

SU Faculty Welcome Back Newsletter

Spring 2010

Registrar's Office
41 Temple Street
Boston, MA 01864

(p) 617-573-8430
(f) 617-573-8703



Communicating with the Registrar's Office:

When communicating requests for registration exceptions and overrides, waivers and substitutions, graduation approvals and course section offerings, please remember to use the below email accounts. This system has helped expedite and manage requests in a more timely fashion. If you have questions or concerns, please contact our office.

Registration Exceptions & Overrides:

Prerequisites, caps, instructor permission, etc.

reg@suffolk.edu

Waivers and Substitution:

Graduation Approvals:

eval@suffolk.edu

Course Section Offerings:

Course Creation/Cancellations, Section Creations/Changes

sections@suffolk.edu

Class Rosters/Add Drop period and Managing your WaitList:

As of January 26th, students will not be able to add online and will need instructor approval to add a course. This policy is an opportunity for students and faculty members to discuss coursework the student has missed, faculty expectations, and the feasibility of the student being able to successfully meet the course requirements. It is important at this point to refer to your waitlist.

On-Line Waitlist—Students have the ability to place themselves on a course section waitlist at the time of registration. Faculty continue to have up-to-the-minute rosters including registered and waitlisted students. Students on the waitlist will display at the bottom of your roster with a status of WAIT or WAIT-P.

When students attempt to register for a closed course, they will be asked if they want to be on a waitlist. If a seat becomes available, they will receive an email stating that they have 24 hours to add the course section on-line. If the student has not taken any registration action for the waitlisted course within 24 hours, they are removed from the waitlist and the next student on the list will receive an email and the cycle will continue.

Students on your waitlist, who have been notified by email that a space is available, will have a registration status of WAIT-P.

Faculty will continue to have the option to override course capacities or sign a student into their course section by signing an add form. You are **STRONGLY** encouraged to check your roster for up-to-date waitlist information prior to signing any student into your class. Unless there are special circumstances, please honor the order of the waitlist. Students will display on the list in chronological order.

Department administrative assistants will also be able to review course section waitlists through Colleague (SWLI screen).

Easy Access to Academic Calendar: www.suffolk.edu

- Click on [Campus Calendar](#) at the bottom of the page to find other important dates, including holidays and scheduled make-up classes.
- Click on [Academic](#) and you can scroll through the months or use the Printable Format option at the top of the screen to print the calendar in Current or List View.
- Evening make-up classes are scheduled for course sections **starting 4:00 PM** or later. Please refer to the academic calendar for more detailed information.



On January 5, 2010, Suffolk University launched a new online resource called **MySuffolk** (www.suffolk.edu/mysuffolk). Available to the entire Suffolk community, **MySuffolk** replaces CampusCruiser and provides registration assistance, financial information, campus updates, and other helpful tools and services.

Notable features of the site include links to social networking applications such as Facebook, Twitter, YouTube, and Flickr; a robust faculty/staff directory; and more streamlined, user-friendly navigation. Students, faculty, and staff are encouraged to provide feedback about **MySuffolk** via the **MySuffolk** homepage survey. Technical and other questions may be directed to the **Suffolk Help Desk at x2000**.

Instructions:

- Access your Faculty account through **MySuffolk** at 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/SP) and **click submit**.
- Select **course section**.

Other options available to you at **MySuffolk** include class rosters with photos (can only be viewed from on-campus pc's), list of advisees, program evaluations, and class schedule including final exams.

Spring '10 Important Dates to Remember-

Last day to add/register ONLINE	Jan. 26
Last Day for Course Add with permission	Feb. 1
Last Day to Drop without a "W"	Feb. 17
Last Day to Drop w/out F	Mar. 26
Last Day of Classes:	Apr. 29
Fall 2010 Grades Due to Registrar:	Monday, May 10 (5:00 pm)

10/SP Class Rosters

You will find your real time class roster on-line through your **MySuffolk** account. Students may add classes through Tuesday, January 26, 2010.

Beginning Wednesday, January 27th, students will need the instructors permission to add a course.

You only need to sign students into a course if your course is closed, has prerequisites that the student has not completed, or creates a time conflict for a student—SBS students need Dean's Office approval for prerequisites.

Students who are attending your class but are not on your class roster must be referred to the Registrar's Office. Students cannot attend classes for which they are not officially registered.

FERPA

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 to 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. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release of information from the student. Students may request that "directory" information not be released to any person by completing a "**Request to prevent disclosure of directory information**" form which are available in the Registrar's Office.