Registration Basics for Faculty

Version 2.8

Getting Started

You can log onto the *1600grand* portal by clicking on one of the many links that are available on Macalester's website—there is one available on the college's front page.

Use your network username and password to log on. Call the ITS Help Desk at x6525 if you are having difficulty with logging in.

Permitting Your Advisees to Register

You may have already explored most of the advising tools available to you on the Academics tab of *1600grand*. In case you haven't had time to do that and need information on your advisees, such as past academic history or current course registration, you can find a breakdown of the Academics tab on page 2 of this document.

Once you have met with an advisee and are satisfied that they have met their advising obligation, you will need to give your authorization to register in the form of a PIN unique to each student. The PIN will be four digits to allow the student to register for fall, six for spring. Go to the *Faculty Registration Tools* channel of the Academics tab and click on *Student Information* and then *Advisee Listing—you will need to select the term they are registering for*. As you give them the PIN (labeled in Advisee Listing as "Alternate PIN"), you should remind them to save it as they will need the PIN any time they attempt to change their registration.

Channel: Each of the rectangular boxes that are located in a given tab (such as Academics, Library or Student Life) are called channels.

You can maximize a given channel to make working in it easier and you can also minimize one that you don't find useful. Look to the top-right corner of a channel and drag your cursor over each of the boxes to read their function.

Granting Registration Overrides

If a course you are teaching next semester requires your approval before a student can register for it or if you would like to waive a prerequisite for a particular student, then you may need to grant a registration override. You can do so from the Faculty Registration Tools channel of the Academics tab.

After clicking on the Registration Overrides option, select the term you want to search within and click SUBMIT. You are now in the student query screen. Search for the student for whom you want to grant an override. The system will give you your search results in a drop-down menu. Select your student and click SUBMIT. When searching for a student, it is easiest to use the first part of their last name (for Imelda Jackson-Block search for "Jackson" only and then select Imelda).

At the top of the next screen you will find two columns of drop down boxes for the selected student. One side specifies a course that the override is to be granted for and the other side specifies the condition of the override. In some instances you may need to grant an override for more than one condition—you can do them both at the same time. If your course is cross-listed you must be sure to tell the student which department you cleared them for. If your course has a lab, you need to clear the student for that lab section as well.

When to Grant Overrides

If my course…	Then…
requires instructor "signature"	SPECIAL APPROVAL REQUIRED
has a prerequisite requirement	PREREQUISITE/COREQUISITE
has a time conflict with another course	CONFLICT OKAY

Academics Tab

Let's go through each of the channels in this tab. If you click a link in the Academics Tab and want to get back to the tab later, you can usually find a link that says "back to Academics Tab," in the top-left corner of your browser. Click this link to return to the Academics Tab.

Faculty Schedule

Here you can take a look at what classes you are scheduled to teach on a given day. By clicking the Weekly View option in the bottom right hand corner of this channel, you can see your week's schedule of courses.

Faculty Registration Tools

This channel contains links to various tools to assist you during the Registration periods. You can search the class schedule by clicking on the link in this channel.

Searching the Class Schedule – After clicking on the class schedule option, select the term you want to search within and click SUBMIT. You are now in the query screen for the search. There are many, many options you can limit your search by. To see only English classes, for example, select English from the Subject box. Holding the CTRL key will let you select multiple items.

To see the entire class schedule do not limit any options. In the Subject box (at the top) click on American Studies, drag the slider on the right of the box down to the bottom, and then hold the shift key while clicking once on Women's, Gender and Sexuality Studies. This will highlight all of the subjects. Now click CLASS SEARCH at the bottom of the page.

The Student Information link will take you to a menu that lets you access, among other things, a list of your advisees. From this list you can e-mail all of your advisees or a single advisee This is also where you can see any registration holds they might have. See the next page for instructions on how to run a degree evaluation for one of your advisees.

Degree Evaluation for an Advisee

1. Click *Student Information*
2. Click *Advisee Listing* (third down)
3. Select the current term and click *Submit*
4. Find the student you are working with and click on *View* in the Degree Evaluation column (far right)
5. On the next page, confirm that you have the right student, scroll to the bottom and click on *Generate New Evaluation*
6. Click the radio button next to the student's degree program and then click *Generate Request*
7. Click the radio button next to *Detail Requirements* and then click *Submit*

Review an Evaluation

Detailed information on how to interpret the degree evaluation is available on the Registrar's website, but below we've provide a general overview of how information is presented in the evaluation.

The top-most section of the evaluation is curriculum information, such as degree program and declared majors/minors, along with expected graduation date and cumulative GPA.

The next section is a summary of the evaluation that tells you if the student has met a requirement or not.

The third section provides a detailed breakdown of whether or not a student has met a particular requirement and what course the system is using to mark a requirement completed (different courses may appear each time a new degree evaluation is generated).

Any courses that are not being used by the system to fulfill a requirement will be listed under *Area Free Electives***.**

If you get results that show only Free Electives, it's an indication of a data entry error. Please report this result to the Registrar's Office along with the student's name and we'll fix it!

Faculty Dashboard

You will see your current courses listed here. The line that each course occupies has several clickable icons. If you drag your cursor over each icon they will read:

Class List – You can access your class list by clicking on the icon of the group of people between the course title and number.

Syllabus – You can post your syllabus for the course here if you like.

Office Hours – Here you can set office hours on a course-by-course basis so students in your courses can find you.

E-Mail – Clicking on this e-mail icon will launch your system's default e-mail application (Thunderbird, Outlook, etc.) and open a new e-mail message addressed to all of the students in that class. The message blind carbon copies your students so none of them will see who else received your message, nor can they utilize the "Reply All" function of their e-mail programs. This might be good, bad or neither for your purposes.

Adviser Dashboard

Here you can look-up a particular student in one of your classes, an advisee, someone who meets both of those conditions, or any student at all. Usually, choosing all is your best bet. Select a term and then provide either the student's ID number or use the name to search. Click on the type of person you are searching for it and it will retrieve your results.

Academic Calendars and Schedules

This channel has links to the various calendars and schedules available on Macalester's website.

Faculty Grade Assignment

If you need to enter mid-term or final grades, this is where you'll go. Once grading for a specific term has been "turned on" you can click on the green icon next to your course in order to enter grades. If you have questions about grade entry, please call the Registrar's Office at x6200.

Things to Remember – **The following has been given to your advisees and we thought you might find it helpful to have**

*You will be charged a $100 late fee (and have to wait until the start of the new semester) if you don't register by December 4, so pay close attention to your registration start time and the registration deadline.

*You will need the PIN that comes from your adviser anytime you want to change your registration on the web--save it.

*ACTC Courses must be registered for in person with a blue cross-registration form at the Registrar's Office.

*All tutorials (601-604), independent projects (611-614), internships (621-624), preceptorships (631-634) and Honors independent projects (641-644) must be registered for in person at the Registrar's Office with a signed add/drop form. The signature of the sponsoring professor is required for all independents and tutorials. Internships and preceptorships require learning contracts. For internships, the contracts are available at the Internship Office and registrations must be signed for by the Director of the Internship Program, Michael Porter. Preceptorship learning contracts are available at the Office of Academic Programs, and registrations must be signed for by the Director of Academic Programs, Ann Minnick.

*You cannot register for more than 18 credits via the web. If you want to register for more than 18 credits, you must do so in person in the Registrar's Office. No student can register for more than 20 credits.

*If you are having trouble getting registered, please give us a call at x6200 or stop by the Registrar's Office.