

# REGISTRATION AND RECORDS

Volume 2, Issue 2  
Spring 2007

*Preparing People to Lead Extraordinary Lives*

## CHANGES TO THE GRADUATION APPLICATION PROCESS

**Diane Hullinger**

In an effort to automate the graduation application process, Loyola is moving to a single graduation application form that will be available on Loyola's website in the coming weeks.

Students will be asked to Apply for Graduation within LOCUS and complete a Declaration of Intent to Graduate form to initiate the graduation process. In addition, a Graduation Checklist will be posted to remind students to verify their permanent address so that their diploma arrives as expected, check for Holds, and insure transfer credits have been posted. Deadlines dates for initiating graduation applications will be noted on the Checklist page.

Loyola is moving to a single graduation application form

Another resource for students is the Diploma web page. Information about diploma availability, diploma distribution and diploma replacement is provided on the Diploma web page which can be found at the following address: <http://www.luc.edu/regrec/diplomas.shtml>

Questions regarding diplomas or the new graduation application process can be sent to the mailbox [diploma@luc.edu](mailto:diploma@luc.edu) which is monitored by the Office of Registration and Records.

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## IN THE OFFICE

The Office of Registration and Records has been making steady progress toward a paperless office. In partnership with Microsystems, Inc., The Office has been preparing over 200 file cabinet draws of transcripts for imaging. Turning more than 800,000 vault-stored hard copy records into electronic images is an essential task crucial to both securing student academic records and for improving the efficiency of the delivery of services to both current and former students. This task is being accomplished



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## IMPORTANT DATES

- ◆ April 30, M, 4:15, Examinations begin
- ◆ Grades due 72 hours after a class's exam is given
- ◆ May 10, Th-Sa, Graduation Weekend
- ◆ May 21, M, Summer Term begins
- ◆ July 4, Th, Independence Day
- ◆ July 23, M, Fall Registration, Graduate School of Business
- ◆ August 27, M, Fall Term begins
- ◆ September 3, M, Labor Day

**LOCUS NOTES, Nick Jones**

Check out the new LOCUS training Website for faculty and staff at: [www.luc.edu/locustraining](http://www.luc.edu/locustraining).

- View upcoming training sessions dates and descriptions. (Summer Training Announcements Coming Soon!)
- Read announcements to stay on top of process changes and LOCUS related news.
- Reference LOCUS how-to documents for commonly-used functions, including grade entry, course scheduling, graduation and more.

To learn more about LOCUS, sign up for a training session! Simply compose an e-mail indicating the session and location you would like to attend, and send your message to: [StudentInformationSystem@luc.edu](mailto:StudentInformationSystem@luc.edu). Look for a confirmation message in your GroupWise Appointments within a day.

**Academic Records Management Training**

SIS Academic Records Management Training covers topics such as Service Indicators, Viewing Unofficial Transcripts, Maintaining Student Groups, Adding Student Advisors, and more.

Mon 4/16/07 WTC 25EP608 2:00-3:30 PM  
Tue 4/17/07 WTC 25EP608 10:00-11:30 AM  
Wed 4/18/07 LSC CC114 2:00-3:30 PM  
Thur 4/19/07 LSC CC114 10:00-11:30 AM

**FERPA AT A GLANCE, Eric Pittenger  
Thank you to John Snodgrass, Registrar,  
Chapman University, for the scenario**

Q. Professor Online comes to you with a concern. He has been informed that a student in his online class has a directory hold. A significant part of the requirements for the course is online discussion and online group projects, demanding the listing of students' email addresses. The description, outline and syllabus all state that email addresses of enrollees will be made available. What must be done?

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**DIRECTING COURSES ON  
ACADEMIC ADVISEMENT REPORTS**

Jennifer Huntley

We are glad to see that several students, advisors, and faculty members are utilizing the Academic Advisement Report in LOCUS as a tool for advising students regarding academic progress and course planning for registration. We also appreciate all the feedback we receive through the GroupWise mailbox so that we may continue to improve this tool.

One issue advisors may have noticed is that some courses are not dropping in to fulfill a particular requirement – they are not “Investigating All Combinations” as they should in LOCUS. This situation occurs with courses that count for more than one requirement.

For example, PHIL 182, “Societal & Political Philosophy”, should fulfill all of the following requirements:

- Core Knowledge - Societal and Cultural Knowledge
  - Core Knowledge – Philosophical Knowledge
  - Core Values – Understanding and Promoting Justice
  - Philosophy BA – Lower level ethics requirement
- (This course could apply toward other academic requirements as well.)

Currently, these types of courses may not be fulfilling all appropriate curriculum requirements on ADV Reports. PeopleSoft, Loyola's student information system vendor, is aware of the need to repair this functionality, and we are told that we should see a solution after the implementation of Version 9.0.

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## IN THE SPOTLIGHT

Danielle Riley



Students, faculty and staff know Danielle Riley from her 2½ years in our front office.

Danielle came to Loyola as a transfer student in 2004 and will graduate on May 11, 2007. Graduating with a Bachelor of Science in Psychology, Social Science she will head toward graduate school to begin studies for her Masters of Social Work degree.

When Danielle started in the Office, she began her student worker “career” by doing office filing. This included the filing of degree verifications, change of grades, change of registrations, and the like. In a short time she moved to our front counter to ship transcripts, answer phones and provide direct service to staff, faculty and students. Along with her clerical and the receptionist-type work, Danielle is assisting in the preparation of documents for the department’s document imaging project.

One of Danielle’s skills is her ability to provide professional direct customer service. It is one of the many aspects of her job that Danielle finds deeply satisfying and challenging. Being a student herself, she is able to better guide her fellow students and assist them with the questions and concerns that they have.

When answers are not readily apparent she does not hesitate to connect them directly to a member of the team who can assist. Danielle affirms that her, “second best love is the wonderful individuals I work with [in Registration and Records]. “They each bring different perspectives to this job and I have been influenced in some way by them all.”

When not studying and working, Danielle volunteers as a Peer Mentor through an organization called [Scholarship Chicago](#). She has been involved with this organization since 2003.

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## In the Office, from page 1

outside regular office hours by Registration and Records staff; with great care and attention to detail. Once imaged, the paper documents are stored at a remote, fire and intruder-proof facility.

Registration & Records has also implemented a weekly security scan of all computers in the office. As we all know, Loyola has a very robust University wide security system and regularly updates all antivirus protection through Symantec. With each staff member running the Symantec AntiVirus update, we are able to verify that our computers have successfully downloaded Loyola’s protection. Symantec is run by clicking on the gold shield in the lower right corner of the computer’s monitor.

Additionally, each staff member runs Spybot, approved by Loyola’s ITS department, to search for and destroy all unnecessary cookies, spyware and junk programs that may come in through internet use.

## Directing Courses, from page 2

In the meantime, advisors can help to make the Academic Advisement Report accurately reflect such requirements by using a delivered on a student’s ADV Report as follows, indicating the Operator ID of the authorized staff or faculty member who performed the directive:

```
Second of Two Philosophical Knowledge Courses
Course Directed to this line
Term      Course      Description      Units  Grade  Code
Spring 06 PHIL 182 Social&PoliticalPhi  3.00  B-    EN
PHIL 182 directed to PHIL Core
```

For information and training on how to use the Course Directive and other features for Academic Advisement Reports, please contact Jennifer Huntley, LOCUS Academic Requirements Manager: [ADVreport@luc.edu](mailto:ADVreport@luc.edu).

In the Spotlight, from page 3

In 2003 she was awarded a scholarship before going on to college. Through Scholarship Chicago, Danielle serves as mentor to three students; two from Northwestern University and one from Loyola. All whom she describes as wonderful individuals.

Danielle also hangs out with family and friends, listening to music, watching various television shows and movies, and playing computer games.

Danielle will be missed. Yet she leaves Loyola truly gifted to prepare others to lead extraordinary lives. She will use her MSW in Community Health and Urban Development to, “help youth locate more positive outlets to lead them toward successful, hope-filled futures.”

### St. IGNATIUS LOYOLA SPEAKS



On Tears. Some indeed have tears naturally, when the higher motion of the soul makes itself felt in the lower, or because God our Lord, seeing that it would be good for them, allows them to melt into tears. But this does not mean that they have greater charity or that they are more effective than others who enjoy no tears. . .

I will tell you. . . do not lose heart, then, because of this absence of external tears, but keep your will strong and energetic, and manifest it in your actions. This will be sufficient for your own personal perfection, the help of others, and the service of God.

Remember that the good angels do what they can to preserve [humanity] from sin and obtain God’s honor. But they do not lose courage when men fail. Our Father has much praise for those of Ours who in this sense imitate the example of the angels.

No more for the present, except to commend myself to your . . . prayers.

From Rome, November 22, 1553.

### CELEBRATING OUR DIVERSITY

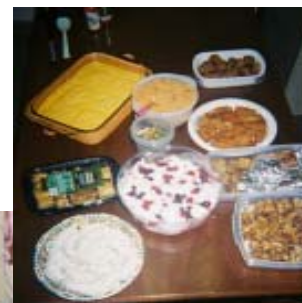
Marylou Alvarez

“If we are to achieve a richer culture, rich in contrasting values, we must recognize the whole gamut of human potentialities, and so weave a less arbitrary social fabric, one in which each diverse human gift will find a fitting place.” – Margaret Mead

Loyola’s mission, vision, and promise embrace diversity throughout the University among students, faculty, and staff.

The Office of Registration & Records arranged for a day in March to celebrate our diversity through food. On March 27, 2007, the staff members of our office had brought in a variety of foods exclusively from their ethnic background/culture.

Some of the dishes include: Cuban croquetas; Lutheran pot-luck baked beans; Filipino



pancit; Czech rohlíčky; Soul Food: macaroni and cheese and mixed greens; English trifle; Greek faye and baklava;

American meatballs and Hello Dollies; Mexican rice and tortillas with cactus salad. Each dish was unique, not to mention delicious! Throughout the day, we had shared recipes and discussed our unique traditions accompanying these foods.

Celebrating our diversity through food was both a very fulfilling experience and a successful means for embracing our cultures. We should celebrate our diversity every single day in different ways -- after all, diversity is the one true thing we all have in common!

**IMPORTANT LINKS:  
REGISTRATION & RECORDS CUSTOMER  
SERVICE MAIL BOXES**

[ADVreport@luc.edu](mailto:ADVreport@luc.edu)

For Academic Advisement matters. For questions regarding the accuracy of a student's Academic Advisement report and questions regarding the ADVreport tool in LOCUS. Users of this service are asked to provide the student's name, ID number, and a description of the error. Jennifer Huntley monitors this mail box.

[Classroomhelp@luc.edu](mailto:Classroomhelp@luc.edu)

For room to room changes, supplies, chairs, the room environment itself.

[ClassScheduling@luc.edu](mailto:ClassScheduling@luc.edu)

For class scheduling, class section creation, instructor, time, date/days changes, adding new courses & sections, cross-listings. Anything dealing with specific courses and classes. All inquiries that would normally go to Betty Ramirez

[Diploma@luc.edu](mailto:Diploma@luc.edu)

For checking on diploma orders, and to which students should send their temporary diploma mailing addresses.

[FERPA@luc.edu](mailto:FERPA@luc.edu)

For all questions related to the Family Education Rights and Privacy Act. Eric Pittenger monitors this mailbox.

[Records@luc.edu](mailto:Records@luc.edu)

For all grade change issues, registration, appointment time, degree posting add/drop issues room capacity blocking individual student registration for a class. Linda Wejs monitors this mailbox.

[Registrar@luc.edu](mailto:Registrar@luc.edu)

For general questions from alumni and friends, as well as registration student generated questions, verifications, transcript inquiries, and the like.

[StudentInformationSystem@luc.edu](mailto:StudentInformationSystem@luc.edu)

For questions from faculty and staff regarding the use of the SIS system. This mail box is monitored by Nick Jones

***FERPA, At a Glance, from page 2***

A. “. . . for FERPA purposes, it is of no consequence how education is delivered to students. Whether they are on-campus attending classes in traditional classrooms or half way around the world taking courses via the Web, students have the same FERPA rights and are to be accorded equal treatment under the law.” (AACRAO 2006 FERPA Guide, p. 52) AACRAO recommends that as class management and delivery tools (WebCT and Blackboard) support the use of directory release flags that students with flags be given the option of setting up alias mailboxes. A FERPA flag is not a block to registration for the course. The is charged with providing access to education and preserving the privacy rights of the student.

**REGISTRATION & RECORDS**

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This is the official newsletter of the Loyola University Chicago's Office of Registration and Records. The office of the registrar and its function date back to the great medieval universities of Bologna, Paris, and Oxford. Today, the office of the registrar exists to serve the needs of the students, to respond to requests of the faculty and administration for data, and to safeguard the integrity of the institution's records and degrees. Through this newsletter, Loyola University Chicago's Office of Registration and Records seeks to keep the community apprised of the ongoing improvements being made to our record keeping systems, the current laws governing the keeping and dissemination of the student's education record, and to introduce the reader to the staff of the Office and to those individuals who are charged with the maintenance of student records and the academic support systems. Edited by Eric C. Pittenger, Associate Registrar.