
OFFICE OF THE REGISTRAR

NEWS & UPDATES

October 2008

Registration Controls

Registration controls or constraints (pre-requisites, pre-reqs with required minimum grade or test, co-requisites, seat quotas, limitations or reservations) and schedule notes maximize the efficiency of the registration process by insuring students are enrolled in appropriate courses. Placing controls on courses alleviates the need to review class lists and drop ineligible students.

Quotas may be placed based on college, degree, major, classification, special program code and multiple controls may have an and/or relationship.

Academic Departments who did not add registration controls or schedule notes to courses/sections during schedule development should submit requests for approval by their College Dean and processing by Deb in the Registrar's Office by Wednesday, October 8 for testing prior to registration.

Please contact Deb at x1768 or email dfleege with questions concerning registration controls. Careful consideration is advised before adding controls.

Attendance Tracking

Submitting your attendance records is important because we are required by federal statute to record the last day of attendance for students who have not continued or perhaps even started their class participation. This information also helps support a retention program to contact students who are not going to class to help assess their situation and provide support.

Instructions on submitting your attendance records online were sent through campus mail and email on September 25.

DATES TO REMEMBER

<i>Oct 3</i>	No classes
<i>Oct 6</i>	Graduation Applications due in Registrar's Office for Fall and Winter Intersession
<i>Oct 6</i>	Attendance records due
<i>Oct 13</i>	Registration for Winter Intersession and Spring begins
<i>Oct 24</i>	Class withdrawals end

Check It Out....

www.clarion.edu/registrar

The Registrar's web page has a link on the left for Faculty. You will find information on Web for Faculty, general education, the list of approved ITV and Web courses, the standard final exam schedule, Student Information System (SIS) guide. There are also links to the list of academic programs and academic department chairs.

There is also a link on the left with many of the forms used in the Registrar's Office.

Registrar Team News

We would like to welcome Jennifer Baumcratz to the Registrar's team. Jennifer will be working with academic and co-curricular transcripts, change of majors, and maintenance of our website.

PA TRAC

In July 2006, the Pennsylvania Department of Education (PDE) began implementing a seamless statewide transfer and articulation system required by legislation. Pennsylvania's 14 community colleges and the 14 universities in the Pennsylvania State System of Higher Education adopted mandatory equivalency standards for the purpose of creating at least 30 hours of foundation courses that can be easily transferred to any of the participating institutions and to establish an electronic portal for providing public access to transfer information.

The Pennsylvania Transfer and Articulation Center (PA TRAC) was created as a one-stop shop for transfer students, administrators and advisors/faculty. The web address for PA TRAC is www.patrac.org.

The site contains the following information:

- Information about the 30 hours of foundation courses (referred to as the 30 credit transfer framework);
- Transfer course equivalencies;
- College profiles for the participating institutions;
- Searchable databases such as Search by Institution and Search by Course; and
- Planning for Transfer Guidance.