

Educational Administration Working Group

October 13, 2021

Attendance: Ida Adjivon, Ann Aschengrau, Caitlin Brand, Kelly Ann Connors, Madeline Crossley, Lunise Joseph, Sarah Lincoln, Nikki Longe, Kashia Point du Jour, Meera Ruparelia, Lisa Sullivan, Andrea Tingue, Amanda Velez

1. Advisor assignments – no concerns from the group
2. Certificate change form
 - a. Registrar's Office is testing a new form for students to change their certificate
 - b. There is no deadline for changing a certificate, adding/dropping can happen on a rolling basis
 - c. No concerns from the group
 - d. Any feedback about the process can be directed to Nikki
3. Spring Registration is Saturday, Oct 23rd at 9am
 - a. Registrar's Office will be open for questions
 - b. A reminder email was sent to all students
 - c. Students cannot register if they are out of compliance or have not sent in a final transcript from previous education
 - i. Students who are out of compliance have been notified via email
 - d. If a student cannot register for a course, they should fill out a waitlist form as soon as possible
 - e. Helpful links for students:
 - i. [Registration FAQs](#)
 - ii. [Waitlist FAQs](#)
4. Student Communication
 - a. Student Senate gave feedback that they feel they don't know where to find the information and resources they need
 - b. This year is challenging for students who started during LfA and did not have an in-person orientation
 - c. Graduate Student Life send a weekly email with information they need to know
 - d. **ACTION:** Remind students to use the website and specifically the [Student Dashboard](#), and ensure [Academic program pages](#) are up-to-date
5. Syllabi Collection
 - a. **ACTION:** Submit all Fall 2021 syllabi for your department in the Shared Y Drive folder
 - b. If you have questions, please ask Meera Ruparelia