

# New Faculty Orientation

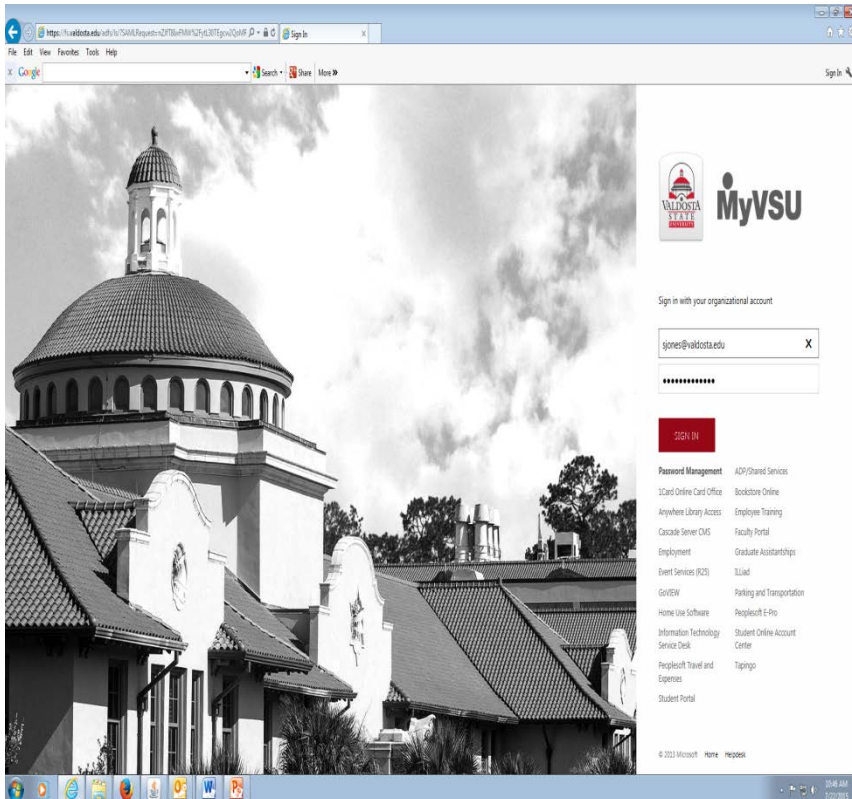
Registrar Information Session

# Session Overview

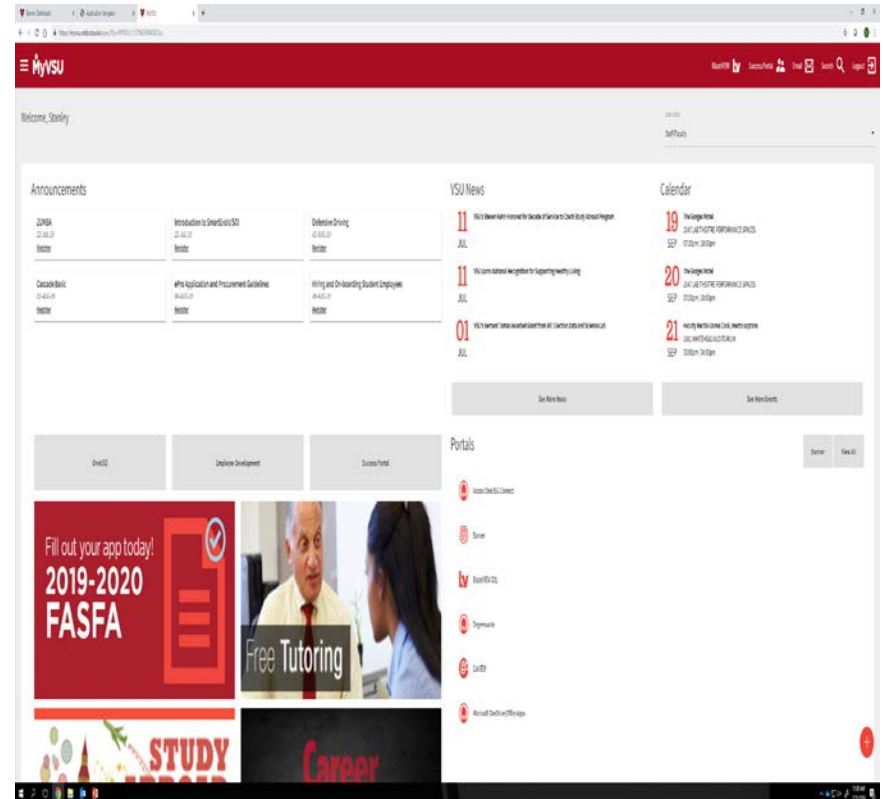
- Banner
    - Faculty Class List
    - Attendance Verification
    - Midterm Grades
    - Final Grades
- Incomplete Procedures
- Grade Changes
- Drop vs. Withdrawal

# Accessing Banner

## MyVSU



## MyVSU Main Menu



# Faculty Main Menu

The screenshot displays the MyVSU Faculty Main Menu interface. At the top, a red navigation bar contains the MyVSU logo on the left and links for Success Portal, Email, Search, and Logout on the right. Below this, a horizontal menu lists several categories: STUDENT MAIN MENU, GENERAL MENU, STUDENT ACCOUNTS MENU, REGISTRATION MENU, FINANCIAL AID APPLICATION MENU, FACULTY MAIN MENU (which is currently selected), and ADVISOR MENU. The main content area is titled "Faculty Main Menu" and is organized into a grid of ten functional tiles. Each tile includes a title, a brief description of the function, and a "Faculty Page" button. The tiles are: 1. Advising Student Profile (View a student's profile page), 2. Attendance Verification (Verify student's attendance), 3. Class List (A list of courses and course rosters), 4. Faculty Grade Entry (Enter grades), 5. Live Text User-Name Add/Edit (Look up live text user names), 6. View Entry into Psychology Major Information (View information on Psychology entry), 7. Success Portal Schedule of Classes (Navigate to the Success Portal Schedule of Classes), 8. Teacher Education Admission Information (View information about admission to teacher education), 9. Track Attendance (Track attendance in a class), and 10. View Entry into Profession (for American Sign Language majors only) (View ASL entry information). Additionally, there is a "Student Academic Review" tile (Search for a student and review their academic record). Each tile has a small icon in its bottom right corner, and a large red "+" icon is located at the bottom right of the entire menu area. The footer of the page contains the copyright notice: "© 2019 Valdosta State University - A Comprehensive University of the University System of Georgia. Please fix our account." The Windows taskbar is visible at the very bottom of the image.

# Class List

File Edit View History Bookmarks Tools Help

CRN Listing

https://bam04.valdosta.edu/SAAS/StudentSelfService/sib/classListApp/classListPage#allTerms/courseList

Getting Started Latest Headlines IT Helpdesk Self Service Portal

VALDOSTA STATE UNIVERSITY BANNER

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ACEO 2050, B	Communications for the Workplace	50563	24	Active	06/12/2019 - 07/31/2019	Summer 2019 (2019S)
ENGL 1101, D	Composition I	50749	71	Active	06/12/2019 - 07/31/2019	Summer 2019 (2019S)
COMM 1500, IA	Intro to Comm Studies	51001	25	Active	06/12/2019 - 07/31/2019	Summer 2019 (2019S)
CJNM 5331, A	Comm Law and Ethics	51014	13	Active	06/12/2019 - 07/31/2019	Summer 2019 (2019S)
PSYC 8200, ID	Child Psychopathology	51915	15	Active	06/12/2019 - 07/31/2019	Summer 2019 (2019S)
ART 1020, IA	Two Dimensional Design	51767	11	Active	07/08/2019 - 07/29/2019	Summer 2019 (2019S)

Results found: 6

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# Class List

Class List Export Print

Summer 2019 - 201905 ACED 2050 | 50563

Course Information		Enrollment Counts		
Communications for the Workplace - ACED 2050 IB CRN: 50563 Duration: 05/12/2019 - 07/31/2019 Status: Active		Maximum	Actual	Remaining
		Enrollment	25	24
		Wait List	999	0
		Cross List	0	0

Class List Wait List Summary View

Summary Class List Search

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
Carpenter		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
Cozello		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
Garner M		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
Green, K		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
Hampton		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
Helton		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
Johnson		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
Larry, K		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
Miller M		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
Moniz, A		**Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
Walker, S		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
Murphy		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
Reddy, J		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior

# Attendance Verification

Attendance Verification Maintenance

Summer 2019 - 201905

Course Information

Comm Law and Ethics - COMM 3931 A  
CRN: 51014  
Role ID: 2  
Roster Type: Total Roster  
Census Type: Not Available  
Dates Available: 03/05/2019 - 11/03/2019  
Roster Last Submitted: 06/18/2019

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	15	13	2
Wait List	999	0	999
Cross List	29	26	3

Attendance Verification Roll

Student Name	ID	Current Registration	Action	Email
Abraham	9114	**Web Registered**	None	rabraham@valdosta.edu
Bryant	9109	**Web Registered**	None	jbryant@valdosta.edu
Dickey	9102	**Web Registered**	None	rdickey@valdosta.edu
Dugan	9180	**Web Registered**	None	hdugan@valdosta.edu
George	9130	**Web Registered**	None	rgorge@valdosta.edu
Hamm	9177	**Web Registered**	None	ahamm@valdosta.edu
Hicks	9112	**Web Registered**	None	jahicks@valdosta.edu
Hodges	9138	**Web Registered**	None	onodges@valdosta.edu
Jackson	9133	**Web Registered**	None	jimjackson@valdosta.edu
Koehn	9161	**Web Registered**	None	enkoehn@valdosta.edu
Marney	9107	**Web Registered**	None	marney@valdosta.edu
Thompson	9147	**Web Registered**	None	amethompson@valdosta.edu
Williams	9138	**Web Registered**	None	charwilliams@valdosta.edu

- Verification of attendance/participation
- Financial Aid funds cannot be released to VSU or excess funds to students until attendance has been verified by faculty.
- Fall 2019 Entry Period- Aug 26-30

# Attendance Verification

## Click Submit

Action	Email
None	naohabazzi@valdosta.edu
None	karbyant@valdosta.edu
Withdrawn/PR-Never Attend	xdick@valdosta.edu
None	dmrdugan@valdosta.edu
None	rgeorge@valdosta.edu
None	ajhammond@valdosta.edu
None	abcheitel@valdosta.edu
None	crhooker@valdosta.edu
None	jamesjackson@valdosta.edu
None	aeerowe@valdosta.edu
None	matarney@valdosta.edu
None	amethompson@valdosta.edu
Withdrawn/PR-Never Attend	charwilliams@valdosta.edu
None	cmwormo@valdosta.edu

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Submit Reset

## Click Confirm

Attendance Verification Confirmation

Summer 2019 - 2019S

Course Information

Open Lab and Ethics (ENGL 1014)

Enrollment	Maximum	Actual	Remaining
Enrolled	15	15	2
Not Lst	10	0	10
Drop Lst	75	30	1

Students Scheduled to be Dropped

Drop



# Grade Entry Process

Application Navigator | Banner Dashboard | Faculty Grade Entry

https://banner4.valdosta.edu/4431/faculty/gradeEntry/midterm

VALDOSTA STATE UNIVERSITY | BANNER | Jones, Stanley

Faculty Grade Entry > Midterm Grades

Faculty Grade Entry

Midterm Grades | Final Grades | Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ACED - Adult and Career Education	300	B	Communications for the Workplace	2019S - Summer 2019	5053
Not Started	COMM - Communications Arts	150	IA	Intro to Comm Studies	2018S - Summer 2018	5101
Not Started	COMM - Communications Arts	302	A	Comm Law and Ethics	2019S - Summer 2019	5184
Not Started	PSYC - Psychology	820	IB	Child Psychology	2019S - Summer 2019	5135
Not Started	ART - Art	100	IA	Two Dimensional Design	2019S - Summer 2019	5157

# Midterm Grades

The screenshot displays the Banner Faculty Grade Entry interface. At the top, the Valdosta State University logo and 'BANNER' branding are visible, along with the user name 'Jones, Stanley'. The main section is titled 'Faculty Grade Entry' and includes tabs for 'Midterm Grades', 'Final Grades', and 'Gradebook'. The 'Midterm Grades' tab is active, showing a table of courses with columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. Below this is the 'Enter Grades' section, which has a table with columns for Full Name, ID, Midterm Grade, Last Attend Date, and Hours Attended. A blue vertical bar highlights the ID column in the Enter Grades table. At the bottom, there are 'Save' and 'Reset' buttons.

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ACED - Adult and Career Education	2050	IB	Communications for the Workplace	201905 - Summer 2019	50563
Not Started	COMM - Communications Arts	1500	IA	Intro to Comm Studies	201905 - Summer 2019	51001
Not Started	COMM - Communications Arts	3031	A	Comm Law and Ethics	201905 - Summer 2019	51004
Not Started	PSYC - Psychology	8200	IB	Child Psychopathology	201905 - Summer 2019	51515
Not Started	ART - Art	1020	IA	Two Dimensional Design	201905 - Summer 2019	51767

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Martin, Terri S.		A	07/30/2019	
Miles, Shanta			07/30/2019	
Miller, Brooklyn B.			07/30/2019	
Randy, Shirley S.			07/30/2019	
Smith, Amber			07/30/2019	
West, Jenny M.			07/30/2019	

- Only 1000-2000 level courses
- Not for PE activity courses
- Fall 2019 Entry Period:  
Sept 25-Oct 9
  - These grades are not a part of the students official record.

# Final Grades

The screenshot displays the Faculty Grade Entry system interface. At the top, there is a navigation bar with the Valdosta State University logo and the user name Jones, Starlby. Below this, the main content area is titled 'Faculty Grade Entry' and contains two tabs: 'Final Grades' (selected) and 'Gradebook'. The 'My Courses' section shows a list of courses with columns for Grading Status, Rollid, Subject, Course, Section, Title, Term, and CRN. The 'Enter Grades' section features a table with columns for Full Name, ID, Midterm Grade, Final Grade, Rollid, Last Attend Date, and Hours Attended. The table contains five rows of student data, with the 'Final Grade' column having a dropdown menu for each student. The 'Last Attend Date' column has a date input field for each student. The 'Hours Attended' column has a text input field for each student. The interface includes search bars, pagination controls, and 'Save' and 'Reset' buttons at the bottom right.

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ACED - Adult and Career Education	2090	III	Communications for the Workplace	20/1903 - Summer 2019	50563
Not Started	Not Started	COMM - Communications Arts	1500	IA	Intro to Comm Studies	20/1903 - Summer 2019	51001
In Progress	Not Started	COMM - Communications Arts	3031	A	Comm Law and Ethics	20/1903 - Summer 2019	51004
Completed	Not Started	PSYC - Psychology	8200	IB	Child Psychopathology	20/1903 - Summer 2019	51515
Not Started	Not Started	ART - Art	1020	IA	Two Dimensional Design	20/1903 - Summer 2019	51767

Full Name	ID	Midterm Grade	Final Grade	Rollid	Last Attend Date	Hours Attended
Edwards, S.	[REDACTED]		A		07/26/2019	
Grant, K.	[REDACTED]		A		07/26/2019	
Le, Thi	[REDACTED]		F		07/26/2019	
Morgan, S.	[REDACTED]		A		07/26/2019	
Petro, C.	[REDACTED]		A		07/26/2019	

- Fall 2019 Grade Entry: Dec 9-Dec 16
- **Final Grades Due Dec 16th at 9am**
- Please remember, you must enter a last date of attendance for any student you assign a grade of "F" per Financial Aid regulations.
- After the grade entry deadline, you must submit a Change of Grade Form.

## Grade Changes

- Why would I need to change a grade?
  - Incorrect grade entered on-line...student discovers it days later.
  - Student was assigned an “I” or “IP”
  - Grade not reported in time...student receives “NR”.
  
- What’s required to complete grade change form?
  - Student Name & ID Number
  - Course information and Term & Year
  - Current grade and new grade
  - Reason for change of grade
  - Instructor signature and dept head signature required.
  - Dean and VPAA signature required for grade changes that involve “W” grades.
  
- How do I know the grade has been changed?
  - Patrick McElwain processes all grade changes and will mail you the yellow copy of the multi-part form. Students can check their on-line transcript to view the change.
  
- Restrictions?
  - Students are not allowed to handle Grade Change Forms. Forms delivered by students will not be processed.
  - The form is not available online. It can only be obtained from the Registrar’s Office.

## Assigning Incompletes- Policy and Procedure

### POLICY

- According to the Valdosta State University catalogue, “A report of I (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of I requires the subsequent completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student’s enrollment status during the period specified for completion. Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation. If an I is not changed to a letter grade within one calendar year, it will be changed to the grade F [or U, if appropriate].”

- \*This policy does not apply to the grade of IP (in progress) which is assigned for courses scheduled for more than one semester.

### PROCESS

- It is the student’s responsibility to request that a grade of “I” be assigned for a class. To request a grade of incomplete, students should use the following process:
- (1) The student should complete the student section of the “Request for Assigning a Grade of Incomplete” form and submit it to the instructor.
- (2) If the instructor chooses to allow the incomplete, the instructor and student will complete the remaining section, sign the form, obtain the department head’s signature, and submit the form to the Registrar’s Office.
- (3) The form should be submitted to the Registrar’s Office before the instructor submits final grades.\*
- (4) If the paperwork for an incomplete has been submitted, the grade of I will appear on the final grade sheet in BANNER. “I” will not be an option on the instructor’s final grade sheet.\*
- (5) That grade of “I” may remain on the student’s unofficial transcript for up to one calendar year; however the Registrar’s Office will send reminders at the midterm of each semester. When the coursework is completed (or if the student fails to complete the required work), the instructor must submit a change of grade form to the Registrar’s Office. If no change of grade form is submitted, the Registrar’s Office will change the grade to F after one calendar year.
- \* If a situation arises where it is not possible for the student and instructor to complete the form before the submission of final grades, the instructor should contact the Registrar’s Office via email to request assigning the “I.” The instructor and student should then complete the appropriate paperwork as quickly as possible.
- **Students** should remember that they should keep attending class, if possible, until the paperwork for the “I” is submitted. Additionally, their graduation dates will be adjusted if their incompletes are not resolved by their projected graduation date.
- <http://www.valdosta.edu/academics/registrar/forms/request-for-incomplete-form.pdf>

**REQUEST FOR ASSIGNING A GRADE OF INCOMPLETE**

Should be completed before final grade submission by the instructor and submitted to the Registrar's Office. If possible, the student should continue attending class until the incomplete is approved.

***To be completed by the student***

STUDENT REQUESTING AN INCOMPLETE: \_\_\_\_\_  
(please print)

STUDENT ID NUMBER: \_\_\_\_\_

CRN/COURSE/SECTION/SEMESTER/YEAR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

NON-ACADEMIC REASON FOR REQUESTING AN INCOMPLETE (may attach appropriate documentation):

***To be completed by the instructor***

Did the student have a passing grade at the time of the request? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you agree to the student's request for the incomplete? Yes \_\_\_\_\_ No \_\_\_\_\_

***Continue only if the answer to both questions is yes***

REMAINING ASSIGNMENTS TO BE COMPLETED AND DATE FOR COMPLETION:

Assignment	Due Date

**If your request for an incomplete is approved, please do not re-register for the same course again as it could have adverse effects on your academic record. Contact the Registrar's Office for further explanation.**

STUDENT SIGNATURE

\_\_\_\_\_ Date: \_\_\_\_\_

INSTRUCTOR SIGNATURE

\_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_ Date: \_\_\_\_\_

## Drop vs. Withdrawal

### ➤ Dropping Classes

- Students “drop” classes on-line during active registration.
- Under special circumstances, students can complete the Late Registration Drop/Add Form and Appeal Form to drop classes after registration has ended.
- “Dropping” classes generates a complete refund for the course(s) if it drops the student below 15 hours.

### ➤ Withdrawing from Classes

- After registration ends, students who decided they need to get out of a course for whatever reason can withdraw from classes online through Banner.
- Before midterm, the student can withdraw from any class.
- After midterm, students are not allowed to withdraw except for cases of hardship. This process is handled through the Dean of Students Office.
- Limited Withdrawal Policy- All undergraduate students are now limited to five course withdrawal (“W”) grades for their entire enrollment at Valdosta State University. Once a student has accumulated five “W” grades, all subsequent withdrawals (whether initiated by the student in BANNER or initiated by the instructor on the proof roll) will be recorded as “WF.” The grade of “WF” is calculated as an “F” for GPA purposes.
- The limit on withdrawals does not apply if a student withdraws from all classes in a given semester before the mid-term point of the semester. The following types of withdrawals do not count against the limit of five course withdrawal (“W”) grades:
  - Hardship withdrawals (see process below)
  - Medical or mental health withdrawals (see process below)
  - Military withdrawals
  - Grades of “WF”
  - Withdrawals taken in semesters before Fall Semester 2010
  - Withdrawals taken at other institutions
- Transfer students, regardless of their classification upon enrolling at VSU, are also limited to five withdrawals at VSU.

## IMPORTANT DATES FOR FALL SEMESTER-2019

August 19	First Class Day for fall 2019
August 22	Registration for fall 2019 ends (11:59pm)
August 26-30	Attendance Verification for VSU courses that began on Aug 19
August 30	Attendance Verifications due at 9am
September 2	Labor Day Holiday (university closed/no classes meet)
Sept 25-Oct 9	In-progress Grade Entry for full-term VSU courses
October 7-8	Fall Break (university open/no classes meet)
October 9	In-progress Grades Due at 5pm
October 10	Official Midterm for fall 2019
October 10	Students View In-progress Grades
October 17	Withdrawal Deadline for full-term VSU courses
October 28	Registration Begins for spring and summer 2019 (by classification)
November 27-29	<a href="#">Thanksgiving Holidays (No classes meet/university closed)</a>
December 9	Last class day for fall 2019
December 9-16	Final Grade entry begins for fall 2019
December 10-13	<a href="#">Final Exams</a>
December 13	Graduate School Commencement Ceremony
December 14	Undergraduate Commencement Ceremony
December 16	Final Grades for fall 2019 due (9am)
December 16	Students View Final Grades in Banner after 5pm
December 19-Jan 1	University Closed

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### Important Dates for Short Sessions I and II for Fall 2019

August 19	First Class Day for Short Session I
August 22	Registration for fall 2019 ends (11:59pm)
August 26-30	Attendance Verification for VSU courses that began on Aug 19
August 30	Attendance Verifications due at 9am
September 2	Labor Day Holiday (university closed/no classes meet)
September 10-13	In-progress Grades Due for Short Session I (9am)
September 13	Midterm and Withdrawal Deadline for Short Session I
October 10	Last Class Day for Short Session I
Oct 10-Oct 18	Grades May be entered for Short Session I (grades not available to students)

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October 14	First Class Day for Short Session II
October 18	Registration Ends (11:59pm)
Oct 21-25	Attendance Verification for Short Session II
October 25	Attendance Verifications due at 9am
Nov 5-8	In-progress Grades Due for Short Session II (9am)
November 8	In-progress Grades Due for Short Session II (9am)
November 8	Midterm and Withdrawal Deadline for Short Session II
November 27-29	Thanksgiving Holidays (no classes meet/university is closed)
December 9	Last Class Day
December 9-16	Final Grade entry begins for all classes
December 16	Final Grades for All Classes due at 9am
December 19-Jan 1	University Closed



# Registrar's Administrative Team

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