Fourth Quarter Registration

To allow for more opportunity to register for quarter courses, the College expanded the quarter registration windows. Quarter courses are open for registration during standard pre-registration, the drop-and-add week and also one week prior to the start of the second half of the semester up to the first day of class. Due to spring break, quarter registration will begin on March 9th at 8am, and will end on March 23rd at 4pm.

Students may use the “Quarter Registration Request” available on the Registrar’s web site. Click on the “Learn More, and Learn How to Register” link on our home page.

Students, faculty and staff can always view all of the offered quarter courses by using the Schedule of Class, and selecting “3: Second Half of Term” on the part of term drop down menu.

Spring 2015 Final Exams

The Spring 2015 standard exam schedule is available on our web site, and may be obtained by clicking on the “Calendars” link.

Special Exam Times or Locations
In addition to having a standard time automatically assigned, instructors may request special examination arrangements that differ from the standard time or location, by making a request to the department chair and school dean. To download the required request form, instructors may click on the “Faculty and Staff” link on our web site, and then select “Final Exam Requests.” Completed requests are submitted to the department chair for review and approval. Chairs will send the forms to the school dean for final review and routing.

Exam request forms may be submitted to our office until March 3rd. Please consult your school dean for any other applicable deadlines or policies.

Final Schedules
Once all standard and alternate exams are officially scheduled using EMS; The Registrar’s Office publishes the alternate times and locations on our site. Please do not hesitate to contact our office if you have any questions about the exam procedures or schedules.

Upcoming Dates

- March 3 Final Exam Requests Due
- March 9 Draft Fall & Summer 2015 Schedules Online
- March 13 3rd Quarter Classes End
- March 13 Time Tickets/PINS Published
- March 16-23 Spring Break
- March 23 4th Quarter Classes Begin
- March 23 Draft Schedule Notices Removed
- March 30 Schedule Lock
- April 1 Web Registration Begins
A Guide to PINs and Time Tickets

**What is a registration PIN?**
Undergraduate students are required to receive a PIN from their faculty advisor when registering for classes. Faculty members are able to access their advisor roster, which includes the student registration PIN via myRedDragon.

**What is a registration time ticket?**
A “time ticket” is the term used by the student information system to identify a registration window. Both undergraduate and graduate students are assigned specific days and times at which they may begin registration via the time ticket process.

**Do all students have a PIN and time ticket?**
Only undergraduate students are required to use a PIN. Both undergraduate and graduate students will receive time tickets.

**When are PINs and time tickets distributed?**
PINs are generally distributed several weeks prior to registration, to allow for advising. In Spring 2015, the PINs will be published the week of March 13th. Time tickets are published at the same time.

**How do students see their time ticket?**
Students can see the time tickets by logging into myRedDragon, and clicking the Student tab. From there, they can click “Check Registration Status.” The page that loads will provide the student with specific days and times. Students can also see any “flags” (overrides) they have had lifted for registration, and holds on their account.

**How are time tickets calculated?**
SUNY Cortland calculates time tickets based on earned hours towards graduation.

**Does transfer work factor into time tickets?**
Transfer work will be included in the time ticket calculation if the information is approved for articulation and it was received by Advisement and Transition before March 2, 2015.

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**FERPA in a FLASH**

** Someone has called asking for student directory information. Do I have to provide it?**

No. Disclosure of directory information is discretionary, not mandatory. Requests for student directory information must meet a legitimate College interest, and must be in compliance with security policies. When receiving a request, contact the Registrar’s Office for assistance and official guidance.

**Department Support Staff: Summer Professional Development Planning**

Every summer, the Registrar’s Office hosts a professional development retreat for department secretaries and other office administrative staff that support academic departments and programs. Believe it or not, planning is already underway for our Summer 2015 retreat. In early March we will be sending an assessment and feedback survey to attendees. Please take a few moments to complete the survey to let us know what you would like to see this summer. If you have not joined us in the past – we encourage you to come! It’s a collaborative, informative, and fun day among colleagues. Formal announcements generally come out in late May.

**Good To Know**

Students should be advised to review and resolve any holds on their account prior to registration. Students can check a hold status by logging into myRedDragon, and clicking the Student tab. From there, they can review the “Check Registration Status” link to view any holds that may be present. Students should contact the listed department who assessed the hold to learn how to have it released or resolved.
The National Student Clearinghouse

Students may be asked to provide proof of enrollment to an insurer, a loan agency, government entity, or other organization in order to receive or continue to receive benefits.

SUNY Cortland provides proof of enrollment and enrollment verifications to students through the official transcript and National Student Clearinghouse enrollment verifications. Enrollment Verifications serve as proof of enrollment and active status at SUNY Cortland.

SUNY Cortland has authorized the National Student Clearinghouse (NSC) to provide degree and enrollment verification information for all students. The enrollment certificate provided by the National Student Clearinghouse is an official verification that may be used as proof of enrollment or graduation.

Faculty and staff may direct students, parents or community members to our office for assistance, or to our website for complete details, policies and verification standards. Click “Enrollment Verifications.”

New Transcript Services Planned

Beginning in Summer 2015, the Registrar’s Office expects to roll out new transcript ordering and servicing tools that will simplify the transcript ordering process for students, and make it more convenient. The office is currently in the final stages of testing Transcripts Plus, which will give students the option of ordering transcripts 24/7 using a secure web interface. Currently SUNY Cortland uses only fax-in, mail-in or walk-in services to fulfill transcripts.

This optional service, will give students an opportunity to order online through a secure form where they can tailor the request, attach additional documents (such as admission forms), select USPS verified addresses, and receive shipment and fulfillment notifications. In addition, this service will give students the option to expedite items via FedEx when quick shipping and delivery is needed. As part of our second development phase, the tool will also give students the option of sending secure electronic transcripts instantly.

We’re very excited to bring this new, convenient service to current and alumni, and improving access to records.

Good To Know

Students are able to access NSC verifications instantly by clicking on the “Enrollment Verification” link on the student tab in myRedDragon. Students may use the verifications to report their enrollment status to insurance companies, lenders, scholarship committees and other third parties.

RADAR

Registrar’s Academic Department and Administrative Resources

RADAR is our annual guidebook, which includes critical information for department and program administrators. You can order your own digital copy of RADAR by sending an email to registrar@cortland.edu.
Welcome Jeanenne Hall!

Jeanenne Hall joined our office in September, and serves in our Reception and Student Support position. Jeanenne is generally the first contact for students, faculty or staff who visit or call the office, and she also answers the majority of our registrar@cortland.edu email inquiries. Jeanenne served previously in Whitney Point Schools. Jeanenne has already proven to be a real asset to our team - and is a welcoming and friendly presence for all who visit or call.

Degree Conferral and Diploma Delivery

Spring is a particularly exciting time for the campus community, as we prepare for graduation and our May commencement ceremonies.

We often receive questions about diploma printing and delivery timelines. Here is some helpful information that should give you and your students a sense of the process and the timeline.

Timelines and Process

The Registrar’s Office is responsible for the final processing and administering of earned degrees, and orders diplomas for all of graduating undergraduate and graduate students. Because grades, transfer coursework and final evaluations continue to come in after the semester ends, the formal conferral processes may actually occur a few weeks after the students leave campus.

Students who have a degree conferred will receive the diploma approximately 6 to 8 weeks after the conferral of a degree. Diplomas are sent to the address a student provides during the degree application process.

SUNY Cortland diplomas are printed by a professional printing company, which produces the diplomas on high quality stock.

The Registrar’s Office now uses a direct mailing process, so students are advised by email when their diploma has been printed and shipped.

Important Information

The College cannot send a diploma or transcript to students if there are outstanding financial obligations or disciplinary obligations. Students should be advised to resolve any holds or obligations prior to leaving campus to avoid any delay.

More Information

We have published a helpful FAQ and other policy notes regarding diplomas on our site. Click DIPLOMAS on our home page.