Latest News from the UD Registrar

We would like your input!

The Registrar Team would like to hear your feedback on an ‘Office Hours’ day once a month for faculty and staff to come ask us questions or get training and support on any Registrar’s issues. Some examples might include Registration, UDSIS usage, Cognos reports, or Advisor Assignments. We are looking for ways we can be of better service to the University community.

If you think you or your department would be interested in utilizing this opportunity, please send an email to calyce@udel.edu with topics for which you would be most interested in getting more support.

Approver Changes for Registrar-Managed UD Webforms

There is now a form on the Registrar’s website for departments to indicate approver changes to the following academic-related web forms: Change of Catalog Year; Change of Major, Minor, Concentration & Graduation Term; Course Permit Form (Drop/Add); and Course Substitution Form. The hope is that this will streamline the process of updating approvers when position changes happen, and ensure that in-progress forms are properly re-routed.

The Approver Change form can be found here: https://www.udel.edu/registrar/faculty_staff/formsec/wbf-approvers.html

New List of Key Links at the Registrar’s

The Registrar’s office has developed a list of key links for Faculty/Staff: lists of contacts for specific areas, key webpages to reference at the start and throughout the semester, and links to UDSIS help.

Please be sure to check out this page and direct departmental staff to this link: http://www.udel.edu/registrar/faculty_staff/keylinks.html
NEW CERTIFIED ELECTRONIC DIPLOMAS ARE HERE!

The University of Delaware Registrar’s Office is proud to offer a new way to receive diplomas, the Certified Electronic Diploma (CeDiploma) to the Fall 2015 graduating class and future graduates.

A CeDiploma is an official, highly secure, electronic version of your University of Delaware diploma available for download.

♦ Unlimited sharing with family, LinkedIn, job sites, and it’s completely portable.

♦ The CeDiploma holds your CeDiD (Certified Electronic Document Identifier). Using Validation Services, your CeDiD is the key to your degree information for employers, agencies and more.

♦ Give your resume an edge – Present your CeDiD for immediate results and impress.

♦ This does not replace our traditional paper diploma, which is always given free of charge.

For more information, see http://www.udel.edu/registrar/graduation-diplomas/cediplomas.html

UD LEAVE OF ABSENCE POLICY REMINDER

As a reminder, students who do not intend to enroll in classes for Spring 2016 but wish to remain active in their program at UD will need to declare a LOA prior to the end of Spring 16 drop/add. Students can be directed to the UDaily article and FAQ to ensure they are fully aware of the leave of absence policy and how it affects them. Students requesting a medical leave of absence should work with the Dean of Students office and those requesting a non-medical leave of absence should work with the academic assistant dean of their college.

If students wish to declare a non-medical leave of absence, they should contact the assistant dean of their college. Contact information for those offices can be found on the Registrar’s website.

MONTHLY SOC ROUNDTABLE SESSIONS

This Spring we are continuing the “SOC Roundtable Sessions” – an opportunity for you to get answers to specific scheduling questions/procedures without having to attend a comprehensive SOC training session. There will not be a formal scheduling presentation at these sessions, they will be driven by the questions asked by those attending.

If you are interested in attending one or more of these sessions, please let me know ASAP, as spaced is limited.

Email graybeal@udel.edu

All sessions will be held from 2 – 3:30pm in UVC201.

February 26, 2016
March 25, 2016
April 22, 2016
May 20, 2016