



Registrar's Office  
State University of New York  
College of Agriculture and Technology  
Cobleskill, New York 12043  
518-255-5521

TO: Faculty  
FROM: The Registrar's Office Staff:  
*Tara* Director of Academic Planning and Analysis  
*Jill* Jill Brinkman, Assistant Registrar  
*Pam* Pamela Strobeck, Secretary  
*Alisha* Alisha Bradshaw, Secretary

SUBJECT: **Spring 2011 Semester Information**

The staff in the Registrar's Office welcomes you back for the spring 2011 semester! For those of you who have advisees, you will find an add/drop information sheet for each advisee containing their PIN/ALT PIN numbers enclosed. Class rosters and your class schedule should be accessed via Banner Web.

### GENERAL INFORMATION

#### ADD/DROP

Add/Drop has been available on-line since course selection ended and will continue to be available through Friday, January 28, 2011, 4:00 p.m. Students will need to have their SUNY Cobleskill ID number, their six digit PIN and their ALT PIN. We have provided this information for all of your advisees (continuing student ALT PIN's have not changed since course selection) in the event that continuing students may not remember their PIN numbers. For closed courses, students *must* obtain the instructor's signature and bring the signed add/drop form to the Registrar's Office for processing. **Please remind students who are adding closed courses that the addition of the course is not complete until the form is processed by the Registrar's Office staff.** Beginning Monday, January 31, 2011, those students who add a course(s) will be charged a \$20.00 late add fee per *course* being added.

#### ROOM CHANGES

No room changes will be approved until Monday, January 31, 2011. Please submit your requests by utilizing the on-line room reservation system found on SharePoint.

#### 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 the necessary paperwork at the Registrar's Office. Although students do not necessarily lose financial aid or housing, they must obtain signatures from the Residential Life and Financial Aid offices as confirmation that those offices have counseled them regarding the consequences of being enrolled as a part-time student.

#### VERIFICATION OF ENROLLMENT

Verification of enrollment will take place beginning the second week of classes. Information will be sent to you on or about January 31, 2011. It is extremely important that you return the enrollment verification worksheets.

#### 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.

#### ACCEPTANCE OF TRANSFER CREDIT

Transcripts will be evaluated and credit granted for courses passed with grades of "C" (2.0) or better and equivalent to those prescribed in the student's curriculum at Cobleskill. Courses with grades of "C-," or "D+," may be accepted for elective credit if the cumulative average of all courses is "C" (2.0) or better. *Credit accepted for courses that have grades of "C-," or "D+," will bear the course prefix GRFE. This prefix is used to indicate that the course is a free elective based on the final grade.*

#### IMPORTANT DATES - Check SharePoint!

The spring 2011 important dates are posted on SharePoint. Please urge your advisees to review this calendar and consult it periodically throughout the semester.

**EXCESSIVE ABSENCE**

Students who exceed your "excessive absence" policy should be reported to your School Dean on 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.

**FINANCIAL AID INFO**

Please share the following important information with your advisees: Repeated courses for which a student has already received a passing grade 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.

**Have a great semester!**