

REGISTRATION AND RECORDS

Preparing People to Lead Extraordinary Lives

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LOCUS UPDATES, *Self Service Transcripts Debut*, Diane Hullinger

Beginning in mid-September, current students have been able to order their Official Transcript via LOCUS. To date there have been over 600 individual request made via LOCUS. Some of these requests are for one transcript, some for 20. With an average of 5 copies per request we have produced nearly 3000 individual transcripts through the LOCUS system.

Through LOCUS students can elect to have their transcript mailed immediately or they may indicate their intent to pick up copies of their transcript at either the Water Tower or Lake Shore campus. Additionally, a student can indicate that their transcript be mailed when their degree is conferred or when grades are posted. There is no longer a

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charge for transcripts unless expedited mailing is required.

The Office of Registration and Records processes the transcript requests Monday through Friday. Requests entered by students using LOCUS are sent out the next business day. We believe that this new Self-Service capability will provide faster turnaround for delivery of transcripts.

An added advantage in using LOCUS is that students may request an Official Transcript from their computer at home or at Loyola. There is no need to make a trip to the Office of Registration and Records and no additional mail delay. In the future this capability will be extended to former students.

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IMPORTANT DATES

- ◆ November 23-25, Wednesday-Friday, Thanksgiving Break: No Classes
- ◆ November 28, Monday, Classes Resume
- ◆ December 9, Friday, Last day of classes for Fall Semester
- ◆ December 12, 13, 15, 16, 17, Monday through Saturday, Final Exams
- ◆ December 14, Wednesday, Study Day, No classes
- ◆ 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

STUDENT ADMINISTRATION SYSTEM TIP, Nick Jones, LOCUS Support

Remember: The Degree Honors on the Student Program/Plan screen is for Laudatory and Honors status in the Convocation Book. This step DOES NOT post honors on the degree. You MUST post these separately when conferring the degree.

For more, see POSTING HONORS, page 4

IN THE SPOTLIGHT: LINDA WEJS

Linda Wejs is the Office of Registration and Record's in-house systems guru. As a power user she has access to the inner workings of PeopleSoft (Now referred to as LOCUS). Involved in the transition between student information systems, Linda retains access to the archived historical data and has an extraordinary memory for the location of the data entry screens and the navigation tools within LOCUS.

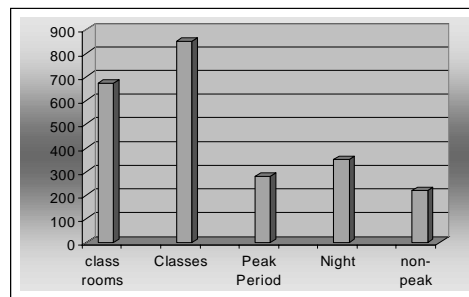
Linda began working in the registrar's office 29 years ago as a transcript clerk. While she initially saw it as a short term job it became, "a wonderful place to work and there have been a lot of changes made over the years that has kept the work interesting."

When Linda started at Loyola, student records were kept as hard copy records. At the end of each term, grades and degrees were received on labels that had to be posted individually on each student's record. Registration was arena style. Linda has worked in six positions within the Office and has assisted with the implementation of three generations of computerized record systems, a Touch-tone registration, two on-line registration systems and an on-line grading system. She is currently responsible for maintaining LOCUS. This work includes researching and resolving system related problems and building the tables needed to

See SPOTLIGHT, page 3

ROOM SCHEDULING

Finding rooms for all our classes remains one of the greatest challenges facing those in the Office that set the class schedule. Niki Rigas is responsible for scheduling rooms on the Water Tower Campus. This bar-chart illustrates the ten-



sion between available classrooms and the classes that vie for space at Water Tower. Here, Loyola has 48 classrooms available for use in 14 time blocks.

In the Fall Semester these rooms are being used by 850 classes. Of these, 280 are scheduled during the peak period of 10:00 a.m. to 2:00 p.m. 350 classes meet at night and 220 meet in the non-peak early morning and late afternoon periods. The ratio between class rooms and the total number of classes is 0.79:1.

Were it not for the small portion of the 850 courses that meet on the weekend (Friday and Saturday) and for Niki's constant attention to detail,

See SCHEDULING, page 3

SUMMER 2006 COURSE CREATION,

Contributed by Betty Ramirez

Schedule production for Summer 2006 ("Term 1064") begins on Monday, November 21. Beginning with Term 1064 and going forward, class information will be rolled from the previous equivalent Term to create the base for the Term being created. For example, Term 1054, Summer 2005, will be rolled over in LOCUS to create Term 1064.

The individual within each division or school that is responsible for course/schedule creation should review Term 1064 and edit as necessary. Instructor names, meeting days and times will need to be provided. Be certain to review the Notes for each course. Make certain that all special information is correct. Check all dates, course prerequisites, and other particularities to make certain the Notes reflect this offering.

Summer Sessions 2006

Early Summer Session: May 22 - June 16 (4 weeks)

Summer Session A: May 22 - June 30 (6 weeks)

Summer Session B: July 3 - August 11 (6 weeks)

Summer Session C: June 5 - July 28 (8 weeks)

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establish classes, enroll students, enter grades, and graduate students.

With all her dedication to Loyola University Chicago she still finds time to enjoy hanging out with friends, seeing movies, and being outdoors. She maintains her interest in art, having attended the Art Institute as a student a number of years ago, and enjoys visiting art museums and galleries.

During the registration periods and shortly thereafter, Linda is frequently called upon to resolve system issues. Encouraging self-service she asks that faculty and staff continue to direct students to LOCUS. Likewise, Faculty and Staff should

themselves make use of the full range of services within LOCUS.

If problems logging in to LOCUS are encountered, the Help Desk should be contacted at 773-508-8190, if off campus, or 4-4444 if on campus. If one is able to log in to Locus, but experiences difficulties with registration, grading students, or accessing needed information, please send an e-mail to Locus@luc.edu.


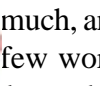
If you are able to log in to Locus, but experience difficulties . . . please send an e-mail to Locus@luc.edu.

SCHEDULING, from page 2

double booking would indeed be an issue.

The pressure on classroom availability and scheduling is compounded by those extraordinary situations in which a small number of courses must meet over more than one time period. Such accommodations result in the elimination of a room that might otherwise be used by a one-period class. With an average classroom seating capacity of 45 students and with classrooms at a premium, it is crucial that registration numbers and class room assignments be firmly set and maintained. Thank you to Niki for her hard work and for the data provided for this narrative.

St. IGNATIUS of LOYOLA “SPEAKS”

“In our dealings with others, we ought to speak little but listen  much, and when we do speak our  few words should be spoken as if the whole world were listening and not just one individual.”

[(Bartoli, D., *Histoire de Saint Ignace et de l'origine de la Compagnie de Jésus*, 3rd ed., 2 v. (Brussels, 1852)]

FERPA, AT A GLANCE, Eric Pittenger

As an educational institution that receives funds from the U.S. Secretary of Education, in one form or another, Loyola University Chicago must comply with the Family Educational Rights and Privacy Act of 1973 as Amended (FERPA). (20 U.S.C. § 1232g; 34 CFR Part 99). This act sets forth requirements, to which it is required to adhere, regarding the privacy of student records, their access and release.

FERPA also gives parents certain rights with respect to their student’s education records. Though these rights transfer to the student when he or she reaches the age of 18, or attends a school beyond the high school level, a few exception permit the parent access to these records.

In each Newsletter publication we will introduce you to a single FERPA concept or FERPA term of art. Phrases such as “education record,” “personally identifiable,” “school official,” “eligible student,” and “directory information” will become a part of your everyday vocabulary.

See FERPA, page 4

POSTING HONORS IN LOCUS, Nick Jones, LOCUS Support

Degree Honors including Laudatory status as well as Honors, Magis and Classics students are recorded twice in the graduation process. In the application phase for the convocation book go to: Home>Manage Student Records>Track Student Careers>Use>Student Program/Plan. Click the “Student Attributes” tab. Enter DEGR for Degree Honors as the Student Attribute. Look up the Degree Honors in the Student Attribute Value. To confer the degree honors go to: Home>Manage Student Records>Track Student Careers>Use>Student Program/Plan. Click the Student Degrees Tab. Lookup the appropriate Honor in the box that says “Degree Honors 1.” Lookup the second Honor if any in the box that says “Degree Honors 2.” Click Update Degrees. Click OK when you get the message “The degree records were updated successfully.”

HELPFUL HINT: Always be in “Include History” when using the Student Program/Plan screen.



FERPA, from page 3

It is essential that all who work with students and their education records know FERPA. The link at the end of this article will take you to an interactive training program titled “[The FERPA Tutorial Suite](#).” Here you may select from a variety of tutorial options. *Almost All You Never Wanted to Know About FERPA But Have Been Forced to Find Out* presents FERPA in a brief tutorial. *All You Never Wanted to Know About FERPA But Have Been Forced to Find Out* is a lengthier presentation that includes two interactive quizzes. This suite of instruction has been designed to be both educational and enjoyable.

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.