Personnel Announcements

It is with great pleasure that we announce some positive and significant changes in the Registrar’s Office beginning this fall.

Richard (Ric) Karpenko was named as the Associate Registrar for Scheduling and Course Management. Ric has been a member of the Registrar’s Office staff since 2001, and is already recognized as a steady source of support and knowledge. Ric continually and consistently demonstrated his commitment to the College and to the mission of student service in his previous role as Senior Staff Assistant.

In addition to his many years of service at SUNY Cortland, Ric has an established management and support track record in manufacturing and business, serving as a supervisor at Eastman Kodak for over 19 years. At Kodak, Ric was a proven professional, and was supervisor of critical services and operations in the company.

In his new role, Ric will be the lead Associate Registrar for course building, course file management, scheduling and various other critical areas of compliance and support. Ric will be the primary contact and source of support as departments build and manage courses throughout the academic year.

In addition, Jeanenne Hall has joined the office in our Reception and Student Service position, and will be a primary contact when students, faculty or staff visit or call the office. Jeanenne served previously in Whitney Point Schools. Jeanenne has a proven record in customer and student service and will be a major source of support for students contacting the office.

Special Final Exam Requests

Special final exam requests, including electing to not offer an exam during finals week, are due in the Registrar’s Office on October 10. All final exam requests must be approved by the department chair and dean. Please visit the final exam request web page for information.

http://www2.cortland.edu/offices/registrars-office/faculty/exam-process.dot

Midterm Estimates and Quarter Grading

The midterm estimate forms are currently available on myRedDragon, and will remain open until October 22 at 4pm. First quarter grading for standard classes and student teaching is also open, and will remain available until October 22 at 4pm. Please note that an August 20th memorandum to the campus from the President’s Office announced a change to first and second quarter student teaching dates. Please refer to the faculty-grading page for more information:

http://www2.cortland.edu/offices/registrars-office/faculty/faculty-grading.dot

Good to Know: Midterm estimates are submitted for full term courses only. Midterm grades are due for quarter courses, including student teaching courses.
Degree Works Update

The Registrar’s Office would like to thank the campus community for their timely review of Degree Works during the Spring and Fall terms, your continued support in identifying required changes, and forwarding questions related to the new auditing system. The notable amount of faculty and campus engagement has helped make Cortland an exemplary model for development and a leader for Degree Works. Our colleagues statewide have benefited from the assistance, support and attentiveness of the entire community.

Please continue to refer questions to the Registrar via degree.works@cortland.edu. As a statewide rollout, individual student issues are often tied to larger system changes or program updates and we have appreciated your patience when we have been required to work with colleagues in other areas of SUNY.

You may also contact Advisement and Transition to schedule individual department presentations. Group training is also available on Tuesday October 14th at 3pm in Cornish Hall 1310, and Friday October 24th at 1pm in Memorial Library 8117.

Starting on October 1st, CAPP will be officially retired as the primary tool for undergraduate student audits. In order to maintain a facility for troubleshooting and comparing CAPP data with Degree Works data, final CAPP audits will be run for all students beginning on October 1st.

Pre-Registration Time Tickets

Winter and Spring 2015 web pre-registration time tickets begin on November 6. Please view the Registrar’s “Dates and Deadlines” document for complete ticket details.

Winter 2015 web registration ends for all students on November 20. After November 20, winter registration continues through the first day of the session using the alternate registration process. The alternate registration form is available on the Registrar’s site and the Winter Session site. Spring 2015 web registration closes on December 19 at 4:00pm.

Student time tickets are established based on earned hours toward graduation within the class and matriculation level. Any transcripts yielding credits that may apply toward the time ticket credit hour count must be received by October 1.

While new audits cannot be generated, these most recent undergraduate audits will remain available to faculty users via myRedDragon. Faculty and department personnel will be able to access these audits for troubleshooting purposes. Undergraduate CAPP catalog data is no longer maintained, and undergraduate substitutions or exceptions are no longer being applied to CAPP. For this reason, the data in CAPP is considered unofficial, will not report current data, and undergraduate audits should not be used as a main advising audit.

CAPP continues to be the primary audit for graduate students only. All previous functions in CAPP remain available to graduate students and advisors. We project that graduate students will use Degree Works as the primary tool starting in Fall 2015, with faculty and advisor testing and review beginning in Spring 2015.

Undergraduate graduation checklists will also be managed via Degree Works. In the coming days, we will be sending a follow-up memo to the campus with instructions and details.

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More Information: Click the DEGREE WORKS link on our home page to view additional information about Degree Works and to access support materials and FAQs.

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