# New Department Chair Training

**Resource Links:**

* ORR SharePoint site –all new chairs should have access to:
  + ORR Reports:

<https://team.indstate.edu/academic_affairs/ORR/Shared%20Documents/Forms/AllItems.aspx>

* + ORR University Shared Documents (new): <https://team.indstate.edu/academic_affairs/ORR/University%20Shared%20Documents/Forms/AllItems.aspx>
* ORR Website: <https://www.indstate.edu/registrar/faculty-staff-resources>
  + Annual Report: <https://www.indstate.edu/file/ay15-16-orr-annual-report-finalpdf>
* Office email (CRM)—allows the entire office to go in and respond to emails:

[ISU-ORR@mail.indstate.edu](mailto:ISU-ORR@mail.indstate.edu)

* Sign up for available trainings: <http://challenger.indstate.edu/workshop/registrar/>
  + Argos-access to departmental tools: enrollment data, major listings, etc…
  + MySAM
  + Curriculog
  + Schedule of Classes
  + Final/Interim Grading
* Online FERPA Training (skillport). This is the link that speaks to what and how to access e-learning: <http://www2.indstate.edu/humres/docs/SycamoreELearningFAQ's.pdf>

Course Name: FERPA for Higher Education

ID: lchr\_01\_a85\_lc\_enus

* Registration: What to do when they seek you out this first week wanting into a class; paper registration forms should only be used when the online system is no longer available:
  + Banner over-ride capability (SFASRPO), online training available: <https://statevids.indstate.edu/Login.aspx?returnUrl=%2FPlay%2F12322>
    - Class Capacity
    - Class Restriction
    - Co-requisite
    - Major Restriction
    - Pre-requisite
    - Student Attribute
    - Time Conflict
    - Duplicate Course
    - College Restriction
    - Department Restriction
* Departmental Transfers and impact on timing: <https://www.indstate.edu/sites/default/files/media/Documents/PDF/faculty-resources-Departmental-Transfer-Guidelines.pdf>
* Sycamore Express (one-stop answers for currently enrolled students):

<http://www.indstate.edu/express/menu.htm>

* Curriculog—On-line Program and Course Proposal Software: <https://indstate.curriculog.com/>
* Proxy Access (What non-directory information can be shared with others): <http://www.indstate.edu/proxyaccess/>
* Banner (student information system): <https://banforms.indstate.edu:4443/forms/frmservlet?config=prod> , Banner Shortcuts Documentation Available.
* MySAM (degree audit and suite of tools) direct link: <https://dw-app-002.indstate.edu/>
* Argos (reporting tool): <https://argos.indstate.edu/argos/>
* Transfer Equivalencies (until self-service system is available): <https://team.indstate.edu/academic_affairs/ORR/University%20Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Facademic%5Faffairs%2FORR%2FUniversity%20Shared%20Documents%2FTransfer%20Equivalencies&FolderCTID=0x012000C3F9C453EF0FE04F84B66032DC0209AC&View=%7B896A3C9D%2D9B02%2D4F1C%2DBD71%2D4730CE4B6E4B%7D>

**Informational Items:**

* 8 week part of terms: different add/drop/withdrawal deadlines and online capabilities
* Importance of having grades turned in on time
  + Impacts: Graduation, dean’s list, academic standing, registrations for the next term
* Issues and concerns with FERPA violation
  + Report any violations to the Registrar
  + If there is a need for training, please reach out
* Importance of 3 week attendance
  + If a student is reported as not attending all of their classes, they will be administratively withdrawn
  + Impacts Student Financial Aid
* Schedule of Classes Responsibilities
  + Required Training (December/January)
  + Updating Rooms if instructor decides to move classrooms
  + Not allowing students to sit in a class they are not registered

**New:**

* Just a reminder both graduate and undergraduate students apply for graduation online through the MyISU Portal.
* Our Schedule of Classes Bulletin has been replaced with the Academic BLUEprint (same software as our academic catalogs) : <https://catalog.indstate.edu/>
* Change of degree workflow: All undergraduate students (regardless of college) can initiate a change in catalog year, degree, major, minor, concentration through the MyISU Portal.
* All undergraduate students should now be using MySAM (DARS is being eliminated)
* Change of Grade’s are now processed through the MyISU Portal.
  + ***Change of Grade Approval for graduate students:***  the academic college dean will be the approving body once systematic changes have been updated; associate deans will be notified once the changes are effective in the workflow system (policy will need to go thru the appropriate approval process to change the language in the catalog). This will work like the undergraduate change of grade approval.
* Transfer work is now evaluated through banner, rather than DARS
* To accommodate changes to baseline fee assessment, the following banner codes have been impacted: campus, instructional method, schedule type, and session codes.
* ***Scheduling Authorization and Overrides for graduate students:***  the academic college dean will now be the approving body, effective Fall 2017.

**Future:**

* Degree Maps in MySAM and registration to transition to EduNav
* Online “Student Advisor Profile”
* Banner will be converted to a new look and feel (might impact some of your processes), 2017-2018
* Graduate Degree Audits in MySAM
* Student Transfer Articulation Self-Service page
* Change in Graduate Transfer processes (assist with posting credit on the front end)

8/9/17