

**SECTION III
RECORD KEEPING AND
COURSE REGISTRATION**

STUDENT RECORDS

Student records are considered official documents of the University of Illinois. Academic advisors receive such information as student test scores, advising audits, and copies of irregular attendance forms. This is private information and should be kept in a secure place.

Advisors should keep a record of all contacts with students, including telephone calls, correspondence, e-mail, and personal visits. Advising records are of vital importance to accurately assist students and help advisors have the most updated information when working with students. Because each student is developing a personal academic record, it is important to maintain clear records for students. Advisors develop personal preferences for maintaining advising records; however, it is important to remember to keep accurate and concise advising records in case another individual assumes responsibility for your assigned students. Academic advisor records of interactions with students could be used also for decision making by University officials.

Personal records also help you, the advisor, remember interactions with students. Questions, issues, agreements, directions, referrals to other offices or persons, recommendations for course selections, and requests for follow-up should all be recorded. At times, it may be useful to share a portion of your records with the student, such as to confirm an agreement.

It is the policy of the University of Illinois at Urbana-Champaign to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Therefore, the *Student Code* carefully outlines the policy on maintaining student files. As indicated in the *Student Code*, students have access to their educational records following the guidelines stated in Article 3, Part 6.

Files that can be identified with a particular student are part of the student's record. Notes in any medium, including e-mail and other electronic documents, that can be identified with a student are part of the student's record. A print-out of the record could be provided for the student at the student's request. Requests for records should be directed to the appropriate record custodian. Questions related to student records and FERPA should be directed to the Registrar.

RESOURCE INFORMATION

Student Code University of Illinois at Urbana-Champaign
<http://www.admin.uiuc.edu/policy/code/>

SCHEDULING AND COURSE SELECTION

Students at UIUC are expected to carry a minimum of 12 hours each semester. The average number of hours a student carries is 15, but students may take up to 18 hours. However, with College approval a student may take fewer than 12 hours (underload) or more than 18 (overload). An advisor should be aware that the University does not offer a part-time program and that repeated underloads may impact a student's eligibility for financial aid and continued enrollment. If there is any question whether a student is jeopardizing his or her financial aid, the student should be referred to the Office of Financial Aid at 620 East John Street, Champaign.

Most colleges have deadlines for completing specific requirements. It is the policy of the College of Agricultural, Consumer and Environmental Sciences that first-year/freshman students must: (1) complete any necessary prerequisite courses (for example, MATH 012, MATH 016, and CHEM 101) related to the campus General Education requirements and (2) be enrolled in a minimum of 14 hours, to include ACES 100 (fall semester) and a College of Agricultural, Consumer and Environmental Sciences introductory major course. No student will be allowed to begin their second year without successful completion of these requirements. Furthermore, it is required that ACES students will have fulfilled the Composition I requirement during their first year, students are strongly encouraged to complete their program's Quantitative Reasoning I (Math) requirement during the freshman year. No student will be allowed to begin their third year without successful completion of the Quantitative Reasoning and Speech Performance requirements. Upper-class students are also expected to make degree progress by completing required courses in a timely fashion.

It is advisable for students to complete as many required 100-level courses as possible before the end of the second year. Many of the 100-level courses are prerequisites for other required courses, and some are first in a sequence of as many as eight courses. The *Courses Catalog* and/or *Class Schedule* should be checked for prerequisites of courses.

Students have a maximum of ten (10) semesters, not including summer sessions, to complete degree requirements. Exceptions to this ten-semester limit may be granted only in cases in which a student provides clear and convincing evidence explaining why an additional semester (or semesters) are needed. Such cases should be brought to the attention of an Assistant Dean in Academic Programs, 104 Mumford Hall, as early as possible when the student realizes he/she may need additional time to complete the degree. Additional semesters will not be granted to complete a minor. It is the advisor's responsibility to know deadlines and EGTs, and how these can impact a student's course selection.

Course selection is determined not only by a student's major, prerequisites, and deadline requirements but also by his or her year in school. A student who changes majors and/or colleges two or three times is not going to be selecting courses in the same way as a student who matriculates and graduates in the same major. Departments that do not offer every course each semester provide yet another challenge to the advisor in keeping abreast of offerings and sequencing so that a student can complete a degree in a timely fashion.

At approximately the midpoint of each semester, students select courses for the following semester. Prior to this early registration period, students should meet with their academic advisor to discuss remaining degree requirements, and then to schedule classes using the UI-Integrate Self Service system at their assigned time during the early registration period. Students have immediate access to their

schedules via UI-Integrate Self Service upon registration. Registration instructions can be found on the Office of Admissions and Records website. An itemized assessment of tuition and fee charges are available online via UI-Integrate Self Service approximately 10 days prior to the first day of instruction for each term.

The deadline for adding courses to a schedule is the end of the second week of classes. The end of the eighth week is the deadline for dropping a full-semester course. The end of the fourth week is the deadline for dropping an eight-week course. Failing a course is not an acceptable reason for dropping it after the specified deadline in the semester. A petition may be submitted to the ACES Academic Programs office requesting the drop of a course after the eighth week of classes if there are documented extenuating circumstances to consider; however, there is no guarantee the request will be granted.

Students who wish to take courses at other institutions and have the credits transferred to the University of Illinois should consult the transfer credit website, www.transfer.org. When there is any doubt or confusion based on the websites information, students should follow up with ACES Academic Programs office before enrolling to make sure that each course can be transferred and is also applicable to the program of study. Also, the student should be made aware of residency requirements when requesting to take a course at another institution.

RESOURCE INFORMATION

ACES Advising Calendar

<http://www.aces.uiuc.edu/calendar/>

UIUC Courses, Schedules, and Requirements

<http://courses.uiuc.edu/>

UIUC Office of Financial Aid

<http://www.osfa.uiuc.edu/>

UIUC Office of Admissions and Records

<http://www.oar.uiuc.edu/>

REGISTRATION

Before early registration, students should seek advising appointments in order to create a schedule for the next semester that will allow them to make satisfactory progress toward their degree.

The UI-Integrate Self Service registration process is fairly self-explanatory. If students come to an advisor because of difficulties in using the system, the Office of Admissions and Records website for Current Students should help you, the advisor, on-line registration system.

Registration Procedures

Registration Time Ticket

All eligible continuing and re-entry students are assigned a registration time ticket according to priorities established by campus policy. Each semester before early registration, students will receive an e-mail from OAR instructing them to check their UI-Integrate Self Service accounts to view their registration times. This is the earliest time a student can use UI-Integrate Self Service registration for the term.

Within each priority grouping, registration times are assigned in intervals first by the number of hours earned plus the number of hours (if any) in progress. Further assignment, as necessary, is done randomly by student ID number.

Eligibility to Register

In general, students currently enrolled in UIUC degree programs can register early for the subsequent semester. Students may *not* register early if they are

- a part-time, non-degree student;
- a graduating senior, unless admitted to a UIUC graduate or professional for the subsequent semester; or
- a student newly admitted to a UIUC degree program (information about initial registration procedures will be included with the Notice of Admission packet).

Advising Hold

Academic advising is recommended for all students and is required in most programs. An advising hold may be placed on a record if a student is in a college or department in which advising is a mandatory prerequisite to registration or at any point that an advisor believes it is necessary. In such cases students must complete an advising session before the college or department will clear the hold to enroll using UI-Integrate Self Service.

Other Holds

Academic and administrative offices may place holds on students for academic reasons, funds owed to the University, judicial reasons, and for failure to meet medical/immunization requirements. If a hold is on a student's record, it should be resolved with the appropriate campus office as soon as possible. Students will be informed of any hold(s) each time they access UI-Integrate Self Service to perform a restricted action. A hold can prohibit a student from participating in early registration, and a student cannot perform any restricted action on any of the three University of Illinois campuses until the hold is resolved.

Enrollment Requirements and Prerequisites

Many courses carry prerequisites and other enrollment requirements such as “consent of instructor,” “enrollment limited to majors,” “seniors only,” or “honor students.” These requirements are listed with each course and many are computer controlled. Students are expected to comply with these prerequisites and enrollment requirements. Failure to do so may result in a student being removed from the course. Questions regarding these requirements should be directed to the teaching department. To ease student frustration when registering, it is advisable for the student to have both the Class Schedule, which more specifically outlines enrollment restrictions, and UI Integrate open on their computers so the Class Schedule can easily be consulted as necessary.

“Authorization Only” Courses

Some courses require departmental authorization prior to registration. If a student is interested in an “authorization only” course listed in the *Class Schedule*, he or she should consult the teaching department before registration. If the student meets the enrollment requirements for the course, the department will authorize (on-line) the student to enroll in the course. The student, in turn, must register for the course using UI Integrate Self Service.

Maximum/Minimum Enrollment Levels

The maximum amount of credit for which an undergraduate student can enroll without special overload approval from his or her college office is

Fall and Spring Terms 18 hours

Summer Session 1 4 hours

Summer Session 2 9 hours

If an ACES student wishes to enroll above the established maximum, the student must receive written approval from his or her academic advisor. The approval is to be submitted as part of the Request for Enrollment in More Than 18 Hours form to the ACES Academic Programs office.

Enrollment below the minimum may jeopardize financial-aid status, progress toward a degree, or visa status, if an international student. Full-time enrollment for undergraduate students is 12 or more hours. College of ACES undergraduate degree-seeking students are required to be enrolled full-time, unless approval has been received by their advisors and the ACES Academic Programs office.

During the fall and spring semesters, full-time undergraduate students will not be permitted to reduce their credit load below 12 hours after the first day of instruction. Students enrolled for fewer than 12 hours will be identified and given an opportunity to rectify their situation. If they are not granted permission, or they do not register for additional hours to meet the 12 hour minimum, they will have a College Hold placed and could ultimately be dropped.

Credit/No-Credit

The credit/no-credit grading option is designed to encourage students to explore areas of academic interest that they might otherwise avoid for fear of poor grades. Credit/no-credit is allowed for elective classes only. Credit/no-credit courses are not counted toward the grade-point average but are included as part of the total credit hours and are assessed as credit hours. All students considering this option are cautioned that many graduate and professional schools consider applicants whose transcripts bear a significant number of non-grade symbols less favorably than the applicants whose transcripts contain none or very few. Likewise, in computing a preadmission grade-point average, some schools may convert the NC symbol to a failing grade because they do not know whether the actual grade was a D or F.

Instructors are not informed which students in their classes are taking work under the credit/no-credit option, and they report the usual letter grades at the end of the course. These grades are automatically converted to CR or NC. Grades of C- or better are required to earn credit.

The credit/no-credit option is *not* available to the student on UI Integrate Self Service. ACES students wishing to elect this option must receive approval from their academic advisor and the ACES Academic Programs office.

Policy on Intercollege Transfer

An intercollege transfer applicant is one who is currently registered in an undergraduate college at UIUC and who wishes to be considered for admission to another undergraduate college at UIUC. Intercollege transfer applicants are considered on the basis of the intercollege admission requirements of the new college and availability of space in the chosen programs.

The campus has designated two periods each term for intercollege transfer. They are

- two weeks prior to the beginning of the early registration period for each term;
- one week prior to the start of instruction for the term and through the first week of instruction.

Students who intend to apply for intercollege transfer should do so within these designated time frames because access to certain courses depends on college enrollment.

ACES ICT Information Policy

The College of ACES operates under a departmental ICT policy. Both intra- and intercollege transfer applicants should be referred to departments. Some departments use a formal application process and others use the College ICT form. Whichever method is used, it is important that the applicant finalizes the intra/intercollege process by “registering” in the Academic Programs office. This serves two purposes:

It allows the Academic Programs staff to electronically ICT the student using UI-Integrate, and it provides the opportunity to collect personal information from the “new” ICT student to build an advising file. See the *ICT Students* section of this handbook (page IV-14) for detailed information.

First-semester students in the College of ACES who meet College and Departmental eligibility requirements may change their concentration within the same major effective for their second term of enrollment in the College using the Inter/Intra-

Collegiate Transfer (ICT) Form. ICT forms will be accepted and processed in 104 Mumford Hall during both the mid-semester ICT period and beginning-of-semester ICT period for this purpose.

For those concentration changes submitted during the mid-semester ICT period, just as with any curriculum change during the mid-semester ICT period, the curriculum change is conditional upon the understanding that the student must meet and maintain the minimum eligibility requirements as established by the College and the Department.

Departments will have the discretion, just as with other ICTs, on 1) Whether or not to approve these requests and 2) How to handle those students whose performance in the current term might cause them to fall below minimum ICT requirements.

Student Health Insurance

The University Board of Trustees requires that all students be covered by a health insurance plan. Either the University's Student health insurance plan or a plan determined by the University to be an equivalent plan. Requests for exemption from the health insurance fee, purchase of dependent coverage, etc., are limited to specific time periods at the beginning of each semester. See the UIUC Student Insurance website for deadline dates and instructions.

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Student Code University of Illinois at Urbana-Champaign

<http://www.admin.uiuc.edu/policy/code/>

UIUC Student Insurance

<http://www.si.uiuc.edu/>

UI-Integrate Self Service

<https://apps.uillinois.edu/>

UIUC Courses, Schedules, and Requirements

<http://courses.uiuc.edu/>

ADDING/DROPPING COURSES

Students with legitimate reasons for making a change in a course schedule after classes begin may do so by accessing the UI-Integrate Self Service registration system, as long as the student does not have a registration hold in place.

The following general regulations apply to the adding and dropping of regular semester-length courses; refer to sections on advising specific classifications of students for additional information.

Adding Courses

Students may add new full-semester courses during the first ten days of instruction of the semester (refer to the *Class Schedule* for exact dates). Students may enroll in up to 18 hours before needing an overload approval. Advisors should pay special attention to the total number of hours and the content of the courses included in a schedule the student will have before approval for a course overload is recommended. To request an overload, a student must submit to the ACES Academic Programs office a completed Request for Enrollment for More Than 18 Hours form (available in 104 Mumford), which must include approval from the academic advisor. If the request is approved, the student's on-line registration account will be updated accordingly so the student may add the overload hours/course via UI-Integrate Self Service.

Dropping Courses

Full-semester courses may be dropped without academic penalty *during the first eight weeks* of the semester and eight-week courses may be dropped during the first four weeks of the course, as long as a hold is not in place. (After this date a grade of W will be assigned to any course approved for drop by special action of the Dean). Keep in mind, that the system does not currently enforce enrollment of 12 or more hours, nor does it prevent a student from dropping individual courses prior to the 8th week. The following requirements are practice and policy enforced by reporting and manual monitoring. Students not falling below 12 hours should seek the advisor's approval to drop a course, and they can then drop it using UI-Integrate Self Service. Students dropping below 12 hours (part-time status) will be required to petition for part-time status and obtain permission of the Associate Dean's office (Academic Programs) for such transactions. Students on academic probation cannot drop below 12 hours. Dropping courses required in the student's major field or dropping to part-time status will be allowed only under extenuating circumstances. Each advisor is asked to evaluate those extenuating circumstances. Information the advisor may find helpful in advising students whether or not to drop a course includes:

- the student has talked to the instructor about his or her concerns;
- the student is on probation;
- it is a required or non-required course;
- dropping the course will delay graduation;
- if the student's financial aid package will be negatively affected by reducing the number of credits, and/or;
- extenuating personal circumstances a student may be facing.

Seldom will two situations be the same; the advisor should use discretion in making a final recommendation. A few guidelines, as listed below, may be helpful.

- Personal problems such as illness, family problems, or other situations at times interferes with school. A discussion with the student regarding the nature, extent, and duration of the problems may be helpful. Encouragement to seek health assistance or other support resources might be desirable.
- Failing a course is not reason in itself to drop a course. Guidance from the

professor, tutoring assistance, reduction in working hours, etc., should all be pursued as routes for possible assistance.

If the student is dropping an independent study or special problems class, the instructor or faculty member supervising the project should be notified. If the student should assume this responsibility for this notification.

In initial course selection, students should not be encouraged to request an overload with the intention of dropping a course during the first part of the semester. This practice often results in space being available in a class after the deadline to add a course has passed, thus resulting in inefficient use of resources and other students not being able to enroll in desired courses.

Note on Dropping Courses

Increasing numbers of students have received guaranteed loans to pay for a portion of their education. Guaranteed loan “progress toward graduation” rules are very strict. In the past, a student must have had 30 hours to have it renewed for a second year, 60 for a third, etc. Although such rules are subject to change, students should be encouraged to verify how a course drop may affect such loan eligibility by contacting the UIUC Office of Financial Aid.

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ACADEMIC PROGRESS TRACKING

As an advisor, you will have access to UI-Integrate Self Service for Advisors (<https://apps.uillinois.edu/selfservice/>). This will provide a real time access point to your assigned advisees' addresses, phone numbers, curriculum information, academic standing, class, terms attended, expected graduation term, hold information, and an unofficial transcript, including in-progress credit. You can also email individual advisees or your entire advisee list using links in UI-Integrate Self Service. UI-Integrate Self Service for Advisors will allow you to identify advisees' curriculums and completed coursework, as well as, which courses they are currently taking.

Each enrolled student has access to UI-Integrate Self Service for Students (<https://apps.uillinois.edu/selfservice/>) where they can view their academic history transcript, any current or future term class schedules, and their assigned primary academic advisor's name. They also have access to run their own unofficial degree audit report using DARSweb for Students from the Office of Admissions and Records website (<http://www.oar.uiuc.edu/current/dars/index.html>). It is the student's responsibility to thoroughly check the academic audit to be sure it reports credits, courses taken, and other information as he or she believes it should. Students should confer with their academic advisor regarding any questions about the program requirements. The staff of the ACES Academic Programs office is also available to assist with these issues.

All Advising Coordinators have access to run unofficial degree audit reports using DARSweb for Advisors from the Office of Admissions and Records website (http://www.oar.uiuc.edu/staff/systems/dars/dug/weboption_instruct.html). This allows the departments to run current audits for their students, as well as, "what-if" audits for students outside their department who may be interested in an inter-college transfer, or a change of major. Advisors are encouraged to have students print a copy of their unofficial audit and bring to all advising appointments. Official audit copies can be obtained upon request from the Admissions and Records Officer in Academic Programs.

There are other tools available to support advising activities such as view only access to Banner Administrative Forms, EDDIE reports, and ViewDirect reports, however, UI-Integrate Self Service and DARSweb are the most widely accessible and most helpful to the general advising community within ACES.

The Degree Audit Report

The degree audit report generated in DARSweb is a tool for plotting a student's progress toward the degree currently being pursued in the College of Agricultural, Consumer and Environmental Sciences. All students enrolled in the College of ACES, especially those who have earned 45 hours or more of credit (including courses in progress), should be strongly encouraged to periodically review their unofficial audit using. Although the College has made every effort to verify the accuracy of the audit reports, they should be viewed as an advisory tool. If there are inconsistencies in the audits or if they are confusing to you and your advisee, please contact the Admissions and Records Officer in the ACES Academic Programs office for clarification.

The audit is divided into several sections. Headings for the sections may vary somewhat among different curricula. In general, the sections will be labeled as general education or major categories, with additional descriptions where possible. The requirement for each section may be stated in terms of hours or courses required. The use of "sub-groups" may also be found to distinguish categories of courses within a section. For each course entry, the term that it was taken, along with the grade and hours earned, will be noted. If it was earned as transfer credit, the course identifier and institution will be noted. A course currently being taken will be given an "IP" designation (a legend of

abbreviations appears at the end of the audit).

For each section, a designation of “OK” or “NO” will appear in the upper left corner to show if that section has been completed. The presence of a “+” indicates that the sub-group requirement has been fulfilled. If the section has deficiencies, the presence of a “needs:” statement in the section will identify where the deficiency occurs. Where deficiencies exist, a listing of courses to be chosen from to fulfill the requirement will sometimes be provided.

The final section provides a composite, chronological summary of all courses taken. The total number of hours earned and the cumulative GPA are both noted at the top of this section. Courses not applicable for degree requirements or not mapped will appear at the end of the report, but these should be minimal.