

## Team:

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## Office Location & Hours:

[Unistrucre Building – MRC1400](#)

Hours: Monday – Friday 8:30am – 4:30pm

[registrar@bryant.edu](mailto:registrar@bryant.edu)

(401) 232-6080

Webpage: <https://info.bryant.edu/registrar>

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## Primary Services:

- Manage student enrollment and registration procedures, policies, and scheduling [☞](#)
- Maintain university catalogs and academic calendars [☞](#)
- Develop final exam schedule [☞](#) and classroom assignment [☞](#)
- Maintain university curriculum and serves as central office for course approval process [☞](#)
- Maintain student directory information [☞](#)
- Complete insurance forms, loan deferments, enrollment verifications, degree verifications [☞](#)
- Process transcript requests [☞](#)
- Liaison to veterans, veteran benefits [☞](#)
- Provide graduation timeline information, applications, and certification [☞](#)
- Maintain degree audit [☞](#)
- Record major/concentration/minor declarations [☞](#)
- Serve as resource for all students, faculty, staff, and Bryant community [☞](#)

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**Absentee Notices**

The student is responsible for initial contact with the faculty regarding absenteeism. The student will work with the faculty member(s) and arrange to make up all required course work.

In the event of situations requiring *prolonged medical or crisis absences for more than 5 days*, the student/proxy should contact the Registrar's Office and they will be referred to the proper office to provide supporting documentation (doctor's note for medical, etc.) of absence. The Registrar's Office be given information from the referral office to notify the student's current professors and academic advisor confirming extended absence, but this notification is not to be considered an "excused absence".

**Academic Calendar:**

The Bryant University Academic Calendar is approved by a committee each year. It is posted on the Registrar's webpage through the Bryant portal. [Academic Calendar](#)

**Adding/Dropping a Course:**

Schedule Adjustments can be made at the beginning of each semester. Students initiate the Add or Drop request through their Banner self-service, generating an email notification requesting instructor's approval.

***The add period is the first week of the fall and spring semesters only.*** Winter and summer add periods vary.

The online process continues with advisor approval and enrollment changes through the Office of the Registrar.

***Please note:*** All schedule adjustments must be completed through the online Banner process - faculty adding a student to CANVAS ***does not*** register a student. The faculty must keep track of space availability of their course during the "add" period.

Students may **drop** a course ***through the second week of the course***. Drop requests are initiated through the Banner self-service process. Faculty will receive drop notification emails. First semester students' drop requests will notify undergraduate advisors for approval prior to faculty notification. The Drop request process is completed in the Office of the Registrar.

**Address Changes:**

Students request changes to their personal information by submitting the change in writing to the Office of the Registrar by completing a [Personal Information Form](#) or by sending an email to [registrar@bryant.edu](mailto:registrar@bryant.edu). A physical address must be entered for each student.

**Auditing a Class:**

Students may request to [audit a class](#) within the add period (the first week of classes) with the **approval of the course instructor**. No credit or quality points are given for the audited class, and the grade on the transcript will appear as “AU” (for audit). Students are required to be fully registered for the audited course and full course tuition applies. All completed [audit forms](#) must be submitted to the office of the registrar before the Add period deadline.

**CAPP- Curriculum, Advising and Program Planning:**

The auditing system is maintained by the Office of the Registrar. Any changes to the degree programs are updated utilizing this system. Any changes to the curriculum are approved by the Curriculum Committee.

**Classes/Courses/Academics/Policies**

View at [catalog.bryant.edu](http://catalog.bryant.edu)

**Classroom Assignments:**

Faculty will be notified of room assignments the month before the beginning of the term by the Office of the Registrar. Any room change requests must be made within a week of notification. Classroom space is at a premium and changes may not be possible, even if desired, especially during prime class hours. Classroom change requests may be made by emailing [registrar@bryant.edu](mailto:registrar@bryant.edu).

**Class Rank:**

Class rank reports are processed at the end of the fall and spring terms. Students can inquire about their GPA/Class Rank in the Office of the Registrar with their student ID or by sending in a signed release to [registrar@bryant.edu](mailto:registrar@bryant.edu).

**Class roster:**

Faculty must verify attendance and report any students that are ***“no shows” or fail to appear on your Banner roster*** to the Office of the Registrar. You may notify the office of any changes or corrections by email, [registrar@bryant.edu](mailto:registrar@bryant.edu) ***“No Shows” should be reported to the Office of the Registrar at the end of the Add/Drop period.*** Confirming a class roster assists the university in keeping an accurate record of student enrollment (for financial aid benefits, health plans, etc.) and ensures that you have a correct roster for grading. ***Please do not enter any dates (last date of attendance/ extension date) on your Banner roster.***

If a student stops attending class, faculty should alert the Office of the Registrar as soon as discovered.

**Course Catalog:**

The university course catalogs are available at [info.bryant.edu/registrar](http://info.bryant.edu/registrar) or [catalog.bryant.edu](http://catalog.bryant.edu). If you have questions regarding the catalog, contact the department chair or the Office of the Registrar.

**Course Attendance/No Shows:**

Each course has a syllabus written by the instructor and approved by the department and should indicate the attendance policy for the course. Once the term's ADD/DROP period has ended, the Registrar's Office will email all instructors to review each class roster. The instructor is asked to report anyone on the current Banner class roster that has never reported to class or has attended the class and is not on the roster. Student registration records need to be accurate, as the university reports attendance to the National Student Clearinghouse. If a student's record is inaccurate, they will have complications with financial aid, student loans, scholarships, health insurance, visas, NCAA etc.

**Degree Evaluation:**

Students can run a Degree Evaluation through their Banner. This allows students to keep track of their current degree requirements, process "what if?" audits, and view course history.

This automated process helps you track your progress toward completing your academic program.

Banner Self Service → Student Services and Financial Aid → Student Records → Degree Evaluation

Select Generate New Evaluation or What-if Analysis

**Degree Verifications:**

The Office of the Registrar preserves student records. Potential employers for our students and alumni can contact the office by email or through the National Student Clearinghouse to verify attendance and degree certification. *GPA's of the students cannot be released by any department without a specified GPA release signed by the student/alumni.*

**Diplomas:**

All eligible students must apply to graduate to have their academic records reviewed for certification. Once a student is certified, a diploma is created. Undergraduate students' diplomas are available after commencement. Graduate student diplomas are mailed. Electronic diplomas are available through the Alumni website. As of 2019 each student receives an electronic diploma.

**Directed Studies:**

A directed study course is an independent, in-depth study or research project pursued by a student. It involves working individually under the direction of a supervising faculty member with the approval of the appropriate department chair and college dean. The student begins the process with Undergraduate Advising initiating the directed study application in Banner. Students are limited to one directed study per semester and a maximum of two directed studies during their Bryant career. Directed studies cannot be used as substitutes for Bryant courses in the catalog. For directed study on-line step-by-step process contact the Registrar's Office.

**Dropping a course:**

Students can drop courses online through Banner during the drop period (*first two weeks of the term*). All drop requests are processed through Banner self-service. First term students' requests process through advising for approval. Faculty is notified through email of all processed course drop requests. All drop requests are confirmed by the Office of the Registrar

Students are required to maintain full time enrollment and may not drop below 12 credits. Dropping below 12 credit minimum requires special permissions from Financial Aid and Residence Life. **If an International Student or an Athlete is trying to reduce his/her schedule below 12 credits the student must meet with the Registrar prior to initiating the drop request.**

**Enrollment Verification:**

Enrollment verification letters can be obtained in Office of the Registrar or on the National Student Clearinghouse website. The Clearinghouse enrollment letters are available after the 15<sup>th</sup> day of the term and can be accessed through Banner self-service.

**Examination Schedule:**

The final examination schedule is available before the start of each semester and can be found on the Registrar's website in [info.bryant.edu/registrar](http://info.bryant.edu/registrar).

**FERPA-Family Educational Rights & Privacy Act**

Don't know if you can share that information? Then **"DON'T"** even amongst each other. Don't post grades anywhere! All university professionals must adhere to FERPA to protect the privacy of all education records. Grades cannot be publicly visible using **any** personally identifiable information. Written permission of the student is required before **any** student education record is released or shared with anyone not having "legitimate educational interest". FERPA permits public disclosure of "directory information". Bryant's definition of directory information is listed on the Registrar's webpage. If you need to speak to a parent or guardian, please check with the Registrar's Office to confirm Proxy Access has been granted.

**Final Grades:**

All final grades must be submitted within five working days of the class’s final examination. Final grades for graduating seniors must be submitted 3 days prior to commencement. Students can view their grades in Banner. Grading Scales should be clearly defined in course syllabus. Refer to the Bryant course catalog for the academic grading system. All students listed on your class roster must be graded. If a student is still on your roster without a withdrawal grade he/she must be graded. (Refer to Incomplete grade if necessary)

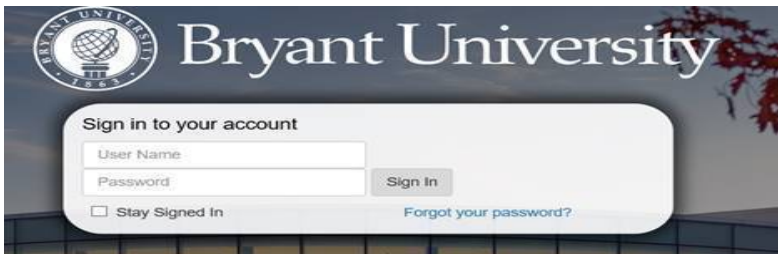
**Final Grades/How to Enter:**

It is best to login using **CHROME**. Log into my.bryant.edu then pick Banner from Quick Launch.

Enter BANNER SELF SERVICE



**Login (this appears the first time signing in – same sign in as my.bryant.edu)**



**Choose Faculty Services**

- Faculty Services**  
Enter Grades and Registration Overrides, View Class Lists and Student Information
- Personal Information**  
View or update your e-mail address(es); Change your PIN; Answer a survey; Update your Emergency Contact Inf
- Employee Directory**  
Find contact information for Bryant faculty and staff. Search alphabetically, by department, or by name.
- Banner Reports**  
Departmental Banner Reports (If running reports from home, you have to be logged into the VPN).

Select FINAL GRADES



# Faculty Services


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- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
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- [Student Menu](#)  
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- [Advisor Menu](#)  
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- [Course Search](#)
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- [Academic Internship Enrollment](#)  
Review student academic internship enrollment application.
- [Directed Study Application](#)
- [\*\*Schedule Planner Guest Mode\*\*](#)
- [Honors Menu](#)

**RELEASE: 8.8.2**

1. Click on "Term Selection.
2. Click on the drop down indicator "Select a Term".

Select Term

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 Select the Term for processing then press the Submit Term button.

Select a Term:

**RELEASE: 8.7.1**

3. Click the "Submit" button.
4. Click on "CRN Selection"
5. Choose "CRN"
6. Only the courses that you are teaching during the term previously specified will appear. Select the course you are grading.
7. Do **NOT** enter any data in the columns title: Incomplete Final Grade or Extension Dates



**Grade Changes:**

1. Log-in to BANNER Self-Service SSO
2. Select "Faculty Services Menu"
3. Select "Change of Grade Form"
4. Select the term of the course
5. Select the course
6. Select the student
7. Enter the new grade and reason
8. Click "Submit Request"

**Please note:** The original grade entered will remain on the class roster as it is rolled into the student's history. Faculty will receive an email confirming the grade change. Students will be able to see the change once the Registrar's Office has processed the grade change request.

**Grade Review:**

A Student can request that his/her final grade be reviewed by completing a "**Request for Review of Final Grade**" form in the Office of the Registrar. The completed form is sent to the professor to evaluate and comment. If the student requests additional consideration, the process continues to the department chair and then to the Dean of the respective college. If the student is still not satisfied with the results, the review can be forwarded to the grievance committee for final review.

**Grade Replacements:**

Undergraduate students have the option of replacing a grade in a course by retaking the course ([Undergraduate Grade Replacement Policy and Procedures](#) , Academic Regulations and Policies at [catalog.bryant.edu](http://catalog.bryant.edu)). A MAXIMUM of 4 grade replacements are allowed per student. Once the course is completed, an X grade is entered for the original course. Grades received based on Academic Dishonesty cannot be grade replaced.

**Graduation:**

All students being considered for certification must complete a graduation application. This application is on-line and should be completed before the December 1 deadline. Each applicant's record will be reviewed once all grades have been received. Bryant University holds the graduation ceremony at the end of the spring semester.

**Incomplete grade requests:**

An [incomplete grade request](#) is a contract between the instructor and student that must be signed with parameters established as to completion requirements. A two-week extension is common for completion of coursework with exception at the discretion of the instructor and/or department chair. An “I” grade will be entered into the student’s record by the Registrar’s Office once the completed [request form](#) has been submitted. Incomplete grade requests are due the same date as the final grade. The grade will remain until a grade change has been submitted by the instructor through Banner. ([Grade Changes](#)). If a grade is not received by the first two weeks of the next regular term, the incomplete grade will automatically be converted to an F unless alternate arrangements have been made.

**Please note:** The original “I” grade entered will remain on the class roster as it is rolled into the student’s history. Faculty will receive an email confirming the grade change. Students will be able to see the change once the Registrar’s Office has processed the grade change request.

**Internships:**

Internships are an online process that begins with an appointment with an academic advisor. Once the application has been initiated in Undergraduate Advising and all steps have been completed, the Internship course is created by the Office of the Registrar and placed on the student schedule. Questions regarding the on-line step-by-step process should be directed to the Amica Center.

**Major Declaration:**

All undergraduate students entering Bryant University with a declared major will see the distinction in Banner. All changes to major/concentration declarations can be made through [Banner self-service](#) Major/Minor Declaration for Undergraduate Students. All students must have a major declared by the end of their sophomore year.

**Midterm Grades:**

Midterm grades are required for all first year and new students. Refer to the academic calendar when making your class syllabus. Access Faculty services in Banner self-service to [enter the grades](#). Select “*midterm grades*” in the faculty services menu when submitting. **No** attendance dates should be entered.

**Minor Declaration:**

All undergraduate students must formally declare their minor. All initial declarations and any changes must be made through [Banner self-service](#) Major/Minor Declaration for Undergraduate Students.

**Name Changes:**

If a current student wishes to change his/her name in Banner he/she must supply legal documentation. The Registrar's Office will make all name changes to current students. Name changes to alumni or students no longer in attendance do not change on transcripts.

**Personal Information Changes:**

Students request changes to their personal information by submitting the change in writing to the Office of the Registrar by completing a [Personal Information Form](#) or by sending an email to [registrar@bryant.edu](mailto:registrar@bryant.edu). Every student must have a physical address on record.

**Prerequisite Overrides:**

Some courses have prerequisites. Students may request that a "prerequisite override form" be signed by the department chair/coordinator for entry into a course. The prerequisite form can be obtained in the Undergraduate Advising Office. Completed forms are returned to the Office of the Registrar for processing to allow for course registration.

**PROXY Access:**

Proxy Access is a service that allows students the ability to designate individuals as "proxies" to view their Banner Accounts. Faculty must check Proxy authorization and confirm Proxy passphrase through Banner prior to discussing student records.

Faculty Services → Proxy Access → Enter student's name or ID to view Proxy authorization

**Registration:**

A registration schedule is posted on the registrar's webpage through [info.bryant.edu/registrar](http://info.bryant.edu/registrar).

Each student is assigned a "Time Ticket" (date/time) based on their classification of EARNED credits. Students should confirm accurate time ticket information prior to registering. ([How to Check Time Ticket](#): refer to Registrar webpage.) Registration time tickets are open from 7:00 a.m. to 6:00 p.m. EST on the established daily registration schedule per SCN. After all SCN time tickets have occurred, registration will be open again for all students so adjustments may be made to their schedules. Students can adjust their schedules online until the beginning of the term. Once the term begins see [Adding/Dropping a Course](#). If a student does not have a time ticket, they should contact [registrar@bryant.edu](mailto:registrar@bryant.edu)

**Replacement Diplomas:**

A replacement diploma can be ordered from resources on the Bryant Alumni webpage: [Alumni Engagement](#)

**Student Absences:**

The academic experience takes priority over all other activities. Accordingly, full attendance and participation in classes are expected of all students and is the responsibility of all students. Because of the unique nature of each course, teaching style, course objectives, and student situation and performance needs, the class professor is in the best position to determine fair and reasonable attendance and make-up policies for his/her course. Guidance on developing attendance and makeup policies can be provided by the department chair. The professor's attendance and make-up policies shall be clearly defined in the course syllabus.

While professors have wide latitude in determining to what degree attendance and/or class participation may count toward the course grade, they are expected to make reasonable accommodations for students to make-up missed exams and/or assignments under the following documented circumstances:

The student is away from campus attending an official University function or is representing the University in an official capacity (e.g., professional meeting, conference, as a member of a judging team, academic or athletic competitions, etc.).

Required military duty as certified by the student's commanding officer.

Jury duty.

Illness or injury sufficient to prevent class attendance.

Death or serious illness in the family.

It is the student's responsibility to keep their professors informed of all absences.

In the event of situations requiring *prolonged medical or crisis absences for more than 5 days*, the student/proxy should contact the Registrar's Office and they will be referred to the proper office to provide supporting documentation (doctor's note for medical, etc.) of absence. The Registrar's Office be given information from the referral office to notify the student's current professors and academic advisor confirming extended absence, but this notification is not to be considered an "excused absence".

**Transcripts:**

Transcripts are considered legal documents and must be ordered by the student. A signed release is required. Transcript orders can be placed in the Office of the Registrar or through the National Student Clearinghouse at [getmytranscript.com](http://getmytranscript.com)

**Queries/Data Inquiries:**

Please send query/data inquires to [registrar@bryant.edu](mailto:registrar@bryant.edu), and it will be directed to the proper staff member.

**Waitlist:**

Students can waitlist for specific sections during registration on a first-come, first-serve basis. As other students drop the class, the first person on the waitlist is notified via e-mail a seat is available and have 48 hours to go into Banner and add the class to their schedule. Sometimes a course may appear to have a waitlist seat available but if there is at least one person on the waitlist, there is a notification out – so a seat is not available. Also, the view in Banner does not indicate if cross-listed classes have available seats; if Banner does not allow registration or wait listing on a cross-listed course, that means there is no space available – not a system error.

Faculty can view students on their waitlist. Waitlist notifications end when the add/drop process begins. Once classes begin, it is the discretion of the faculty to allow **any** add requests.

**Withdrawing from Bryant/Leave of Absence**

Any student who needs to take a leave of absence or is withdrawing from Bryant must complete the process by coming to the Office of the Registrar or emailing [registrar@bryant.edu](mailto:registrar@bryant.edu)

**Withdrawing from a course**

After the add/drop period, a student can withdraw from a course until the final exam with a withdrawal form. The withdrawal is completed in Banner Add/Drop/ Withdraw menu in Student Services in Banner self-service. If the student does not complete the withdrawal process, the student will be graded for the course.

- **W** - Student is allowed to withdraw from a course without penalty up to and including the 10th week of classes.
- **WP** - At the discretion of the faculty member, student is allowed to withdraw without penalty after the 10th week of classes, but prior to the administration of the final exam.
- **WF** - At the discretion of the faculty member, student is withdrawn WITH penalty (failing grade) after the 10th week of classes, but prior to the administration of the final exam

