

Advisee Lists:

- In CNU Live, when you click on 'Advisee List,' there are two versions of your advisee list available:
 - Advisee Grade Summary: Provides mid-term and final grade information for your currently enrolled students for whom you are the *primary* advisor.
 - View Advisee List: Provides the academic record for students assigned to you as advisees who are *eligible* to register for the selected term, but may or may not be currently enrolled this semester.
- For your convenience during advising and registration, we have provided a list of all currently enrolled students for your department along with their primary advisor assignment and their alternate PIN for Spring Semester 2012.

Course Withdrawals:

- The deadline for students to withdraw from courses is Wednesday, October 26, 2011 at 5:00 pm.
- Students should log in to their CNU Live account prior to this deadline to determine whether they have 'holds' which prevent dropping/adding/withdrawing from courses. Students with holds should contact the administrative office placing that hold to resolve and/or to make payment arrangements.

Curriculum, Advising, and Program Planning (CAPP):

- Training sessions are available each semester on most Tuesday afternoons from 3:00 – 5:00 pm or by special appointment. Please email Julianna Wait, Assistant Registrar (julianna.wait@cnu.edu) to RSVP.

FERPA Training:

- FERPA (Family Educational Rights and Privacy Act) training was available for new faculty during Getting Started Week and a 'make-up' or refresher session was available the third week of September. The next scheduled training session will be Monday, October 31, 2011, at 9am. Sessions are available upon request the last Monday of each month. Please email Desiree Allen at dallen@cnu.edu to RSVP for the October session or to inform her of the need for a future session.

Final Exam Schedules:

- The Fall 2011 Final Exam Schedule has been revised to reflect the changes to the academic calendar resulting from Hurricane Irene. The link to the exam schedule is as follows: <http://www.cnu.edu/academics/calendar/index.asp>
- Questions about the final exam schedule should be directed to Mary Kanani, Scheduling and Catalog Coordinator, Office of the Registrar. Phone: 594-7275 Email: mary.kanani@cnu.edu
- Final exam schedules for Spring Semester 2012 and Fall Semester 2012 will be posted to the Office of the Registrar website by the end of the month.

Final Grade Entry:

- Final grade entry will open in CNU Live on Thursday, December 8, 2011 at 8:00am and will close at 5:00pm on Thursday, December 15, 2011. Please remember to check your CNU Live account for multiple CRNs which may apply to a 'learning community' type section.

Incomplete Grades:

- Just a reminder that missing and/or grades of 'I' (incomplete) will prevent a student's degree from being conferred. If you have missing or 'I' grades, please submit them to the Sara Weiss in the Office of the Registrar as soon as they are available. Missing and/or 'I' grades that were not extended prior to the published deadline are submitted via the 'Grade Change Form' and must include signatures from the instructor of record, department chair, and academic dean.

Intent to Graduate:

- Undergraduate students are required to submit an '[Intent to Graduate](#)' form to the Office of the Registrar ***upon completion of 75 credit hours.***

Registration Related Items:

- Alternate PINs for Spring Semester 2012 registration are available in CNU Live for **advisors** to view. No alternate PINs will be required for summer registration.
- Student registration timetickets are also available for students to view via their CNU Live accounts. Registration timetickets are based on **EARNED** credit hours – 'in progress' credit hours for Fall Semester 2011 are **not** included in earned credit hours.
- Summer 2012 Registration: Students will be able to register and/or adjust summer schedules the same time that they register for spring semester.)
- Full (Closed) Sections: If students indicate a need to get into a section that is full, per the academic deans, they should be referred to the chair of the department offering the course.
- Advising Weeks: Monday, October 24 through Friday, November 4, 2011. Web registration will open at 7:00am on the following days: 11/4, 11/7, 11/8, 11/9, 11/10, 11/11, 11/16, and 11/17. The Office of the Registrar as well as a number of other administrative offices will also open at 7:00am on the above referenced dates.

- Schedule Adjustment Periods: When the calendar permits, schedule adjustment periods are built into the academic year so that academic departments, academic deans, and other areas involved with registration can make vital adjustments to course offerings to address issues related to course availability so that students can continue their registration process, if needed. Schedule Adjustment for Spring 2012: Friday, December 9, 2011 at 8:00am until 5:00pm on Friday, December 16, 2011.
- Final Drop/Add Periods: Final periods for dropping and adding courses are built into the academic year so that students can finalize (or 'polish') their class schedules because of last minute changes (likely related to their progress from the previous term and/or their anticipated graduation plans). Final Drop/Add Period for Spring 2012: Wednesday, January 11, 2012 at 8:00am until 5:00pm on Tuesday, January 17, 2012.
- Holds which prevent registration are placed on students' accounts typically when the student has an outstanding obligation, often financial, to the University. When a hold is placed on a student's account, the student receives an automatic email to his/her CNU email. Information about the hold is available to the student via his/her CNU Live account. In order to register, the student must resolve the hold with the office/area generating the hold prior to the close of registration. Otherwise, the student will need to register during the schedule adjustment or drop/add period following resolution of the hold.
- Registration Related Tutorials: The Office of the Registrar has developed registration related tutorials for students:
 - A tutorial for all students new to the registration process can be found at the following: <http://www.cnu.edu/regis/info/Registration%20New%20Student%20Voice%20Over1.ppSX>
 - A tutorial for upper-class students regarding the registration process can be found at the following: <http://www.cnu.edu/regis/info/Registration%20Returning%20Student%20Voice%20Over.ppsX>
 - A tutorial for verifying the registration (alternate) PIN can be found at the following: <http://www.cnu.edu/regis/info/Instructions%20for%20Verifying%20Alternate%20PINs.pdf>

Schedule of Classes:

- The Web Schedule of Classes (for faculty and the public) has been published and is available via the Web.
 - Link for Faculty: Faculty Link to the Web Schedule of Classes: Academic deans, department chairs, and faculty members will have access to the entire Web Schedule of Classes via their login to CNU Connect. The 'Faculty Schedule of Classes' link is presented immediately under the 'Change My Password' link.



[Scholar](#)
[Library Databases](#)
[CNU Live](#)
[Helpdesk](#)
[Captains Card](#)
[Web Time Sheet](#)
[Employee Resource System](#)
[Directory](#)
[Change My Password](#)
[Faculty Schedule of Classes](#)

- Link for the Public: Available at the following:
<http://cnu.edu:8080/soc1/displaySelection.jsp>
- The “All Courses” selection in the Web Schedule of Classes (faculty and/or public) will be suppressed during live registration. We have suppressed this feature for several semesters in an effort to aid system performance.

Critical Dates

Advising Weeks for Spring 2012

Monday, October 24, 2011 through Friday, November 4, 2011

60% Point for Fall 2011 'UI' Grades

Thursday, October 20, 2011

Course Withdrawal or Change to Pass/Fail Option - Deadline

Wednesday, October 26, 2011 at 5:00pm

December 2011 Degree Certifications

Distributed to Department Chairs and Graduate Program Coordinators via email on
Monday, November 21, 2011

Exceptions Reported to Donna Shelton, Associate University Registrar via email no later than
Monday, December 5, 2011

Final Exams

Thursday, December 8, 2011 through Tuesday, December 13, 2011

Final Grade Reporting and/or Entry Deadlines

Entry begins on Thursday, December 8, 2011 at 8:00am

Entry ends on Thursday, December 15, 2011 at 5:00pm

Registration Period for Currently Enrolled Students

Friday, November 4, 2011 at 7:00am until 5:00pm on Friday, November 18, 2011

Friday, 11/4/2011 at 7:00am <i>(Opens at 7:00am via CNU Live)</i>	Priority Graduate Students and Undergraduates with ≥ 90 Earned Credit Hours
Monday, 11/7/2011 at 7:00am <i>(Opens at 7:00am via CNU Live)</i>	Graduate Students and Undergraduates with ≥ 90 Earned Credit Hours
Tuesday, 11/8/2011 at 7:00am <i>(Opens at 7:00am via CNU Live)</i>	Priority Undergraduate Students with 60 - 89 Earned Credit Hours
Wednesday, 11/9/2011 at 7:00am <i>(Opens at 7:00am via CNU Live)</i>	Undergraduate Students with 60 - 89 Earned Credit Hours
Thursday, 11/10/2011 at 7:00am <i>(Opens at 7:00am via CNU Live)</i>	Priority Undergraduate Students with 30 - 59 Earned Credit Hours
Friday, 11/11/2011 at 7:00am <i>(Opens at 7:00am via CNU Live)</i>	Undergraduate Students with 30 - 59 Earned Credit Hours
Wednesday, 11/16/2011 at 7:00am <i>(Opens at 7:00am via CNU Live)</i>	Priority Undergraduate Students with < 30 Earned Credit Hours
Thursday, 11/17/2011 at 7:00am <i>(Opens at 7:00am via CNU Live)</i>	Undergraduate Students with < 30 Earned Credit Hours
Friday, 11/18/2011	Registration closes for all students at 5:00pm

*Note: Web registration will open at **7:00am** for each of the above registration groups. Registration timetickets are assigned based on earned credit hours (in progress courses are not included).*

Schedule Adjustment Period for Currently Enrolled Students

Friday, December 9, 2011 at 8:00am through 5:00pm on Friday, December 16, 2011

Registration for New Graduate, Transfer, & Readmitted Students

Registration for Spring Semester 2012

Wednesday, 12/7/2011 at 8:00am until Thursday, 12/8/2011 at 5:00pm

Schedule Adjustment Period

Thursday, 12/9/2011 at 8:00am until 5:00pm on Friday, 12/16/2011

Final Drop/Add Period

Monday, 1/9/2012 at 8:00am until 5:00pm on Tuesday, 1/17/2012

Spring 2012 Registration for All Non-Degree Seeking Students

Tuesday, 1/10/2012 at 8:00am until 5:00pm on Tuesday, 1/17/2012