

# Registrar Newsletter

November 2018

## **Registrar's Office Hours**

Monday–Thursday, 8:00 a.m.–5:30 p.m.

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](http://www.redlands.edu/registrar)

Meet the team: [www.redlands.edu/study/registrars-office/meet-our-staff/](http://www.redlands.edu/study/registrars-office/meet-our-staff/)

Need assistance? Email us: [registrar@redlands.edu](mailto:registrar@redlands.edu)

## **Self-Service News**

### **Personal Pronouns**

Self-Service (Student Planning) now includes the option for selecting your preferred personal pronouns. These pronouns will appear on faculty rosters, and the advising section for students and advisors. For instructions on submitting your preferred personal pronouns, please click the link:

<https://www.redlands.edu/study/registrars-office/self-service-student-planning-guide/>

### **Text Messaging – New!**

The University of Redlands has implemented a new texting policy. The Registrar's Office, Student Financial Services, and Student Conduct may reach out to you via text. Students must opt in to receive messages from other departments. To opt in, please navigate to Self-Service. For helpful instructions, click [here](#).

## **Electronic Petition Process**

### **On the Registrar's webpage**

Petitions are now online. These can be found in the *forms* section of the Registrar's webpage:

<https://www.redlands.edu/study/registrars-office/Formsandrequests/petitions-academic-review-board/>

Helpful instructions are included with each petition for your convenience. The electronic petition requests include:

- late add/drop a course (with or without overload),
- late change to existing grade or late change to credits,
- waiver of residency requirement/final 32 credits,
- late/add individualized study requests,
- and other petition requests.

## **Seniors!**

Seniors should have already received notification of eligibility. Check your email to verify. No email? [Contact us](#). Use the Commencement checklist (link below) to track required items.

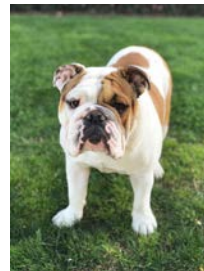
[Commencement Checklist](#) – New for 2019 Grads!

### **Graduation Application due December 1st!**

Students who believe they will be eligible for Commencement must complete the application through Self Service.

### **Need Transcripts?**

Order them through the National Student Clearinghouse's secure and easy-to-use site: [getmytranscript.com](http://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 at:

<https://www.redlands.edu/study/registrars-office/ferpaprivacy-policies/>

### **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 – Updated!**

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 update University privacy policy, follow the link:

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