

# DSC FACULTY TRAINING \* 2007-2008

## FERPA

What is it? The “Family Educational Rights & Privacy Act” protects student records. If asked, you can only provide the following information regarding a student:

- Student's full name;
- Student's address - local, permanent and e-mail;
- Student' s date and place of birth;
- Student' s major field of study;
- Student' s participation in officially recognized activities and sports;
- Student's photograph;
- Student' s height and weight if a member of an athletic team;
- Student's dates of attendance;
- Student' s awards and degrees received;
- Student' s most recent previous school attended;
- Student's classification.

In addition, students have the right to require that NONE of their information is divulged, to include the fact that they are even attending college. If in doubt, the best practice would be to simply forward such requests to the registrars office (652-7708).

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## BANNER WEB SERVICES

Using Banner Web Services, you can access your class roster, e-mail your class, check out your teaching schedule, enter your grades, and more. To access this program, go to:

<http://www.dixie.edu/reg/fac.html>

Login using your SSN or assigned Banner ID, and PIN number. Your default PIN is your 6-digit birthdate. You will be asked to change this number the first time you log in, and will also be asked to come up with a security question & answer in case you forget your PIN.

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## A NOTE ABOUT GRADING

After your classes are complete, you will have 48 hours (excluding weekends) to get your grades posted. Please remember the following:

- Possible grades are A through F (including pluses and minuses ... but no A+ grades)
- Do not assign a “W” grade. The student must request this by doing a Complete Withdrawal.
- If the student stops attending prior to the 12<sup>th</sup> week of classes, please assign them a “WF” grade or the grade they earned. Also enter their approximate last date of attendance. After the 12<sup>th</sup> week, give them an “F” grade (or the grade they earned). Do not leave the grade blank.
- Incomplete Grades – If a student asks you for an incomplete grade, fill out the form located at [www.dixie.edu/reg/fac.html](http://www.dixie.edu/reg/fac.html) and provide a copy to the appropriate Dean’s office.

## OTHER MISCELLANEOUS INFORMATION

- Academic Withdrawals - You're doing your student(s) a favor if you drop them from your class if they fail to show up on the first class period, and continue to not attend. Otherwise they will receive a failing grade. You can drop them simply by sending an e-mail to [smith@dixie.edu](mailto:smith@dixie.edu) with this information: Class ID, Student Name, Student ID.
  - The ADD Card – If your class is full, students will be coming to you with an Add Card asking to be signed into your class. You may want to wait until you are sure you are not overfilling your class (i.e. the first couple of class periods), before you sign the Add Card. They will also need your signature if they are trying to add your class after the 3<sup>rd</sup> day of the semester.
  - Auditing – A student who is auditing your class (not taking it for credit) does not need to be assigned a grade. If you are unaware that they are auditing, go ahead and assign them the grade they earned, and the grade will automatically be changed to an Audit Grade when grades are posted.
  - House Bill 60 – You may have senior citizens attempting to take your class under the House Bill 60 provisions ---They must register for your class on the first day of classes (after you have verified that it won't fill with regular students). They will bring you a "House Bill 60 Add Card" which you can sign if you choose. They will not receive a grade for the class.
  - Class Restrictions - As an instructor, you do not have the authority to override a course prerequisite or corequisite. Only the department chair over your class has that authority. If a student is unable to register due to a course restriction, send them to the department chair.
  - Grade Changes - If you need to change a grade after you have posted grades online, fill out a grade change card (see your department secretary) and send it over to the Registrars Office.
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## USEFUL PHONE NUMBERS

- Can't login / PIN number problems ... 652-7708 (registration front counter)
- FERPA Questions ... 652-7704 (registrar)
- Disciplinary Issues ... 652-7511 (Student Services VP)
- Grading Questions ... 652-7707 (records)
- Students not showing up on Class List ... 652-7708 (registration)