THE CITADEL
FACULTY REGISTRATION INSTRUCTIONS
SPRING SEMESTER, 2013

TUESDAY, JAN. 8 – Cadets and Active Duty students will be instructed to meet with their faculty advisors if they wish to make changes to their class schedules. You should be available to meet with your advisees from 0800 to 1200 hours.

During these advising sessions:

1) Check students’ class schedules to determine if changes need to be made.
2) If changes are needed, please assist students with appropriate class selections.
3) Instruct students to enter their changes in Banner Student Self-Service through Lesesne Gateway.

STUDENTS HAVE BEEN INSTRUCTED TO COME TO THE REGISTRAR’S OFFICE IF:

♦ They want to request approval to take more than 22 credit hours.
♦ The course they want to take is by “department permission only.”
♦ The course they want to take is by “instructor permission only.”
♦ The course they want to take is closed.

WEDNESDAY, JAN. 9 - DAY CLASSES BEGIN
Your class list is available in Banner Self-Service.

Do not allow students to attend class if they are not on your class list or they do not have your class listed on their class schedule. These students should be referred directly to the Registrar's Office.

REMINDER:

Student absences, whether authorized or unauthorized, in excess of 20% of the meetings of a particular course can, at the discretion of the instructor, result in a grade of "F". As soon as the instructor has determined that a grade of "F" for excessive absences is warranted, the Office of the Registrar should be notified.