

REGISTRATION AND RECORDS

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ACADEMIC ADVISEMENT, Jennifer Huntley

Since it was first introduced in April 2005, Loyola students have been able to obtain an Advisement Report through LOCUS to help track their individual progress in fulfilling Core Curriculum requirements. Working with departmental and college advisors, students have been able to use this report as a guideline to identify needed Core requirements quickly and easily. Now students who are declared majors and minors are able to view their progress in these areas in addition

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to the Core. As of February 2006, a number of academic plans have been configured and made available on LOCUS in the undergraduate College of Arts and Sciences, and the Schools of Business and Social Work.

Previously, at the end of the Core Curriculum requirements on the Academic Advisement Report, students would see a message such as the following: “Biology Plan—No Requirements” or “Chemistry Subplan—No Requirements.” This message indicated that there were no requirements configured for the declared major(s) and minor(s) at that time. Students who are declared in the programs that have been configured will be able to view the progress for those requirements as well. Any program that still lists “No Requirements” has not yet been configured, but will be in the future.

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IMPORTANT DATES

- ◆ April 13, Registration opens for Fall 2006 for Graduate students.
- ◆ April 17, Registration opens for Fall 2006 Undergraduate students.
- ◆ May 22, Summer Sessions Begin.
- ◆ June 9, Degree Audit Deadline
- ◆ June 12, Graduation Report Run.
- ◆ August 28, Fall 2006 classes begin.

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>
- ◆ Academic Calendars, Class Schedules and Registration
<http://www.luc.edu/academics/schedules/#calendars>
- ◆ Summer Sessions
http://www.luc.edu/academics/schedules/summer/academic_calendar.shtml

IN THE SPOTLIGHT:

JENNIFER HUNTLEY



Jennifer joined the office of Registration and Records in December 2005. Her path to a career in higher education began with the pursuit of a B.A. at the University of Kansas. While there she was a member of a number of student organizations as well as serving as a resident assistant in her last two years of college. Her studies included art history, interior design, dance, philosophy, journalism, creative writing, and literature.

Prior to coming to Loyola University Chicago, Jennifer held a variety of interesting jobs. She worked as a yellow pages editor and contract examiner for a telephone book publishing company and then as an office manager for the Student Union Administrative Offices at the University of Kansas. This was followed by a position as an Administrative Assistant for an alternative high school in Madison, Wisconsin, where she was given an opportunity to tutor students and assist teachers with classroom instruction.

Jennifer's enthusiasm for the academy flourished and took root when she pursued and got her teaching certificate with an emphasis in English. She subsequently taught English literature, writing, and speech at a small high school in Columbus, Wisconsin and then 8th grade language arts at various schools in the Madison area. Over the next several years, while teaching full-time, she earned her MA in Education from Viterbo University in La Crosse, Wisconsin.

Attracted to higher education in the context of the big city, Jennifer came to Chicago and accepted an offer from DeVry University as an Admissions Advisor/Recruiter. In her three years at DeVry she learned a lot about the industries of computer and electronics technology, about being an effective salesperson, about adult education, and about the major differences between for-profit and not-for-profit education. Attracted to Loyola University Chicago's [Promise](#), and with an abiding respect for the Jesuit academic environment, Jennifer applied for and

enthusiastically accepted the newly created position of Academic Requirements Manager.

Outside of work, Jennifer finds time to take advantage of Chicago's big city offerings, enjoying fine dining, theatre, dance, art galleries, its museums, neighborhood street festivals, and live music venues. In the summer she inhabits Chicago's lakefront where she bicycles and plays volleyball. For overall wellness, Jennifer finds balance in life through the values of yoga, meditation, vegetarianism, and volunteer work. Jennifer currently dances with the not for profit Open House Dance Collective that raises money for charity through the staging of dance performances.



The office of Registration and Records welcomes Jennifer to the team. We look forward to the contributions that she will make to Loyola through the improvement of academic advisement and to the general life of the community.

GRADE CHANGES,
FACULTY SUPPORT

With the assistance of our colleagues in Information Technologies, the supplementary form is now available on the LOCUS Faculty Portal as noted below:

Forms

- * Change of Grade Request form
- * Supplementary Change of Grade Request Form
(required by College of Arts and Sciences, University Advising, Education)
- * Request for a Grade of Incomplete
- * Pass/No-Pass Request
- * Course Audit Request

ROOM SIZE CAPS ENROLLMENT

Effective for the Fall, 2006 Registration, students will be prevented from enrolling in courses beyond room capacity. A new Class Status, ‘At Room Capacity’ has been added to the Schedule of Students cannot be registered with an override into classes which are “At Room Capacity”. Classes page. This new status will be automatically triggered when the number of students enrolled in a class reaches room capacity. On LOCUS, students will receive the following familiar Error Message: **“Class Number xxxx Not in Active Status. Cannot Enroll.”**

“The add transaction was not processed. The class to be added is not in ‘ACTIVE’ status for enrollment.”

Students cannot be registered with an override into classes which are “At Room Capacity”.

These changes do not impact existing procedures for Enrollment Limit and Class Limit Overrides, provided there is sufficient Room Capacity in the assigned class room. Deans may still override students into classes provided the total enrollment does not exceed the room capacity. Departments and Colleges are requested not to modify the ‘At Room Capacity’ class status.

St. IGNATIUS LOYOLA “SPEAKS”

“Many holy men, though they may be endowed with little natural talent, preach by good and virtuous example rather than words, and accomplish much more than those who preach eloquent sermons [Bartoli, D., *Histoire de Saint Ignace et de l’origine de la Compagnie de Jésus*, 3rd ed., 2 v. (Brussels, 1852). Translation of the original Italian of 1650.



ACADEMIC ADVISEMENT, from page 1

Our team is using a phased approach to implement the Advisement reports. We have used the number of enrolled students within a program to help us prioritize the order in which majors and minors are configured. For each major and minor, the current and past requirements are gathered. Once a department’s configurations are completed and tested in the system, we meet with the program directors to review the curriculum requirements and the Advisement Reports in Locus to make any necessary revisions, and ultimately obtain approval to deploy the reports to students. Programs are being deployed on a frequent basis. With most of the large undergraduate majors and minors already completed and made available to students, the goal is to begin working on graduate programs next.

An innate challenge with the Academic Advisement project is the complexity of academic requirements—they are not static. Since curriculum requirements are constantly changing, the Academic Advisement team must continuously work with Academic Affairs to make updates in the system, so maintenance of the Academic Advisement Reports on LOCUS will be an ongoing process.

Another feature of LOCUS that has been made available to students in recent weeks is the View My Major page. Students should review the majors and minors listed on the View My Major page as they reflect the majors and minors currently recorded in LOCUS for their course of study. If the information listed does not coincide with the student’s intent, it is recommended that the student visit their College office to complete a Change of Major/Minor form. The Academic Advisement Report will reflect the majors and minors that are recorded in LOCUS.

Students are encouraged to check with their advisors if they have questions or issues regarding their Academic Advisement reports. Another resource to both students and staff is the Advisement mailbox.

A WORD ABOUT CROSS-LISTED COURSES, Betty Ramirez

Beginning with Summer 2006 and continuing into Fall 2006, cross-listed classes are set up so that a student can enroll only in the “parent” course. The “children” are being coded as “non-enroll” and there is a note attached to the “children” directing students to register for the “parent” course. The “parent” in a cross-listing combination is determined by the academic department originating the course and engaging the instructor.

By way of example, PSYC 240-001 # 1810 is being taught by Dr. Anne Sutter of the Psychology Department. The Psychology Department is the parent, it is coded as “enroll” and carries credit hours. This class is cross-listed with BIOL 240-001 #1810 which is coded “non-enroll” on the Basic Data screen. When the Note Screen attached to Biol 240-001 is viewed, the following message is seen: “BIOL 240 is cross-listed with PSYC 240-001 # 1810. Register for # 1810.”

This system of coding has been introduced to address the past issue where multiple class rolls and multiple enrollment numbers resulted in over subscription in quite a few classes. Having one enrollment number will help keep track of the total enrollment number more easily.

On a student’s transcript the “parent” will appear. While the “child” will not automatically appear, Registration and Records will be able to add a cross-listing to a transcript if a student or department requests us to do so.

FERPA, AT A GLANCE, Eric Pittenger

Issue: The deceased student. An individual calls your office with a request to review the records of a famous alumnus who has recently died. The caller indicates that they are writing a personal family history and wants to accurately portray their family’s matriarch. Does FERPA apply? How do you respond?

Resolution: FERPA does not apply. FERPA applies only to the records of the living. Under common law regarding privacy rights, the privacy interests of the individual die with them. However, Loyola’s institutional policies control. Inform the individual that you will need proof of relationship to the deceased (or proof that the caller has the written permission from the next of kin to obtain the requested information) and that proof of death is required. If any doubt remains, contact corporate council.



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.