

# Department Chairperson Guide to the Registrar's Office



Welcome and Congratulations on your new or continuing role as department chair at ESU!

Department Chair Training Review:

- Banner Access
- Important Policies
- Registration Override
- Change of Major Workflow
- Change of Grade Workflow
- Grade Point Average/GPA
- Roster Verification
- Athletics
- Internships/Individual Instructions/Independent Studies
- Faculty Workload
- Transfer Center
- Academic Forgiveness
- Graduation/Degree Audit
- Key contacts at Student Enrollment Center

## Department Chair Banner access.

- Log into Banner <http://banner.esu.edu:9090/>
- Banner credentials.
- Chair access allows you to register students.
- As chair, all change of grade & change of major workflow items will be sent to you via email for approval.
- Important banner semester codes:
  - 201460 – “60” indicates summer
  - 201490 – “90” indicates fall
  - 201500 – “00” indicates winter
  - 201510 – “10” indicates spring

## Commonly Used Forms in Banner:

SFAREGS - For Registering a Student ([see training documents](#))

SGAADVR - To see Advisor and Change Advisors ([see training documents](#))

SFASTCA - To see Student Enrollment Record

SFASRPO - Registration Override Permission

SFARHST – Student Grading History

SGASTDQ – Student Summary (Academic Standing/Curricula)

SHACRSE – Course Summary

SHASUBJ – Courses by Subject

SHATERM – Term Sequence History

SIAASGQ – Faculty Schedule by Term

## Important Review of Common Policy Questions:

- I to E—Students have one year to complete a grade of “I”.
- Repeats—If a student repeats a course, we use the most recent grade. If a student is repeating a course for a better grade, they cannot repeat the same course more than three times.
- Reference Link: <http://www4.esu.edu/about/policies/>
- Level restrictions have been placed on all graduate courses starting summer 2014. Any undergraduate students wishing to enroll in a graduate course must speak with the graduate office for permission. Please do not override this level restriction.

The [Academic Calendar](#) can be found online.

- Reference Link: <http://www4.esu.edu/academics/calendars/index.cfm>

## Registration Overrides

As Chair you have the ability to override all schedule restrictions.

### Overrides in SFAREGS:

- Prerequisites
- Time conflicts
- Section max capacity (please do not override unless you are certain the room can hold the new class cap).
- Level Restrictions (please do no override without graduate office permission).
- Never choose “All” as this will not allow you to see all of the restrictions you are overriding. Please choose the “YES” override option.
- Providing permission for the student to register themselves with a registration override. [See training documents.](#)

# Change of Major Workflow

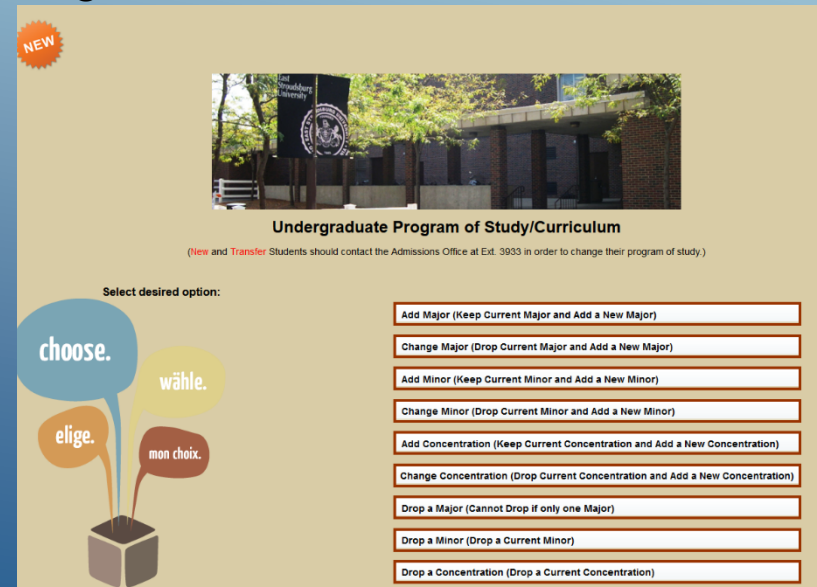
## Initiated by Student

Must be approved by the Department Chair. There are two options to approve:

- Approval 1—Department Chair changes advisor
- Approval 2—Department secretary changes advisor

Student Enrollment Center makes the change.

Student receives email



The screenshot shows a web interface for selecting an undergraduate program. At the top left, there is a red 'NEW' badge. Below it is a photograph of a building with a banner that reads 'The Undergraduate Program of Study/Curriculum'. The title 'Undergraduate Program of Study/Curriculum' is centered below the photo. A note in red text states: '(New and Transfer Students should contact the Admissions Office at Ext. 3933 in order to change their program of study.)'. Below this, the text 'Select desired option:' is followed by a list of 12 options, each in a white box with a brown border. To the left of the list is a graphic with a central cube and four speech bubbles containing the words: 'choose.', 'wähle.', 'elige.', and 'mon choix.'

**NEW**

**Undergraduate Program of Study/Curriculum**

(New and Transfer Students should contact the Admissions Office at Ext. 3933 in order to change their program of study.)

Select desired option:

- Add Major (Keep Current Major and Add a New Major)
- Change Major (Drop Current Major and Add a New Major)
- Add Minor (Keep Current Minor and Add a New Minor)
- Change Minor (Drop Current Minor and Add a New Minor)
- Add Concentration (Keep Current Concentration and Add a New Concentration)
- Change Concentration (Drop Current Concentration and Add a New Concentration)
- Drop a Major (Cannot Drop if only one Major)
- Drop a Minor (Drop a Current Minor)
- Drop a Concentration (Drop a Current Concentration)

choose. wähle. elige. mon choix.


## Change of Grade Workflow

Change of grade requests are initiated by the faculty member who taught the course through their MyESU portal.

Change of grade requests made by the faculty need approval by the department chair. If the workflow is not approved/denied within three business days the request will be forwarded to the dean.

Charge of grade requests made by the department chair need approval by the dean.

Change A Grade



**Submit Grade Change Request**

Change A Grade

The image shows a screenshot of a web interface for submitting a grade change request. At the top, there is a header bar with the text "Change A Grade". Below this is a large, high-angle photograph of a university campus, showing various buildings, green spaces, and a river, with a mountain range in the background. Underneath the photograph, the text "Submit Grade Change Request" is displayed in a bold, black font. At the bottom of the interface, there is a button with the text "Change A Grade" inside it.



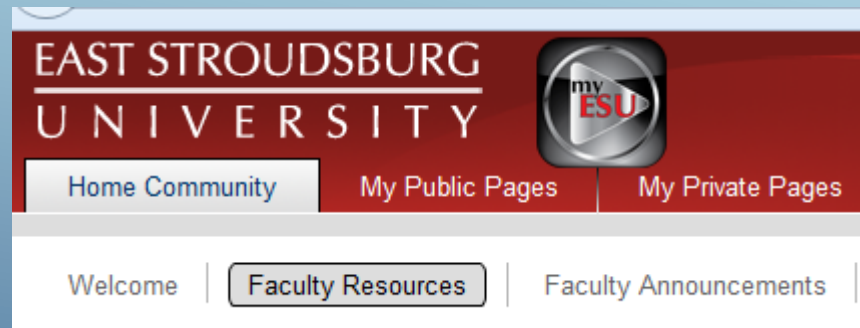
## Grade Point Average / GPA

- Grade symbols are translated into quality points per semester hour of credit as listed above.
- The university recognizes that a good grade in a three semester-hour course requires more work than in a two semester-hour course. Because of this, the university follows a system which recognizes both the quality and quantity of a student's work. Under this system, the number of quality points for each letter grade (four points for an A) is multiplied by the number of semester hours of credit for the course. For example, an A in a three-semester-hour course earns a total of 12 quality points. To find out a student's quality point average, divide the total number of quality points by the total number of semester hours scheduled. This average considers both the quality and quantity of work.
- Quality points are awarded only for work completed at East Stroudsburg University. Work completed at other colleges and accepted as transfer credit is not considered in computing the quality point average.

## Roster Verification

Roster Verification is completed by all faculty at the beginning of each semester (including summer).

[See training document.](#)



## Athletes

Each semester all new incoming freshman students will have registration placeholders added to their upcoming semester schedule.

Placeholders hold the time of team practices as to avoid student schedule conflicts with practice times.

Place holder sections are noted as “SCHD 100”.



## Internships / Individual Instructions / Independent Studies

Paperwork should be initiated by the student. Internships require special permission and all paperwork must be completed prior to registration. All departments require the white form and pink card to be signed.

Signatures required:

- Professor teaching the internship (please also print name)
- Department Chairperson
- Student Advisor
- Student
- Dean

The last step for the cards is the Student Enrollment Center


A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue gradient background.

## Faculty Workload


As department chair, you will be the point person for developing the academic course schedules for your department with your dean.

When building the schedule, it is important to consider faculty workload including temporary faculty workload. Please remember internships and student teaching also play an important role in determining workload calculations.

As department chair, you are the point person for sharing information and policy updates as discussed with your dean.



## Transfer Center

- Transfer equivalencies
    - Approval to take courses at another institution
    - Transfer credits not showing up in degree works – BDMS
    - [Widget guide](#) for students transferring courses to ESU
  - Please communicate 199 and 299 transfer courses within your department to the Transfer Center if these courses have direct ESU equivalencies.
  - ESU only transfers in grades of C or higher. Transfer courses do not replace ESU graded courses.
  - Transfer articulation agreements
- 

## Academic Forgiveness

Students now have the option to apply for academic forgiveness.

### Criteria:

- Students who have not taken any ESU coursework within the last three calendar years.
- Students are placed on a probationary status their first semester back at ESU and must earn a C or better in all of their classes and are not allowed to withdraw from any classes.
- After the probationary period, previous grades of C – or below will be forgiven and therefore excluded from their ESU GPA. Forgiven coursework will remain on their academic record.
- Reference Link:  
<http://www4.esu.edu/about/policies/list/policies/aa2011002.cfm>

## Graduation / Degree Audit

Students are required to apply for graduation. Deadlines for submission to be included in the commencement program :

May Graduation: November 1

August Graduation: February 1

December Graduation: April 1

January Graduation: October 1

Once a student applies for graduation a Degree Audit is generated.

The Student Enrollment Center will review the Degree Audit for general education requirements. If general education requirements are met, SEC will mark this on the Degree Audit. If there are deficiencies, this will also be noted on the Degree Audit.

Degree Audits are sent to Advisor for all students who applied to graduate ALL Deficiencies must be addressed by the student's advisor and department chair.

Degree Audit is signed by:

Advisor

Department Chair

Dean

Any exceptions that are given for deficiencies will be noted on the student's record when the Degree Audit is returned.



Department chairs have significant interaction with the Student Enrollment Center regarding graduation, records and registration, transfer services, financial aid and billing.

### Contact Info:

- Kizzy Morris – University Registrar – x 2831
- Geryl Kinsel – Records and Registration - x 2811
- Erica Brillhart – Schedule and Faculty Workload – x 2873
- June Pepe – Change of Major and Change of Grade Workflow – x 2830
- Milagros Casillas – Graduation Services – x 2861
- Candice Pellegrino – Transfer Services – x 2839
- Mary Amador – Roster Verification / Athletics – x 2833
- Jwana Counts – Readmits – x 2855
- Allison Zettlemyer – Transcripts – x 2818

# Location of Training Documents

The screenshot shows a Windows File Explorer window with the address bar highlighted in red. The path is: Computer > CAMPUS (\\JAGUAR) (S:) > Registration > Dept Chair Training Materials. The main pane displays a list of files with columns for Name, Date modified, Type, and Size.

Name	Date modified	Type	Size
~\$Department Chair training guide.ppt	5/7/2014 3:49 PM	Microsoft PowerP...	1 KB
Banner INB SSASECT GENERAL Training....	10/13/2011 5:22 PM	Adobe Acrobat D...	801 KB
Change a Grade Workflow all instruction...	5/6/2014 3:59 PM	Microsoft PowerP...	2,375 KB
Change a Grade Workflow faculty instruc...	5/6/2014 4:00 PM	Microsoft PowerP...	2,257 KB
Changing Approved Advisors.ppt	5/2/2014 2:23 PM	Microsoft PowerP...	293 KB
Creating new sections in SSASECT.pdf	10/13/2011 6:14 PM	Adobe Acrobat D...	871 KB
Department Chair training guide.ppt	5/7/2014 3:46 PM	Microsoft PowerP...	1,073 KB
Final Grade Instruction Fall 2013.docx	5/2/2014 2:38 PM	Microsoft Word D...	14 KB
Instructions for Viewing Transfer Credits ...	5/2/2014 2:34 PM	Adobe Acrobat D...	85 KB
Roster Verification Communication to Fa...	5/2/2014 2:24 PM	Microsoft Word D...	305 KB
SFAREGS Instructions.doc	5/2/2014 2:20 PM	Microsoft Word 9...	1,034 KB
Thumbs.db	5/7/2014 3:51 PM	Adobe Acrobat D...	34 KB
Using Registration Overrides.pdf	5/2/2014 2:22 PM	Adobe Acrobat D...	459 KB