FAQs for New Faculty from the Registrar's Office

- What are Roster Confirmations and How Do I submit them?
  - Roster confirmations are a requirement of institutions that receive Title IV Federal Financial Aid funds as a mechanism to ensure that federal financial aid is appropriately allocated to students. Roster confirmations occur immediately following the conclusion of the add/drop period at the beginning of each semester. Roster Confirmations are submitted through CWIS on the grade roster. Instructors will receive a reminder email from the Registrar's Office regarding submission deadline and information on how to submit their roster confirmation using the grade roster.

- How and When Do I Submit My Midterm Grades?
  - Midterm grades are submitted through CWIS by instructors who teach in the full traditional undergraduate 15-week term during the Fall and Spring Semesters. Deadline dates for Midterm grades are listed on the Curry College Academic Calendar. Instructors will receive a reminder email from the Registrar's Office regarding submission deadline and information on how to submit their midterm grades.

- How and When Do I Submit My Final Grades?
  - Final grades are submitted through CWIS by instructors who teach in the full traditional undergraduate 15-week term and all Continuing Education terms. The final grade submission deadline dates for the traditional undergraduate 15-week term is listed on the Curry College Academic calendar. Instructors will receive a reminder email from the Registrar's Office on information and instructions on how to submit their final grades.

- Which forms are required to change a student's final grade?
  - There are 2 separate grade change forms to submit to the Registrar's Office located on the Curry College Portal – click Faculty tab> click Forms tab to print appropriate form.
    - Use the **Incomplete Grade Change Form** to change an Incomplete grade, the instructor's signature is required before submitting form to the Office of the Registrar for processing.
    - Use the **Grade Change Form** to change a student's grade, the instructor and division chairperson's signatures are required before submitting form to the Office of the Registrar for processing.

- How do I find the Curriculum Maps for each academic program?
  - Curriculum Maps for each of the academic programs that suggest a recommended sequence of courses to stay on track to graduate within four years are located on the Portal by clicking "Academic Support" and then selecting "Academic Advising"

- How can a student request a transcript?
  - Transcripts can be ordered at www.curry.edu/transcripts or in person at the Registrar's Office which is located at 79A Atherton Street (across from the Athletic Fields)

- How do I reserve a classroom for use outside of normally scheduled academic sessions?
  - Faculty and staff can utilize the 25 Live online scheduling system to request classrooms or other event space for meetings and to work with students outside of class time. 25

Live can be accessed through the Quick Launch section of the Portal homepage. Administrative Assistants in academic department can provide additional support in facilitating space requests.

- How do I know when I will administer my final exam?
  - The Registrar's Office coordinates the final exam schedule each semester. The schedule is distributed through the Faculty list-serve as well placed on the Registrar's section of the Portal.

- How can I access the Course Catalog?
  - The current academic year College Catalog is available in several locations including the Registrar tab on the Portal and on the College's website. Catalogs from previous years are housed on the Registrar's tab on the Portal.

- What is the Transfer Equivalency Database?
  - The Transfer Equivalency Database is an online tool that can be accessed from the Registrar's section on the Portal and the College's website. The database reflects previously evaluated courses their Curry equivalent by institution. New courses are added frequently. An example from the database is ENG 100 at American International College is equivalent to AE 1060 at Curry College. This tool is particularly helpful if your advisees plan on taking courses at another institution in addition to courses at Curry.

- What is Grade/Pass/Fail?
  - A student may choose to take up to a maximum of four courses on a Grade/Pass/Fail (GPF) option during their academic career. Only one GPF course can be taken during a semester. Under this option, a student may specify the minimum course grade of "D-" or higher* by contract with the course instructor.
    - If the final grade is at or above the contracted grade, the professor will report the grade. The grade will be included in the overall grade point average.
    - If the final grade is a passing grade but is lower than the contracted minimum grade, the professor will award a "P." The "P" grade will not be included in the overall grade point average.
    - If a student fails to achieve course goals, the professor will assign an "F." The "F" will be included in the overall grade point average and credit will not be granted for the course.
  - The GPF is not an option in courses in the student's major, except field experience courses that may be part of the major. Only one "P" grade may be used in a minor.
  - Please note: When exploring the GPF option, students must confirm any minimum course grade requirements with individual departments and programs. The GPF is not an option in credit-bearing graduate courses.

- How does a student withdraw from a course?
  - Student obtains a "Course Withdrawal Form" from their Portal (Registrar Tab/Course Selection Forms), obtains the appropriate signatures and brings it to the Registrar's Office for processing.

- When is the Add/Drop Period?
  - Generally, the Add/Drop period begins via the Web on the first day of classes for each semester and lasts for a week. Then we go into the paper add/drop phase where the students obtain the Add/Drop form on the Portal, obtain the appropriate signatures and bring it to the Registrar's Office for processing.

    Important Note: Students need to be acutely aware that neither of the above paper Transactions are complete until processed by the Registrar. Unless there is a Circumstance of a health issue, students should submit the paperwork in person.

- Who should I contact in the Registrar's Office with specific questions?
  - For questions regarding course scheduling or FERPA compliance: June Koukol
    - Phone: 617-333-2091
    - Email: jkoukol@curry.edu

  - For questions regarding classroom assignments or independent course requests: Kathy Lloyd
    - Phone: 617-333-2346
    - Email: klloyd@curry.edu

  - For questions regarding transfer credits, the transfer equivalency database, or undergraduate degree audits: Whitney Hoyle
    - Phone: 617-333-3187
    - Email: whitney.hoyle@curry.edu

  - For questions regarding submission of grades, student veteran issues, or graduate degree audits: Susan Lombardi
    - Phone: 617-333-2261
    - Email: slombard@curry.edu

  - For general questions: Kathy Dunlea or Renee Smith
    - Phone: 617-333-2008
    - Email: registrar@curry.edu