

University of Redlands

Office of the Registrar Newsletter - September 2021

Registrar's Office Hours

Monday–Friday, 8:00 a.m.–5:00 p.m.

Located in the Administration Building, Room 204 A

Check out our page: www.redlands.edu/registrar

Meet our team: www.redlands.edu/study/registrars-office/meet-our-staff/

Need assistance? Email us: registrar@redlands.edu

Add/Drop Courses for Fall 2021

You will need Faculty Add Authorization to add courses

Want to add a course for the Fall 2021? Adding courses on Student Planning will open on Thursday, September 2nd. You will be met with a message indicating you need Authorization. Please email the course faculty and let them know you need authorization. Once authorization is granted, **[you must register for the course.](#)**

Granting authorization does not register you for the course. Instructions for registering for courses once can be found on [HERE](#). Remember, full time for financial aid/successful progress is 12 credits.

During this time, you will also be able to drop classes on Student Planning. As a reminder, you will be responsible for dropping yourself from courses you do not attend.

Forms Portal for the College of Arts & Sciences

No more paper forms!

The Registrar's Office has moved most of its paper forms online. They can be found [HERE](#) on the Registrar webpage. Most forms must be started by you and will need advisor approval. Some forms will also require Department Chair and Dean's Office approval. You must be logged into MyRedlands to access the forms page.

Senior Announcements

Commencement 2022

It's not too early to start thinking about Commencement 2022. Please keep an eye on your Redlands email for future updates regarding eligibility and applying. Limited information about Commencement can be found [HERE](#) on the Senior Checklist. Need transcripts? Order them through the National Student Clearinghouse's secure and easy-to-use site: getmytranscript.com

Annual Student Notifications

FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older, or who attends a postsecondary institution at any age.) The University of Redlands publishes their FERPA policy along with the list of Directory Information and procedures regarding the restriction of that information on the university's [website](#). Remember, FERPA releases must be renewed every year.

Student Consumer Information

University of Redlands would like to notify you of the availability of important student consumer information regarding programs and services at the University. This information is made conveniently available at the following website:

<https://www.redlands.edu/studentconsumerinformation>.

You will find information and disclosures in a variety of areas including general institutional information, health and safety information, student characteristics and outcomes, student financial assistance, teacher preparation information, and athletics data. A paper copy of the information on this website can be made available on request.

If you have questions regarding any of the information provided, please do not hesitate to contact the appropriate University department. The Student Consumer Information webpage includes contact information with each subsection.

University Privacy Policy

The University of Redlands is committed to ensuring the privacy of confidential information, accuracy of personal data, and compliance with international, federal, and state laws and regulations concerning the use of personal information. To see the updated University privacy policy, follow the link:

<https://www.redlands.edu/privacy-policy/>

Important dates for September 2021

- Thursday, September 2 – Classes begin/add & drop period beings
- Wednesday, September 8 – Check-in deadline
- Friday, September 17 – Final day to add classes; final day to submit individualized study contracts at 5:00 p.m.
- Friday, September 24 – Final day to submit Johnston regular course contracts at 5:00 p.m.