**REGISTRAR’S OFFICE POLICIES AND PROCEDURES**

The Registrar’s Office team is Registrar Kathleen F. Sena, and Associate Registrar Gerald Wheeler.

Our role within the Registrar’s Office is to help you serve your students, whether it be helping them fill out forms, advising them, or tracking their progress throughout the time you have them in your class. Below is some basic information to help you.

**1. Class Rosters**

You can access your class rosters from [www.nnmc.edu](http://www.nnmc.edu/), then clicking on

MyNNMC, logging in, and following the links for Faculty and Advisors.

If you are very new to Northern and your Letter of Appointment has not yet been fully processed, you may not yet be able to access your roster because you will not yet have been assigned a Banner ID and/or you will not yet be assigned to your courses in Banner, (the Student Information System). If you find this to be true, ask the departmental administrative assistant to print your roster for you. Once you have your Banner ID from the Payroll Office and your department chair has instructed the Registrar’s office to assign you to your courses, you can access your roster, assign grades, etc.

**2. Roster Discrepancies**

Once you start classes, you ***may*** find people attending your class who are not on your roster. Some of them will have been disenrolled by the Business Office for non-payment of tuition (Financial Disenrollment). Please have these students come to the Registrar’s Office immediately after class. They should bring you proof of registration before being allowed to attend your second class. If someone's name is on your roster and that person isn't attending, try to contact the student. Some student directory information is available from your roster by double-clicking the student name.

**3. The Schedule of Classes**

The week before the semester starts a daily up-date to the class schedule will be available online in the form of an Excel file and/or PDF. To access this, go to <http://nnmc.edu/home/student-gateway/registration> . **Please check online to verify information about the location and/or days/times for your course(s) *prior to the first day of class*.**

**4. Room Change Requests**

During the first week of class, please do not request a room change or unofficially move your class, as this may conflict with other changes requested by the department chairs. After the first week of class, if you must change rooms, locate a room you think is available and have your chair ask the Associate

Registrar Gerald Wheeler, to make the change. Once the change has been entered on the class schedule, you are responsible for posting a sign on the old room with the new room building and number.

**5. Changing days or times of day**

You must teach at the assigned day and times unless your chairperson approves a change in day or time and so notifies the Registrar’s office. **If any change you propose adversely affects even one student, you may not make the change**. If the chairperson and the students ***all*** agree, the chairperson will notify the Registrar’s office of the change. Such a change might also involve working through your chairperson for a room change that might be necessitated because of a day/time change.

**6. Vertical Transfer**

No course evaluation process can be 100% effective, so Northern provides a mechanism to allow a student who is found to be in the wrong level of an English, Math, or Spanish course to move up or down ***within that discipline***. If your *early* evaluation of the students determines that a vertical transfer to a lower or higher course within that discipline is advisable, this registration change must be completed and the student moved before the end of the second week of instruction (by the end of the first week in a summer session). The gaining instructor must be willing to accept the student without having more students than the instructor can or is willing to handle.

**7. Enrollment limits**

Limits are set based on several factors: 1) the size of the classroom,

2) the number of workstations in the classroom (if that is appropriate), and

3) general educational management practices dealing with the ideal ratio of instructors to students. Any increase in class size over the limits in the database must be approved by your chairperson.

**8. Submitting Grades**

You can access the online gradebook by following the Faculty and Advisor links at MyNNMC to Midterm Grades and Final Grades. If you are teaching a Blackboard course, entering grades in Blackboard is **not** sufficient; the official grade record is accessed only through MyNNMC. You should submit midterm grades for all full-term courses as a progress report for students. Final grades for all courses must be entered no later than 5:00pm on the Monday following final exam week. Failure to meet the final grade deadline means that ***students are unable to receive financial aid clearances, have transcripts sent to employers and/or to other colleges, be processed to graduate, etc.***

If you find that our server is down when you try to enter grades, wait awhile and try again. If you have other trouble entering your grades online, contact your department’s administrative assistant for help. As a last resort,

Print out your class list, sign and date the document and turn it in in person to the Registrar office team. There is no excuse for not getting your grades in on time.

The grading system and policies are on pp. 29-30 of the 2015-2016 catalog. Allowable grades and associated grade points for most classes are:

A+ 4.33 Outstanding A 4.00 Outstanding A- 3.67 Outstanding

B+ 3.33 Above Average B 3.00 Above Average B- 2.67 Above Average

C+ 2.33 Average, Passing

C 2.00 Average, Passing

C- 1.67 Average, Below Passing

D+ 1.33 Below Passing D 1.00 Below Passing D- 0.67 Below Passing F 0.00 Not Passing

Credit/No Credit courses will only give you CR and NC grade options.

You **must** assign a grade to **every student** on your roster**,** even if the student *claims* to be withdrawing, or *thinks* he has withdrawn, or has enrolled for *audit*. You may not like to give a failing grade to someone who has stopped attending, but you have no choice if you did not withdraw the student prior to the 10th week of the semester. (See Academic Calendar for exact deadline date for instructor initiated withdrawals)

**9. Assigning a Grade Entry of “Incomplete”**

This grade is assignable only when entering final grades for the term. In addition to assigning an “I” on your online grade sheet, you need to submit to the Registrar’s Office a copy of an **Incomplete form**, which contains detailed instructions about what an Incomplete grade is, the criteria for assigning it, and the review process. You can find a copy through the Registrar’s link on our webpage <http://nnmc.edu/home/student-gateway/registrar>

One of the required signatures on the "I" form is that of the **student**. Since this form, once accepted, becomes a contract between you and the student, you must obtain the student’s signature – unless the student is at that time hospitalized, incarcerated, or assigned to military service, in which case you must indicate such on the form, and attach any relevant email communication between the student and yourself regarding the assigning of the incomplete (I). If you know one of your students has been called up by the military, send the student to the Registrar before the person reports on active service.

You may assign any responsible, mutually agreed upon deadline for completing coursework, as long as that deadline does not exceed one year from the time the "I" has been approved. If a student fails to meet the conditions set out on the form within one year, the “I” grade automatically converts to an “F”. If some problem develops with the student needing an extension, you must request such by memo to the Registrar. Any attempt to later change an administratively-assigned failing grade will be rejected.

**10. Changing Grades**

No official change is possible to a mid-term grade. Under normal circumstances, only two persons can initiate action to change a final grade once it has been assigned: you, by direct action within twelve months of the time you assigned the grade, or the student, by filing a written appeal within that same time period. If you made an error after having submitted your final grades, you may complete a “Change of Grade” form, available on the Registrar’s webpage, and then submit it to the Registrar.

**11. Grade Appeals**

If within the twelve-months immediately following your giving a final grade, a student challenges the grade you assigned, you have an obligation to review your records with that student and provide a written response to the appeal. It is better if this is done in person, to keep the appeal at the lowest possible level. If the student is still not satisfied, the student may then present written documentation of the appeal to the chairperson of your department. Your chairperson will contact you for information to help make an informed decision. Any appeal by the student beyond the chairperson must be made in writing to the Scholastic Standards Committee which may require copies of any/all documents related to the appeal, including your presence at its hearing. The Committee's recommendation will be forwarded to the Provost.

If, for any reason, you are no longer available to listen to a student’s challenge, any dispute will be handled directly by the chairperson of the department for which you will have taught.

Please remember that college policy does not permit grade changes after the one-year deadline has passed. This also applies to grades of Incomplete. Once the deadline has passed, you and the student lose your rights to initiate any change to the grade.

**12. FERPA**

The Family Educational Rights and Privacy Act (FERPA) deals with all aspects of what may/may not be released to third parties about students. For example, we cannot tell anyone anything about any student’s enrollment unless doing so complies with FERPA regulations. For your part, you may not post any grades in any public area (a door, your office, a bulletin board) in any fashion. Students can find their mid-term and final grades by logging onto Northern’s web site. This restriction also applies to leaving graded term papers in any non- secure area.

Also, please remember, when you call students’ home/work phones, you

cannot discuss personal matters with *anyone but* the student. Parents, siblings,

spouses, grandparents, employers, friends, etc. have no right to be told anything about the student. If “Mom” asks what the call is about, tell her that you are so- and-so’s instructor and that you wish the student to return your call. That is **all**! If “Grandma” or someone else related to the student calls and asks for information, politely tell the person that you are not permitted to give out any such information. And, further, do **not** keep anecdotal records about a student – such records are subject to subpoena. Violations of the provisions of FERPA affect a student’s right to confidentiality, and leave you, personally, open to possible action in civil court. When in doubt of information give out don’t give it out. Contact the registrar for clarification of FERPA information.

The catalog contains more information about FERPA on pp. 57-60 of the 2015-2016 College Catalog.

**13. Students Needing Accessibility Services**

We are obligated under the Americans with Disabilities Act to provide appropriate support to students who demonstrate such need. This support might include specially timed examinations, providing sign language interpreters, readers, allowing tape recordings of lectures, obtaining from you class outlines, allowing a little extra time to complete tests or projects, etc. However, if you believe that any particular student has a disability but has not disclosed such to you, do not make a direct inquiry of the student as this might place you in an awkward position relative to the student’s confidentiality under the Act. Instead, contact Verna Trujillo, Director of Accessibility Services.(505) 747-2152; vtrujillo@nnmc.edu Explain to her what you perceive to be the problem and permit her to take over to make a determination of need and what, if any, accommodation would be appropriate.

Banner Access

When you are on Northern’s homepage, Click on MyNNMC in the upper left

1. In User ID, enter your Banner ID number **with** the 4 zeros

2. In PIN, enter your birthday (mmddyy). This is temporary.

3. Click Login

4. On “Login Verification Change PIN” page

5. Re-enter old PIN (your birthday)

6. New PIN (enter 6 numbers that are NOT your birthday)

7. On the next page, create a security question and answer

8. Click on the menu item of your choice and continue.

If you forget your Banner ID or PIN, you won’t be able to log in. If you try to log in unsuccessfully more than twice, you will need to contact the Registrar’s Office (747-2115) to have your access restored. Then you will need to create a new PIN.

**You can**

enter your grades electronically see your course rosters

get current class counts

obtain student information and lots more!

**You cannot**

Easily access Banner from a non-college LAN-connected computer. Your firewall and ours will more than likely prevent a connection.

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