

REGISTRATION AND RECORDS

Preparing People to Lead Extraordinary Lives

DIPLOMA AVAILABILITY

Diane Hullinger

The Office of Registration and Records is responsible for providing students with a copy of their diploma after the School completes a degree audit for students who have applied for graduation. The School Office may require two to four weeks after final exams have been completed to

- a) insure that final grades have been submitted for students
- b) verify that students have completed all requirements for their degree
- c) award the degree and post the degree within LOCUS.

Diplomas are mailed to the students' Permanent Address as recorded in LOCUS. Students are requested to verify the accuracy of their Permanent Address.

After degrees have been posted in LOCUS, the Office of Registration and Records prepares a diploma order and submits the order to our diploma vendor. Our vendor requires approximately four to six weeks for processing the diploma order and shipping the diplomas to our Office.

See [DIPLOMA](#), page 2

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IMPORTANT LINKS

- ◆ 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>
- ◆ Diploma Inquiries
Diploma@luc.edu

IMPORTANT DATES

- ◆ November 09, Graduate Registration begins
- ◆ November 13, Undergraduate Registration begins
- ◆ November 13, Rome Spring Registration
- ◆ November 24, 8 week session 2, last day to withdraw with a "W" mark.
- ◆ December 09, Last day of Spring term
- ◆ December 11, 4:15 p.m., Examinations begin
- ◆ December 13, Rome, term ends
- ◆ December 15, Beijing, closing dinner

DIPLOMA, from page 1

Once the diplomas are received in the Office they are prepared for mailing. Diplomas for those students who prefer to pick up are set aside.

For the 2006 – 2007 academic year, diplomas will be mailed to students within the following timeframes:

- Fall, 2006 Graduate Business Students: Mid-January, 2007
- Fall, 2006 Graduate and Undergraduate Students: Early March, 2007
- Fall, 2006 Law School Students: Late March, 2007
- Winter, 2006 Graduate Business Students: Mid-April, 2007
- Spring, 2007 Graduate, Graduate Business and Undergraduate Students: Late July, 2007
- Spring, 2007 Law School Students: Late August, 2007

Diplomas are mailed to the students' Permanent Address as recorded in LOCUS. Students are requested to verify the accuracy of their Permanent Address.

If a student wishes to pick up his/her diploma in the Office of Registration and Records or if a student wishes to request that it be sent to an alternate mailing address, the student must notify the Office of Registration and Records by sending an email to Diploma@luc.edu within two weeks after the end of the term.

An email notification will be sent to inform the student when the diploma is available for pickup. Diplomas may be picked up in Room 504 of Lewis Towers at Loyola's Water Tower campus.

LOCUS: USER'S TIP

Nick Jones

During registration, remember that WebFocus has reports that can aid you. *Course Enrollments* allows you to see Room Capacity, Class Status, # of students enrolled and a wealth of other information that you can use. *CORE Course Summary* and *CORE Course*

During registration, WebFocus has reports that can aid you.

Detail provide class section enrollment information for CORE and Values courses.

When using WebFocus, remember that the information retrieved is from the previous night at approximately 11:59 pm.

Also, when performing a class limit override upon approval, make sure you verify the actual number of students currently enrolled by going to Home>Manage Student Records>Establish Courses>Use>Schedule of Classes and then clicking on the "Enrollment Cntrl" tab.

The number to the right of "Enrollment Capacity" is the number of students currently registered in real time for the class section including overrides.

You might also want to check the "Meetings" tab to find out what the room capacity is for the facility that the class is being held. Remember that when room capacity is reached, an automated process is triggered that will make it so that the class is not searchable unless a student decides to drop the class and reduce the number of enrollments.



**NEW INITIATIVES: ACADEMIC
ADVISEMENT FORUM & REGISTRATION
& RECORDS OPERATIONS ROUNDTABLE**

Jennifer Huntley
Eric C. Pittenger

The Office of Registration & Records has implemented two new committees. The Academic Advisement Forum (“the Forum”) chaired by Jennifer Huntley and the Registration & Records Operations Roundtable (“the Roundtable”) chaired by Eric Pittenger.

The Forum was established in order improve the quality and consistency of academic advising and to facilitate completing the configuration of curriculum requirements for the Academic Advisement Report in LOCUS. It met for the first time on November 1, 2006.

Members of the Forum consist of advising faculty and staff, as well as support from Registration and Records, Information Technology Services, and Training. Additionally, student leaders will serve to collect and provide feedback from the student body regarding advisement concerns.

Another important goal of the Forum is to make certain that the Academic Advisement Report (“ADV Report”) is indeed a highly useful and accurate tool for academic advising and, ultimately, graduation audits. The Forum will function to evaluate all print and web sources which list degree requirements to ensure the ADV Reports are configured accurately.

Additionally, the members of the Forum will combine their skills and work experience to develop avenues for communicating consistent curriculum requirements and updates for academic plans across the University.

The Forum will evaluate such matters as procedural and technical issues, how interdisciplinary plans share course offerings, how training is provided and received, and how critical information is communicated. We are optimistic that these efforts will benefit faculty, staff, and students.

The Roundtable was formed as a venue for enhanced communication between the Office of Registration & Records and the division and schools of the University. Serving on the Roundtable are division administrators and those that work directly with student records.

The Roundtable met for the first time on October 26, 2006. This initial organizational meeting provided the members an opportunity to introduce themselves to each other and to share their expectations for the sessions. The Roundtable will meet once a month.

Items for discussion will include the academic calendar, change of grade procedures, cross listing issues, FERPA training, etc. All committee members have been encouraged to bring their ideas, suggestions, or agenda items, to the table. Often, an issue that seems unique to one school or division will have universal relevancy.

All advising faculty and staff are welcome to attend a meeting or to become a member of the Academic Advisement Forum. Those interested should contact Jennifer Huntley, Chairperson, Registration and Records: jhuntle@luc.edu.

Eric Pittenger can be contacted at epitten@luc.edu. Please include “Roundtable” on the email subject line.

FERPA, AT A GLANCE

Eric Pittenger

In the last issue of the *Newsletter*, under “Who’s Paying the Bill,” we looked at a parent’s right to access of their student’s record. Remember, dependency as defined by the IRS or court order. By way of review here are three scenarios, in Q&A form, offered by AACRAO in the 2006 FERPA Guide.

Talking with Parents

You are an adviser in a college office. You receive a call from Dave and Kathy Smith, the parents of one of your former students. Their son, Kevin, was dismissed over a year ago. Dave and Kathy live in Florida and have been paying Kevin to attend your college for every term during the last three years, including room and board and out-of-state tuition. They called to see how things were going since they don’t hear much from Kevin about school. How do you handle this conversation?

Prior consent is required to release anything but directory information. So, does Loyola University Chicago consider enrollment information as directory information? (YES) For example, without saying that he had been dismissed, you would be able to state that he had not been enrolled for the past year. Also, consider practical tips for talking with the parents. Find out what they already know and then build from it. If

appropriate, discuss use of the dependency exception for providing access to Kevin’s record.

Access by Divorced Parents

Frank’s parents are divorced. By agreement, his mother claims him as a dependent, but his father is required to pay his way through college. Frank and his mother have both refused to tell Frank’s father anything about his academic progress at State College. Frank’s father turns to the institution for help. Can the institution give him the information?

The regulations allow release of information to either parent if the student is dependent on either parent and there is no judicial exclusion. You will need to decide what you will accept from the father to validate the dependency status if you can’t get a copy of the actual tax documentation from the mother.

Parents who are Employed at the Institution/ “Legitimate Educational Interest”

Stephanie Student attends Cole College as an undergraduate. Her father is a faculty member in the medical school there. He wants to find out how Stephanie is doing in school, so he calls the Registrar’s Office to find out. How should the office respond?

The father does not have a legitimate “need to know” Stephanie’s record even though he is on the faculty. You need to get permission from her or show dependency.

CLASS SEARCH FEATURE

Jennifer Huntley

The Class Search feature is now available to undergraduate students. On November 2, a post was added to the LOCUS Portal Student Tab to inform students of enhanced capabilities that will be available as they register for the Spring, 2007 term.

Students will be able to search for classes that meet Core and Values requirements by using a drop-down menu that specifies the requirement (i.e. CORE Artistic Knowledge, CORE Promoting Justice, CORE Ethics).

Students will also be able to search for classes that meet Writing Intensive, Magis and Honors requirements. These additional search criteria can be specified in combination with the search capabilities currently available in LOCUS. For example, using the Advanced Search, a student may identify a class that meets both a Core requirement and a Writing Intensive requirement on a given day of the week and at a specific campus.

The Class Search feature will assist undergraduate students in finding classes that will meet University requirements as well as accommodate their interests and scheduling preferences.

St. IGNATIUS LOYOLA “SPEAKS”

from The Woodstock Theological Center’s on-line collection



Juan Marín was a young Spanish Jesuit teaching in the Jesuit college in Bivona, Sicily. He did wonderful work among the people and manifested a great zeal for souls but, unfortunately, he had a scrupulous conscience and continually suffered torment therefrom. Ignatius was especially interested in him since he too had suffered from scruples and, thus, he wanted to do whatever he could to free Marín of his affliction. Writing through Polanco, Ignatius offers him remedies to overcome his scrupulosity, insisting that he must submit himself to the judgment of his superior and confide in God. Marín did not live to enjoy a scruple-free conscience, for only weeks after receiving this letter he was suddenly taken ill and died on the following day, September 16. Polanco composed this letter in Spanish [Ep. 12:30-31].

Jhus

From the letters of Father Master Jerónimo and also of Father Eleuthère, our Father has learned what God is pleased to accomplish through the ministry of Ours in your city. I am sure that He would make more use of them if your reverence's excessive scrupulosity, reinforced by the lack of humble resignation, had not proved an obstacle. Up to a certain point scruples are not harmful to the one suffering from them, when that person becomes, because of his scruples, more vigilant and careful about not offending God, and does not form a judgment that this or that is sinful, even though he has some doubt or fear that it is, and places his confidence in another person whom he should trust, setting aside his own judgment and accepting that of his adviser. If these two points to not help the scrupulous person, then he is in the gravest danger, not only of offending God by failing to avoid what he erroneously thinks is sin, but also of losing the opportunity and the ability to serve Him, and even his own natural judgment.

So Master Marín, determine to keep these two points fixed in your memory: (1) not to make any judg-

ment or to decide by yourself that something is sinful when it is not clearly evident that it is and others do not think so; (2) when you fear that there is sin, you should refer the matter to the judgment of your superior, Father Eleuthère, and believe what he says, not because he is Master Eleuthère (even though he is a man of fine spirit and entirely trustworthy), but because he is your superior who holds the place of Christ our Lord. You should do the same with any other superior you may have: humble yourself and trust that Divine Providence will rule and guide you by means of your superior. And believe me, if you have true humility and submissiveness, your scruples will not cause you so much trouble. Pride is the fuel they feed on, and it is pride that places more reliance on one's own judgment and less on the judgment of others whom we trust.

Also beseech God in your prayers and Masses to free you from this suffering or infirmity, as far as is needful to avoid offending Him, or being an obstacle to His greater service, and ask the prayers of others for the same intention. Offering you mine, I commend myself to yours.

May Christ our Lord give us all His grace always to know and fulfill His most holy will.

From Rome, June 24, 1556.

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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.