Welcome back!

I am sending you the following list to help ensure you include required information in your course syllabi and information sheets, are aware of major Spring 2015 deadlines, and to remind you of some of the university policies relevant to the management of your courses. All eligible students may participate in open registration through 12:30 p.m. Friday, January 16, 2015. The two day drop/add period will begin 7:30 a.m. Tuesday, January 20, 2015, and end at 5:00 p.m. on Wednesday, January 21, 2015. During the drop/add period, students may make schedule adjustments without receiving a ‘W’ grade for each class dropped. However, students will not be able to drop all of their classes. To drop their last class, students will need to resign from the university and receive a ‘W’ grade for the last class left on their schedule.

1. Department heads have until Wednesday January 14 to cancel classes. After all class cancellations have been completed, students have from 9:00 a.m. on Sunday, January 18 through 5:00 p.m. Monday, January 19 to adjust their schedules. Students who are registered for classes must pay all university fees by the payment deadline of January 23 at 12:30 p.m. Registered students whose plans have changed and no longer intend to enroll this spring should drop all of their classes by the January 19 deadline to avoid being billed for them.

   New freshmen participating in the January 12-13 orientation program will register for their classes on Tuesday afternoon, January 13. All remaining balances are due by the final fee payment deadline on Friday, January 16, at 12:30 p.m. **Classes will be cancelled for non-payment. Students who decide not to enroll must drop all their classes by the final fee payment deadline.** Students are responsible for tuition and fees for any courses that remain on their schedule after the final fee payment deadline and may incur penalties and/or sanctions until the account balance is settled. Any students who need assistance with dropping their classes or canceling their enrollment by the final deadline may contact the Records and Registration Office at 1-800-222-SELU or 985-549-2066. Beginning on the first day of classes, students may only withdraw from classes and receive a grade of “W.” Students who resign from the University (withdraw from all classes) by the 15th class day will receive a partial refund in accordance with the published refund schedule.

   Southeastern’s course registration system is accessible from any computer with Internet capability. Computers are available in the Student Technology Center located in Fayard Hall room 126 and 129; the St. Tammany Center in Mandeville; and the Livingston Literacy and Technology Center in Walker. Computer lab assistants will be available to assist students with registration during regular business hours. Students may also visit the Office of Records and Registration in North Campus Main Building room 107 for assistance.

2. The following dates should be announced in class and included in course schedules/syllabi.
   a. **Friday, February 13** is the last day to withdraw or resign from Term I classes by 12:30 p.m.
   b. **Friday, March 27** is the last day to withdraw or resign from regular classes by 12:30 p.m.
   c. **Thursday, April 30** is the last day to withdraw or resign from Term II classes by 5:00 p.m.
   d. **Monday, May 18** is the last day to return rental textbooks without a fine.
   e. **Friday, May 22** – Rental books must be purchased if not returned by 12:30 p.m.

3. Class rosters will be accessible on-line to Department Heads and Faculty on the first day of classes. **Tuesday, January 20.** On-line rosters are updated as changes are made. Please report all discrepancies early in the enrollment period. **Also, since federal regulations require us to report the date of last attendance, as established by university policy, for students receiving federal aid, it is very important that Faculty comply with University policy to maintain accurate attendance records through the 14th class day, February 6, 2015.**
Do not permit students to continue attending a class if they are not listed on the class roster. It is the student's responsibility to ensure that he/she is properly registered to receive credit for the course. The Official Class Roster with instructions will be provided after the 14th class day.

4. During the first week of class meetings, the instructor will make available to each student an information sheet describing the course, clearly stating the following:
   a. Instructor's name, office, and office hours
   b. Course schedule and syllabus, including course objectives
   c. Method of grading and/or grade scale
   d. Approximate number and type of major examinations, papers, and projects
   e. Other factors influencing the student's grade
   f. Class attendance policy, including the faculty member’s policy on withdrawing students for excessive unexcused absences

   Note: Because regular and punctual class attendance is typically associated with higher course grades, faculty should encourage students to attend all of their classes. For example, faculty may base students’ grades partly on activities and assignments that require the students’ presence in class. Keep in mind, though, that a component of a course grade based solely on student attendance and not on the quality of work performed while in attendance is problematic. In addition, keep in mind it is difficult to defend policies that fail to provide students with opportunities to make up missed assignments or exams when feasible and when a student’s absence results from a valid reason (e.g., documented illness, death of a family member). If valid student absences are so numerous that it is not feasible to make up the work or exams, students should be advised of any available and appropriate alternatives given their particular circumstances (e.g., request to resign from the university for serious medical reasons). Please strive for class attendance and make-up policies that encourage responsible student behavior and that deal humanely with legitimate life circumstances that require students to be absent from class.

   g. The following statement: “If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, Mims Hall, Room 117. No accommodations will be granted without documentation from the Office of Disability Services.”
   h. A statement reflecting University policy that the classroom is not a place for children or other family members, and that students are not to bring their family members for day care or baby sitting.
   i. A statement of the instructor’s expectations regarding student behavior/classroom decorum. An example is available at http://www.selu.edu/admin/provost/documents/syllabi_statements.pdf.
   j. A statement of the instructor’s expectations regarding e-mail communication and that only Southeastern’s e-mail addresses will be used per University policy.
   k. A statement reflecting the instructor’s expectations regarding academic integrity. An example statement is available at http://www.selu.edu/admin/provost/documents/syllabi_statements.pdf.
   l. A statement reflecting the instructor’s expectations regarding the detection of plagiarism through use of TURNITIN is available at http://www.selu.edu/admin/provost/documents/syllabi_statements.pdf.
   (This statement is not required if TURNITIN will not be used.)

   Additionally, a current knowledge base for each course (i.e., a reference list of books, journals, manuscripts, and other scholarly materials used as the foundation in teaching a course) needs to be on file in the office of the department head.

5. Instructors are to provide each student with an evaluation of progress in a course no later than:
   a. One week after the midpoint of a fall or spring semester
   b. Two class days after the midpoint of a summer session
   c. One class day after the midpoint of a term or interim session.

6. Attendance Issues
   a. In accordance with University policy and federal financial aid legal requirements, each faculty member shall keep a permanent attendance record through the 14th class day, February 6, 2015. Please understand this is a federal requirement, not an individual choice. Failure to maintain a class attendance record through the 14th class day can result in legal difficulties for the university.
   b. Throughout the semester, each instructor should keep a record of attendance to encourage student attendance, participation, and retention.
   c. When a student receives excessive unexcused absences (e.g., 10% of the total classes) in any class prior to the established withdrawal date, the instructor may withdraw the student with a grade of W.
d. When a student withdraws from a class or resigns from the University on or before the designated withdrawal deadline (see number 2 above), the appropriate grade shall be “W”. Students who remain in the course after the deadline will receive the appropriate grade as assigned by the instructor based on work done in the course.

e. Please note that Change of Grade forms must be delivered by appropriate University personnel and may not be sent through the mail.

7. Disaster Recovery/Operational Plans for the Continuity of Basic Educational Activities in Academic Courses
   To ensure the continuity of courses in the event of a natural disaster or similar emergency, the following course information is required in the University’s Learning Management System (Moodle) for each class, regardless of the course delivery mode:
   a. Required at least one month prior to the start of classes
      i. Course syllabus with a week-by-week outline of course topics, activities, exams, etc.
   b. Required by the first day of classes:
      i. Emergency plans to cover 2 weeks of instructional assignments (a “holding place” for this is available in the Moodle course template)

8. Per the Faculty Handbook, employees may have family members or others visit for a brief period, but they are not to bring family members to class or to the office for day care or babysitting.

9. Grades will be due as scheduled in a later memorandum from the Office of Records and Registration.

Thank you.