



*Greetings! In lieu of having an on campus in-person meeting, we are distributing a newsletter again so that we can get important information to you. It is also our opportunity to wish you safe and wonderful holidays. We look forward to continuing working with you in the New Year!*

*- Your Office of the Registrar team*

#### **A Word From Our Registrar-** Duane Voigt, *Office of the Registrar*

A few announcements to share with you:

- We made it through another quite challenging academic term. I want to both personally and on behalf of all of us in OOTR thank you for your continued support and assistance throughout this mentally and physically taxing period. In the midst of all of the trials and tribulations of this term, many of you have been working hard on the Workday Student implementation, and if you haven't been involved to a great extent already, you will be asked to start working on parts of this soon. The more time we put into this now, the easier it will be when we actually go live in the summer of 2023. Please see Kaz Joseph's note below regarding the status of the conversion process.
- New OOTR Staff: I am very happy to report to you that OOTR is now at full staff, with two new recent hires: **Patty Chung**, coming to us from the Office of Accessible Education, is our Senior Administrative Assistant working halftime. She brings a jolt of positive energy to our office! And **Rebecca Guerrero** started her first day in OOTR yesterday as our Senior Technical Analyst, and comes to us from SCU's Finance Department where she served as the Senior Administrative Assistant since 2017, and is completing her MA in Educational Leadership at SCU this winter term. We are so excited to have both Patty and Rebecca join our staff. In addition, I want to mention how fortunate we've been to have **Dora Khuu** work in our office since this past summer, having assisted in so many different Registrar assignments, but most recently covering for so many of Nancy Mars' responsibilities. She will stay on board and work on projects as needed, particularly with the many Workday Student jobs that will continue this coming year.
- Finally, I want to wish you all a very restful and pleasant holiday season. I continue to feel extremely fortunate and blessed to have such an amazing team in the OOTR, and the extended team that includes all of you!

**News on the Workday Student Implementation-** Kaz Joseph, the Director of enterprise Applications and overseeing this humongous project:

- Working groups with key users in Admissions, Student Records, Curriculum and Advising, Student Financials, Financial Aid, Academic Foundation and Student Core are meeting twice weekly to configure Workday Student.
- Other weekly meetings are being held to cover integrations, data conversion, reporting and security.
- The biggest test cycle to date will start Jan 3, spanning two weeks and will cover the configuration to date.
- Configuration and testing will continue to cycle through 2022, until we hit the largest test cycle in July, which will go for more than a month.
- Much of this activity is aimed at our first go-live on Oct 24, 2022, when we bring online key functionality to support the incoming class of Fall 2023.

#### **Annual Scheduling Process-** Adora Hoose, *Office of the Registrar*

**Target Dates** -The Academic Year Plans will be due on Friday, March 4. *This is the last day to submit the AYPs, so if you can submit them earlier, that would be very helpful.* Email the spreadsheet to [ahoose@scu.edu](mailto:ahoose@scu.edu). On the 7th, we will merge all of the Fall Schedules into one full spreadsheet with the plan to start entering the data into PeopleSoft on Tuesday the 8th. At the same

time, the Fall Spreadsheet will be sent to Rebecca so that she can figure out if we have enough classroom space for your requests. Below are important resources:

- [Annual Production Timeline for 2022-23](#)
- [Class Scheduling Guidelines](#)
- [Class Scheduling Process](#)
- [Entering footnotes in PeopleSoft](#)
- [Running Course Catalog Description by Subject - Public Query Instructions](#)
- [Suggestions for Filling out Schedule Document](#)
- **Note: The AYP Template will be sent out in January.**

#### **Available Resources - Marquita Coe, Office of the Registrar**

- **Registrar's Resource Page** - Just a reminder - especially to our newest AAs and Office Managers - that we provide a great wealth of information on our [Registrar's Resource Page](#). After you log into eCampus and click on the Academic Records tile, a menu will pop up on the left side of the screen. Near the bottom of this menu is located "Registrar's Resources". Clicking on that link will take you to information that is kept current, providing links to minutes of past meetings, forms, class scheduling guidelines and other important information.
- **Registrar's Website** - The [Office of the Registrar's website](#) provides important information relating to all the services that we provide to SCU students (Graduate and Undergraduate), faculty and staff. Becoming familiar with "**Frequently Asked Questions**" will answer many of the questions that your program's majors may be asking you.
- **eCampus Resource Page** - Prior to logging into eCampus note the important guides provided for Students, Faculty, Employees and Parents. Step by step directions are provided for example how to register for classes (Student); how to grade (Faculty); how to log in and clear cache (Employees); and how to be set up as an Authorized User (Parents).
- **Technology Training** - [Technology Training](#) provides you all the training you need in EXCEL to help you manage the results of the many queries that you utilize.

#### **Graduation- Debra Cortez and Carol Liu, Office of the Registrar**

- **Important Graduation Dates:**
  - Last day to petition for degrees to be conferred in March 2022: January 21, 2022
  - Last day to petition for degrees to be conferred in June 2022: February 18, 2022
  - Petitions to walk will be available in [OneStop](#) on April 1, 2022.

#### **FERPA (Family Educational Rights and Privacy Act of 1974) Update - Phil Spitz, Office of the Registrar**

- Please continue to keep FERPA front of mind when you are working with your students, faculty and other staff. The following are some helpful resources that we encourage you to explore to help enhance your FERPA knowledge:
- FERPA for Higher Ed interactive learning module available through your MySCU Portal. The navigational path is MySCU Portal > CYBERSECURITY TRAINING > FERPA for Higher Ed. This is the learning module that was included with this year's cybersecurity training.

**FERPA and You:** <https://www.scu.edu/ferpa/>

**FERPA Basics:** <https://www.scu.edu/ferpa/ferpa-basics/>

**SCU FERPA Policy:** <https://www.scu.edu/ferpa/scu-ferpa-policy/>

**FERPA Resources:** <https://www.scu.edu/ferpa/ferpa-resources/>

#### **Upcoming Important Dates - Marquita Coe, Office of the Registrar**

- **Winter Quarter**
  - First Day of Classes: January 3, 2022.
  - Last Day to Add a Class: January 7, 2022.
  - Last Day to Petition for Degrees to be conferred in March 2022: January 21, 2022.
  - Last Day to Declare P/NP Grading Option: January 28, 2022.
  - Last Day to Drop Classes without a "W": January 28, 2022.
  - Last Day to Drop Classes with a "W": February 18, 2022.

- Classes End: March 11, 2022.
  - Final Exams: March 14-18, 2022.
  - Grades Due From Faculty: March 23, 2022.
- **Spring Quarter**
- Registration Appointments Viewable in eCampus: January 31, 2022.
  - Class Offerings Viewable in [CourseAvail](#) January 31, 2022.
  - Registration: February 14-25, 2022
  - First Day of Classes: March 28, 2022.
  - Last Day to Add a Class: April 1, 2022
  - Last Day to Petition for Degrees to be conferred in September 2022: April 22, 2022.
  - Last Day to Declare P/NP Grading Option: April 22, 2022.
  - Last Day to Drop Classes without a "W": April 22, 2022.
  - Last Day to Drop Classes with a "W": May 13, 2022.
  - Classes End: June 3, 2022.
  - Final Exams: June 6-9, 2022.
  - Grades Due From Faculty: June 14, 2022.

#### News from the Drahmann Center - Laura Fujieda, Drahmann Center

- **Advising Appointments and Tutoring:** available for request all term, [scu.edu/drahmann](http://scu.edu/drahmann). Tutoring is available for numerous subjects including Natural Sciences, Economics, and Modern Languages, [scu.edu/drahmann/tutoring](http://scu.edu/drahmann/tutoring) (website also includes links for the HUB and the Math Learning Center).
- **Workshops:** Workshops on study skills, time management, course registration, and much more will be offered throughout the year, [scu.edu/drahmann/learning-resources/workshops/](http://scu.edu/drahmann/learning-resources/workshops/)
- **Social media links:**
  - [facebook.com/drahmanncenter](https://facebook.com/drahmanncenter)
  - [instagram.com/drahmanncenter](https://instagram.com/drahmanncenter)
- **Summer 2022- Advising and Registration Session Dates**
  - Session 1: Thursday, July 7 (First Year)
  - Session 2: Monday, July 11 (First Year)
  - Session 3: Wednesday, July 13 (First Year)
  - Session 4: Friday, July 15 (First Year)
  - Session 5: Tuesday, July 19 (First Year)
  - Session 6: Thursday, July 21 (First Year)
  - Session 7: Monday, July 25 (First Year)
  - Session 8: Wednesday, July 27 (First Year)
  - Session 9: Friday, July 29 (First Year)
  - Session 10: Thursday, August 25 (First Year-Makeup)
  - Session 11: Monday, August 29 (Transfer)
  - Session 12: Wednesday, August 31 (Transfer)
  - Session 13: Tuesday, September 13 (Transfer-Makeup)
- **Overloading**
  - **DEADLINE TO REQUEST AN OVERLOAD - Friday, January 7, 2022 at 4 p.m. PDT**
  - Students may enroll for no more than 19 units unless they are in the University Honors Program, their cumulative grade point average at Santa Clara is at least 3.3, or they have upper-division status and obtain approval from the Drahmann Center. To request approval, students must submit the **Petition for Unit Overload - Winter 2022** form which will become available on the Drahmann website beginning **December 20, 2021**.
  - One 2-unit course or two 1-unit courses are not counted as overload units. An additional one 2-unit class or two 1-unit courses can be added via the online form [Request to Add Fractional, 1, 2 Unit Courses Up to 2 Units](#), available on the Registrar's website.
  - Students may register for courses that result in overload units only during the late registration period.
  - A Drahmann Center Advisor will review and process requests starting Monday, **January 3** to Friday, **January 7** at 4 p.m. PDT.

- If the request is approved, it will be forwarded to the Office of the Registrar to have the course(s) added. The student will be copied on the email. The approved request will be processed by the Office of the Registrar.
- If the request is denied, the student will receive an email explaining why the request was denied.
- The review process may take up to two business days.

**Your Office of the Registrar (OOTR) team** - Our staff is here to help you! If unsure who to contact, send an email to [registrar@scu.edu](mailto:registrar@scu.edu). This email box is monitored closely and you can expect a quick response.