

# Suffolk University Faculty

## Welcome Back Newsletter

Fall Semester  
September 2010  
Registrar's Office  
41 Temple Street  
Boston, MA 02114  
(p) 617-573-8430  
(f) 617-573-8703

### Emailing the Registrar's Office

Registration overrides (prerequisites, caps, instructor consent): [reg@suffolk.edu](mailto:reg@suffolk.edu)

General inquiries: [stu.info@suffolk.edu](mailto:stu.info@suffolk.edu)

### Add/Drop & WaitLists

- Students have the ability to place themselves on a course waitlist during registration period.
- Faculty can monitor registered and waitlisted students on up-to-the-minute class rosters.
- As of September 14, students will need instructor approval to add courses.
- September 20 is the last day for schedule changes and late registrations. No student will be added from the waitlist after this date.
- If students wish to withdraw from a course, they must do so by October 5.

### 10/FA Class Rosters

- Your real time class rosters are available online through your MySuffolk account at [www.suffolk.edu/mysuffolk](http://www.suffolk.edu/mysuffolk).
- Beginning Tuesday, September 14th, students will need the instructors permission to add a course.
- When overriding course capacities, it is important to refer to your waitlist, and to monitor the capacity of the assigned classroom, as there will be no changes made to assigned classrooms.

### Reasons to sign Add/Drop forms

#### Override:

- **Waitlisted/Closed courses.**
- **Time conflict (needs signature from both instructors).**
- **Prerequisites that the student has not completed (for CAS Students).**

**\*SBS students need Dean's Office approval for prerequisites.**

**\*SBS Graduate students need Program Director's approval.**



Access the  
Academic  
Calendar @  
[www.suffolk.edu](http://www.suffolk.edu)

## Fall 2010 Important Dates

Last day to add/register <b>ONLINE</b>	Sept. 13
Last Day for Course Add with permission	Sept. 20
Last Day to Drop without a "W"	Oct. 5
Last Day to Drop w/out F	Nov. 4
Last Day of Classes:	Dec. 9
<b>Fall 2010 Grades Due to Registrar: Monday, Dec. 20 (5pm)</b>	

>Click on **Campus Calendar** at the bottom of the page  
>Click on **Academic** and scroll through months or use Printable Format option

## Holiday Make-Up Dates

## Accessing your MySuffolk faculty account

**Oct. 22** - MONDAY courses that begin 4pm or later meet, daytime MBA/MPA classes meet.

**Oct. 29** - MONDAY courses that begin 4pm or later meet, daytime MBA/MPA classes meet.

**Nov. 5** - TUESDAY daytime MBA/MPA classes meet.

**Nov. 12** - THURSDAY classes that begin 4pm or later meet, THURSDAY daytime MBA/MPA classes meet.

**Nov. 19** - THURSDAY classes that begin 4pm or later meet, THURSDAY daytime MBA/MPA classes meet.

- Access your MySuffolk Faculty account at [www.suffolk.edu/mysuffolk](http://www.suffolk.edu/mysuffolk).
- Click on the **Log In** at the top right of the screen and follow login instructions on screen for assistance.
- Click on the **Faculty tab**.
- Select **Class Roster** on the left side of the screen.
- Select the **term date** of the roster you would like to view (10/FA) and **click submit**
- Select **course section**.

For Login Assistance,  
contact the Help Desk:  
[helpdesk@suffolk.edu](mailto:helpdesk@suffolk.edu)  
Or 617-557-2000

## FERPA

What's  
New !



In accordance with the provisions of the Family Education Rights and Privacy Act, Suffolk University has adopted the regulations shown below to protect the privacy rights of its students. Suffolk University shall consider as "Directory Information" subject to public disclosure the following items: name, email address, enrollment status, dates of attendance, major, minor, degrees, graduation honors, academic honors, awards received and graduation date.

Any questions about FERPA should be directed to the Registrar's Office at [stu.info@suffolk.edu](mailto:stu.info@suffolk.edu)

- **Change of Grade forms are now available online through the MySuffolk faculty tab.**
- **Get quick answers to your questions with Chat Live at <http://www.suffolk.edu/offices/43454.html>.**
- **After a review of the University's academic and administrative processes concerning late course withdrawals, it has been determined that petitions for late course withdrawals will no longer be considered or approved. This policy change reflects the University's commitment to administrative best practices and the academic integrity of courses. Please remind students that if they wish to withdraw from a course, they must withdraw through MySuffolk by the published deadline of October 5, 2010. After that date, requests for late withdrawals will not be considered. For more information, contact the Student Affairs Office at [studentaffairs@suffolk.edu](mailto:studentaffairs@suffolk.edu).**

Coming  
Soon !



- **Early Alert Grades will be due October 13. Look for further information in your inbox beginning September 29.**
- **11/SP Advising begins October 18.**
- **11/SP Registration begins November 5.**
- **Remember to keep track of attendance dates for students. Final grading requires a last date of attendance for "L" and "F" grades.**