



New Faculty Resource Page

The Registrar is responsible for directing all aspects of Registrar services: the collection of grades, maintenance of academic student records, review and certification of degree requirements and graduation, and the registration process. Other responsibilities include supervision of office personnel, student information system development, management of the Registrar's Office budget, university reporting, FERPA compliance, and committee representation. The Registrar serves on a variety of campus committees and promotes effective communication and positive relationships with faculty, department chairs, deans, student services personnel, and other members of the university community.

Office of the Registrar Walsh Administration Building, First Floor 408/554-4331 (main number) 408/554-6926 (fax) www.scu.edu/registrar (web page) registrar@scu.edu (email) Staff Members (www.scu.edu/registrar/About-Us.cfm)	
Academic Calendar	www.scu.edu/registrar/Academic-Calendar.cfm
UGRD Final Exam Schedule	www.scu.edu/registrar/final-exams.cfm
UGRD Schedule of Classes	www.scu.edu/studentrecords/virtualbook.cfm www.scu.edu/courseavail/
Graduate Schedule of Classes	Check with specific Graduate Program Office <ul style="list-style-type: none"> • Business: www.scu.edu/business/graduates/ • Engineering: www.scu.edu/engineering/graduate/ • Counseling Psychology www.scu.edu/ecppm/counselingpsychology/ • Pastoral Ministries www.scu.edu/cas/pastoralministries/ • School of Law www.scu.edu/law • Course Avail www.scu.edu/courseavail
Link to Faculty Video Guides <ul style="list-style-type: none"> • Login: Step by step instructions on how to login to Ecampus, how to change your password and how to setup forgot your password rules. • Faculty Center: Overview of the faculty center which includes viewing the class roster, photo roster and how to notifying students. • Online Grading: Step by step instructions on how to input and submit grades. • Academic Calender: Instructions for how to view the Academic Calendar. 	www.scu.edu/registrar/faculty.cfm



Ecampus Help

<ul style="list-style-type: none"> • Login help and the “Forgot Your Password” option • Instructor/Advisor Self Service Documentation <i>Help Document for Instructors and Advisors</i> • Online Grading Instructions <i>Step-by-step instructions for online grading</i> • FAQs for Online Grading <i>Frequently asked questions about online grading</i> • LAW Online Grading Instructions <i>Step-by-step instructions for online grading for Law</i> • LAW FAQs for Online Grading <i>Frequently asked questions about online grading</i> • Deleting Browser Cache Information <i>Step-by-step direction for clearing your browser cache</i> 	<p>www.scu.edu/ecampus/faculty/</p>
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Other Relevant Resources

<ul style="list-style-type: none"> • Undergraduate CORE Curriculum Information 	<p>www.scu.edu/core/</p>
<ul style="list-style-type: none"> • Drahmann Academic and Advising Center <i>UGRD Academic Advising; Disabled Student Resources, International Student and Learning Resources</i> 	<p>www.scu.edu/drahmann/</p>
<ul style="list-style-type: none"> • Course Avail <i>Class Availability Data by Term for all programs</i> 	<p>www.scu.edu/courseavail</p>
<ul style="list-style-type: none"> • Academic Bulletins <i>Academic Bulletins for All programs</i> 	<p>www.scu.edu/academics/bulletins/</p>
<ul style="list-style-type: none"> • Department Administrative Assistants <i>Your department Administrative Assistants are great resources. Contact them for questions relating to classes, classrooms and department schedule of classes.</i> 	<p>Contact individual department.</p>
<ul style="list-style-type: none"> • Information Technology Center <i>The IT help desk can assist you with any technology related questions.</i> 	<p>408/554-5700 http://it.scu.edu</p>
<ul style="list-style-type: none"> • University Library 	<p>408/554-6830 www.scu.edu/orradre</p>