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

As we near the close of the winter quarter, we're all quite busy wrapping up end of the term tasks, preparation for spring quarter, and mandatory May advising and fall registration. Many of you have been doing this for years, and others are experiencing this for the first time. We want to continue to be available to you for any questions that come up. We welcome the newcomers to this new world. And we are delighted that the Covid pandemic no longer rules this world of ours as we're getting to a more comfortable new normal (that will continue to change as new health policies and guidelines are regularly updated). Flexibility has become a trendy word in our daily language.

Of course, what now rules our world is the Workday Student implementation. Course and Academic Requirements are in the process of being configured, and then much testing is required to ensure that going live will be a smooth transition. There will be many training sessions and videos provided to, most importantly, YOU, as well as to students and faculty. We encourage you to visit the new SCU Workday Student website: https://www.scu.edu/technology/workday-student/. I want to thank all those who are working so hard on this immense project, especially our IT support team - Bill Fowler!, Brian Frank, Rob Boyd, and the one directing this entire project - Kaz Joseph. For more updates on this, please check out Kaz's notes below.

As was announced in a recent email to you, Phil Spitz has retired as of this past Monday. We miss Phil already, but we are very excited about moving Mary Shenouda-Williams to the position of Senior Associate Registrar for Academic Records. She has begun this new role with amazing energy and accomplished skills, and we are now in the process of hiring for her former position. More to come on this soon.

Finally, I'd just like to say thank you to all of you for your continued service and commitment to SCU. You are the rock that makes this university run!

News on the Workday Student Implementation- Kaz Joseph, Director of enterprise Applications, *Information Technology*

We continue to make good progress on the Workday Student implementation. Many key staff in various offices around campus are highly engaged in multiple meetings every week, deciding on how best to roll out Workday Student for our staff, faculty and especially students. The hours and effort being put in are superhuman. I won't lie: people are tired. But the promise of increased efficiency in our work through leveraging new functionality is what keeps us going.

Like the HCM and Finance implementations, we are finding that Workday is very different from PeopleSoft. In some ways, it challenges us to think differently about how we do our work. The teams have risen to that challenge, and are thinking creatively on how to leverage functionality to more efficiently deliver services. Some tasks that were accomplished through paper forms, email chains or spreadsheets will now be done within Workday itself.

These changes can be challenging to get used to, which is why you have heard from Katie Heintz and Phil Spitz periodically. Some of you have participated in listening sessions, which were invaluable to the implementation team in that they gave us a better direction on how best to support you through this transition. More such sessions will be forthcoming, and will eventually include sneak peeks on functionality, test driving the new system and acting as a liaison between the implementation team and the rest of the community. As key users of the system, we want to hear your opinion and highly encourage you to participate.

Mandatory May Advising - Marquita Coe, *Office of the Registrar*

 As required each year, undergraduate students planning on registering for the new fall term will need to first meet with their advisor for each of the majors they have declared during the Mandatory May Advising (MMA) period which takes place April 25 - May 6, 2022. Fall registration for continuing students follows on May 9 - May 20, 2022. MMA Advising holds, which restrict registration, are applied to all student records and are removed by the department Administrative Assistants and Office Managers once the student has been advised. Administrative Assistants and Office Managers play a major role in the success of the MMA process. As noted in the Mandatory May Advising Timeline below, our office will provide each of the departments with a complete listing of advisors and their advisees by April 20. These reports show advisee stat information. Suggestions on how best to utilize the reports will be provided at that time.

Below is listed the MMA Timeline; copies of correspondence being sent to you, Department Chairs, Faculty and students regarding the process; and directions on How to Remove the Advising Hold.   (This information is also listed on the Registrar's Resource Page.) Please review all of this information.   If you are a Department AA or Office Manager hired since last June 2021, please reply to this email and include your eCampus ID so that we can ensure that you have been given security to remove the holds. This is assigned individually, so we will need to give you that security if you do not already have it.   Adora Hoose will be holding a zoom meeting on March 24 10:30-11:30 AM and will review how to remove the hold and answer any additional questions you may have. If you would like to attend please send her an email so that she can provide you with the zoom link.

- [Mandatory May Advising Timeline 2022](#)
- [Chairs and Department AA correspondence from the Registrar](#)
- [Faculty Correspondence from the Registrar](#)
- [Student Correspondence from the Registrar](#)
- [Student Correspondence from the Academic Dean, Drahmann Center](#)
- [Directions on How to Remove a Hold](#)

Class Scheduling- Adora Hoose, *Office of the Registrar*

The Academic Year Plans were due on Friday, March 4th.   On March 7 all department fall schedules were merged into one spreadsheet. Data began being entered into PeopleSoft on March 8th. A copy of the fall spreadsheet was provided to teammate Rebecca Guerrero so that she can figure out if we have enough classroom space for all the academic department requests. Below are important resources (Note that all these resources are posted on the [Registrar's Resource Page](#)):

- **[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](#)

Final Exam and Classroom Scheduling- Rebecca Guerrero, *Office of the Registrar*

- **Final Exams:** At this time, all Winter '22 exams have been scheduled. Feel free to run the following query to see if any of your sections are missing or incorrect: YR_EXAM_SCHEDULE. If there are any discrepancies with your final exam schedules, be sure to reach out to Rebecca Guerrero, Senior Technical Analyst.

- **Spring 2022 Classrooms:** With Spring '22 quickly approaching, be sure to review your department's assigned classrooms to ensure the course(s) will fit. For example, if you see that a CLASS CAP in AdAstra is 36 and your course enrollment is at 37, be sure to fill out the [CLASSROOM CHANGE REQUEST](#) (COURSE, FINAL EXAM, NEEDED SUPPLIES) form ASAP.

- **Scheduling Non-Academic Events and Reservations:** Event Planning oversees non-academic events and reservations. For any questions or concerns, feel free to let us know.

FERPA (Family Educational Rights and Privacy Act of 1974) Update - Mary Shenouda-Williams, *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/

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.
- **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. This email box is monitored closely and you can expect a quick response.

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

- Petitions for degrees to be conferred in June 2022 (Spring 2022) were due on February 18, 2022. The last day to petition for degrees to be conferred in September 2022 (Summer 2022) will be Friday, April 22, 2022. Note that there will be no petitions to walk for commencement this year. Students who want to participate as "walkers" in the commencement ceremonies (there will be several ceremonies on Saturday, June 11, 2022) should contact the University Event Planning Office to make those arrangements.

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

- **Winter Quarter**
  - Classes End: March 11, 2022
  - Final Exams: March 14-18, 2022.
  - Grades Due From Faculty: March 23, 2022.

- **Spring Quarter**
  - 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": June 3, 2022.
  - Classes End: June 3, 2022.
  - Final Exams: June 6-9, 2022.
  - Grades Due From Faculty: June 14, 2022.

- **Summer Session**
  - Continuing Students Registration Period: April 11-14, 2022
  - Registration begins for non-SCU students: April 18, 2022
  - SESSION 1: First Day of Classes: June 16, 2022
  - SESSION 2. First Day of Classes: July 25, 2022
  - For other dates refer to the summer session calendar.

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

- **Advising appointments**: available for request all term, scu.edu/drahmann
- **Tutoring:** appointments available for numerous subjects including Natural Sciences, Economics, and Modern Languages, https://www.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, https://www.scu.edu/drahmann/workshops

- **Social media links**: https://www.facebook.com/drahmanncenter
  https://www.instagram.com/drahmanncenter

- **Spring Quarter 2022 Overloading**
    - o **DEADLINE TO REQUEST AN OVERLOAD - Friday, April 1 at 4 p.m. PDT**
    - o 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 - Spring 2022** form which will become available on the Drahmann website beginning Monday, **March 28**.
    - o 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.
    - o Students may register for courses that result in overload units only during the late registration period.
    - o A Drahmann Center Advisor will review and process requests starting Monday, **March 28** to Friday, **April 1** at 4 p.m. PDT.
    - o 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.
    - o If the request is denied, the student will receive an email explaining why the request was denied.
    - o The review process may take up to two business days.

- **Summer 2022- Advising and Registration Session Dates**

    - o First Year Sessions:
        - 1 - Thursday, July 7
        - 2 - Monday, July 11
        - 3 - Wednesday, July 13
        - 4 - Friday, July 15
        - 5 - Tuesday, July 19
        - 6 - Thursday, July 21
        - 7 - Monday, July 25
        - 8 - Wednesday, July 27
        - 9 - Friday, July 29
        - 10 - Thursday, August 25 (MAKEUP SESSION - Will not be advertised to students)

    - o Transfer Student Sessions:
        - 11 - Monday, August 29
        - 12 - Wednesday, August 31
        - 13 - Tuesday, September 13 (MAKEUP SESSION - Will not be advertised students)

    - o Session Group Schedule

Advising Group	Advising Schedule	Registration Schedule
Advising Group 1	8:00 a.m. to 9:00 a.m.	8:30 a.m. to 9:30 a.m.
Advising Group 2	9:10 a.m. to 10:10 a.m.	9:40 a.m. to 10:40 a.m.
Advising Group 3	10:20 a.m. to 11:20 a.m.	10:50 a.m. to 11:50 a.m.
Advising Group 4	11:30 a.m. to 12:30 p.m.	12:00 p.m. to 1 p.m.
LUNCH 12:30 p.m. to 1:30 p.m.		
Advising Group 5	1:30 p.m. to 2:30 p.m.	2:00 p.m. to 3:10 p.m.