



Marquita Coe &lt;mcoe@scu.edu&gt;

## News From the Registrar

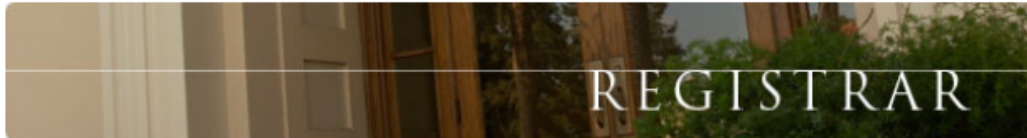
1 message

Marquita Coe &lt;mcoe@scu.edu&gt;

Mon, Aug 30, 2021 at 11:46 AM

To: 2021 Department Administrative Assistants & Office Managers <2021-department-administrative-assistants--office-managers-PG@scu.edu>

Cc: SCU Drahnann Center <drahnanncenter@scu.edu>, SCU OneStop <onestop@scu.edu>, SCU Bursar <bursar@scu.edu>, 2021 Department Chair Distribution List <2021-department-chair-distribution-list-PG@scu.edu>



*Greetings! We hope that you have been able to enjoy your summer. We look forward to continuing to serve you in this new academic year. In lieu of our traditional October meeting, we are sending this newsletter to provide the important information that we typically provide to you at this time. - Office of the Registrar team*

### **A Word From Our Registrar**-Duane Voigt

- **Fall Classes** - Please read Nancy's notes below. We will share with you later this week the list of faculty (and their classes) who have been approved by HR to teach remotely this fall. Additional information on this will be communicated in that email.
- **Changes Regarding Undergraduate Registration Appointment Times:** Last spring, the Undergraduate Studies Council (USC) discussed and agreed that, in order to ensure more equity when undergraduate continuing students register for classes, the appointment times, which are based on credits earned and in progress, would be set up without including test credit brought in prior to matriculation. This practice would then not disadvantage those students who may not have had opportunities to take high school coursework (such as AP, IB, or Cambridge) for college credit. This will of course affect some students' enrollment times, however, not significantly. We typically will receive some questions from students regarding their enrollment time, and that may increase somewhat, but since this is simply a procedural change in our setup, and no where do we publish anything about whether or not test credit is included, we will not open this up by sending a mass communication to all students. We do, however, think that you all should be aware of this change, and ask that you refer any students who inquire about this to our office.
- **OOTR Personnel:** OOTR currently has a halftime Senior Administrative Assistant position that has just opened ([link found here](#)). Please share with anyone you think may be interested. And some of you are aware of this, but for those of you who are not, it is with mixed emotions that we share with you that Nancy Mars and her husband are moving to Colorado. This is a wonderful opportunity for both of them, as they will be closer to family, but we are sad and shall I say quite nervous about her departure at the end of December. Nancy does so much for our office and for the SCU community, she will not be easy to replace. Her proficiency with classroom and final exam scheduling, work with Ad Astra, and technical savvy, as well as commitment to the OOTR office and those departments and people she assists, have been par excellence. As we get closer to her departure, we'll plan an event and will provide more details on the hiring search.
- **Workday Student:** I'll let the experts from IT provide the update below on our kickoff to the Workday Student implementation, but to steal a line from the movie "Field of Dreams", this says it all:



**Classroom Maintenance; Final Exams; Scheduling & Reservations** - Nancy Mars

- **Fall Quarter Classes** - Fall classes have returned to campus for the fall quarter. We do have requests from some faculty to teach remotely. We are in the process of evaluating these requests. If we are able to accommodate the faculty member who wants to teach online we will adjust the classroom to be online. We will also update the instruction mode to synchronous or asynchronous depending on the instructor's decision. We will request additional "class notes" so the students will be well informed of the format of these online classes. Students interested in requesting accommodations to take classes remotely must complete the online registration through OAE and submit appropriate documentation of his/her/their disability from a qualified professional. OAE will determine appropriate accommodations for students.

**Please see the attached, current schedule of classes for fall 2021. This list does not include the classes that are being updated online.**

We have returned to pre-pandemic room capacities. If there is any concern about the air flow and ventilation in the classrooms we have the following statement from facilities:

*At the onset of the pandemic, SCU Utilities evaluated all buildings to assess their ventilation performance making improvements where necessary to ensure that all indoor spaces have at least one or more CDC and ASHRAE recommended control measures in place:*

- Increasing outside air (OA) in all building HVAC systems, where possible.
- *Verification that all HVAC systems are functioning as designed*
- *Upgrading HVAC filters to MERV13 filters where possible*
- *Increase HVAC system run time*
- *In buildings without mechanical systems - operable windows have been verified*

*For example, Kenna Hall and Alameda Hall have an HVAC system. The system has been adjusted to increase air from outside, and MERV 13 filters have been added. Windows will not be able to open. O'Connor windows will be able to open and individual air purifiers have been added to each room.*

- **Fall Quarter Final Exams** - We will be sending out the fall quarter final exam requests a few weeks after the start of the term. This is to confirm whether the instructor will be having a final exam or not. The main things to note regarding final exams:

1) Classes in assigned classrooms and synchronous, online classes will have final exams scheduled per the final exam schedule:

**Fall Quarter 2021 Undergraduate Final Exams**  
**M-F: Dec. 6-10, 2021**

Date of Examination	Exam Time 9:10 am - 12:10 pm	Exam Time 1:30 pm - 4:30 pm	Exam Time 6:30 pm - 9:30 pm
<b>Monday</b>	Reserved for classes that start MWF at 8:00 am	Reserved for classes that start MWF at 11:45 am	Reserved for classes that start MWF at 3:30 pm
<b>Tuesday</b>	Reserved for classes that start TR at 8:30 am	Reserved for classes that start TR at 12:10 pm	Reserved for classes that start TR at 3:50 pm
<b>Wednesday</b>	Reserved for classes that start MWF at 9:15 am	Reserved for classes that start MWF at 1:00 pm	Reserved for classes that start MWF between 4:00 pm and 8:00 pm
<b>Thursday</b>	Reserved for classes that start TR at 10:20 am	Reserved for classes that start TR at 2:00 pm	Reserved for classes that start TR between 4:00 pm and 8:00 pm
<b>Friday</b>	Reserved for classes that start MWF at 10:30 am	Reserved for classes that start MWF at 2:15 pm	

- 2) Asynchronous, online classes will show there is a final exam, but will NOT show a date/time/location. There is no schedule for asynchronous final exams. The final exam for these classes can be given and completed any time prior to the last day of final exams. A class that is asynchronous cannot decide to have a synchronous final exam.
- 3) If the facility ID (or location) of the class is online then the final exam facility ID will be blank. So, final exams will show a date and time of the exam, but no location. It is up to the instructor to communicate the details to the students
- Scheduling Non-Academic Events and Reservations** – Changes coming up this fall include the opening of the SCDI complex, the start of the implementation of Workday Student, and coming back to campus from teaching remotely. Event Planning will handle the scheduling of requested events outside of academics. We are working with Event Planning to ensure that we are properly prepared using Ad Astra for scheduling and avoiding potential double-bookings.

**Class Scheduling-** Adora Hoose

- 2022 Winter Class Schedule -**
  - Department Winter class schedules (first pass) are due September 2, 2021. After the class schedule is created and entered into PeopleSoft, and Nancy Mars has entered the classrooms, the proof will be distributed back to the departments for final review. (Target date: October 4, 2021). At that time, each department will be asked to double-check their class descriptions.
  - Students will be able to view their winter assigned registration appointments and course offerings on Monday, October 25, 2021.
- Important Class Scheduling Resources:**
  - [2021-2022 Production Timeline](#)
  - [Running Course Descriptions\\_2021](#)

**Available Resources -** Marquita Coe

- 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 a wealth of 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

- **Pre-Graduation Evaluation** - Students must complete the online **Pre-Graduation form** and submit it by the following deadlines:
  - Fall 2021 - Friday, October 8, 2021 (last day to petition for degrees to be conferred in December 2021)
  - Winter 2022 - Friday, January 21, 2022 (last day to petition for degrees to be conferred in March 2022)
  - Spring 2022 - Friday, February 18, 2022 (last day to petition for degrees to be conferred in June 2022)
  - Summer 2022 - Friday, April 22, 2022 (last day to petition for degrees to be conferred in September 2022)

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

- The importance of understanding FERPA was highlighted this year when SCU included FERPA training as part of its annual cybersecurity training. 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

- **Summer New Incoming Fall Student Orientation**
  - First Year Orientation: September 8, 2021
  - First Year Orientation: September 9, 2021
  - Transfer Orientation: September 10, 2021
- **Fall Quarter**
  - Registration Reopens for all students: September 14, 2021.
  - First Day of Classes: September 20, 2021.
  - Last Day to Add a Class: September 24, 2021.
  - Last Day to Petition for Degrees to be conferred in December 2021: October 8, 2021.
  - Last Day to Declare P/NP Grading Option: October 15, 2021.
  - Last Day to Drop Classes without a "W": October 15, 2021.
  - Thanksgiving Holiday; academic and administrative holiday: November 25-26, 2021.
  - Last Day to Drop Classes with a "W": November 5, 2021.
  - Classes End: December 3, 2021.
  - Final Exams: December 6-10, 2021.
  - Grades Due From Faculty: December 15, 2021.
- **Winter Quarter**
  - Registration Appointments Viewable in eCampus: October 25, 2021.
  - Class Offerings Viewable in **CourseAvail** October 25, 2021.
  - Registration: November 8-19, 2021.
  - 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 Information Technology** - Rob Boyd, Kaz Joseph, Bill Fowler

The Workday Student project to replace our Oracle PeopleSoft ecampus system has begun! This is a phased implementation, with the target for completion in Fall 2023. Some preliminary Admissions and Financial Aid components go live in Fall 2022, and others in Spring 2023. The project officially kicked off August 10 and, if you were not able to participate in the session, here are the [slides](#) and [recording](#).

SCU will be working with [Alchemy](#) as our Workday implementation partners for the next two years and are now engaged in Discovery sessions to better understand our business processes and how they align with delivered Workday functionality. These day-long sessions with consultants in Financial Aid, Student Financials, Student Records, Advising, Curriculum Management, etc. have considered needed business processes, reports, integrations, security and more.

Beginning mid-September, we begin regular meetings with consultants in workstream sessions as we dive deeper into key business processes. Planning has already started for the needed training and "change management" which is Workday-speak for handling all of the needs of students, faculty and staff as we make this transition from ecampus to Workday.

You will be hearing a lot about Workday Student over the next two years including online help and training materials similar to the Workday [Human Resources/Payroll](#) and Workday [Financials](#) materials already available. Stay tuned!

#### **News from the Drahmman Center** - Laura Fujieda

- **Advising appointments:** available for request all term, [scu.edu/drahmann](https://scu.edu/drahmann)
- **Tutoring:** appointments available for numerous subjects including Natural Sciences, Economics, and Modern Languages, [scu.edu/drahmann/tutoring](https://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/workshops](https://scu.edu/drahmann/workshops)
- **Social media links:**
  - [facebook.com/drahmanncenter](https://facebook.com/drahmanncenter)
  - [instagram.com/drahmanncenter](https://instagram.com/drahmanncenter)
- **Summer 2021- Advising and Registration Session Dates**
  - Wednesday, September 8 (First Year)
  - Thursday, September 9 (First Year)
  - Friday, September 10 (Transfer)
- **Overloading**
  - **DEADLINE TO REQUEST AN OVERLOAD - Friday, September 24 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 Drahmman Center. To request approval, students must submit the **Petition for Unit Overload - Fall 2021** form which will become available on the Drahmman website beginning **September 13th**.
  - 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 Drahmman Center Advisor will review and process requests starting Monday, **September 13** to Friday, **September 24** 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! Below is listed our main service areas. 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.

**OFFICE OF THE REGISTRAR**

STAFF MEMBER	SERVICE AREA
<b>Bayne, Andra</b> <i>Student Data Analyst</i> <a href="mailto:abayne@scu.edu">abayne@scu.edu</a>	*Transcripts *Verifications
<b>Coe, Marquita</b> <i>Sr. Associate University Registrar</i> <i>Data Management</i> <a href="mailto:mcoe@scu.edu">mcoe@scu.edu</a>	*Data Management Staff Supervisor *PeopleSoft Student Administration Maintenance *PeopleSoft Training Support *Returning Students *Supervises Registration, On-line Grading, Class Scheduling
<b>Cortez, Debra</b> <i>Record Analyst</i> <a href="mailto:dmcortez@scu.edu">dmcortez@scu.edu</a>	*Office Student Assistants Supervisor *GRAD: Law, ECPPM *UGRD: UARSC- ANTH; LBST; POLI; PSYC; SOCI; ECON; UBUSN *VA Coordinator
<b>Hoose, Adora</b> <i>Technical Specialist</i> <i>Data Management</i> <a href="mailto:ahoose@scu.edu">ahoose@scu.edu</a>	*Data Entry/Maintenance *Online Grading/Grade Changes *Registration Problem Resolution *UGRD Class Schedule Production
<b>Liu, Carol</b> <i>Record Analyst</i> <a href="mailto:yliu12@scu.edu">yliu12@scu.edu</a>	GRAD: BUSN (except ECON); ENGR UGRD: ARTH; BIOL; BIO; CHEM; CLAS; COMB SCI; COMM; ENGL; ENGR; ENVS; FREN; GERM; HIST; INDV STUDIES; ITAL; MATH; MUSC; PHIL; PHYS; PHLTH; REL; SPAN; THTR;
<b>Mars, Nancy</b> <i>Sr. Technical Specialist</i> <a href="mailto:nmars@scu.edu">nmars@scu.edu</a>	*Classroom and Exam Scheduler *Classroom- Moves; Inspection & Supplies *NSLC Reporting * Queries and Web

<b>Senouda-Williams, Mary</b>	*Transfer Transcript Evaluation
<i>Senior Record &amp; Transcript Analyst</i>	*Test Credit Evaluation
<a href="mailto:mshenoudawilliams@scu.edu">mshenoudawilliams@scu.edu</a>	
<b>Spitz, Phil</b>	*Academic Records Staff Supervisor
<i>Sr. Associate University Registrar</i>	*Advanced Placement Credit
<i>Academic Records</i>	*Degree Audit
<a href="mailto:pspitz@scu.edu">pspitz@scu.edu</a>	*External Studies and Study Abroad
	*FERPA
<b>Voigt, Duane</b>	*Academic Policies
<i>University Registrar</i>	*Department Management
<a href="mailto:dvoigt@scu.edu">dvoigt@scu.edu</a>	*Federal Laws Affecting Academic Records
<b>Zhao, Liqin</b>	*Analysis Database and Academic Advisement Reports
<i>Associate University Registrar</i>	*Primary Liaison between OOTR and Information Technology
<i>Student System &amp; Technology</i>	*Queries, Query Tool Training
<a href="mailto:lyzhao@scu.edu">lyzhao@scu.edu</a>	



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