

REGISTRAR'S QUICK REFERENCE GUIDE for REGISTRATION ADJUSTMENTS AND ROLL VERIFICATION

Subject	Information
Course-Add Request	<p><i>A student wants to add a course or credit hours after registration is closed.</i> All registration adjustments (adds/drops) after registration closes at the end of the first week of classes MUST have approval of the department. It is at the discretion of the faculty member and department to approve a course add. If approved, the request should be submitted through the registration adjustment process for faculty and departments.</p>
Course-Drop Request	<p><i>A student wants to drop a course after registration is closed.</i> Students are responsible for dropping courses prior to the semester start and during the first week of classes. After late registration, the withdrawal period begins. <i>A faculty member should not submit a drop on behalf of a student unless the faculty member is informing the student he/she cannot remain in the class for academic reasons; otherwise, since the student held the seat, the request will be processed as a withdrawal.</i> While dropping a student allows the charge for the course to be removed, it may still effect the overall financial aid the student receives and may slow progression toward degree completion.</p>
Course-Withdrawal Request	<p><i>A faculty member would like a student withdrawn from his or her class.</i> When a faculty member determines that a student is in violation of one of the class policies (for example, has missed a required assignment or has excessive absences), that faculty member may withdraw the student from the course. This type of withdrawal should be submitted through the registration adjustment process. If the student is no longer attending, information for that type of withdrawal is collected during roll verification.</p> <p>Undergraduate students withdrawn prior to the midpoint of the course will be assigned a grade of W unless he/she has exceeded the maximum number of withdrawals allowed (six). Graduate students withdrawn prior to the midpoint of the course will be assigned a grade of W or WF at the discretion of the instructor. All students withdrawn by the instructor after the midpoint of the course will be assigned a grade of WF. Note that a WF is treated as an F for GPA calculation purposes.</p>
Emergency - Withdrawal Request	<p><i>A student states he/she has a personal emergency and needs to immediately withdraw and does not want a 'W' to count against him or her.</i> Refer him/her to the Dean of Students office to discuss eligibility for an emergency withdrawal.</p>
Difference between -W and W Grade	<p><i>What is the difference between a -W and W grade?</i> The -W grade indicates the student was withdrawn for lack of attendance during roll verification. This is noted on the back of the transcript. The hours are not calculated in attempted hours, so it does not negatively impact the student's grade point average. The -W withdrawal grade does not count toward the limit of six withdrawals for undergraduates.</p> <p>The W grade is student initiated on PAWS or initiated by the faculty member during registration adjustment for academic reasons or during roll verification when a student stopped attending. The W grade does count toward the limit of six withdrawals for undergraduates.</p> <p>Students withdrawn due to nonpayment will receive the grade of W as well. The W grade for nonpayment does not count toward the limit of six withdrawals for undergraduates.</p>
DFW Rate	<p><i>Will conducting roll verification or the withdrawal for non-payment effect the DFW rate?</i> Withdrawals based on a student never attending (-W) and withdrawals for nonpayment by student accounts (W) are not counted in the DFW rate.</p>
Grade -W	<p><i>A student comes to you indicating that the grade of -W (never attended) should be a drop, since he/she did not attend the class.</i> The transcript must accurately reflect what occurred. If the student did not officially drop the course and the professor did not request the student be removed from the class for academic reasons at the start of the term, then the status is a withdrawal. Students are responsible for dropping course(s) by the last day of late registration. If a student does not initiate a drop and held the seat, then any subsequent action by a professor or student is considered a withdrawal.</p>
Roll Verification	<p><i>An error was made during roll verification.</i> When student records are adjusted from roll verification, the Registrar's Office sends faculty a list confirming what was reported. If an error was made, the faculty member has the opportunity to report this through a registration adjustment email. We ask that faculty do so before grading opens for the term.</p>

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Roll Verification	<p><i>A student in an online course may not be attending and you need to complete roll verification.</i> The course attendance policy should be on the syllabus. Faculty need to accurately report what has occurred. Is there any record of student active participation, i.e. student having signed on to D2L and having commented, student having participated in a discussion online, student having submitted work or questions? Simply logging into a course is not academic related activity. Students are required to submit an assignment or actively participate in an online discussion regarding academics. The United States Department of Education is very strict as it relates to online courses. We have to document that the student is engaged and completing the course assignments. If there is no indication a student participated, they should be reported as withdrawal never attended with the date as the first day of the semester. A grade of -W will post. If they participated but stopped, indicate withdrawal stopped attending and the date in which they last participated. A grade of W will post.</p>
Roll Verification	<p><i>A student comes to you to state they owe money because they were recorded on roll verification as never attending. They are asking that the record be adjusted to indicate they stopped attending or to grade them as failing.</i> You must accurately report what occurred. The student is responsible for dropping and withdrawing from classes. If the student did not drop the course the first week of classes, the student took the seat and incurred charges. A student reported as never attending receives a grade of -W indicating a withdrawal due to lack of attendance. Financial aid must be returned per federal regulations. Tuition and fees are prorated only if <u>all</u> courses are withdrawn prior to midpoint. Therefore, the student will owe.</p>
Roll Verification and Grade Submission	<p><i>The student is not appearing on the roster for roll verification or during grading.</i> Chances are the student was not officially registered for the class or was subsequently dropped for nonpayment and did not pay to reinstate his/her registration. Refer the student to the academic department to determine if there was an administrative error. The department will work with the Registrar's office to review the student's registration record.</p>
Grade Submission	<p><i>During grading the faculty member notices the student already has a withdrawal posted.</i> If the student already has a withdrawal grade posted, the reason will be listed on the grade roster along with the grade. If the student was reported during roll verification/attendance that they never attended, a grade of -W will be posted with that comment. If a W appears without the dash symbol, the student either withdrew, was reported as stopped attending during roll verification and the W has a comment as such, or the student was withdrawn for non-payment and the W has that noted. If a student was withdrawn for nonpayment, the student must be referred to Student Accounts for possible reinstatement. We will contact the professor when the course is reinstated to request the final grade.</p>
Semester Timeline	<p><u>Semester Timeline</u></p> <p>1st Week of Classes: Student Registration on PAWS (Late Registration) Note: After the first week of classes, the withdrawal period begins on PAWS.</p> <p>2nd Week of Classes: Drop for Non Payment by Student Accounts and Reinstatement</p> <p>3rd Week of Classes: Administrative/Faculty Registration Adjustments Begin to be Processed</p> <p>5th Week of Classes: Faculty Roll Verification/Attendance (required for financial aid)</p> <p>Midpoint: Last day for students to withdrawal on PAWS</p> <p>8th Week of Classes: Withdrawal for Non Payment by Student Accounts</p>
Contacts to Troubleshoot Issues	<p>Shari Piotrowski Schwartz, University Registrar, spiotrowski@gsu.edu or 3-2273</p> <p>Averil Smith – Senior Associate Registrar (Registration, Tuition Classification, NCAA, Veteran Services, Cross Registration, University level petitions concerning registration) asmith7@gsu.edu or 3-2258</p> <p>Sabrina Champion, Associate Registrar (Student Records, Grading, Graduation Audit) schampion@gsu.edu or 3-2260</p> <p>Darrick Owens, Associate Registrar (Enrollment Services Center - OSS) daowens@gsu.edu or 3-2259</p> <p>Louis Scott, Director of Financial Aid lscott01@gsu.edu or 3-2137</p> <p>Charmaine Daniels, Director of Student Accounts charmaine@gsu.edu or 3-2153</p>

