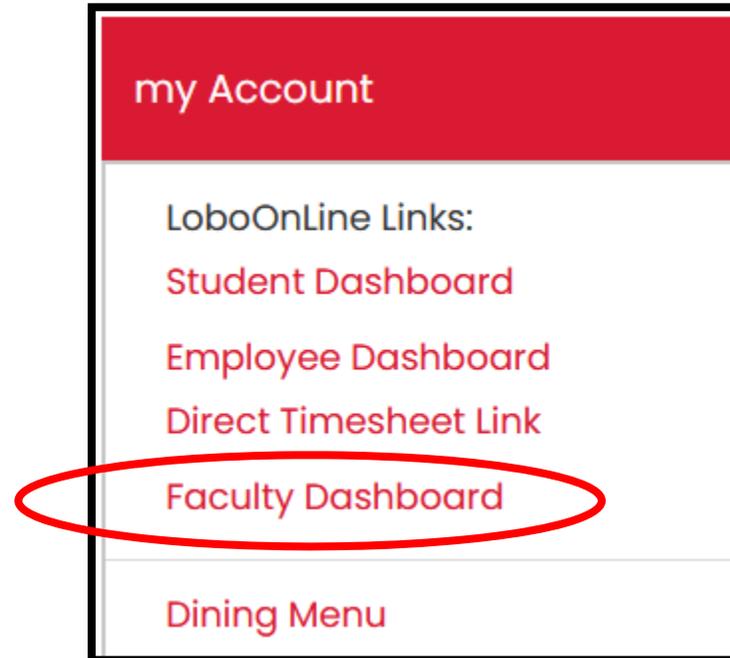
1. This is an informative hold only. This does not prevent registration. All students attending Fall 2007 and later are affected by the [Six Drop Limit Rule](#)
2. The hold will show the number of drops a student has remaining under this rule. This is updated automatically when a drop request is processed by the Registrar's Office.
3. If the student has **0 Drops Remaining** and they request to drop a class, their final grade will result in an **F**

See the Registrar, Must See Dual Credit Advisor Holds – Registrar

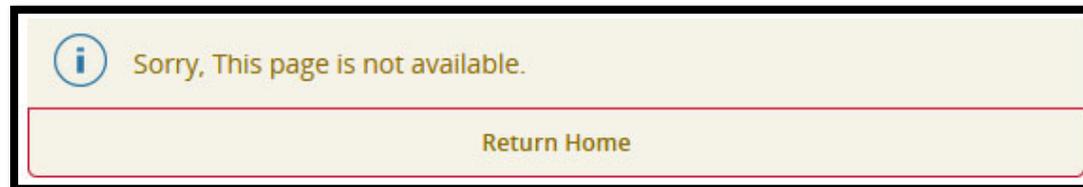
1. **See the Registrar** or **Must See Dual Credit Advisor** holds are most commonly a residual hold from when a student was previously enrolled as a dual credit student in high school.
2. The Registrar's office will confirm that the student has been admitted as a non-early admission type student, and can then remove the holds.

Entering Mid-Term or Final Grades in LoboOnline (SSB9)

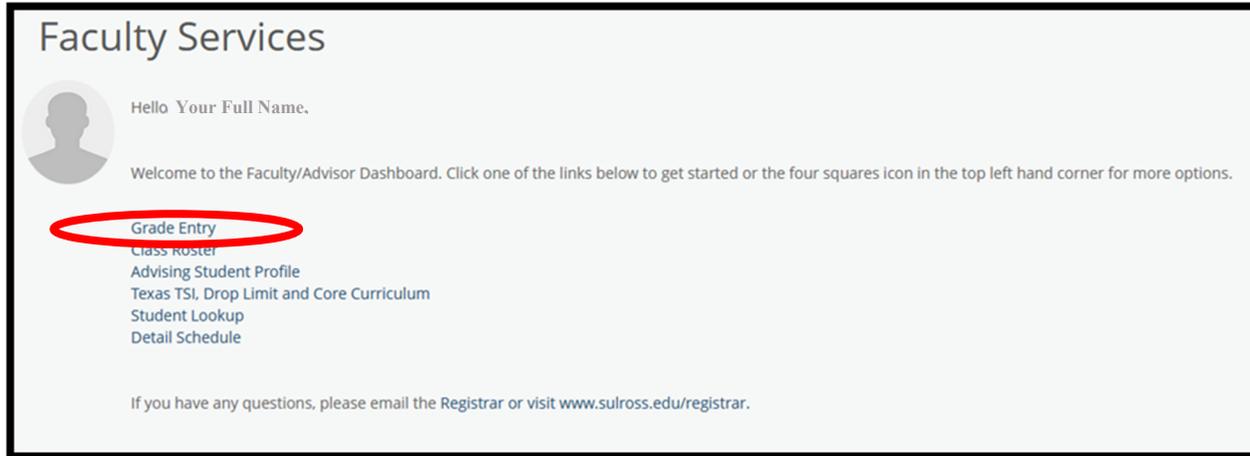
1. Go to www.sulross.edu and click on mySRSU, or go directly to my.sulross.edu
2. Log in using your UserID and password.
3. Under **my Account** click on **Faculty Dashboard**



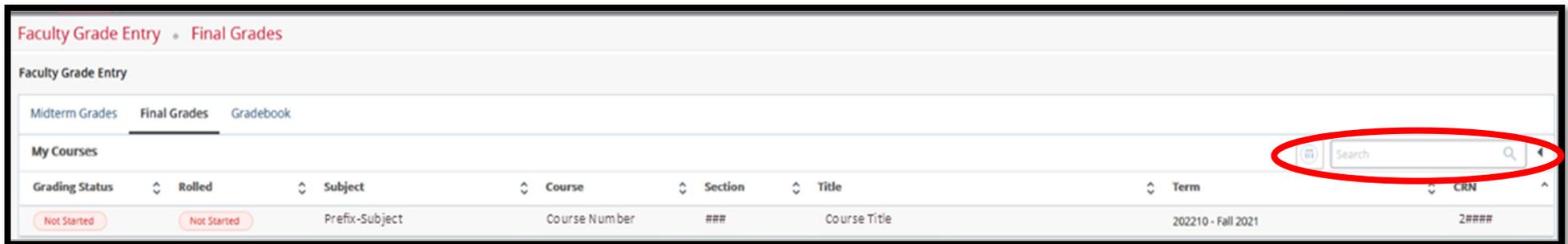
4. If you reach an error stating, "Sorry, this page is not available" log out of your mySRSU, and back in again. If you continue receiving errors, please clear your browser cache and/or try using a different browser. Contact OIT if you need assistance with clearing your browser cache.



5. On the Faculty Services home page click on **Grade Entry**



6. You should now see your list of courses under **My Courses**. Search for the current term to limit the courses listed to the current term.



7. Select a course for grade entry by clicking on any item on the course line (Grading status, Subject, Section, Title, etc).

8. Click on the appropriate selection of **Midterm Grades** or **Final Grades** for your course.

9. A list of students will populate, with a dropdown box for grade entry. Please do not enter a date of last attendance unless you are reporting an **FX grade**.

Enter Grades			
Full Name	ID	Midterm Grade	Final Grade
Student Name	A00#####		A
Student Name	A00#####		

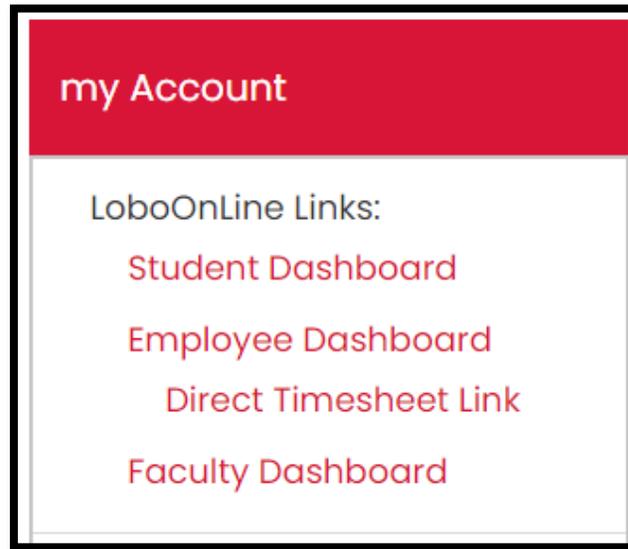
10. Enter grades for the students, and click **Save**. You will see the **Grading Status** change to **In Progress**

Midterm Grades	Final Grades	Gradebook
My Courses		
Grading Status		Rolled
In Progress		Not Started

- 11. Once grades have been rolled, both **Grading Status** and **Rolled** will update. Faculty do not roll the grades. Rolling grades is an action completed by the Registrar's office.
- 12. If you entered an incorrect grade and grades have not been rolled, you can make changes to the grade then click **Save**.
- 13. If you entered an incorrect grade grades have already rolled, you will need to contact the Registrar's office.

Advisor Training

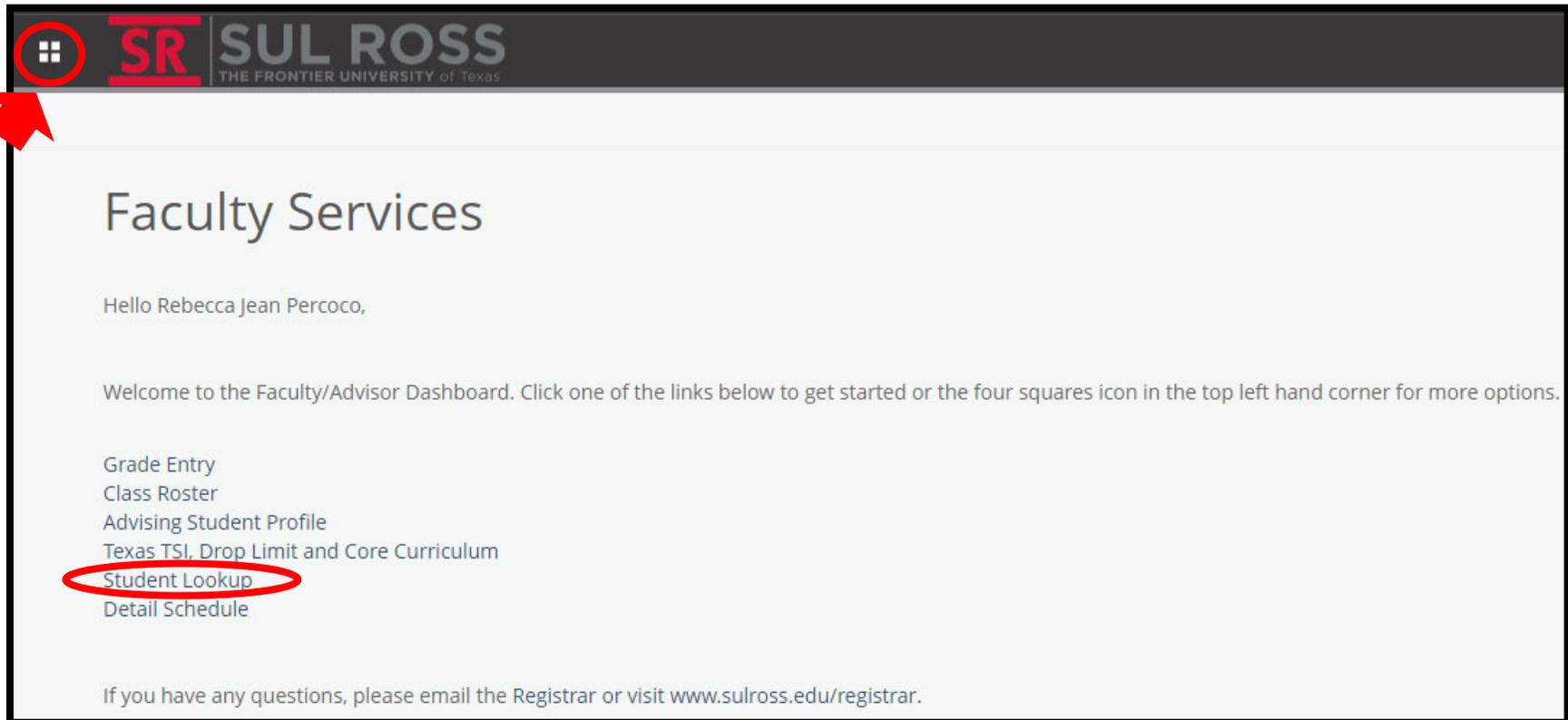
1. Log into your **mySRSU** (my.sulross.edu)
2. Under **my Account** click on **Faculty Dashboard**. Each person's view will be tailored to the type of access they have been granted. For example, I have been a student, a faculty member, and am currently an employee, so I have all three dashboards.



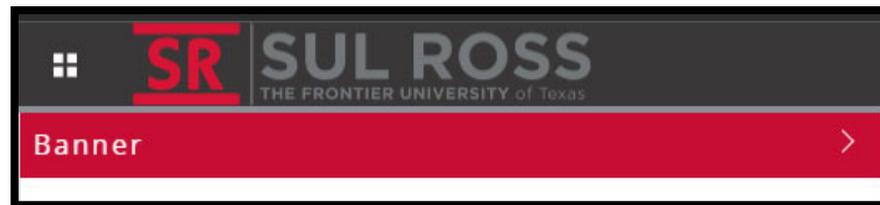
3. If you are unable to log in to your **Faculty Dashboard** please try clearing your browser cache, and/or using a different browser. If this troubleshooting step does not work for you, then we will need to contact OIT for further assistance. You can call HelpDesk at (432)837-8888, or email ltac@sulross.edu

SEARCHING FOR A STUDENT

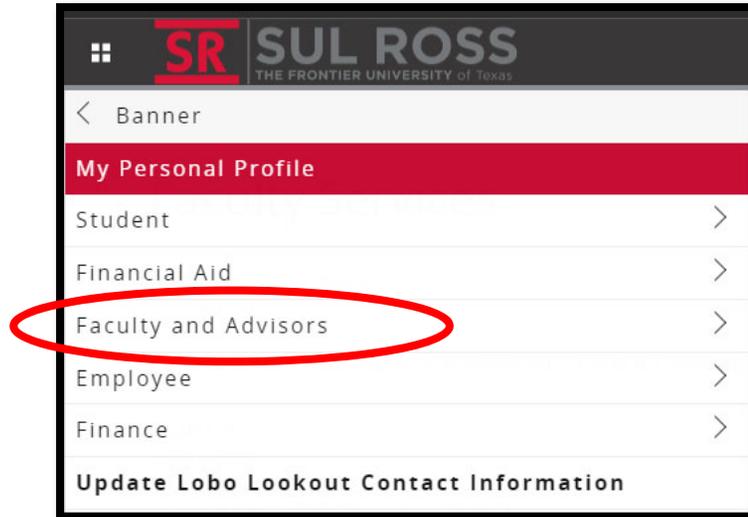
1. If you have advising privileges you can skip to the next step under "[Advising Student Profile](#)." Otherwise if you are not sure, click on **Student Lookup** under **Faculty Services**. This should take you to the **Student Search** page. If the link does not work, then click on the **waffle icon** in the top left corner.



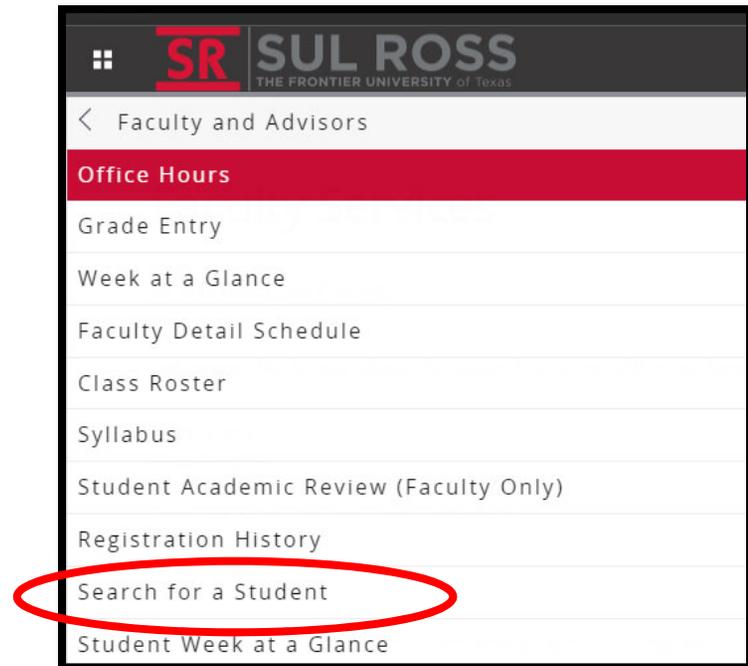
- a. Following the **waffle** icon path, click on **Banner**.



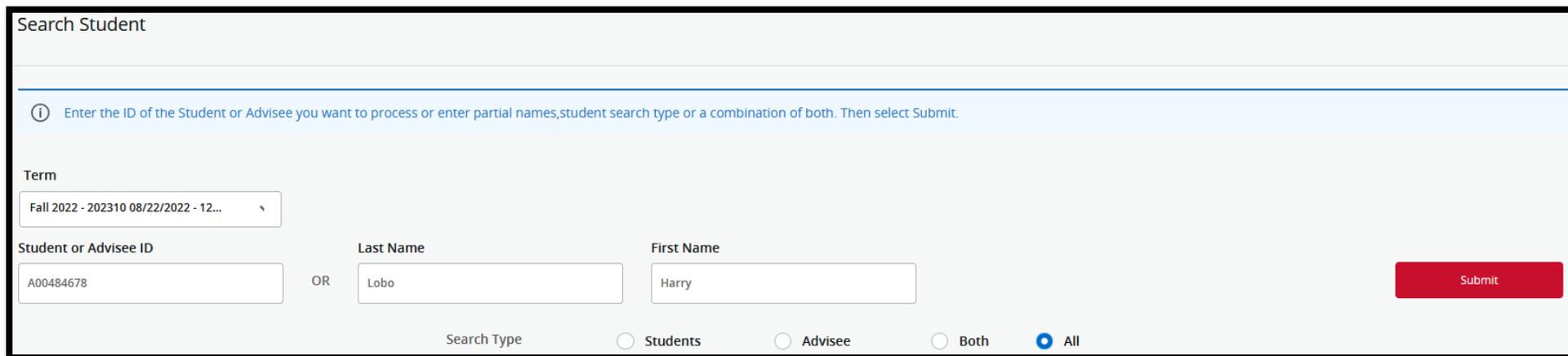
b. Click on **Faculty and Advisors**.



c. Click on **Search for a Student**



2. Select the appropriate **Term** for advising. For the purposes of this training, we will use **Fall 2022 – 202310 08/22/2022 – 12/07/2022**
3. Enter the Student's **A-number** under **Student or Advisee ID**. Alternatively, you can enter the student's **Last Name** and **First Name**. Click **Submit**.



Search Student

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

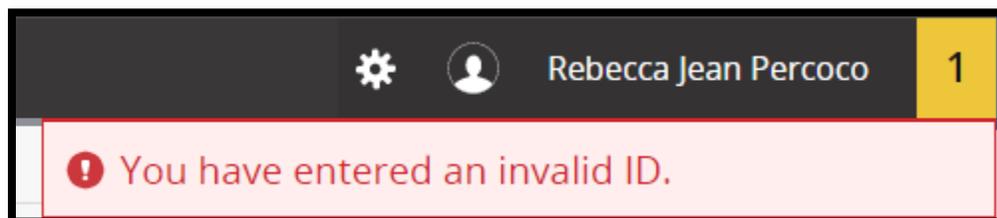
Term
Fall 2022 - 202310 08/22/2022 - 12...

Student or Advisee ID: A00484678 OR Last Name: Lobo First Name: Harry

Search Type: Students Advisee Both All

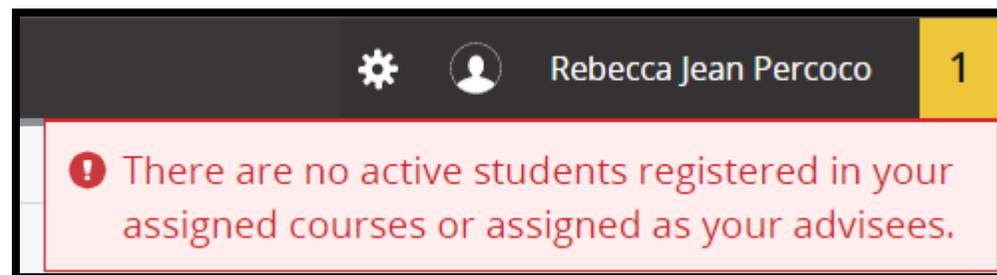
Submit

- a. Possible errors:
 - i. Error: You have entered an invalid ID



Solution: Check the student's A-number, and make sure it was entered correctly. You must enter the capital A, and the leading zeros.

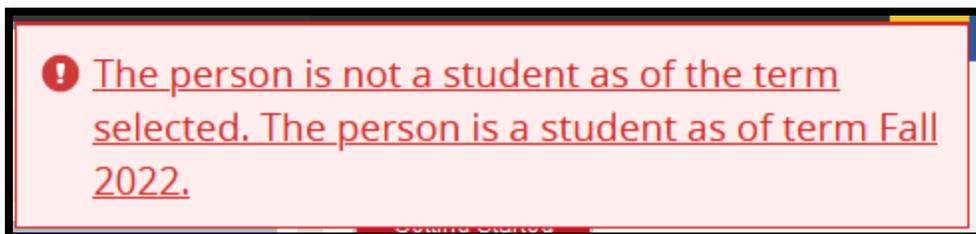
- ii. Error: There are no active students registered in your assigned courses or assigned as your advisees.



Solution: Check the student's name or A-number. If this information is correct, you do not have the access to view this student's records. Contact LoboDen or the Registrar's Office for further assistance.

iii. Error: The person is not a student as of the term selected. The person is a student as of term Fall 2022.

Alternate version: The person is not a student.



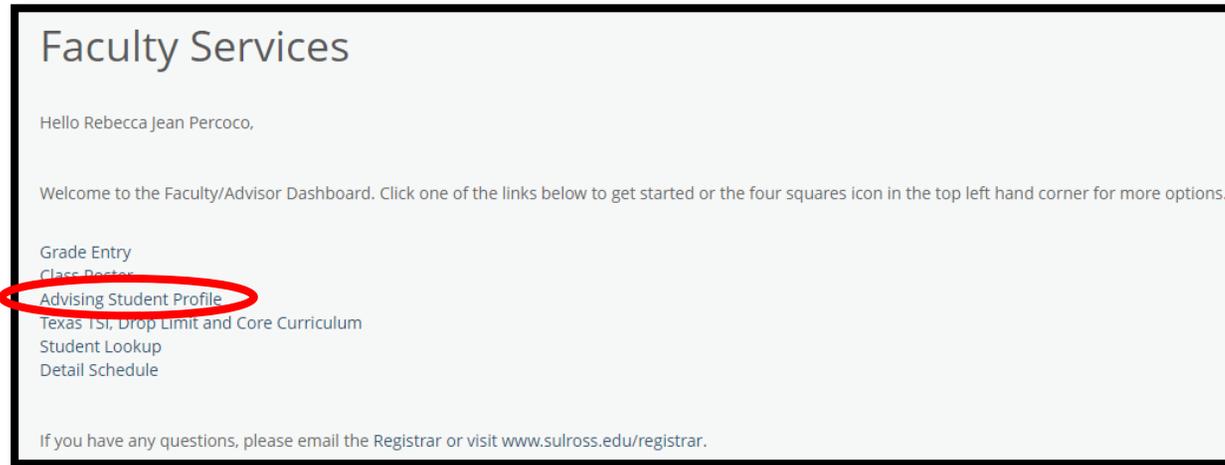
Solution: Review with the student the term they planned to start attending Sul Ross. Confirm with the Admissions office that the admissions records reflect the same. If not, the student's application for admission either needs to be moved (i.e. Summer vs Fall 2022) Alternatively, the student may need to reapply for admission to the university if they withdrew from the previous semester, or sat out for a long semester.

b. If you have access to the student's information, then they should populate under the **Student and Advisee Selection**

Student and Advisee Selection			
ID	First Name	Last Name	Type
A00484678	Harry	Lobo	

ADVISING STUDENT PROFILE

1. If you have advising access, click on **Advising Student Profile**.



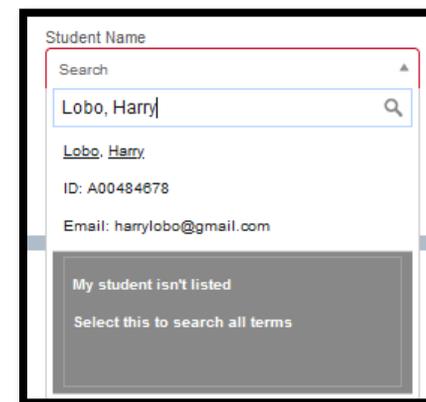
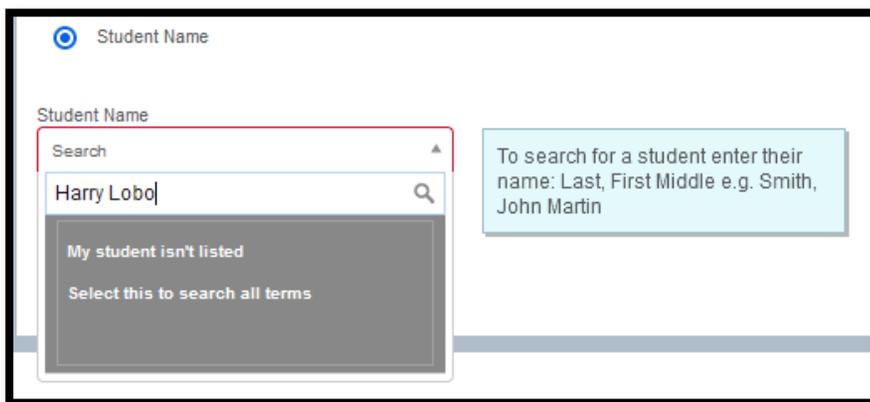
2. Select the appropriate **Term** for advising. For the purposes of this training, we will use **Fall 2022 – 202310 08/22/2022 – 12/07/2022**
3. Enter the Student's **A-number** under **Student or Advisee ID**. Alternatively, you can enter the student's **Last Name, First Name**. Click **Submit**.

*** NOTE *** You must search for a student's name by **Last Name, First Name**. If you search for **First Name Last Name** your search will not yield any results.

First Name Last Name

versus

Last Name, First Name



**** NOTE **** If you encounter any errors, review the errors under the [Searching for a Student](#) section

- Click on the ID or name to navigate to the **Student Profile**.

Advising • Student Profile

Student Profile - Harry Lobo (A00484678)

Term: Fall 2022 08/22/2022 - 12/07/2022

Good Standing, as of Fall 2022

0 0.000

Registration Notices: 5 Holds: 6

Bio Information

Email: harrylobo@gmail.com

Phone: Not Provided

Gender: Male

Date of Birth: 06/14

Ethnicity: Not Provided

Race: Not Provided

Citizen: Not Provided

Citizenship: Not Provided

Emergency Contact: Not Provided

Emergency Phone: Not Provided

General Information

Level: Undergraduate

Class: Freshman

Status: Active

Student Type: New First Time

Residency: Resident

Campus: Alpine

First Term Attended: Fall 2022

Matriculated Term: Not Provided

Last Term Attended: None

Leave of Absence: Not Provided

Graduation Information

Graduation Applications: None

Advisors

Primary / Lobo Den Advisor: [Judith A Loya](#)

Student Advisor: [Shanna UsseeryMoody](#)

CURRICULUM, HOURS & GPA

Primary Secondary Hours & GPA

Degree: Bachelor of Science

Study Path: Not Provided

Level: Undergraduate

Program: BS Kinesiology & Hum Perf-ALP

College: Ed and Professional Studies

Major: Kinesiology & Human Performance

Department: Kinesiology & Human Performance

Concentration: Not Provided

Minor: Not Provided

Concentration: Not Provided

Admit Type: Not Provided

Admit Term: Fall 2022

Catalog Term: Fall 2022

REGISTERED COURSES

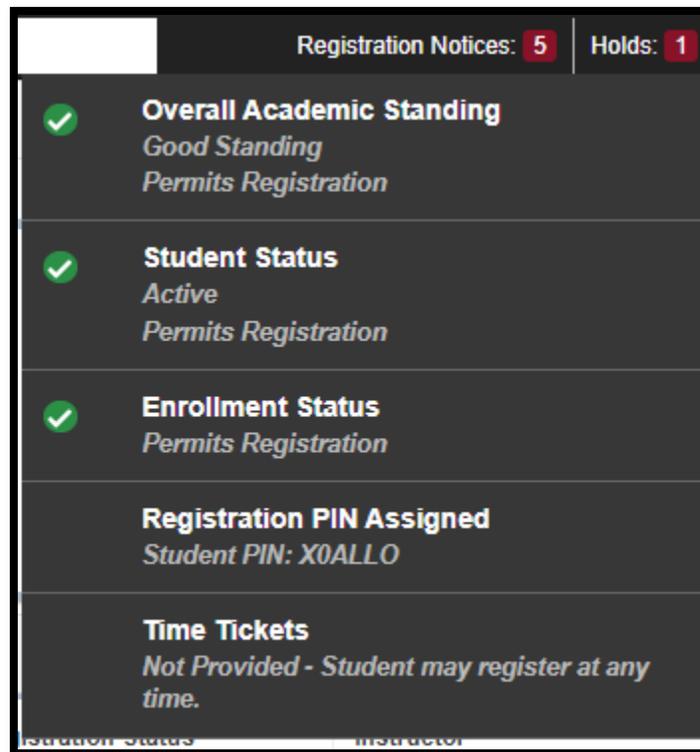
Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

- From the Student Profile you can view basic information regarding the student, including: Biographical information, General information, Graduation information, Advisor(s), Curriculum, Hours & GPA, Registered Courses, Registration Notices, and Registration Holds. You can also navigate to the student's academic transcript, schedule, week at a glance, registration and planning, and grades.

REGISTRATION NOTICES

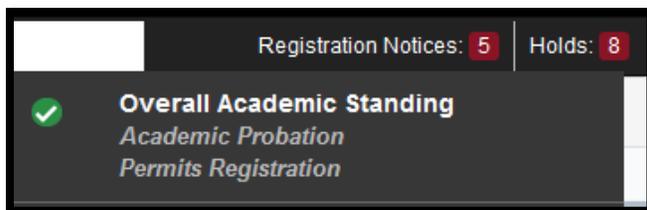
1. To view **Registration Notices** on a **Student Profile**, click on the red number next to **Registration Notices** in the upper right-hand corner.



Registration Notices: 5 | Holds: 1

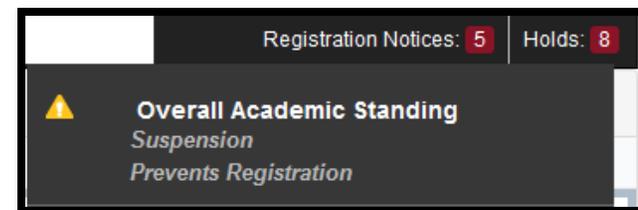
- ✓ **Overall Academic Standing**
Good Standing
Permits Registration
- ✓ **Student Status**
Active
Permits Registration
- ✓ **Enrollment Status**
Permits Registration
- Registration PIN Assigned**
Student PIN: X0ALLO
- Time Tickets**
Not Provided - Student may register at any time.

2. The Academic Standing will affect the student's ability to register. If the student has been placed on **Suspension**, they will not be eligible to register. If the student has **Good Standing** or on **Academic Probation**, they will be permitted to register for courses. These are noted in writing, and with an icon.



Registration Notices: 5 | Holds: 8

- ✓ **Overall Academic Standing**
Academic Probation
Permits Registration



Registration Notices: 5 | Holds: 8

- ⚠ **Overall Academic Standing**
Suspension
Prevents Registration

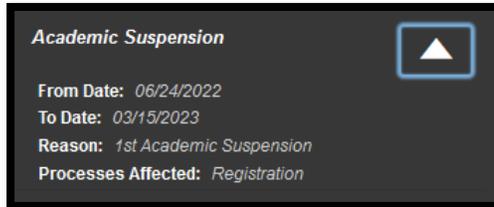
3. The Student Status will affect the student's ability to register. If the student's status is inactive they may need to reapply to the university for admission, or wait to be admitted to the university.
4. The Enrollment Status will affect the student's ability to register. Contact the Registrar's office if you see a status showing **Prevents Registration**.
5. All Alpine undergraduate students will have a **Registration PIN** assigned. You, as the advisor, will access this information under **Registration PIN Assigned**.

HOLDS AND WHO TO CONTACT

Academic Suspension – Registrar

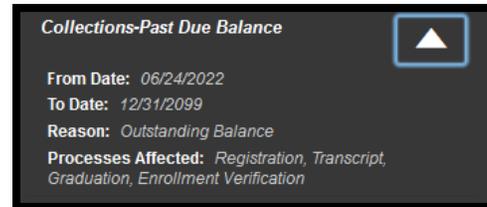
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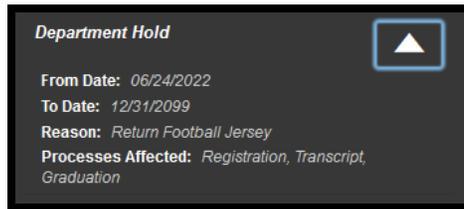
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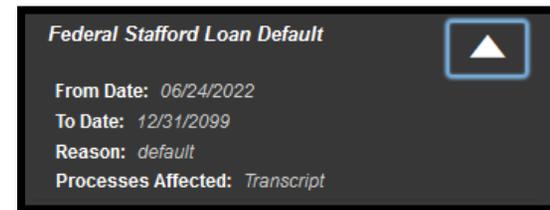
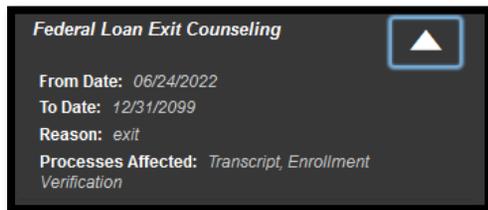
Department Hold – Various Departments/Registrar

1. The **Registrar's Office** will place a **Department Hold** at the request of a department member. This may relate to materials that need to be turned in such as a football jersey, or musical instrument.
2. The student should work with the department they believed requested the hold to be placed to clear up any outstanding issues. The department will then contact the Registrar's Office to remove the hold.



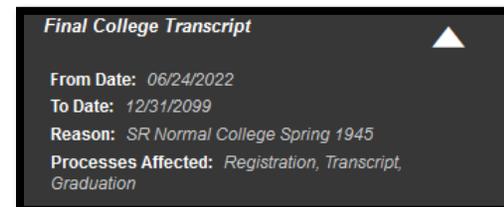
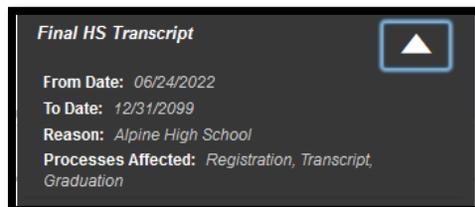
Federal Loan Exit Counseling or Federal Stafford Loan Default – Financial Aid

1. The office of **Financial Aid** will place **Federal Loan Exit Counseling** holds on a student’s account if they left the university (i.e. withdrew or graduated), without completing their Federal Loan Exit Counseling. The student will need to complete their exit counseling. The Financial Aid office will receive notification that the counseling has been completed, and will remove the hold.
2. A **Federal Stafford Loan Default** hold will require the student to contact the loan agency to resolve a defaulted or fraudulent loan. The student may also contact the **Financial Aid** office.



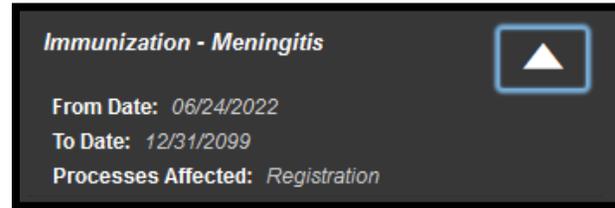
Final HS Transcript or Final College Transcript – Admissions

1. A **Final HS Transcript** or **Final College Transcript** hold can prevent registration.
2. **Final HS Transcript** holds are generally placed to allow admitted students to enroll for one semester. They will not allow registration in any later semester if the **Admissions** office has not received an official final high school transcript, showing a graduation date.
3. **Final College Transcript** holds are generally placed on students who are concurrently enrolled in other academic institutions. They should include such information as “Midland College Summer 2022”



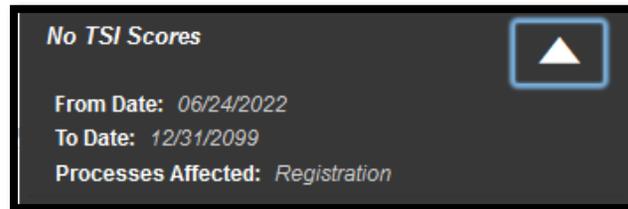
Immunization-Meningitis – Admissions/Health Services

1. Our **Bacterial Meningitis Vaccination** requirements affect students who are under the age of 22. They are required to receive a quadrivalent meningitis vaccination at least 10 days prior to the start of the semester for which they plan to attend. Students may also choose to submit an exemption.
2. The office of **Admissions** will place the **Immunization-Meningitis** hold if the student has not submitted a qualifying vaccination record (i.e. not expired, correct vaccination). Alternatively, if the vaccination has expired, **Health Services** will place a hold on the student's account.



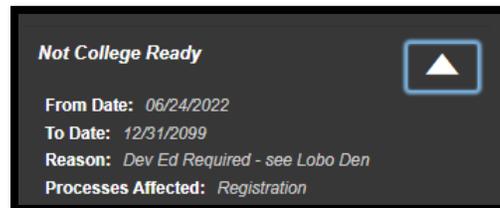
No TSI Scores - Admissions

1. If the student has not submitted TSI scores, or other documentation showing they are eligible for a TSI exemption, then a **No TSI Scores** hold will be placed by **Admissions**. This hold will prevent registration.
2. Students must submit their TSI scores, or documentation showing they have a waiver or exemption (i.e. SAT scores, exempt per a previous institution)



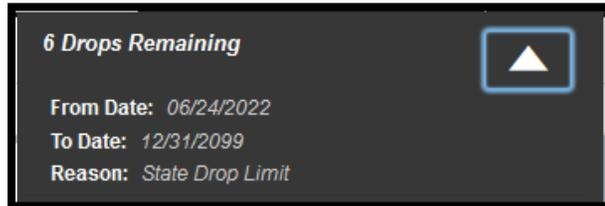
Not College Ready – Admissions/Lobo Den

1. A student may be deemed by their TSI scores to be **Not College Ready**. This means the student will be required to take developmental education courses, and co-requisite college-level courses. To enroll in classes a student must see a **Lobo Den** advisor.
2. Alternatively, they may retest and submit new scores to **Admissions**.



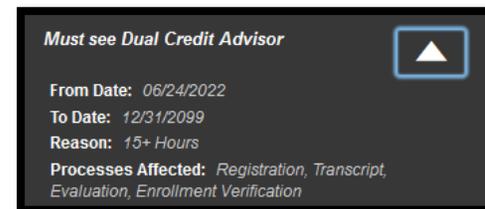
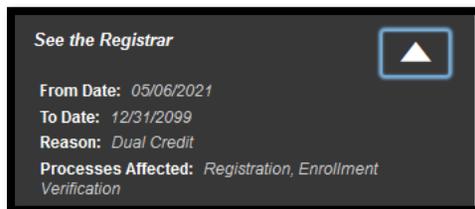
Number of Drops Remaining

1. This is an informative hold only. This does not prevent registration. All students attending Fall 2007 and later are affected by the [Six Drop Limit Rule](#)
2. The hold will show the number of drops a student has remaining under this rule. This is updated automatically when a drop request is processed by the Registrar's Office.
3. If the student has **0 Drops Remaining** and they request to drop a class, their final grade will result in an **F**



See the Registrar, Must See Dual Credit Advisor Holds – Registrar

1. **See the Registrar** or **Must See Dual Credit Advisor** holds are most commonly a residual hold from when a student was previously enrolled as a dual credit student in high school.
2. The Registrar's office will confirm that the student has been admitted as a non-early admission type student, and can then remove the holds.



PRIOR EDUCATION AND TESTING

1. Students must submit test scores prior to being advised. This determines which classes they are eligible to enroll in.
2. Test scores are entered into Banner by Admissions, then a college readiness attribute is added to the student's account.
 - a. NCRE: Not College Ready ELAR
 - b. NCRM: Not College Ready Math
 - c. CRE: College Ready ELAR
 - d. CRM: College Ready Math
 - e. CR: College Ready

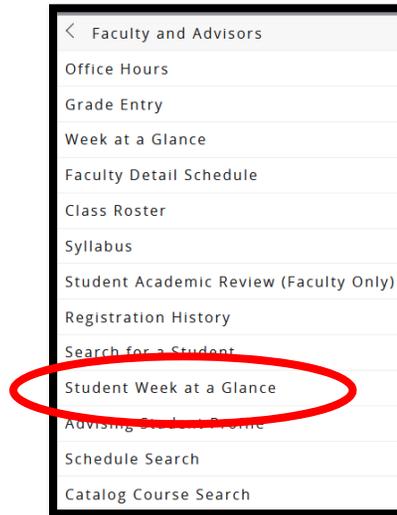
COMMON REGISTRATION ERRORS

1. Error: Course is reserved for a specific group; try a different section.
 - Possible causes: This is most commonly caused by students attempting to enroll in college-ready courses when they are not college ready, or vice versa. One possibility is that the college readiness attributes have not been assigned to the student.
 - Solution: Check to make sure the student is attempting to enroll in the correct section. Or contact the Registrar's office
2. Error: Corequisite Course Required
 - Cause: Student is not attempting to enroll in two courses of which one is a developmental level course, and one is a corequisite college level course
 - Solution: Select both of the linked courses for enrollment at the same time. Determine if there is an error preventing the student from being able to enroll in one of the courses
3. Error: Course is reserved for a different campus; try a different section. Or request approval from the appropriate Dean.
 - Cause: Student is an Alpine student attempting to enroll in an RGC course, or vice versa
 - Solution: Choose a different section, or request approval from the dean of the college offering the course. Cross-campus enrollment approvals must be entered by the Registrar's office.
4. Error: Linked Course Required
 - Cause: Student is not attempting to enroll in two courses which are linked. Most often this is a linked lecture and lab
 - Solution: Select both of the linked courses for enrollment at the same time. Determine if there is an error preventing the student from being able to enroll in one of the courses
5. Error: You lack a prerequisite; contact the instructor for approval
 - Cause: Student is attempting to enroll in a course for which they have not met the prerequisite requirements. In some cases, the student has met the requirement, but Banner is not picking up the information
 - Solution: Contact the instructor for approval. Alternatively, contact the Registrar's office if the student has already met the requirements.
6. Error: You have enrolled in this course before – verify CRN
 - Cause: Student is attempting to enroll in a course for which they already have a grade.
 - Solution: Any courses which are being repeated require advisor approval. If you are the advisor, contact LoboDen or the Registrar's office to request an override approval be entered.
7. Error: Time Conflict
 - Cause: Student is attempting to enroll in courses which have a time conflict
 - Solution: Select new sections for registration which do not have a time conflict. Alternatively, seek approval from one (or more) of the instructors. Special approval must be documented in DegreeWorks, and the override may be entered by LoboDen or the Registrar's office.
8. Error: Closed section
 - Cause: Student is attempting to enroll in a section which is already at maximum capacity. Even if the section appears to have seats left, if the section has been cross-listed, the overall number of seats may be full.
 - Solution: Select new sections for registration which are still open. Alternatively, seek approval from the instructor for the student to enroll. Special approval must be documented in DegreeWorks, and the override may be entered by LoboDen or the Registrar's office.
9. Error: [Special] Approval Required

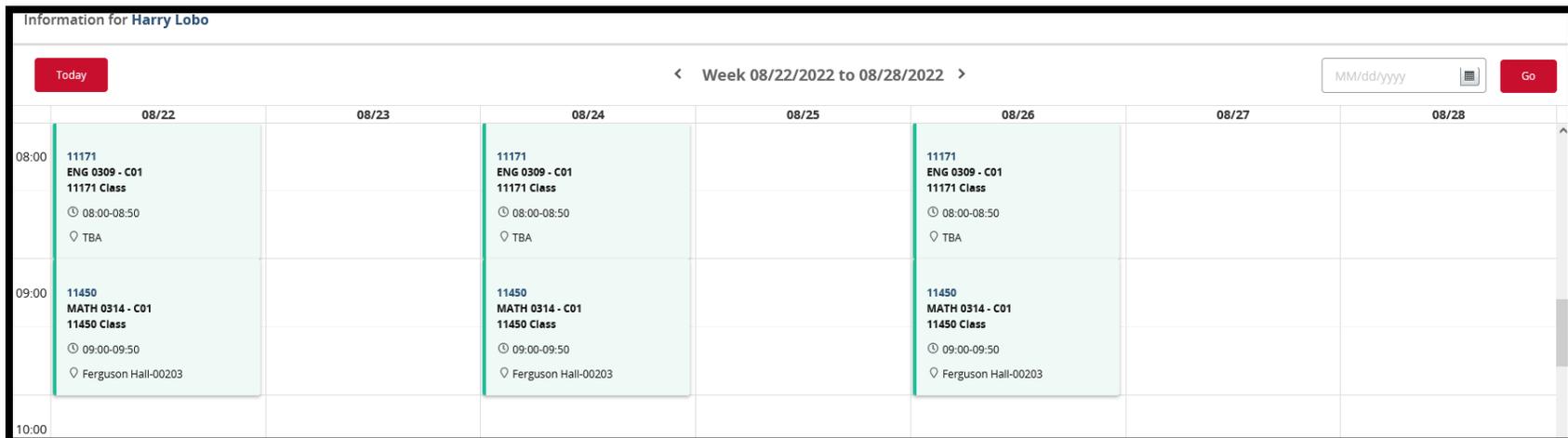
- Cause: LoboDen, Instructor, Department, or Advisor special approvals may be required for a section. The student does not have the approval entered, and is therefor encountering the error.
 - Solution: Obtain the specific type of approval, and document it in DegreeWorks. The override may be entered by LoboDen or the Registrar's office.
10. Error: TSI Error
- Cause: The student is not college ready, and is attempting to enroll in a college-level course. This error will pop up even for the corequisite college-level courses.
 - Solution: Check to make sure the student is enrolling in the correct section. TSI overrides may be entered by LoboDen or the Registrar's office.
11. Error: Student Attribute Restriction
- Cause: The student is attempting to enroll in a course for which they do not have the correct attribute (i.e. NCRE, CRE, HITP, etc)
 - Solution: Check to make sure the student is enrolling in the correct section. Alternatively, check with the Registrar's office to make sure the student has attributes assigned.
12. Error: Student schedule has errors.
- Cause: One or more errors is occurring preventing registration.
 - Solution: Direct the student to enroll one section at a time. This should narrow down the errors. Otherwise, contact the Registrar's office for assistance.

STUDENT WEEK AT A GLANCE

1. Under the Faculty and Advisors dashboard or menu, select **Student Week at a Glance**



2. Select the student under the **Student and Advisee ID Selection**
3. The calendar should auto-default to the start of the term you entered on the previous page. **Please note there is no convenient way to print this schedule at this time.**



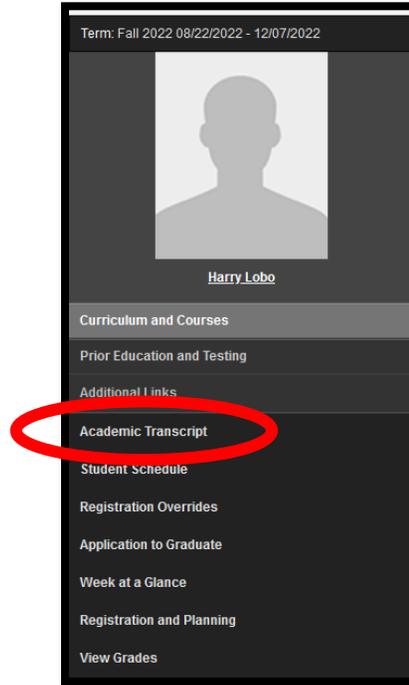
Information for Harry Lobo

Today < Week 08/22/2022 to 08/28/2022 > MM/dd/yyyy Go

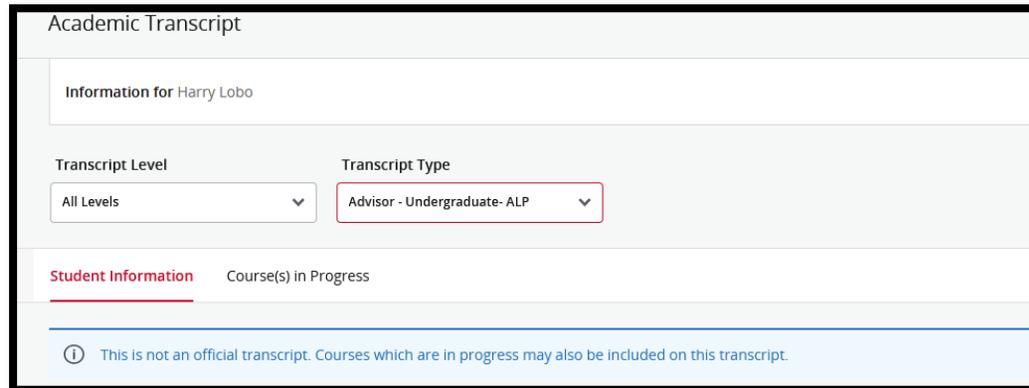
	08/22	08/23	08/24	08/25	08/26	08/27	08/28
08:00	11171 ENG 0309 - C01 11171 Class ⌚ 08:00-08:50 📍 TBA		11171 ENG 0309 - C01 11171 Class ⌚ 08:00-08:50 📍 TBA		11171 ENG 0309 - C01 11171 Class ⌚ 08:00-08:50 📍 TBA		
09:00	11450 MATH 0314 - C01 11450 Class ⌚ 09:00-09:50 📍 Ferguson Hall-00203		11450 MATH 0314 - C01 11450 Class ⌚ 09:00-09:50 📍 Ferguson Hall-00203		11450 MATH 0314 - C01 11450 Class ⌚ 09:00-09:50 📍 Ferguson Hall-00203		
10:00							

ACADEMIC TRANSCRIPT

1. After you have navigated to the student profile (see [Searching for a Student](#), or [Advising Student Profile](#)) click on **Academic Transcript**



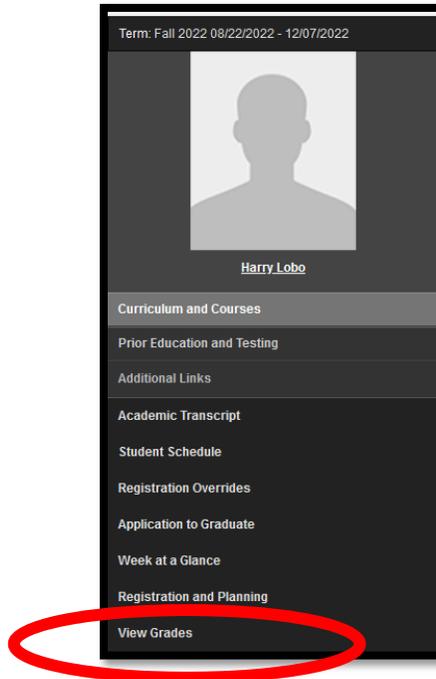
2. Under **Transcript Level**, select **All Levels**. Under **Transcript Type**, select **Advisor – Undergraduate- ALP**.

The "Academic Transcript" page for Harry Lobo. It shows "Information for Harry Lobo" and two dropdown menus: "Transcript Level" set to "All Levels" and "Transcript Type" set to "Advisor - Undergraduate- ALP". Below the menus is a section for "Student Information" with a sub-section for "Course(s) in Progress". A blue banner at the bottom contains a warning icon and the text: "This is not an official transcript. Courses which are in progress may also be included on this transcript."

3. You can now navigate through Student Information, Degree Awarded, Institution Credit, Transcript Totals, and Course(s) in Progress.

FINAL GRADES

1. After you have navigated to the student profile (see [Searching for a Student](#), or [Advising Student Profile](#)) click on **Academic Transcript**



2. You can now view GPA summary, Primary Curriculum, and Course Work.
3. Course(s) in progress that have not had final grades entered will also show on this screen.

Course Work													Search by Course Title or Subject Code (ALT+Y) <input type="text"/>	
Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN	Action				
ENG 0309, C01	Basic IRW	ALP			3.000				11171					
HIST 1301, C01	History Of The US To 1877	ALP			3.000				11179					
MATH 1314, C01	College Algebra	ALP			3.000				11449					
MATH 0314, C01	Intro College Algebra	ALP			3.000				11450					