

Augustana College Office of the Registrar

Quick Reference Guide to Academic Policies and Procedures

Registration

Students will meet with their advisors starting in week 5-6 for planning for the next term. Students register on line through Web Advisor during week at assigned dates and times based on credits earned. Some courses require permission and are processed during the registration period.

Restrictions

Students may be restricted from registration due to outstanding obligations for billing, financial aid, behavior reasons or failing to see their advisor. All first year students will be restricted from registration until they see their advisor. Upperclassmen can be restricted as well, please contact the Office of the Registrar if you wish to restrict one of your major advisees.

Changes to Schedule (Add/Drops)

- Day 1 & Day 2 of the term: add and drop on-line through Arches
- Day 3 thru Day 6 students may no longer process enrollment changes on-line. Paper petitions for dropping (purple) or adding (gold) a course are needed, and require the signature of the instructor and advisor. Students may add a course through the end of the sixth day of the term. Students may drop a course through week 5, during week 6 & 7 if a student drops a course a "W" will appear on the transcript and the student has paid for the course.
- Enrollment limits are carefully established for each course with the department chair, the Registrar, and the Dean of the College, based on the need, the classroom size and best environment for the students. If you wish to add a student beyond the published course limit, please consult with the Registrar's Office before signing the slip.
- If you have a student attending your class who is not on the roster, and you wish to allow the student to add the course, please tell the student s/he needs to complete the appropriate add petition within the first six days of the term. You are not obligated to teach a student who does not appear on your roster within a day.
- Please be aware that to remain eligible for full financial aid and varsity athletics students must be a full time students and carry a minimum of 8 credits.

Attendance Tracking

The college strongly encourages faculty to keep track of class attendance throughout the term for your own records. However, federal reporting guidelines for financial assistance require us to report on the attendance of all students during the first six days of the term. Faculty will report attendance by using Web Advisor and the Intermediate Grade Feature." You will be prompted by e-mail to log in to the system and report attendance on each student on your roster between day 6 and day 10 of each term.

Grading (Midterm Feedback and Final)

- Midterm Feedback - Grading is also processed on-line. Augustana uses a Midterm Feedback system to warn students about difficulties they are having in their coursework as well as tell students who are doing well that they are meeting expectations. These are not standard grades, but rather a system of codes that put into context for the advisor, student and other administrative support personnel about the student. Watch your email for the information about Midterm Feedback.

- Final Grades – Final grades will work much the same way. You will be prompted that the system is open for grade submission and you may enter the system and submit your grades. The following are eligible grades to enter for final grades:
A+, A, A-: excellent
B+, B, B-: good
C+, C, C-: fair
D: poor
F: failure
I -- incomplete (signed agreement required)
IP -- in-progress (for pre-approved courses only)
P -- pass (for non-credit courses)
NR -- not recommended (for Education only)
- M—Missing grade assigned by Registrar when faculty do not assign a grade
- Accepting student work – College policy states that no work shall be accepted from a student for grading after the completion of the course. “Completion of the course” is the last day of finals unless the syllabus specifies a different date, which could be earlier or later than this date, but not later than the date and time that grades are due (for more information, see section on incompletes, below) Therefore, once a grade has been submitted and the course is over, instructors may not accept further work for evaluation toward the grade.

Incomplete Grades

Incomplete grades may be awarded to a student who has unique or unusual circumstances that have led them to be unable to complete the work for the course. Typically, these are serious illness or tragedy and you may want to consult the Dean of Students Office to verify these situations. Routine illness, failure to attend class or complete work as assigned are not considered reasons for assigning an incomplete. Incompletes are typically initiated by the student and the instructor must come to an agreement with the student as to when all work will be submitted for final grading. Incompletes must be finalized within 30 days of the completion of the course from the previous term. You may submit the “I” grade electronically through Web Advisor, but should follow-up in the Office of the Registrar with the official paperwork to process the incomplete.

Grade changes

Grade changes for clerical errors may be made on-line anytime during the time the system is open. Once grades have been verified and posted to the student record and faculty member may petition the Committee on Advanced Standing and Degrees (AS&D) to request a grade change. Grade changes are not typically approved for “reevaluation of work” or “work submitted after the completion of the course.” A form is available in the Office of the Registrar for grade change requests.

Office of the Registrar – located in Founders Hall

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Policy oversight, curriculum, concerns with
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Section offerings, degree audit transcript evaluation, AP

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General info, petitions, forms, enrollment verification,
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General info, veteran paperwork, transcript requests,
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Please visit us in person or at our website: www.augustana.edu/academics/registrar

A complete listing of policies, procedures and practices can be found in several campus resources:

- Augustana College Catalog (hard copy or web version available)
- Registration Guide (link available through Web Advisor)
- First Year Advising Handbook
- Faculty Handbook
- Inside Augustana Student Handbook