

# Registrar's Office Advising Guide

*The Role of the Registrar's Office in the Teaching and Advising Process*

## Contents

Helpful Links and Resources .....	3
Teaching .....	4
Creating a Course .....	4
Creating a Section of a Course .....	4
Modifying a Course or Section .....	4
Accessing Class Rosters .....	5
Submitting Midterm and Final Grades .....	5
Submitting Graduating Senior Grades .....	6
Degree Completion Plan .....	6
Issuing Incompletes and Requesting Grade Changes .....	6
FERPA .....	6
Advising .....	8
Registering Students .....	8
Holds and Other Registration Problems .....	8
SOAR, First-Year, and Transfer Student Registration .....	9
Degree Plans .....	10
General Degree Requirements .....	11
Core Requirements .....	12
TREK Requirements .....	13
Major Requirements .....	13
Electives .....	13
Adding, Dropping, and Modifying Classes .....	14
Independent Study .....	14
Repeat/Replace .....	14
Transferring Credit .....	15
Study Abroad .....	15
Major/Minor and Advisor Changes or Additions .....	15
Withdrawal or Leave of Absence .....	16

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Academic Petitions.....	16
Probation, Suspension, At-Risk, and Restricted Activity.....	17
Dean’s List, Institutional Honors, and Departmental Honors .....	17
BannerWeb for Faculty and Advisors.....	19
Faculty Self Service.....	19
Advising .....	19
Instructing .....	19
Faculty and Advisor Tools .....	20
Course Rosters .....	20
Advising List.....	20
Advisor Grades .....	20

## Helpful Links and Resources

Faculty Forms: [centenary.edu/registrar/facultyforms](https://www.centenary.edu/registrar/facultyforms)

Student Forms: [centenary.edu/registrar/forms](https://www.centenary.edu/registrar/forms)

Advising FAQs: <https://www.centenary.edu/directories/offices-services-directory/provost-2/academic-advising-2/faqs-about-advising/>

Advising Information: <https://www.centenary.edu/directories/offices-services-directory/provost-2/academic-advising-2/advising-for-faculty-and-staff/>

Registrar's Office FAQs: <https://www.centenary.edu/directories/offices-services-directory/registrar/centenary-edu-faq/>

Faculty BannerWeb Guides and Tutorials: <https://www.centenary.edu/directories/offices-services-directory/information-technology/bannerweb-self-service-resources-2/faculty-bannerweb-resources/>

Provost's Office Information for Faculty and Staff: <https://www.centenary.edu/directories/offices-services-directory/provost-2/information-for-faculty/>

Information on SOAR Advising: <https://www.centenary.edu/directories/offices-services-directory/provost-2/academic-advising-2/advising-for-faculty-and-staff/soar-and-first-year-advising/>

Academic Policies: <https://www.centenary.edu/about/policies-procedures/academic-policies/>

Academic Calendar: <https://www.centenary.edu/academics/academic-calendar/>

Academic Catalog: <https://www.centenary.edu/academics/academic-catalogue/>

Class Schedule (BannerWeb): <https://bannerweb.centenary.edu/StudentRegistrationSsb/ssb/registration>

Academic Petition System: <http://apps.centenary.edu/petition>

If you have any questions, please call the Registrar's Office at (318) 869-5146 or email [registrar@centenary.edu](mailto:registrar@centenary.edu).

## Teaching

The Registrar's Office is responsible for many duties which directly impact course instruction. There are many processes that must occur before a course can be offered and students can enroll in it.

### Creating a Course

First, the instructor must submit a course proposal to the Academic Policy Council (APC). The Course Proposal Form can be found here: <https://www.centenary.edu/directories/offices-services-directory/provost-2/information-for-faculty/course-proposals/>.

APC then votes on whether to approve the course or ask for revisions. Once it's approved, the proposal goes to the Registrar's Office so that the course can be created in Banner.

The Registrar's Office maintains courses on two levels: catalog level and section level. A course must be created at catalog level before it can be offered as an individual section. Once a course is built at the catalog level, it often goes unchanged for long periods of time. Each year, we strive to make sure the Banner catalog matches the official catalog. This is why it's very important that departments review their section of the catalog carefully and report any changes to the Provost's Office so that the next year's catalog can be updated and so that the Registrar's Office can make the same changes in Banner. If the changes aren't properly communicated to the right people, they can't be made.

Using the Course Proposal as a guide, the Registrar's Office builds the approved course at the catalog level in Banner. Much of this information, such as the subject, course number, title, number of hours, course type, prerequisites, corequisites, and course descriptions stay the same from term to term. Once a course is built at the catalog level, this information is carried over when a course section is created.

### Creating a Section of a Course

Sections are created upon request, via two methods. One is the main course schedule submission, which usually happens in February for the Fall term and in September for the Spring term. The other method is via the Faculty Scheduling Form found on the faculty forms page ([centenary.edu/registrar/facultyforms](https://www.centenary.edu/registrar/facultyforms)). This is for changes or additions requested after the main course schedule has been created.

### Modifying a Course or Section

Changes to an existing course must be approved by APC and then submitted to the Registrar's Office to be made in Banner and to the Provost's Office so that the catalog can be updated. The Course Revision form can be found on the Provost's "Information for Faculty" page under "Proposal Forms" here: <https://www.centenary.edu/directories/offices-services-directory/provost-2/information-for-faculty/>.

Section changes, such as changing a time, location, or instructor, should be made using the Faculty Scheduler. If the Provost's Office approves, the Registrar's Office will make the changes.

Registering students will be covered in the advising section. At present, students meet with their advisors to register for classes. Students are not able to register themselves. Only a student's primary advisor can register them, although all of a student's advisors will have access to their academic history in BannerWeb.

## Accessing Class Rosters

Class Rosters can be found in BannerWeb in multiple places, but accessing the Apex report will yield more information, such as a student's advisor, which is required when submitting an Incomplete or Grade Change form.

To access the class roster via the Apex report, follow these steps:

1. Log into BannerWeb
2. Click on Faculty and Advisor Tools
3. Click on Course Rosters
4. Click on Term Code and select the correct term from the list
5. Click on Choose Class and select the correct course from the list
6. Click on Display Class Listing to view the results

Note: You must select both the term and a class before clicking Display Class Listing, or it will instead say "No data found."

## Submitting Midterm and Final Grades

While many instructors use Canvas, those grades are not official and do not carry over to Banner. Midterm and final grades must be submitted in BannerWeb.

Instructors are required to submit all midterm grades by the date and time specified on the Academic Calendar. For deficient grades (D, F, NC, etc.) note the student's last date of attendance.

Final grades must be submitted by the date and time specified on the Academic Calendar. All grades must be submitted before the Registrar's Office can roll the grades. Rolling grades is a process in Banner. It is what makes grades official. Students will not be able to view their grades in BannerWeb until grades have been rolled.

The last date of attendance must also be submitted in BannerWeb for all deficient grades.

The majority of courses are designed to receive a letter grade (A, B, C, D, or F). Some courses are graded on a pass/fail or credit/no credit basis. This designation is usually made at the catalog level. Students may also choose to take a class that normally receives a letter grade on a pass/D/fail basis. In this case, an instructor will enter the letter grade the student earned, but Banner will display the grade as P (pass) for grades of A, B, and C. D and F remain the same.

Instructors cannot enter an I (incomplete) grade. They must contact the Registrar's Office and submit an Incomplete form.

At the end of the term, the Registrar will enter incompletes, process repeat/replace requests, and determine academic standing. Students on the Dean's List are reported to the Provost's Office so that letters can be mailed and to Marketing for press release. Students with negative academic standing (probation, at-risk, suspension, etc.) are reported to the Provost's Office so that letters can be mailed and advisors and other relevant personnel can be notified.

After final grades have been submitted and rolled, advisors can view their advisees' grades in BannerWeb by following these steps:

1. Log into BannerWeb
2. Click on Faculty and Advisor Tools
3. Click on Advisor Grades
4. Click on Term Code and select the correct term from the list

## Submitting Graduating Senior Grades

Please note that at the end of the Spring term, graduating senior grades are due earlier than the rest of the grades. This is so that the Registrar's Office has some time to ensure that students have successfully completed all degree requirements before Commencement. We must also determine institutional honors and award them in Banner so that they appear on transcripts. We must also stamp the honors on the diplomas, place the diplomas in the correct order for the ceremony, and submit all of this information to Marketing so that the program can be finalized and sent to the printer. There is a lot of work that the Registrar's Office must do in a short amount of time, so we appreciate your timeliness in submitting senior grades.

This process does not take place in December because there is no ceremony. December graduates will have a December date on their transcripts and diplomas, but they will participate in the May ceremony.

## Degree Completion Plan

Students who are within eight hours of degree completion may complete the Degree Completion Plan (found on the student forms page) and participate in Commencement. All graduating students taking the May module will be required to submit this form. The students will be listed in the program and will walk across the stage and receive their diploma cover, just like everyone else; however, the diploma will not be awarded until they complete the outstanding requirements. Instead of a diploma, inside will be a note of congratulations and a reminder of what they must do to receive the diploma. Students who will not be attending the ceremony or who will complete their degree after the ceremony may visit the Registrar's Office to receive their diplomas or may submit the Diploma Shipping form (found on the student forms page) to have the Registrar's Office mail the diploma to them.

## Issuing Incompletes and Requesting Grade Changes

Incompletes should only be issued in extreme situations. If a student requires an Incomplete, the instructor should submit the Incomplete form (found on the faculty forms page). Once the Registrar's Office receives the form, they will enter an I as the student's final grade. On the form, the instructor should specify what work needs to be completed and the date by which this should occur. If no date is specified, the Registrar's Office will assume that the work will be completed by the "last day for removing incomplete grades" from the previous term. If the Registrar's Office does not receive a Grade Change form by this date, the Registrar's Office will enter an F. If the due date specified on the form is after this date, the student has until that date to complete the work. After that point, the I rolls to an F.

The Grade Change form can be found on the faculty forms page. This form is used to a) change a student's grade from an Incomplete to a letter grade or b) change a grade after final grades have been submitted and rolled. Once the Provost's Office approves the grade change, the Registrar's Office will make the change.

To complete the Grade Change form, you'll need to know a student's advisor. That information can be found by accessing the Class Roster Apex report in BannerWeb.

## FERPA

FERPA is the Family Educational Rights and Privacy Act of 1974. It is a federal law that protects a student's right to privacy regarding their educational record. In brief, it prohibits the disclosure and discussion of a student's educational record with anyone other than the student and college personnel with a "legitimate educational interest."

From the Department of Education: "FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students.""

This means that by default parents do not have the right to knowledge regarding their children's academic records. If a parent contacts you asking how their child is doing in your class, for example, you should not answer before verifying with the Registrar's Office that the student has a FERPA waiver on file. If a student does not have a waiver, or you are not sure, speak in general terms.

Waivers must be signed by the student in person in the Registrar's Office and can be revoked by the student at any time. If you have a student who wants or needs to sign the waiver, direct them to the Registrar's Office.

If you have questions regarding FERPA, please contact the Registrar's Office.

## Advising

### Registering Students

Most of the time, students are added to classes by their advisors. This typically happens when the registration window opens for the next term. A student's registration window or ticket time is based on the number of hours they have earned at the time (it does not include the number of hours in which they are currently enrolled). This does include any transfer credit, so although a student may have been admitted as a first-time freshman, they may have numerous hours earned through dual credit, AP exams, or foreign language tests. The cutoffs for each group generally correspond to the student's classification (senior, junior, sophomore, or freshman). There are four groups for Spring registration (which occurs in the Fall term) and three groups for Fall registration (which occurs in the Spring). This is because the graduating students do not need to register for Fall, and incoming students will register during the summer, often during SOAR.

For Spring Registration, Group 1 consists of the students with the most hours earned (90+ hours) and those requiring accommodations. Group 2 is 60 to 89 hours earned. Group 3 is 30-59. Group 4 is 0-29.

For Fall Registration, Group 1 is 60+, Group 2 is 30-59, and Group 3 is 0-29.

During the normal registration period, advisors and advisees will meet, typically in person, and discuss which classes the advisee needs or wants to take during the next term. First and second-year students may not have a degree plan to follow yet, but it's recommended that they try to focus on core and major requirements, particularly any courses that are prerequisites for more advanced courses required for their major. All of this information can be found in the catalog.

Registration takes place in BannerWeb. You can view the schedule for current, past, and future terms by logging into BannerWeb and clicking on Registration and Courses or by going directly to the schedule here:

<https://bannerweb.centenary.edu/StudentRegistrationSsb/ssb/registration>. Click on Search Classes, select a term from the dropdown menu, and perform a basic or advanced search or simply click on Search without entering any criteria to see all courses offered for that term.

During a long term (Spring or Fall), students are considered full-time if they are enrolled in at least 12 hours. In the Fall, this includes both the August term (part of term F1) and main fall term (F2). In Fall, students can enroll in up to 22 hours (4 in August, and 18 in the main term). Unlike Fall, Spring and May are different terms. The maximum number of hours that can be taken in Spring is 18. The maximum for May is 4 hours. During the Summer, students can enroll in a maximum of 8 hours (4 in June and 4 in July). Students are not allowed to enroll in more than one class in a single Summer term.

### Holds and Other Registration Problems

If students have any holds, they will not be able to register, view their grades, or view or send their transcript. The student should contact the office that issued the hold to find out how to remove it. Students and advisors can view a student's hold on the student's profile page in BannerWeb. Instructions on how to do this can be found in the BannerWeb for Faculty and Advisors section.

Most of the time, an advisor is able to register a student on their own. Below are some common errors you may encounter. In some cases, with the proper permission, the Registrar's Office can override the error and register the student for you.

- Hold: direct student to contact the issuing office (usually Business Office).
- Time conflict: view the student's existing schedule and enroll them in a non-conflicting section or find another course.



- Prerequisite required: find another course or email the instructor to ask permission for an override and forward the message to the Registrar's Office when permission has been granted.
- Capacity: find another section or course or email the instructor to ask permission for an override and forward the message to the Registrar's Office when permission has been granted.
- Class (classification restriction – course is restricted to seniors, etc.): find another course or email the instructor to ask permission for an override and forward the message to the Registrar's Office when permission has been granted.
- Major (course is restricted to students in a particular major): verify student's current major and have student submit the Major Declare or Major Change form, or find another course, or email the instructor to ask permission for an override and forward the message to the Registrar's Office when permission has been granted.
- Corequisite: add the necessary corequisite (typically this occurs with lectures and labs that are coreqs, such as CHEM 121 and 123, but can also happen with THEA 100 and many other THEA courses, or with TREK 151, 251, and 351).
- Not time to register: verify that the correct term is selected and that it is within the student's registration window for their group (this can be viewed under the Registration Notices tab on the student's profile page in Banner and on your advising list under the Faculty and Advisor Tools in BannerWeb – instructions for accessing this can be found in the BannerWeb for Faculty and Advisors section).
- Cannot drop last class: by design, advisors are prevented from dropping a student from the only course in which they are enrolled. Contact the Registrar's Office if you encounter this error.

If your advisee is interested in private music lessons, please contact the Dean of the School of Music. If your advisee is an athlete, remember to enroll them in the appropriate section of WAC 101 or 102. To request the creation of an independent study section, please use the Faculty Scheduler. Please see the Independent Study section in this guide for more information.

If you receive an error when attempting to register a student and you're not sure what it means, please contact the Registrar's Office. Emailing us a screenshot is preferred, but we at least need to know the error text to be able to help. On a Windows computer, you can hold Shift+Windows Key+S to bring up the snipping tool. You can then use the mouse to draw a rectangle around a selected area, or choose to take a shot of the full screen.

## SOAR, First-Year, and Transfer Student Registration

SOAR (Summer Orientation and Registration) takes places over several sessions in June and July. This is an experience designed for first-year students. They and their parents will participate in informational sessions with various departments, have social interactions, and meet their advisors to register for the Fall term.

Prior to attending SOAR, students are expected to send the AP scores and transcripts from other schools (such as dual credit) to the Registrar's Office for evaluation. Once the Registrar's Office has completed the evaluation, the advisor and the student will be provided with copies to aid in registration. Please be aware that all credit may not be entered into Banner when you meet with a student to register them, so you may run into prerequisite errors. The evaluation and credit-entering process is a very time-consuming manual process, and a single person is completing the 100+ evaluations, plus multiple revisions, and entering the thousands of credit hours each year. We appreciate your patience.

If a student's credit has not been evaluated and/or entered, it likely means the Registrar's Office hasn't yet been provided with a copy of the student's final official transcript or AP scores. If this occurs, please ask that your advisee send that to the Registrar's Office ASAP.

Centenary accepts many AP test scores of 4 or higher (3 for foreign language) and awards credit for them. A list of these can be found in the Admission section of the catalog. Please note that AP classes taken in high school do not transfer – they must have taken the test and earned a 4 or higher. Likewise, students must provide the college transcript for any dual credit classes. We do not award credit based on the high school transcript. The only exception to this is LSMSA, with whom we have an articulation agreement. For questions regarding this, please contact the Registrar's Office. We must have official (not unofficial) test scores and transcripts before awarding any credit in Banner. We do not currently accept CLEP credit.

During SOAR, the Registrar's Office will also administer the foreign language placement exams (French and Spanish). Students who have studied the language in high school but have not taken any college-level courses in the language may sign up to take the test for a chance at earning Centenary credit for SPAN/FREN 101 and 102 (first test) and 201 and 202 (second test). If a student earns at least 70% on one or both tests, they will earn the appropriate credit, which will be added to their Centenary transcript shortly after completing the test. If a student misses taking the test during SOAR, they can take it during the first week of the Fall term while they still have time to make schedule changes. If a student needs to take the placement test outside of SOAR, they should submit the Foreign Language Proficiency and Credit Examination request form found on the student forms page to set up a time to take the test in the Registrar's Office. They will need to bring a laptop and allow 30-60 minutes to complete the test.

If you or your advisee have any questions regarding how their transfer credit was applied, please contact the Registrar's Office. We attempt to map all transfer courses to Centenary courses as best we can, but sometimes there are no equivalents. In those situations, we award elective credit. If Centenary teaches the subject, but not the specific course, we award 295 credit in that subject. For example, we don't teach trigonometry, so we don't have an equivalent course, so we would award credit for MATH 295 equal to the number of hours the course was worth at the school where the student earned the credit. If we don't teach the subject at all, it comes in as CDS 295 (cross-disciplinary subject). These courses may not be used to fulfill major, minor, or core requirements, but they can be used as electives, of which each student must have 20 hours in order to graduate. Some courses, such as remedial courses, freshman orientation courses, or supplemental courses, will not transfer. Only courses with a grade of C or higher will transfer. Grades do not transfer – only hours.

If a student feels a course should transfer differently, they can provide a syllabus to the relevant department chair for further review. The Registrar's Office will then change the credit in Banner if warranted.

There is no limit to the number of hours students can transfer in, although all students are required to earn at least 60 hours of Centenary credit (90 if they are completing two degrees).

All first-year students are required to take TREK 115. Students transferring in at least 27 hours of college credit earned after high school graduation, including a college-level writing course, are exempt from this requirement.

## Degree Plans

In order to graduate, a student must submit two items to the Registrar's Office: an application to graduate, found here: <https://www.centenary.edu/directories/offices-services-directory/registrar/graduating-student-resources/> and a degree plan. The degree plan is due to the Registrar's Office by February of the student's junior year. Information on degree plans can be found here: <https://www.centenary.edu/directories/offices-services-directory/registrar/degree-plans/>.

The degree plan is a list of all required courses for a student's chosen major(s), minor(s), and concentration(s). This is based on the catalog year the student has chosen. By default, the student's entrance year is used, unless the student specifies another year. They can use a catalog from any year during their attendance at Centenary, within the last five years. As core and major requirements often change, it may be necessary for a student to change to a different catalog.

If a student has already submitted the degree plan to the Registrar's Office, please submit the Catalog Change form found on the student forms page.

The student and the advisor work together to complete the degree plan. They will fill in the courses they have already taken and the required courses they plan to register for in the future. For many reasons, a student may not be able to take a particular course required per the catalog. In these cases, if the department chair approves, the Program Substitution/Waiver form (found on the faculty forms page) would need to be submitted. If a student is missing a class and there is no substitution form on file, the Registrar's Office will note that the requirement is outstanding on the degree audit.

When the degree plan is submitted to the Registrar's Office, we will perform a degree audit. We will compare the student's selected catalog, transcript, and degree plan to determine whether a student is on-track or not, and will offer suggestions on what the student needs to do to get back on-track if they are off-track. Ultimately, the Registrar's Office is responsible for awarding degrees, and all requirements must be accounted for before the degree is conferred.

### General Degree Requirements

All Centenary graduates must complete 124 hours for one degree and 154 for two degrees. Double-majoring is not the same as earning two degrees.

Students earning a Bachelor of Science must complete either two calculus courses or one calculus and one statistics course. Students earning a Bachelor of Arts must complete the equivalent of one year of a foreign language. Students earning both a BA and a BS must fulfill the requirements of both degrees, including both the math and foreign language requirements.

Students can have two majors and two minors for their first degree. To have a third major or minor, students would need to earn two degrees.

Students must also have at least a 2.0 cumulative (overall) GPA and a 2.0 GPA in their major subject.

Students must earn a minimum 30 hours of credit at the 300 or 400-level, across all subjects. Most of the time, this is easily fulfilled by major requirements.

Students are allowed to take up to 12 hours as pass/D/fail (not including courses with this as the only grading option). A maximum of four hours can be taken P/D/F in a single term.

Depending on the catalog, students may also need an S (speech) or W (writing) course, although this requirement has been removed from later catalogs. L\*A\*B (learn\*apply\*bridge) courses, which replaced the S and W courses, have been also been discontinued. Students using the 2022-2023 catalog and beyond are exempt from either of these requirements.

If any of the above conditions are not met, a student's degree(s) will not be awarded. A student can, of course, file an academic petition if there is a requirement they feel should be waived. The petition form can be found here: <http://apps.centenary.edu/petition>.

Students who are within eight hours of completing their degree requirements may participate in the commencement ceremony by submitting the Degree Completion Plan found on the student forms page. The eight-hour maximum cannot be petitioned.

### *Notes Regarding Transfer Credit:*

Many students transfer in credit, and sometimes this can be used to fulfill core or major requirements. Often, however, the transfer credit can be used for electives only. This happens when Centenary does not have a course that is directly equivalent to the course taken at another school. This can happen for a variety of reasons. If you receive a transcript evaluation or see courses designated as “[SUBJ] 295” on a student’s Centenary transcript, this is what likely happened. In cases like this, the student may provide a syllabus for the course they took elsewhere and present it to the relevant department chair. If the department chair decides to award credit differently, the Registrar’s Office will make the change upon receiving their instruction to do so.

Transfer students who bring in at least 27 hours that were earned after high school graduation, including at least one college-level writing course, are except from the TREK 115 requirement.

There is no limit on how many transfer credits a student may bring in, but they must earn at least 60 hours while at Centenary. Additionally, students must complete their last 30 hours at Centenary, unless they have received permission from the Provost via the petition process.

We bring in hours for transfer credits, but we do not bring in the grades. A student with transfer credit may have hours listed on their Centenary transcript, but their GPA will be a 0.0 until they have completed at least one Centenary course and received a grade. On a Centenary transcript, all transfer credit will appear at the beginning of the transcript. Institutional credit will be listed afterwards, in chronological order.

If a student states they have transfer credit that does not appear on their Centenary transcript, verify that they have submitted an official transcript to the Registrar’s Office. No credit will be entered into Banner until a final, official transcript is received.

### *Core Requirements*

All students must complete what is referred to as the Centenary Core. Core classes are specific courses that have been vetted and approved. Simply because a course is in the humanities discipline, this does not necessarily mean that it can be applied towards the twelve required hours of humanities core. Some courses may also fulfill a core requirement in a seemingly unrelated area, such as PHIL 212, which fulfills the symbolic reasoning core, rather than the humanities core. A list of approved Core classes can be found in the Degree Requirements section of the catalog. Core classes can change over time, so be mindful when helping students register or complete their degree plans. Core consists of the following hours of approved courses:

- Natural Sciences: 8 hours, with 2 labs
- Social Sciences: 6 to 8 hours
- Humanities: 12 hours
- Symbolic Reasoning: 3 to 4 hours

Core requirements can be fulfilled by transfer courses, but please note the core requirements are based on the number of hours earned, not the number of courses taken. Many students transfer in three-hour, not four-hour, courses. This may require taking four courses rather than three to satisfy the Humanities requirement, for example.

Core requirements can also be used to fulfil major requirements. For example, if a student is an English major, they can use ENGL 102 towards fulfilling both the Humanities core and major requirement. We refer to this as double-dipping. The only exception to double-dipping is electives. Students cannot reuse courses they used to fulfill core or major requirements as electives. They can, however, use courses taken to fulfill minor requirements as elective credits.

## TREK Requirements

In addition to completing the Core requirements, all Centenary students must also complete TREK, which consists of the following:

- TREK 115: required of all first-time students (certain transfer students may be exempt)
- TREK Community (151/153)
- TREK Career (250/251/253)
- TREK Culture (300/351)

TREK Community, Career, and Culture are often earned as corequisites to another course. Many courses, such as SUBJ 400 internships, are approved to carry career credit. This means that the student is enrolled in both ACCT 400, for example, and a section of TREK 250 that is tied to that course. In May module, students are enrolled in CDS 292, a four-hour course, and a 0-hour section of TREK 351. Students must be enrolled in both courses in order to earn credit for both. For example, if they are only enrolled in ACCT 400, they will not earn the TREK career credit.

There are also stand-alone sections of TREK 153 (community) and TREK 253 (career). Students choosing the stand-alone option will earn 1-2 hours of credit. Students can also arrange for independent opportunities to earn TREK credit, which must be approved by the TREK committee.

## Major Requirements

Requirements for all majors, minors, and concentrations can be found in each department's section of the catalog. It's important to note the catalog year the student plans to use for their degree plan, as requirements can change substantially from year to year.

Program restructuring or faculty changes may make it difficult or impossible for a student to complete major requirements per their chosen catalog. If it is necessary for a student to substitute a required course with another course, department chairs may choose to submit the Program Substitution form, found on the faculty forms page. If this form is not submitted to the Registrar's Office, the student will not be considered to have completed all degree requirements.

### *Concentrations*

Please also note that while some majors (such as English) allow a student to choose a concentration or complete a general degree in the subject, some majors (such as Business Administration) require a student to also select a concentration.

### *Individualized Majors*

Students may also choose to complete an individualized major. Students pursuing this option will have one or more advisors in subjects related to the student's chosen major. For example, a student wanting to major in musical theatre would have an advisor in the music department and in the theatre department. The advisors will select a list of courses for the student to take and build a degree plan. More information on this topic can be found in the Catalog.

## Electives

All students are required to complete at least 20 hours of non-major and non-core electives. Courses taken to fulfill minor requirements, however, can be reused.

## Adding, Dropping, and Modifying Classes

Students can add, drop, and change classes through the ninth day of the term for long terms (Fall and Spring). For short terms (May, Summer, or August) students can add through the second day of class. Students can register with their advisors prior to this deadline, or they can submit the Add Class form on the student forms page. After the last day to add, students will need to petition for a late add. If the petition is approved, the Registrar's Office will add the student to the class.

Please note that when a student is added to a course in Banner, they will not have immediate access in Canvas. Canvas receives data from Banner once every evening. If a student needs immediate access, please contact IT to request that the student be manually added.

Students may also change the way a class is graded. For example, they may choose to audit a class or change to pass/D/fail. This can be done through the last day to drop for the term. The student will need to submit the Course Modification form found on the student forms page. If it is after the drop deadline, students will need to petition. Students can take no more than 12 hours P/D/F, other than courses that are only graded this way, and no more than four in a single term.

Students can drop classes through the date given on the Academic Calendar. After this deadline, they'll need to petition. To drop a class, students submit the Drop Class form on the student forms page. Please remember that most types of holds will prevent registration changes.

## Independent Study

Sometimes it may be necessary for a student to add an independent study course. Typically, these are designated as SUBJ 49X, where the X is the number of hours the course is worth. For example, if a student is going to take a 4-hour independent study in biology, the requested course would be BIOL 494. Please be aware that Banner limits section titles to 30 characters, including spaces. To request the creation of an independent study, the instructor should use the Faculty Scheduling form, found on the faculty forms page. If it is after the last date to add a class for the term, the student will also need to petition for the late add. After the course has been created (and petition approved, if necessary), the Registrar's Office will add the student(s) to the class.

## Repeat/Replace

Some courses at Centenary can be taken multiple times, such as WAC 101 or MUS 153, but most courses are designed to be taken once. However, the repeat-replace policy allows students to repeat, once, any class they've previously taken and replace the original grade with the grade earned the second time. The original grade will appear on the transcript, but will not be factored into the GPA.

In order to take advantage of this, students must submit the Repeat-Replace form (found on the student forms page) once they have registered for the class the second time. The Registrar's Office will keep the form and process the change after final grades have been rolled for the term. The process is not automatic, and if no form is received, the change will not be made.

Occasionally, the student may earn the same or a lower grade the second time. If the student receives the same grade, we will still process the repeat-replace so that only one of the grades is factored into the GPA. If the student receives a lower grade, it would likely be in their best interest to petition for a late drop.

Students cannot use a course taken at another school to replace a Centenary grade.

## Transferring Credit

Students can earn Centenary credit for credits earned elsewhere through a variety of ways. The most common are by transferring credit from another school, through AP test scores, or by earning credit by taking the foreign language placement exam (French and Spanish).

Many students bring in transfer credit through dual credit in high school. These credits are generally added to their Centenary transcript before or at the beginning of the term they enter Centenary. We must receive the final official transcript before any credit will be entered.

Students may also choose to earn credit while they are attending Centenary, such as during a summer break. Students planning to do this should submit the Approval for Transfer Course Equivalencies form, found on the student forms page. Once the Registrar's Office receives the form, they will research the course to determine if it is equivalent. If it is, the Registrar will approve the form. The student must earn at least a C and will need to send an official transcript after the course ends in order to receive credit. If the course is not equivalent, the Registrar will notify the student and reject the form. If the form is rejected, the student will need to find another course and submit another form.

More information and lists of pre-approved courses at some schools, such as BPCC, can be found here:

<https://www.centenary.edu/directories/offices-services-directory/registrar/transfer-equivalency-guide/>.

It is important that students submit the form and receive approval to take the course so that they do not risk wasting time and money on a course that may not benefit them.

Transcripts can be mailed (hardcopy) to the Registrar's Office or emailed to [registrar@centenary.edu](mailto:registrar@centenary.edu). Please note that the transcript must be issued to Centenary and be sent directly from college to college in order to be official.

If students need to send a copy of their Centenary transcript to another school, they can order their official transcript through Parchment by going to [centenary.edu/transcript](https://www.centenary.edu/transcript).

## Study Abroad

Centenary provides many opportunities for students to study abroad. Courses that students take can transfer back to Centenary for credit, and/or the experience will provide them with the TREK culture credit required of all students. Students interested in studying abroad should contact the Office of Intercultural Engagement. Information on study abroad programs can be found here: <https://www.centenary.edu/academics/study-abroad/>.

## Major/Minor and Advisor Changes or Additions

Many students enter Centenary with a selected major, but some enter as "undeclared." Students can see their current majors and minors in BannerWeb, on their profile page. Advisors can also see this. If a student has already declared a major and wants to change it, they should submit the Major Change form found on the student forms page. If the student is currently undeclared or they are trying to add a second major or a minor, they should submit the Major Declaration form.

When students first enter Centenary, they are assigned an advisor. Sometimes, due to who is available during SOAR, this advisor may not be in the student's major area. If a student changes their major, they may need or want to change their advisor to someone who is in their subject area. To change their advisor, a student should submit the Change Advisor form on the student forms page. If a student adds a second major or a minor and wants to add an advisor for that subject, they should submit the Add Advisor form on the student forms page.



Students may have multiple advisors, and while all of their advisors have access to their academic records, only the primary advisor (usually their first major advisor) can register them.

### Withdrawal or Leave of Absence

If a student completes a term at Centenary and does not want to return for the next term, please have them notify the Registrar's Office by sending an email to [registrar@centenary.edu](mailto:registrar@centenary.edu). Once we receive the email, we will remove the student's schedule for the next term and notify other campus offices.

If a student finds it necessary to leave during a term, they have two options. Simply not going to class is not one of these options. As long as a student is enrolled, they are expected to attend class and complete assignments. If they fail to do so, they will receive the grade earned. Students must either Withdraw or take a Leave of Absence. Both are formal processes that will preserve a student's GPA.

Withdrawal is a separation from Centenary. If a student is sure that they do not want to attend Centenary any longer, they need to contact the Registrar's Office to begin the withdrawal process. The student will be given a form and instructions on which offices they need to contact to make sure that they will not be negatively affected by withdrawing. The offices include:

- Registrar's Office to begin and end the process
- Financial Aid to see if there will be any penalties
- Library to return books and pay any fees
- Business Office to resolve any financial issues
- Post Office to clean out PO box and leave forwarding address
- Residence Life to check out with RA and return keys
- Registrar's Office again to submit the form and complete the process

Once the Registrar's Office has received the Withdrawal form, they will process the withdrawal in the system and notify relevant campus offices of the student's status. The student's ID will be disabled, all accounts (Canvas, BannerWeb, Email) will be disabled, and the student will be expected to leave campus. The student will receive a grade of W for all courses for the current term, which has no effect on GPA, and they will be removed from any courses they are enrolled in for future terms.

A Leave of Absence is a one or two term break. Students will meet with the Dean of Students to discuss their options. Often, the student must agree to certain conditions in order to return. When a student is ready to return, they must first be cleared by the Dean of Students. Then the Registrar's Office will reactivate them, if necessary, and they will meet with their advisor to register.

Should a student decide to return to Centenary following a withdrawal, they will be required to apply for readmission. Applying for readmission is not necessary for a Leave of Absence, unless the student has been gone for more than two consecutive terms.

### Academic Petitions

Students can file an academic petition for many different reasons that involve exceptions to policy. The petition form can be found at <https://apps.centenary.edu/petition>. After the student fills out the petition, the Provost reviews it, along with any supportive documentation from relevant faculty and staff, and approves, denies, or requests more information in order to make a decision. If the petition is approved, the Registrar's Office will take the appropriate action.



A petition is not intended for grade appeals. The first step in appealing a grade is to discuss the issue with the faculty member who assigned the grade. If a satisfactory conclusion is not met, escalate to the department chair and then to the Provost. More information can be found in the Academic Regulations section of the Catalog.

### Probation, Suspension, At-Risk, and Restricted Activity

At the end of each long (Fall and Spring) term, the Registrar's Office will determine the academic of each student. Students are expected to maintain full-time status (earn at least 12 hours per term) and maintain a cumulative or term GPA of at least a 2.0. Students who have failed to make sufficient academic progress, as stipulated in the Academic Regulations section of the Catalog, will receive a letter from the Provost's Office notifying them of their status. In most cases, a negative academic standing will affect a student's ability to participate in extracurricular activities.

- At Risk: only applies to full-time, first-time, first-year students who finish their first long term with a GPA between 1.9 and 1.5. Students identified as such have no restrictions.
- Probation: applies to all other students who finish a long term with a GPA of 1.9 or below and full-time, first-time, first-year students with a GPA of 1.4 or below. Probation carries the condition of restricted activities, meaning that students are limited to a maximum course load of 13 hours for the next term and are not allowed to represent Centenary at sporting events or theatre and musical performances (although they are allowed to participate in practice).
- Students who are on probation for two consecutive long terms are suspended for the next long term. Any courses taken elsewhere while on suspension will not transfer. After an absence of at least one long term, suspended students can apply for readmission. Readmission is not guaranteed, and a student returning after suspension is ineligible for scholarships or financial aid for the term of their return.

While a student can take classes during the May and Summer terms in an effort to avoid probation or suspension for the Fall, the Summer term is optional, and does not count as a term for probation or suspension purposes.

Registration for the next term typically occurs prior to the end of the previous term, so while it is possible that a student may come off of probation based on their work in a given term, they are still under the conditions of probation until the end of the term. When Academic Standing is determined at the end of the term, any restrictions may be removed at that time.

Expulsion is possible, but it is rare and usually happens in cases involving repeated or severe academic or behavioral misconduct. "Ineligible for readmission" will appear on such a student's transcript.

### Dean's List, Institutional Honors, and Departmental Honors

Full-time students who earn at least 12 hours in a term with a 3.5 or higher GPA are eligible for Dean's List. "Dean's List" will appear on their transcripts for each term they achieve it, and a list is sent to Marketing for a press release. If a student does not complete 12 hours, they are ineligible for Dean's List.

Institutional honors fall into three categories and are based on a student's cumulative GPA.

- Cum laude: cumulative GPA between 3.5 and 3.69
- Magna cum laude: cumulative GPA between 3.7 and 3.89
- Summa cum laude: cumulative GPA between 3.9 and 4.0

Institutional honors will appear on a student's transcript and will be stamped on a student's diploma. Honors will also appear on the graduation program and press releases.

If a student is unsure how their GPA is calculated, the formula is total number of quality points divided by GPA hours earned. Quality points are based on the grade earned for each hour taken. For example, an A in a 4-hour class is worth a total of 16 quality points (4 hours each worth 4 points each), a B would be 12 (4 hours worth 3 points), a C would be 8 (4 hours worth 2 points), a D would be 4 (4 hours worth 1 point), and an F is worth 0.

Grades of P or CR, while considered “passing,” do not factor into the GPA and should not be counted. Transfer credit does not factor into the Centenary GPA.

The Departmental Honors Nomination form can be found on the student forms page. Departmental Honors appear on a student’s transcript, and are listed in the graduation program, but they do not appear on the diploma.

## BannerWeb for Faculty and Advisors

There are two areas of BannerWeb that are of the most use to faculty and advisors. One is the gateway to the main functions of BannerWeb (registering students, view their transcripts and schedules, etc.), which can be found under the **Faculty Self Service** area after logging into BannerWeb. The second area is the **Faculty and Advisor Tools**, where you'll find a number of new and useful reports and pieces of data regarding students.

### Faculty Self Service

In Faculty Self Service, you'll view your advisees' profiles, transcripts, and register them for classes. You can also view your own teaching schedule, class rosters, and add office hours, syllabi, and track attendance, if desired.

When you enter the Faculty Self Service area, you should see two sections, Advising and Instructing.

### Advising

Under Advising, click on "Advisee Profile and Registration." Select a term from the dropdown menu and then either enter a student's ID number, hit Enter, and click View Profile, or simply click on "View My Advisee Listing" to see a list of your advisees.

Click on the student's name to view their profile. On the profile page, you can view the student's current majors and minors, all advisors, and their schedule.

In the upper-right corner, under the student's name, are "Registration Notices" and "Holds." Clicking on "Registration Notices" will display any messages regarding a student's eligibility to register, along with the date and time that their registration window opens. Clicking on "Holds" will display the number and type of holds a student has. Clicking on the white arrow will expand this and provide more information regarding the hold and what it prevents. If a student has a hold, they will not be able to register and should contact the office that applied the hold.

Under the student's photo, on the left side of the page, clicking on "Academic Transcript" will take you to the student's transcript. You can view, print, or print to PDF (to save a copy). Clicking on "Registration" will take you to the registration screen. You will enter the 4-digit CRN to register the student. If you encounter an error stating that the student must be readmitted, please be sure that the correct term is displaying at the top of the registration screen and above the student's profile picture.

### Instructing

Back on the Faculty Self Service landing page, click on "Teaching Assignments" to view all active courses for which you are listed as an instructor. Click on "Class List" and select a course to see the class roster. Note: you can also access your class roster via another method that will be covered in the section on Faculty and Advisor Tools. That roster will contain more information. Click on "Grade Entry" to enter your midterm and final grades. The other options can be used if you'd like, but you are not required to post your office hours, syllabus, or track attendance in BannerWeb.

Note: if you are entering midterm grades, you may click on a course title only to find that you can only enter your final grades. Simply go back to the course list and select the "Midterm Grades" tab in the upper-left corner. BannerWeb defaults to the "Final Grades" tab.

To see the full class schedule for a term, go back to the first page you arrive on after logging in. Select the "Registration and Courses" icon. Click on "Search Classes." Select a term and click Continue. On the search page, enter your criteria, or

click on Advanced Search to see more options. For example, if you want to narrow your search to a part of term, the August term, go to the Part of Term field and select “August Immersion Term” from the list. You can also limit your search to specific days or times or to open sections only. If you don’t enter or select anything and simply click on “Search,” it will show you every available section for that term. Clicking on a course title will display catalog information about the course, such as prerequisites, attributes, and the course description.

## Faculty and Advisor Tools

On the main page, select “Faculty and Advisor Tools.” This will take you to a list of very helpful pieces of information we refer to as Apex reports. These are custom built and pull up-to-date information from Banner. The ones most useful to instructors and advisors will be “Course Rosters,” “Advising List,” and “Advisor Grades.”

Some of these reports take a few seconds to run, so do not be alarmed if nothing immediately appears. For Course Rosters, you must select a term and a class or you will receive a message stating “no data found.” For Advising List and Advisor Grades, you must select a term in order to see the results.

Clicking on the Actions button in each report will allow you to filter and sort the data, choose which columns to display or hide, or download a copy of the report in PDF or Excel format.

## Course Rosters

Click on Course Rosters, select a term from the dropdown menu, select a class from the next dropdown menu, and click Display Class Listing. This will display a class roster with detailed information on each student, including their advisor, which is necessary information when submitting an incomplete or grade change form.

## Advising List

Click on Advising List, select a term from the dropdown menu, and click Display Class Listing. This will display a list of all of your advisees, with important information, such as their registration group for that term and any holds that will prevent registration.

## Advisor Grades

Click on Advisor Grades and select a term from the dropdown menu. This will display a list of your advisees, the courses each one is enrolled in for the term, and the midterm and final grades, if available.