



# Scheduling and Classrooms

OFFICE OF THE REGISTRAR

# Things to know:

- ▶ You are in control of your course offerings.
- ▶ Your department admins are conduit to the RO for all things related to class scheduling and classroom assignments.
- ▶ We enforce university policies and assist your admins with the process.



# Things to know:

- ▶ Scheduling Protocols:
  - ▶ Spread out offerings over the day.
  - ▶ Required standard meeting patterns for courses.
  - ▶ Accomplish the best possible room utilization AND allows students to carry more credits.

# Things to know:

- ▶ Instructor of Record
  - ▶ VERY important to get this right!
  - ▶ This data controls
    - ▶ Canvas,
    - ▶ Course Evaluations,
    - ▶ Grading and Grade Changes
  - ▶ It is a FERPA violation to have extraneous people listed as instructor of record (in most cases).



# Using DuckWeb to Get Info to Students

- ▶ Faculty can add web links (up to three) to each CRN (great place to link syllabus!).
- ▶ Faculty can enter their office hours.

# Class Schedule Fall 2016

## Physics (PHYS)

120 Willamette, 541-346-4751  
College of Arts & Sciences  
[physics.uoregon.edu](http://physics.uoregon.edu)



[Class Schedule](#)  
[DuckWeb](#)  
[Course Materials](#)  
[Campus Map](#)

### Course Data

#### PHYS 171 The Physics of Life >3

4.00 cr.

Explores how physical laws guide the structure, function, and behavior of living organisms, and examines the physical properties of biological materials. Topics span microscopic and macroscopic scales.

Grading Options: Graded for Majors; Optional for all other students  
Instructor: Parthasarathy R   Office: 362 Willamette Hall  
Phone: (541) 346-2933  
Office Hours: 0900 - 0950 T Location: Willamette 362

\* Web-related Resources: [More Information on the Science Literacy Program](#) [Expanded course description](#)

CRN	Avail	Max	Time	Day	Location	Instructor	Notes
14979	0	54	1000-1150	tr	110 WIL	Parthasarathy R	*

### Academic Deadlines

Deadline Last day to:

### New Search

Find Classes

Reset

Subject:

not selected

Course Number:

CRN:

14979

Distance Ed/Off Campus:

not selected

Course Level:

not selected

Gen Ed Requirement:

# International Studies (INTL)

175 Prince Lucien Campbell, 541-346-5051  
College of Arts & Sciences  
[uoregon.edu/~isp/](http://uoregon.edu/~isp/)

[Class S](#)  
[Du](#)  
[Course M](#)  
[Camp](#)

## Course Data

**INTL 442 S Asia: Dev & Soc Chng >IC**

4.00 cr.

Introduction to the vast social changes and development issues confronting the South Asian subcontinent.

Grading Options: Graded for Majors; Optional for all other students

Instructor: Weiss A   Office: 307 PLC  
Phone: (541) 346-3245

Office Hours: 1000 - 1500 W Spring 2016

\* Web-related Resources: [Course website](#)

CRN	Avail	Max	Time	Day	Location	Instructor	Notes
<input type="text" value="16535"/>	<input type="text" value="26"/>	<input type="text" value="40"/>	<input type="text" value="1600-1720"/>	<input type="text" value="tr"/>	<input type="text" value="360 CON"/>	<input type="text" value="Weiss A"/>	<input type="text" value="*"/>

## Academic Deadlines

Deadline Last day to:

## New Search

Find Classes

Rese

Subject:

not selected

Course Number:

CRN:

Distance Ed/Off Campus:

not selected

Course Level:

not selected

Gen Ed Requirement:



# International Studies (INTL)

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[Du](#)  
[Course M](#)  
[Camp](#)

## Course Data

### INTL 434 Lang Iss Intl Studies

4.00 cr.

Explores the influence of language on policy issues in societies around the world relative to nationalism, identity, multilingualism, education, human rights globalization, and language spread and loss.

Grading Options: Graded for Majors; Optional for all other students  
Instructor: Carpenter K  Office: 356 PLC  
Phone: (541) 346-3888  
Office Hours: 1130 - 130 M or by appointment, 356 PLC

CRN	Avail	Max	Time	Day	Location	Instructor	Notes
<input type="text" value="16540"/>	<input type="text" value="27"/>	<input type="text" value="40"/>	<input type="text" value="1000-1150"/>	<input type="text" value="tr"/>	<input type="text" value="106 DEA"/>	<input type="text" value="Carpenter K"/>	<input type="text"/>

## Academic Deadlines

Deadline	Last day to:
September 25:	Process a complete drop (100% refund, no W recorded)
October 2:	Drop this course (100% refund, no W recorded)

## New Search

**Subject:**

**Course Number:**

**CRN:**

**Distance Ed/Off Campus:**

**Course Level:**

**Gen Ed Requirement:**



# Biggest issues

- ▶ Classrooms being locked: get a classroom key
- ▶ Faculty not sharing the passing time between classes
- ▶ Shenanigating
  - ▶ Making CRNs to help students avoid time conflict policy
  - ▶ Using TBA on 600-level courses so that class can meet with an UG class to avoid the cross-list policy
- ▶ Faculty teaching students who are not registered (everyone registers – even auditors)

# Where to get help


- ▶ Every classroom has a sign posted about how to get help
  - ▶ Janitorial
  - ▶ Broken/missing furniture
  - ▶ Media
- ▶ CMET
  - ▶ Projectors, speakers, DVD players
  - ▶ Canvas
- ▶ Please take the time to report problems.





# Grading

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Grading is not a  
faculty/student negotiation.



## Grades:

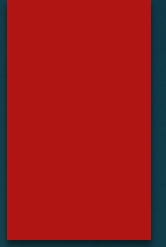
Grades are the faculty's assessment, using a standard UO rubric, of a student's learning/participation in a course during a specific academic period which is then recorded on the official transcript.

# Grade Culture: Addressing Grade Inflation

- ▶ UO Senate motion of April 13, 2011:
- ▶ By the end of Fall 2011, each department and undergraduate program shall have formulated a rationale for its grading practices and posted this on its official website.
- ▶ <http://gradeculture.uoregon.edu/>



# Common Questions/Confusion



# Plus/Minus

- ▶ 4.3
  - ▶ 4.0
  - ▶ 3.7
  - ▶ 3.3
  - ▶ 3.0
  - ▶ Etc...
- ▶ Yes, students can have a term GPA higher than a 4.0
  - ▶ Yes, students can have a cumulative GPA higher than a 4.0



# Pass, No Pass

## Pass\*, No Pass\*

- ▶ UG students: need a C- or better to earn a Pass or Pass\*
- ▶ Grad students: need a B- or better to earn a Pass or Pass\*

# Pass, No Pass

- ▶ P/NP: course offered for optional grading; student registers for the default option of graded and then changes the class to P/NP.
- ▶ UG students need 168 graded or P\* credits, so that means there's a limit of 12 credits of P/NP
- ▶ Deadline to change: end of week seven

# Pass\*, No Pass\*

- ▶ P\*/NP\*: course offered *only* as Pass/No Pass; student registers for the class and that grading option is already set.
- ▶ P\* grading option is why you see marks like I\*, W\*, X\* and Y\*
- ▶ UG students need 45 ABCD graded credits to graduate (and have to have earned a 2.0 minimum)



# Incompletes

- ▶ Student has to be doing passing work
  - ▶ C- for Undergrads
  - ▶ B- for Grads
- ▶ Student has some minor but essential course requirement outstanding for reasons acceptable to the instructor (like a final paper or exam).
- ▶ Faculty and student should develop a contract (what work is to be done and by when).

# Incompletes

- ▶ NO PLACEHOLDER grades!!!!
- ▶ NO telling the student to sit through the class in a future term to make up the work.
- ▶ NO telling the student to register for the class for a future term to make up the work.



# Incompletes

- ▶ For UG's, Incompletes change to F (whichever is earlier):
  - ▶ After one year
  - ▶ At the term of graduation application (whether the student graduates or not)
- ▶ For Grads, Incompletes must be made up in one year or a petition to the grad school is required.

# Y (Why, oh why, do we have a Y?)

- ▶ History
- ▶ Today: no basis for grade (student never showed up, never turned in homework, never took a quiz or exam; i.e., there is no basis on which to calculate a grade)
- ▶ Y does NOT mean “yes!”



# Other marks: AU, W and X

- ▶ AU: Student is enrolled for audit
- ▶ W: Student withdrew after day 6 of the term
- ▶ X: Grade has not been submitted and the grading deadline has passed

# Grade Changes

- ▶ Faculty on contract can change grades as late as 1 year after the term the original grade was posted so long as the student has not graduated.
- ▶ Legitimate changes:
  - ▶ Instructor Correction (grading error)
  - ▶ To submit a missing/late grade
  - ▶ To record a Student Conduct Sanction grade
  - ▶ To record the final grade for an incomplete



# Grade Changes

- ▶ Not Legitimate changes:
  - ▶ As part of a student negotiation, pressure
  - ▶ After allowing one student to re-do work in order to raise the final grade (did the other 35 students in the class get this opportunity?)
  - ▶ As a reward for enrolling in a second class with you
  - ▶ To help a student airbrush their transcript, save them from academic disqualification, etc. (no changing grades to Incompletes or grades to Y)

# Grade Changes

- ▶ Department Head Involvement
  - ▶ Countersign SGRs for faculty no longer on contract
  - ▶ Countersign SGRs for all grades more than one year old
  - ▶ Sign SGR if the faculty member is unavailable to enter a grade in DuckWeb



# Records are sealed...

- ▶ University of Oregon academic records are sealed thirty days after the conferral of a degree. After this date, changes to majors and minors, addition of departmental honors, removal of incompletes, grade changes, or other changes to an academic record cannot be made.

# Contested Grades: three steps

- ▶ Student tries to work out the issue with the faculty member.
- ▶ Student appeals to the head of the department. (you can change the grade but you don't have to).
- ▶ Student submits a Scholastic Review Committee Petition.





# FERPA Basics

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A little history...

▶ And why parents act the way they do...



# Definitions

- ▶ School Official
- ▶ Education record
- ▶ Education need to know
- ▶ Directory information

# Directory Information List

- ▶ your full name
- ▶ mailing and permanent address(es) and telephone number(s)
- ▶ e-mail address
- ▶ the fact that you are or ever were enrolled
- ▶ enrollment status (e.g., full-time, half-time or less than half-time)
- ▶ class level and majors/minors
- ▶ dates of attendance
- ▶ degrees, honors or awards received
- ▶ cumulative credit hours
- ▶ participation in officially recognized activities
- ▶ your status as a graduate teaching fellow and your teaching assignment, if applicable



# Consent Forms

- ▶ Four pieces to be valid:
  - ▶ What (information is to be released)
  - ▶ To whom
  - ▶ For what purpose
  - ▶ Signature and date (no emails!)
- ▶ **Even with consent, we are not required to disclose.**
- ▶ We have very few blanket releases here at UO
  - ▶ Oregon Child Support
  - ▶ Letters of Reference

# Parents

- ▶ Talk in generalities:
  - ▶ 90% is the cutoff for an A in my class.
  - ▶ Attendance policy is half a letter grade for each day missed.
- ▶ Tell parents to have their students set up a proxy account in DuckWeb.
- ▶ You can always:
  - ▶ Say that FERPA prevents you from sharing student information.
  - ▶ Refer parents to the University Registrar.



# Where to get help:

- ▶ Registrar's Home Page: Privacy link on the right side of the page:

<http://registrar.uoregon.edu/records-privacy>





APPLY VISIT GIVE

Class Schedule DuckWeb Find People UO Catalog Campus Map

# Office of the Registrar



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FACULTY & STAFF



# Office of the Registrar



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## Privacy

# Student Records Privacy Policy

Student records are protected by the Family Educational Rights and Privacy Act (FERPA), federal regulations which assign rights to students and responsibilities to educational institutions regarding students' education records. The Act governs the maintenance and release of information from those records.

To see how FERPA regulations apply to you, select a category.

## Students

## Parents

## Faculty & Staff

## Resources

## Student Records Privacy Policy For Students

# Where to get help:

- ▶ Call or email an expert
  - ▶ Sue Eveland, 6-3195, [seveland@uoregon.edu](mailto:seveland@uoregon.edu)
  - ▶ Brian Lowery, 6-7344, [blowery@uoregon.edu](mailto:blowery@uoregon.edu)
  - ▶ Jim Blick, 6-3246, [jblick@uoregon.edu](mailto:jblick@uoregon.edu)