Welcome to the Fall 2012 Semester!
The staff in the Registrar’s Office welcomes you back for the fall 2012 semester! For those of you who have advisees, you will find alt pin information for your advisees enclosed. Class rosters and your class schedule should be accessed via Banner Web.

NEW THIS SEMESTER*NEW THIS SEMESTER*NEW THIS SEMESTER*NEW THIS SEMESTER

1. New Change of Grade Form (sample enclosed)
2. DegreeWorks – DegreeWorks will house information for degree evaluations beginning with the fall 2011 semester only. If you have a student who began their studies prior to Fall 2011, you must utilize the degree evaluation on BannerWeb. All new students will receive training on DegreeWorks during their FFCS 199 course. If you have not yet attended a training session on DegreeWorks, please plan to do so by contacting Candy Hofmann in the Registrar’s Office for upcoming dates. ITS is still working on creating the sign in platform necessary for DegreeWorks. We will keep you apprised of their progress.
3. Updated financial aid information – please see below.

GENERAL INFORMATION
Graduation Fee (effective 7/6/2011)
The Graduation Fee is a one-time fee billed in the semester the student graduates. The non-refundable $50 fee covers the cost of degree evaluations, the diploma, diploma cover and ceremony. Students participating in the Commencement ceremony must pay the College Store for the purchase cost of commencement apparel.

Graduation Application
Please remind all advisees who anticipate graduating in December must apply as soon as possible as the deadline has passed. The graduation application is available on the Registrar web page and must be accompanied by a current degree evaluation. Students who anticipate graduating in May of 2013, must file an application for graduation by November 28, 2012.

FINANCIAL AID INFO
Please share the following important information with your advisees: Repeated courses for which a student has already received a passing grade, a D or better, unless specifically stated the course is required in the published program requirements, cannot be counted as part of the full-time certification for TAP purposes. For example, a student enrolled for 12 credit hours will not be eligible for TAP if the student has previously completed one of these courses with a passing grade. Also, any classes withdrawn from after the add/drop period will be counted toward Academic Progress and could affect student aid for the following semesters. Students should check with Financial Aid.
ADD/DROP
Add/Drop will take place on-line and will end on Friday, August 31 at 4:00 p.m. In order to access Banner Web for Students, each student will need to have their SUNY Cobleskill ID or Social Security Number, and their PIN numbers. For closed courses, students must obtain the instructor’s signature of the course(s) being added and bring the signed add/drop form to any of the school offices or the Registrar’s Office for processing. Beginning Monday, September 3, those students who ADD a course(s) will be charged a $20.00 late add fee for each course.

ROOM CHANGES
If you feel compelled to request a room change, you may only do so by utilizing the room reservation system which can be accessed via the campus reservations tab on faculty/staff SharePoint. Please do not contact the registrar’s office directly. Also, please wait until the second week of classes so those students who complete add/drop can locate you.

FULL-TIME TO PART-TIME POLICY
Students who drop (or withdraw from) a course that brings them below 12 credit hours are considered part-time students. Students whose status changes to part-time must reapply for full-time status by filing a change of status form at the Registrar's Office. Dropping below full-time status jeopardizes the student’s ability to receive financial aid, participate in intercollegiate athletic sports and remain in housing. This should only be done after the student has consulted with these offices.

VERIFICATION OF ENROLLMENT
Verification of enrollment will take place beginning the second week of classes. Information will be sent out the week of September 3. It is crucial that we have accurate enrollment information and that this information is returned in a timely manner. This information has a significant impact on financial aid, as well.

REBATE POLICY
Students who have changed majors, and who have a 2.0 or better GPA in the first semester of the new major, may have "F" grades waived in courses required solely in the previous major. Advisors should inform the Registrar if this has NOT been completed. Students may appeal to the Vice President for Academic Affairs for a waiver of "C -," "D+" and “D” grades in those courses which were required solely in the original major. The original grade will no longer be used in the calculation of the GPA but will remain on the transcript. Please note: the recalculated gpa does not go into effect for financial aid purposes, the original cumulative gpa remains in effect.

IMPORTANT DATES
The important fall 2012 dates have been posted to both the Student and Employee SharePoint areas. Please encourage your advisees to view this information and refer to it periodically throughout the semester.

EXCESSIVE ABSENCE
Students who exceed your "excessive absence" policy should be reported to the appropriate School Dean – the Academic Deficiency/Withdrawal Form that is available in each school office. This process helps to ensure the accuracy of mid-term grades and final grades.

HOW TO ASSIGN MID-TERM and FINAL GRADES
Sign in to Banner Web with your ID and PIN. Click on Faculty & Advisors. Click on Mid Term (or Final) Grades. Click on submit when the Fall 2012 term pops up. Select the course you wish to enter grades on. You MUST provide a last date of attendance for all F grades otherwise your grades will not post properly. Please double-check that your grades have posted properly before the deadline.

Have a great semester!