

REGISTRATION AND RECORDS

Preparing People to Lead Extraordinary Lives

FALL 2006 COURSE SCHEDULING, Betty Remirez

Schedule production for Fall 2006 will begin on February 13. In building your course schedule you will be working from a rollover of the Fall 2005 course offerings. Fall 2005, Term 1056, will roll forward to create the base for your Fall 2006, Term 1066 course offerings.

"Notes" information will be included in the rollover which means that the course prerequisites you entered last fall will not have to be reentered. Please check these notes carefully, however, because along with the prerequisites there may be references to calendar dates from last year.

Class associations will also roll over so be sure to check that the unique association number you gave a class last year is appropriate for that class section in Fall 2006.

Class meeting days/times and instructor assignments will not be rolled over.

Cross-Listed Courses. Permanent cross-listings will roll forward from Fall 2005 and will automatically appear in Fall 2006. Both "parent" and "child" sections must be maintained by their respective department(s). If the "parent" department in a permanently cross-listed combination will not be offering a course in Fall 2006 each department in the combination must delete its course from their course offerings.

If the "parent" department in a permanent cross-listing combination will be offering a course in Fall 2006 each department in the cross-listed combination must update their course to match exactly to the "parent." This includes any unique class associations connected to the "parent" course.

See FALL COURSES, page 4

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IMPORTANT DATES

- ♦ February 13, Summer course registration begins
- ♦ February 24, Graduate School of Business, Spring Quarter begins
- ♦ February 27, Monday, Last day to change an "I" to a Grade for Fall 2005 courses
- ♦ March 27, Law School, Summer '06 registration begins
- ♦ March 27, Last day to drop without incurring a "WF"

Fall 2006 Term 1066 Schedule Production Dates

- ♦ February 13, Fall 2006 schedule production begins. SIS access opens for academic departments.
- ♦ March 3, All Fall 2006 class schedule information entered. SIS access closes for academic departments. (5:00 p.m.)
- ♦ April 13, Registration opens for Fall 2006 for Graduate students.
- ♦ April 17, Registration opens for Fall 2006 Undergraduate students.
- ♦ August 28, Fall 2006 classes begin.

IN THE SPOTLIGHT: NICK JONES

Nick Jones began his employment at Loyola University Chicago as a temporary worker. He then became a full-time employee in the School of Social Work's Continuing Education program. In 2004, five years after coming to Loyola, Nick joined the Student Information System ("SIS") Project team. Just in time to see the conversion of the student information system from the mainframe based Legacy to the web-based LOCUS system! He continues to be engaged by the way in which LOCUS is evolving. Through creative interaction with Loyola's diverse divisions (as well as assisting Registration and Records with system related tasks) he has been able to bring his people skills to bear on the development process. Nick has recently taken over the role of training coordinator for the Student Information System.

As the training coordinator, Nick is responsible for all aspects of the training process. His development of the training sessions includes the writing of the training materials, the streamlining of the processes, the fielding of general end-user staff and faculty questions concerning the use of the Student Information System, and conducting the training sessions. To date, the training of university staff members has included instruction on how to navigate LOCUS, build courses, and how to enroll students in courses, and others. Nick has also provided training in the use of WebFocus, the reporting software that extracts data from LOCUS to create and generate standardized reports.

Nick is passionate in his belief that, "if we choose to expand our horizons intellectually, coupled with sincere compassion, we gain key knowledge about ourselves and more deeply connect with each other to unlock the cliché "Make the world a better place."

Nick's philosophy is reflected in his dedication to Loyola as well as his life outside of Loyola. In 1999 he was received the Outstanding Senior Award from the Department of Visual and Performing Arts at Purdue and has since dedicated his life of the theatre. He writes, "in order to

elaborate on ideas; to open them up and make them live;" produces; directs; and acts.

In January of 2002 he founded the non-profit theatre company, Smoke & Mirror Productions <http://www.smokeandmirror.org> .



In 2004 Nick co-adapted and directed Giving Sorrow Words and donated tickets to the Katrina students. Recently Nick mentored a middle school student and co-wrote and performed in a story in Six Stories Up on Mount Everest with Tellin' Tales Theatre, at the Storefront Theatre on Randolph. Smoke & Mirror also produced Nick's Sailing From the Moon, an edgy serio-comic play at the Viaduct Theatre. Nick is currently the artistic director for Smoke & Mirror. Look for the April 21st world premiere of The Imminent Dangers of Love and the Afterlife, by K. M. Lickert at Chicago Dramatists which is being produced by Smoke and Mirror.

STUDENT INFORMATION SYSTEMS TRAINING SCHEDULE, Nick Jones

The Student Information System ("SIS") training curriculum launched on Wednesday with an SIS Basics course. All are encouraged to check and see if the sessions you wish to attend will serve your job function and if it does, please attend.

Please pay particular attention to the dates and locations for each session held at WTC, they do not meet in the same room. All LSC courses will take place in Room 253 of Sullivan Center.

To register for a class, please email StudentInformationSystem@luc.edu and specify the course title as well as the location and time of the session you wish to attend. You will receive a confirmation via GroupWise Appointments. Seating is limited and will be filled on a first come first served. Please promptly cancel if you are unable to attend the session for which you registered so that your seat can be filled by another Staff or Faculty member. While most

IN THE SPOTLIGHT,
MARIA LETTIERE-ROBERTS

Maria Lettiere Roberts started at Loyola in November 2005 as the new Program Manager for the School of Professional Studies. In this role, she is responsible for developing non-credit classes in the Arts & Humanities and coordinating Summer Sessions.

Maria brings to her new position a long history of non-profit and academic experience, particularly in the museum and cultural arts arena. From 1993 to 2003, she developed public programs for the Chicago Historical Society. Seven of those years, as the Public Historian for Public Programs, she managed large-scale projects for the museum and collaborated with other Chicago-based organizations. She was the Associate Director of the Public Square, a non-profit arts organization now part of the Illinois Humanities Council, and through programs, focused on issues of social justice.

Most recently she was the Director of Communications at Metro Chicago Information Center. She holds an M.A. in Communication at the University of Illinois at Chicago and is co-author of *Chicago's Englewood Neighborhood: At the Junction* (Arcadia, 2002), a photo-history book that depicts the profound changes to one of Chicago's ever-changing neighborhoods.

The non-credit programming being developed through the School of Professional Studies will revolved around a number of topics and take on a variety of formats. She is collaborating with Loyola colleagues and contacts at other Chicago organizations to develop an agenda for Fall 2006 and Spring 2007. These programs will appeal to a range of people to help Loyola develop an audience base for life-long learning.



SUMMER SESSIONS, Maria Lettiere-Roberts

Registration for Summer Sessions, coordinated through the School of Professional Studies, begins on Monday, February 13. Summer Sessions is comprised of four different session, one four week session, two six week sessions, and one eight week session.

Loyola University Chicago's Summer Sessions Program offers a creative way for a wide range of students, current and visiting, to advance their educational goals while still engaging in other traditional summer based activities. Promoted through a variety of formats, including ads in outside newspapers and e-mail campaigns, Summer Sessions has garnered such interest that a future growth in registration is anticipated.

Summer is also a time in which students take advantage of Study Abroad courses. The Office of International Programs offers six Loyola sponsored Study Aboard programs with classes in England, France, Ireland, Russia, Spain and Tunisia—this in addition to sessions at the John Felice Rome Center and the Beijing Center.

Loyola is committed to expanding its summer course offerings and study options so that students can better fit academic work into the summer break period. For more information about Summer Sessions 2006, visit: <http://www.luc.edu/summer06/index.shtml>.

Preparing People to Lead Extraordinary Lives

SIS TRAINING, from page 2

detailed session descriptions are available at www.luc.edu/locusatloyola/training.shtml
The Course Times and Titles for **WTC** as well as their location:

SIS Basics,

10-11:30 a.m., Thursday, February 2, 25EP, 710

WebFocus Reporting,

10-11 a.m., Tuesday, February 7, 25EP, 710

WebFocus with Basic Excel,

2-4 p.m., Thursday, February 9, 25EP, 608

Fall Course Scheduling,

10-11:30 a.m., Thursday, February 16, 25EP, 710

Fall Course Scheduling,

2-3:30 p.m., Monday, February 20, 25EP, 710

SIS Basics,

2-3:30 p.m., Thursday, March 2, 25EP, 608

Academic Records Management,

2-3:30 p.m., Thursday, March 16, 25EP, 608

Fall Registration Processes,

10-11:30 a.m., Tuesday, March 21, 25EP, 1402

All **LSC** Courses will take place in Sullivan Center, Room 253, scheduled as follows:

SIS Basics

10-11:30 a.m., Wednesday, February 1, SC 253

WebFocus Reporting

2-3 p.m., Monday, February 6, SC 253

WebFocus w/ Basic Excel

2 - 4 p.m., Wednesday, February 8, SC 253

Fall Course Scheduling

10-11:30 a.m., Wednesday, February 15, SC 253

Fall Course Scheduling

2-3:30 p.m., Tuesday, February 21, SC 253

SIS Basics

2-3:30 p.m., Wednesday, March 1, SC 253

Academic Records Magement,

2-3:30 p.m., Tuesday, March 14, SC 253

Fall Registration Processes

10-11:30 a.m., Wednesday, March 22, SC 253

Fall Registration Processes

2-3:30 p.m., Tuesday, March 28, SC 253

Graduation Processes,

2-3:30 p.m., Monday, April 3, SC 253

SIS Basics,

10-11:30 a.m., Thursday, April 6, SC 253

WebFocus Reporting,

2-3 p.m., Tuesday, April 11, SC 253

WebFocus with Basic Excel

10 a.m.-12 p.m., Thursday, April 13, SC 253

Grade Entry, OPEN LAB,

10 a.m.- 4 p.m., Tuesday, May 2, SC 253

SIS Basics,

2-3:30 p.m., Wednesday, May 3, SC 253

Graduation Process, OPEN LAB,

10 a.m.- 4 p.m., Tuesday, May 16, SC 253

Academic Records Management,

10-11:30 AM Thursday, May 25 SC 253

FALL COURSES, from page 1

Multiple class rosters. In an effort to consolidate multiple class rosters, multiple grade rosters and multiple class enrollment numbers, the cross-listing procedure has been changed slightly for both Summer 2006 and Fall 2006. To enable one class roster and one total enrollment number, the "child(ren)" in a permanent cross-listed combination will be coded as non-enrollment and a note will be created which will direct a student to register for the "parent" course. For example, if the English Department offers ENGL 283-001 Class# xxx which is permanently cross-listed with WOST 283-001, the WOST course will carry a note which states "WOST 283-001 is cross-listed with ENGL 283-001. Register for class # xxxx." For Summer 2006 and Fall 2006 Registration and Records will take care of the coding and the note.

All course/catalog descriptions for these "non-enroll" cross-listed courses will be active and searchable in LOCUS. What is changing is instead of two or more class rosters, two or more grade rosters, and two or more enrollment control screens, all information about a class and its enrollment status will be controlled/tracked by one class section, the "parent."

New Faculty. Please remember that anyone, including student and staff members, who are to be assigned with instructor status for the first time, must begin the process with the Office of Faculty Administration. For information about this process please go to <http://www.luc.edu/academicsaffairs/forms/onlineforms.shtml>. To obtain a new faculty computer ID go to: www.luc.edu/is/forms/idrequest.shtml

IMPORTANT LINKS

- Faculty Grade Entry Tutorial
<http://www.luc.edu/locusatloyola/training.shtml>
- Student Administration System E-mail Contact
studentinformationsystem@luc.edu
- Undergraduate Studies Catalog
<http://www.luc.edu/academics/catalog/undergrad/index.shtml>
- Spring Schedule
<http://www.luc.edu/academics/schedules/#calendars>
- Summer Sessions
<http://www.luc.edu/summer06/index.shtml>

FERPA, AT A GLANCE

PERSONALLY IDENTIFIABLE INFORMATION

Your office gets a call from an outside party. The individual asks you for a copy of the class meeting times of certain classes taken by a student. The individual explains that she represents an organization for which the student works that has agreed to cover the cost of classes take, on the students own time. Should you release the schedule?

The schedule of courses is not an educational record because it does not pertain to a particular student and therefore does not contain information from which that unique student can be personally identified. Loyola posts schedules to the web. Accordingly, it can be disclosed.

Do not, however, confirm or deny whether the student was enrolled in particular courses, unless you have the student's written consent to do so. That information is protected by FERPA.

St. IGNATIUS LOYOLA "SPEAKS"

Be generous to the poor orphans and those in need. The man to whom our Lord has been liberal ought not to be stingy. We shall one day find in heaven as much rest and joy as we ourselves have dispensed in this life [*Ep. 1:81*].



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.