

REGISTRATION AND RECORDS

Preparing People to Lead Extraordinary Lives

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DIPLOMAS, Cynthia Cruz

The Diploma issuing process begins with the Divisions' timely handling of the degree audit process. Diplomas are ordered one week after the Divisions have completed their degree audits.

To ensure students' names appear correctly on their diplomas, Divisions are asked to enter the Degree Names accurately, using the Degree Name option in LOCUS.

Diplomas cannot be produced for a student whose name does not match their name as it appears in LOCUS. If a student is requesting a name that

Diplomas cannot be produced for a student whose name does not match LOCUS [and/or] with financial obligations to the university.

differs from that contained in LOCUS (last name, different first name, or the addition of a family name), the student is required to complete an official name change form and supply proof of their new name.

For backdated degrees, any changes or additions should be submitted via the Change/Deletion to the Graduation List form.

Diplomas are available 4-6 weeks after they are ordered. Any special mailing requests must be submitted to ccruz1@luc.edu.

Diplomas are not issued to students with financial obligations to the university. Students can view any encumbrances via LOCUS and contact the Office of the Bursar at 773-508-3180 to resolve the issue. After the hold is removed, students are asked to send an e-mail to ccruz1@luc.edu requesting shipment of their diploma.

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IMPORTANT DATES

- ◆ December 21, Wednesday, 5:00 p.m., grades due to Registrar
- ◆ January 13, Friday, Graduation/Degree Audit Deadline for Fall 2005
- ◆ January 17, Tuesday, First Day of the Spring 2006 Semester
- ◆ Mid-February, Summer course registration begins
- ◆ February 27, Monday, Last day to change an "I" to a Grade for Fall 2005 courses

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>

IN THE SPOTLIGHT: CYNTHIA CRUZ

Cynthia Cruz came to Loyola as a student in 1999 and was awarded her Bachelor of Arts in Communication, Cum Laude in 2003. Fortunately for the Office of Registration and Records Cynthia returned to Loyola shortly after graduation and took the position of an Enrollment Services Advisor for the Office. Today, as Administrative Assistant, she manages our office.

Being a versatile and able organizer, Cynthia is engaged by the job of the Administrative Assistant which contains a great deal of variety. She is responsible for processing all diploma orders for Loyola University Chicago (see article, page 1). In the rare instances where it becomes necessary she posts all backdated degrees.

Cynthia is the Office's "first responder" to inquiries made through registrar@luc.edu and voice-mail (312-915-7221). She responds to all inquiries within the same day. No, she does not come in on Saturday and Sunday.

The Office of Registration & Records is conducting the imaging of all hard copy student records for which Cynthia is the coordinator.

Cynthia provides direct person to person assistance to students who come in to the Office or are directed to her by other departments. She fields a wide range of questions, including degree issues, registration problems, and requests for transcripts.

Other important parts of her job, include the oversight of a five member student worker staff, editing (primarily academic calendars), data entry, check processing/accounts payable, and purchasing.

Complying with Loyola's policies (http://www.luc.edu/policy/general_council/super.html), Cynthia also processes any subpoenas for records we may receive. Subpoenas are forwarded to General Counsel for review, if necessary, otherwise the subpoenas are forwarded to the departments that keep the specific records requested (Bursar, Dean, Wellness Center, etc.). A letter and copies of all documents are sent to the student and the attorney.

Cynthia is a baseball fan. She is energized by the quality time she spends with friends and family and is able to find time for reading, music and cooking for pleasure. Cynthia is looking forward to completing her MBA here at Loyola.

ROOM SCHEDULING/ISSUES

The Office of Registration & Records has created classroomhelp@luc.edu to enable faculty to address scheduling concerns and classroom issues. This enables us to respond efficiently and promptly to your concerns.

Common scheduling concerns include, "the room is too small," "the enrollment has gotten too large," "the type of seating arrangement is not what is required," and "I need an electronic classroom." Effectively responding to faculty concerns and maintaining the quality of our classrooms is very important to us.

Please contact our room scheduling staff through the classroomhelp e-mail address, moni-

tored regularly Monday through Thursday, 8:30 a.m.-6:00 p.m., and Friday, 8:30 a.m. - 5:00 p.m., by our entire room scheduling team (please do not contact Betty or Niki directly). Be sure to include the building name, room number, and a description of the concern.

... classroomhelp@luc.edu to enable faculty and students to report classroom issues.

Divisions and Schools should also consider using this address when there are course changes, section changes, the addition of new courses, a change in instructors, etc. that need to be brought to our attention.

Practical matters such as the lack of chalk, no eraser, burned out light bulbs, malfunctioning technology, broken furniture, and the like should also be directed to classroomhelp.

For more information go to <http://www.luc.edu/regrec/classroomhelp.shtml>

REGISTRATION AND RECORDS SPONSORS-A-FAMILY

The staff of the Office of Registration and Records celebrated the Christmas Holiday Season by participating in Catholic Charities of the Archdioceses 58th Annual Celebration of Giving SPONSOR-A-FAMILY program.



With great enthusiasm we purchased gift items for our family of 6. It was a real delight to wrap over 34 individual items. Included were boots, coats, sweaters, hats & gloves, a



sheets, a walkie-talkie set, books, and a gift youngest children received Christmas stocker Diane Banks' 11 year old daughter, glitter-children on the stockings which we stuffed with supplies. We also included walnuts and Christmas pizza, pasta salad, cookies, brownies,



bath set, a watch, a set of card to Jewel-Osco. The 4 ings. Robiane, staff mem-painted the names of the educational toys and school mas candy. The office staff and sweet potato cheese

STUDENT ADMINISTRATION SYSTEM TIP, Nick Jones

Recent Trainings in Graduation Processes and WebFocus went very well and we've used your feedback to streamline future trainings! Be on the lookout for the training curriculum announcement in the very near future!

FERPA, AT A GLANCE, Eric Pittenger

The Office of Registration and Records is pleased to announce the release of its new student-focused FERPA tutorial entitled [*FERPA: A Student's View, Tutorial.*](#)

St. IGNATIUS LOYOLA "SPEAKS"



"Be generous with your time, that is, do today, if you can, what you have promised to do tomorrow."

Ep. 1:180, Monumenta Ignatiana: Epistolae et Instructiones, 12 v. (Madrid, 1903-1911).

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.