



Spring
2011

Registrar's Office
41 Temple Street
Boston, MA 02114

Faculty
Welcome Back
Newsletter

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

Important Dates

Last Day to Add/Register ONLINE	January 24	<u>Make up Days</u> Jan. 28 - MONDAY courses that begin 4:30pm or later meet, daytime MBA/MPA classes meet. Feb. 25 - MONDAY courses that begin 4:30pm or later meet, daytime MBA/MPA classes meet. April 8 - Snow Make-up Day #1 for all EVENING courses and DAY MBA/MPA courses. April 22 - MONDAY courses that begin 4:30 or later meet, daytime MBA/MPA classes meet.
Last Day to Register with Instructor permission	January 31	
Last Day to Drop without a "W" Grade	February 15	
Last Day to Drop without an "F" Grade	March 24	
Last Day of Classes	April 28	
Final Exams	May 2-7	
Spring 2011 Grades Due	May 9 by 5pm	
Please note: Once the term has begun, there will be no request for classroom changes. Please check your classroom assignments on the MySuffolk Faculty tab.		

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 **January 25**, students will need instructor approval to add courses.
- **January 31** is the last day for schedule changes and late registrations. No student will be added from the waitlist after **January 21**.
- If students wish to withdraw from a course without a "W" grade, they must do so by **February 15**.

11/SP Class Rosters

- Your real time class rosters are available online through your **MySuffolk** account at www.suffolk.edu/mysuffolk. You can also choose to view students who are waitlisted, or who have dropped or withdrawn from your course.
- When overriding course capacities, it is important to refer to your waitlist to monitor the capacity of the assigned classroom.

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 Faculty cannot override prerequisites. Students must obtain the following approvals:

- SBS undergraduate students need Dean's Office approval.
- SBS graduate students need Program Director's approval.

2011-2012 Academic Catalog

- The 2011-2012 Academic Catalog will be available Online for advising beginning **March 7**.
- The Online catalog has the most up-to-date academic information for students and faculty.
- A limited number of printed copies will be available in each academic department for institutional use only beginning early May.

Visit www.suffolk.edu/academics/21400.html

Access MySuffolk @ www.suffolk.edu/mysuffolk
 Your online Suffolk University resource center

- Access your MySuffolk Faculty account 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 (11/SP) and **click submit**

For Login Assistance,
 contact the Help Desk:
helpdesk@suffolk.edu
 Or 617-557-2000

FERPA (Family Education Rights & Privacy Act)

In accordance with the provisions of the *Family Education Rights and Privacy Act*, Suffolk University has adopted the following regulations to protect the student privacy rights. 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, graduation date and student photos.

Any questions about FERPA should be directed to the Registrar’s Office at stu.info@suffolk.edu or visit www.suffolk.edu/ferpatraining

What’s New !	Coming Soon!
<p>Late Course Withdrawals</p> <p>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. This policy change reflects the University’s commitment to administrative best practices and academic integrity. Please remind students they must withdraw from a course through MySuffolk by the published deadline of March 24, 2011. After that date, requests for late withdrawals will not be considered. For more information, contact the Student Affairs Office at 617-573-8239.</p>	<ul style="list-style-type: none"> • Early Alert Grades will be due February 23. Look for further information in your inbox beginning February 10. • 11/FA Advising begins March 7. • 11/FA Registration begins March 25. • Remember to keep track of attendance dates for students. <i>Please Note:</i> Final grading requires a last date of attendance for “L” and “F” grades.

Emailing 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. For general inquiries, email stu.info@suffolk.edu

<p>Registration Exceptions & Overrides: (prerequisites, caps, instructor permission, etc.)</p> <p style="text-align: center;">reg@suffolk.edu</p>	<p>Waivers, Substitution and/or Graduation Approvals:</p> <p style="text-align: center;">eval@suffolk.edu</p>	<p>Course Section Offerings: Section Creations/Changes/Cancellations</p> <p style="text-align: center;">sections@suffolk.edu</p>
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