Online Transcript Ordering Launched

The Registrar’s Office has added an additional online transcript ordering option, where students are able to order transcripts securely twenty four hours a day, seven days a week. The online ordering option is an added convenience, and offers several advantages over traditional faxed or mailed orders. Students are now able to:

• Order and track transcript requests from any modern web browser, including most mobile browsers.
• Check the status of their order at any time.
• Look up post-office validated college and application center addresses.
• Delay an order until grades are complete or a degree is conferred.
• Add application documents for attachment - including documents for PHARMCAS, LSAC and AMCAS.
• Receive transcript shipment updates via text messaging.
• Ship via Fed Ex without the need to handle air bills.
• Track FedEx shipments via a single link.

In addition, starting in Fall 2015, students will be able to send instant electronic transcripts to other institutions and participating services. Learn more about all of our transcript services on our website by clicking Transcripts on the Registrar’s web site menu.

Direct Link: www2.cortland.edu/offices/registrar/transcripts

Course Creator Updates

The Course Creator was updated for Spring 2016 course building. We have added several features faculty and staff had requested or submitted via our feedback links.

Save All
Perhaps the most significant changes are the efficiency updates on the editing pages. Users are now able to edit all of the fields on a page and save all records at once, versus saving after completing each section. After a user edits all of the fields they wish to change, they will click the Save Courses button to save all records. The Save Courses button also saves any advanced edits or room preferences entered on detail screens. As an added precaution, on most current

Continued on Page 3
Final Exam Scheduling Update

In collaboration with the deans, the Registrar’s Office is responsible for developing the final exam standard and alternate schedules. The Fall 2015 standard schedule is currently available on our site, and the alternate exam schedule will be available as soon as it’s developed and approved. To facilitate the development of the alternate schedule, all special final examination requests are due in the Registrar’s Office on Friday, October 2. Please speak with your department chair or dean to determine your internal department or school deadline.

Final Exam Requirement

According to SUNY Cortland policy, all instructors are required to offer final exams in their courses unless the department chair has approved an exception to the policy. If an instructor is not holding a final exam for a course, they will complete a Final Exam Change Request and list the courses under the Final Exam Not Offered section.

Excluded Course Types

Some course types are excluded from the exam schedule due to the format of the course. Courses that are activity sections, assistantships, fieldwork, independent study, directed learning, internships, participation sections, research, student teaching, studio art, performance or thesis sections do not offer exams as part of the standard format, and do not need to indicate that they are not offering an exam.

Exam Policy Changes

The Faculty Senate approved a change to the final exam policy in the 2014-2015 academic year. Both Online and hybrid courses will be assigned a final exam day and time so students have an adequate opportunity to take the exam within the final exam period.

Final exams in hybrid courses continue to occur during the standard exam time for the in-class meeting. For example, if a hybrid course meets on Mondays, the standard MWF exam assignment for the timeframe will be used. Because some instructors offer hybrid courses that occur during the same timeframes on alternating days, the instructor may use an alternate exam time, or the sections may be combined to allow for the exam.

Instructors of fully online courses must make the exam available during a course’s assigned final exam time period. Instructors may make the exam available before and/or after the assigned time for any length of time, provided it is within the final exam standard schedule and is also available during the assigned time.

You can the complete policies online, by clicking Calendars on the Registrar’s web site menu.

Direct Link: http://www2.cortland.edu/offices/registrars-office/academic-calendars

Course Preparation Resources

We’ve assembled a collection of essential resources and documents that may be used to prepare syllabi and course plans for the upcoming semester. Visit our online guide to access calendars, policies, catalogs, exam schedules and important documents. In addition, the page provides an overview of the faculty resources and tools that are available in myRedDragon. Click the For Faculty/Staff link on our web site menu and select Syllabus and Course Prep Resources.

Direct Link: www2.cortland.edu/offices/registrars-office/faculty/syllabus-resources.dot

FERPA in a FLASH

What is Personally Identifiable Information?

Personally identifiable information is non-directory data that SUNY Cortland cannot share without the written consent of a student. This includes, but is not limited, to: date and place of birth, the Social Security number, student grades, Cortland ID, and family member names and information. See the FERPA policy pages for the complete policy and list of data elements that are considered to be personally identifiable and directory data.

Direct Link: cortland.edu/FERPA
browsers, the Course Creator will warn you if you attempt to leave the page without saving (if you have made changes).

Detailed Editing
The majority of the course details are on the main grid page. In many instances, departments will need to edit or review the advanced details of the course, which may be accessed simply by clicking the section Detail button. Advanced details include:

- **Pre-requisite Review**: Users can review the catalog-level pre-requisites on a course. Pre-requisites are generally set at the catalog level, and can only be altered with a curricular change. Independent study or topics courses may have pre-requisites assigned at the time of creation.
- **General Education Review**: General Education is also set at the catalog level, and can only be altered with a curricular change.
- **Liberal Arts / Presentation Skills Review**: Liberal Arts courses (LASR) are approved by the Liberal Arts Committee, and the Presentation Skills Committee approves presentation courses (PRES).
- **Attributes**: This area includes both additional attributes (used on Degree Works or the schedule), and attributes that are assigned at the catalog level. This may be edited, however, Liberal Arts, Presentation Skills, and General Education are changed by curricular approval.
- **Schedule Notes**: Users may add notes that appear on the course schedule to guide students or provide additional course details.
- **Registration Restrictions**: Users may add restrictions in majors, programs, and class level here. (This is most often used for 600 and 700 section courses.)

To edit course data, click on the editable text and make any changes or additions you need. When you are complete, click the save/close icon. The data will be saved when you click the SAVE COURSES button on the main page.

Adding Sections
The “Add New Section” screen now automatically populates course details from the catalog. Title, credits hours, attributes and pre-requisites will be pre-populated.

Recently Deleted Courses
This tool gives departments the ability to reactivate a recently deleted or expunged course. Courses that have been removed in recent terms will be available by clicking the Deleted link on the navigation menu. To reactivate a course, simply click Reactivate on the course grid to reinsert the course in your schedule.

Help Guides and Manuals
Additional guides and manuals have been added to our new Help page. In addition, an FAQ section has been added to answer some of the most common Course Creator questions. Click the Help link on the navigation menu, or near the login link.

SUNY Reverse Transfer Initiative
The Registrar’s Office is pleased to be able to participate in the SUNY Reverse Transfer Initiative, which gives students with a substantial portion of their associate degree completed, the ability to transfer credits they have earned at a SUNY four-year institution back to a SUNY community college. Students who may have transferred to SUNY Cortland prior to graduation at a community college, may now be eligible to receive an associate degree as they work toward their degree at Cortland. Under the program, the SUNY community college will review courses taken at four-year institutions, and determine if the combination of credits meet the requirements for the associate degree. Outreach from SUNY and our office will begin this summer, and continue throughout the academic year.

More Information:
www2.cortland.edu/offices/registrars-office/transcripts/reverse-transfer.dot
Welcome Holly Doty!

Beginning this summer, Holly Doty has joined our office as our new Assistant Registrar for Student Systems. Holly will serve as the point person for Banner and system development, upgrades, training and support. She will also support the development of reports, the creation of support materials and assist with training for scheduling, planning, course management, and curricular management. Holly joins the Registrar’s Office after 14 years of service in the SUNY Cortland Admissions office. Holly brings a wealth of expertise, a host of skills, a record of service to students, and an incredible amount of knowledge into the office. Join us in welcoming Holly to the Registrar’s team!

By The Numbers

16,227

The number of Banner transcripts printed for Cortland students and alumni for the 2014-2015 school year to date.

Campus Email Correspondence

When communicating by email, faculty and staff should send official correspondence and communication to students using the cortland.edu email address according to official College policy. Students are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. In addition to the Cortland.edu address being the official mode of communicating, it’s also the only email address that is considered directory information under the campus FERPA policies.

Professional Development

The Registrar’s Office is offering Professional Development Workshops this summer, and throughout the Fall 2015 semester. To see our offerings, click the Professional Development link on our home page. You are able to register online for sessions. Once you register, you will receive an automated email confirming your registration.

EMS Reservation System Availability

The Registrar’s office schedules classes and academic sections via the Banner Student Information system, which is connected to EMS. After class placements occur, campus community members are able to schedule meetings, events, additional instruction and computer lab time via the EMS system. The EMS system will be open to all users beginning on Tuesday September 8 for Fall scheduling.

- Faculty and staff will reserve spaces via the Room Scheduling System in myRedDragon. Instructions and links are available in the EMS channel on the Faculty & Staff tab.
- Summer Classrooms and Computer Labs are now available to schedule from May 18th through August 14th.
- Classrooms and Computer Labs will be unavailable to reserve from August 15th through September 8th for the start of classes and the drop/add period.
- Reservations must be made at least 48 hours in advance.
- When scheduling a location outside of its normal operating hours, please contact The Help Center (at x2500) for assistance.

Registrar’s Office Staff

- Darci Bacigalupi - Associate Registrar
- Mary Cervoni - Summer & Winter Session Coordinator
- Holly Doty - Assistant Registrar
- Patsy Dravecky - Transcript Coordinator
- Jeanenne Hall - Student Support and Reception
- Lisa Hand - Grading Coordinator
- Thom Hanford - Registrar
- Richard Karpenko - Associate Registrar
- Lee Scott-Mack - Associate Registrar
- Athena Vunk-Moynihan - Office Manager
- Grace Warren - Records Coordinator
- Annie Wilcox - Degree Clearance/TEACH Coordinator