Read All About It!

Emails from the Office of the Registrar

Facilitated by: Helen Bailey

CAL POLY
LEARN BY DOING

During Sessions, please…

- ✓ Silence Cellphones
- ✓ Save Questions to the discussion time
- ✓ Avoid Side Conversations
- ✓ Complete Our Survey

…Thank You!

Outline of Session

- Goals of our communications

- Review handout: Types of communications, audience, timeline

- Review two sample email communications

- Preview new website: Texts, timelines of our emails

- Discussion and feedback: Room for improvement, duplications-?, effect on your offices and departments

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Primary Goals of Our Communications

- Convey important dates and timelines to students, faculty, and staff

- Alert students to potential "gotchas" or barriers to progress-to-degree

- Inform and remind campus constituents of policies that impact them

Review List of Emails

Please review handout:

Our Emails, in chronological order

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Some Samples

Credit/No Credit:

Have You Correctly Selected CR/NC Grading? Verify Before the End of Add/Drop!

Dear Student,

You have selected the CR/NC grading option for at least one course, *that is normally a graded course*, for Spring quarter.

The registration system does not enforce CR/NC grading policies, so you need to make sure that you are adhering to Cal Poly policy.

The best way is to access your Degree Progress Report, via your Student Center. Confirm that the class(es) you selected as CR/NC is going toward the requirement you expected[1]. If not, you probably need to change your grading basis.

If your selection of CR/NC grading violates any of the policies below, you must change back to a graded basis by **today, Thursday, April 11th at 11:59 pm**. It is your responsibility to verify that you are adhering to policy.

(cont. on next slide)

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Here are the policies regarding CR/NC selection:

- 1 course maximum of CR/NC grading in courses taken to satisfy GE requirements[1].

- No major, support, or concentration courses may be student-selected as CR/NC, except for students in the following majors: AGB, ART, KINE, LS (Physics, Statistics and Journalism majors: see catalog for your CR/NC allowance). There is a 4-unit CR/NC maximum for the majors listed. Note: When a major/support course also satisfies a GE requirement, it also counts as your one GE CR/NC allowance.

- No more than two courses per quarter may be selected CR/NC.

- No more than 16 units total may be selected CR/NC.

- You must have a 2.0 Cal Poly cumulative GPA to select CR/NC.

To change back to a graded basis, follow the steps in this demo, being sure to change "Credit/No Credit: Student" to "Graded" in the Grading field:

https://registrar.calpoly.edu/content/cpreg-demos

Select the Editing a Class - Choosing Credit/No Credit Option.

The directions are for selecting the CR/NC option; you will need to do the reverse.

You should consult with your advisor if you are considering graduate school; some graduate schools will not recognize CR/NC grades for admissions purposes.

Best wishes for a successful quarter.....

[1] Selecting CR/NC in a second GE course may cause one of the two CR/NC GE's to fall out of its GE area in your Degree Progress Report and appear in "Course Credits Not Used." Review carefully.

First-of-Quarter Reminder to Students

Important Dates - Fall 2019

Dear Students:

As the Fall 2019 term begins, the Office of the Registrar would like to call your attention to a few items.

Since students are ultimately responsible for their schedules, please take a few minutes to review the information below.

First, **be sure to drop any class you no longer intend to take**. You may have heard that instructors will automatically drop you from a class if you do not attend on the first day. This is not true in all cases as some instructors "line drop" while others do not. Important Dates for the Fall Term

Tuesday, September 24 - Waitlist process runs for the last time at noon. If not enrolled, will need

Permission Number.

Monday, September 30 at 5:00 p.m. – Deadline to log in and adjust your PolyPlan to avoid being placed in the last registration rotation for Winter 2020. The Office of the Registrar is open until 5:00 p.m. for in-person assistance

Monday, September 30 at 11:59 p.m. - Deadline to add, drop, edit, choose Credit/No Credit grading option and edit variable units (please discuss with instructor first to determine appropriate units).

If you have questions, please contact the Student Line at 805-756-2531.

For information about student fees and deadlines, please visit https://afd.calpoly.edu/fees/ or call Student Accounts at 805-756-1428.

Thank you,

Breaking News

New Website Coming Soon:

https://registrar.calpoly.edu/registrar-calendar-scheduled-student-emails

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Discussion

Feedback: room for improvement?

Effect on your department and on students

Duplication of information

What communication strategies seem to work best?

Other?

Please fill out the survey!