

RECORDS AND REGISTRATION

Office of the Registrar

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h (<http://www.reg.wayne.edu>)<http://wayne.edu/registrar> (<http://wayne.edu/registrar>)

The Office of the Registrar supports the instructional, research and service missions of the University by providing a wide variety of academic services to students, faculty and staff. The office consists of several units: The Office of the Registrar prepares academic calendars, assesses tuition and fees, determines residency, and reviews all appeals for exceptions to University enrollment policies. Records and Registration oversees registration, adds, drops, course withdrawals, grading, student personal and academic data, and transcripts/academic records. Curricular Services oversees the preparation of each term's Schedule of Classes, degree audit tools, graduation applications and diplomas. Transfer Credit evaluates coursework from other universities for undergraduate credit at Wayne State University.

Registration

Registration (<http://wayne.edu/register>) is the process of officially enrolling in classes for a particular term. Students can view the Class Schedule (<http://classschedule.wayne.edu>) online, add courses to their cart, and complete registration within Academica. A student may not attend any class for which he/she is not officially registered.

POST-BACHELOR STATUS: Students wanting graduate credit should NOT register 'post-bachelor.' This status allows students holding bachelor's degrees from accredited institutions to elect only courses open to undergraduate students (numbered below 7000), which may be used to fulfill prerequisite requirements for graduate admission. Credits for courses elected as a post-bachelor student do *not* count toward graduate credit.

Academica

Academica (<http://academica.wayne.edu>) is a secure gateway that provides unified access to Wayne State information, services, and computing systems. This comprehensive environment is a one-stop location where WSU students, faculty, and staff can conveniently use online self-service functions and easily access many computing systems, such as the Wayne Connect Email system and the Blackboard Learning System. Using Academica, students also have continual access to specific information and helpful tools needed for communication, collaboration, teaching and learning, and University administration. Current students can use secure self-services to check financial aid, register for and drop/add classes, pay tuition and fees, check holds and final grades, obtain enrollment verifications and transcripts, self-register for training programs/workshops, and more.

Accessing Academica requires a valid WSU Access ID (<http://computing.wayne.edu/accessid>) (e.g., xy6789) and password. As soon as a student applies for admission or an employee is hired, a unique Access ID is automatically created. The university's Help Desk (<https://tech.wayne.edu/helpdesk>) services can provide technical assistance if necessary.

Degree Works

Degree Works (<http://wayne.edu/degreeworks>) is a degree tracking tool that allows you to see your progress toward graduation and help you and your advisor determine which courses you still need to take. Along with

your advisor, you can also map out which courses you will take in future semesters, putting you on the right path for graduation.

Drop/Add – Adjusting Your Schedule

Registered students may drop and/or add classes on the date(s) indicated on the Registration Calendar. Note the following requirements:

1. The regulations pertaining to dropping and adding courses are stated as they pertain to regular courses fifteen weeks or more in duration. These regulations are applied proportionately to courses that are offered for less than fifteen weeks. Students can click on the Course Reference Number (CRN) on the class schedule website to view specific deadline dates for each course(s). Students can also contact the Registration Office (registration@wayne.edu) for any questions regarding these regulations.
2. Students who do not officially drop their courses within the first two weeks of classes are financially obligated to pay for the courses even if they have not attended any class sessions.
3. Students who officially drop full term courses before the conclusion of the first two weeks of classes (for the Fall and Winter terms) are entitled to 100% tuition cancellation, and the courses do not appear on the students' academic records.
4. Students are not permitted to add courses after the first week of the term without instructor and departmental permission. Departments are required to enter a late add permit/override for students if exceptions are made to permit adding of classes during the second week.
5. Effective Fall 2018, the withdrawal period starts after the second week of classes, and lasts through the tenth week. The withdrawal will include a notation on the academic record of 'WP' - Passing, 'WF' - Failing, or 'WN' - No Basis for Letter Grade. Students are required to submit their withdrawal through Academica for their instructors' approval. Once logged into Academica, click the Student tab, under Registration from the Student Services menu, choose Withdraw from a Class, follow the prompts on each page. Before a withdrawal request is sent to the instructor, undergraduate and Masters level students will be required to complete a SMART Check. See the Financial Aid website (<http://wayne.edu/financial-aid/receiving/withdrawal>) for more information.
6. Students are not permitted to withdraw from courses after the end of the tenth week of class for full term classes. The withdrawal deadlines are published in each term's academic and registration calendar. Withdrawal dates for less than full term courses are adjusted proportionally. Late withdrawal requests will not be approved. Medical withdrawal requests have separate deadlines.

Classes for which a grade has been earned cannot be withdrawn.

College of Engineering: Students are not permitted to withdraw from courses after the fifth week of classes without written approval of their advisor. Some departments have more stringent restrictions on withdrawing from courses.

Transcript Request Policy

Official transcripts bear the seal of the University and the signature of the Registrar. They are sent directly to the receiving party. Transcripts are issued free of charge, up to ten copies per year. A fee of \$5.00 per transcript is charged for copies in excess of ten. A fee of \$20.00 is assessed for each emergency transcript. An emergency transcript is one which is mailed for overnight delivery. The next day service only applies to street addresses (No Post Office Boxes) within North America. Next day service requests must be received by 1:00 p.m.

Students may request transcripts via Academica (<http://academica.wayne.edu>). There are no on demand transcript requests.

Due to the signature requirement for releasing educational records, the University cannot accept telephone requests for transcripts.

Transcripts are not issued to anyone outside the University without the written permission of the student. Requests for official transcripts will not be honored if the student or former student has an outstanding financial obligation to the University.

For students who have been in attendance since the year 2000, transcripts can be sent electronically. A valid email address must be provided.

Release of Student Records

The University recognizes the educational records of students as being privileged and has a policy designed to ensure that this information is not improperly divulged without the consent of the student. The University is subject to the Family Education Rights and Privacy Act (<http://reg.wayne.edu/students/privacy.php>) (FERPA) and has promulgated regulations pursuant thereto. Copies of the regulations and a list of student records maintained by the University are available for inspection in the Office of the Registrar. The University reserves the right to provide anonymous academic information to other schools and colleges when it is to be used for curriculum evaluation purposes.

Michigan's Freedom of Information Act

The Freedom of Information Act (PA 242) provides that a member of the public, in accordance with certain guidelines, has a right to inspect and receive copies of public records maintained by the University. A public record is broadly defined and includes written documents, pictures, recordings, punch cards, magnetic cards, etc., which are maintained by the University in the course of official responsibilities. However, certain records are exempt from disclosure.

The Media Relations Office, located in 3100 Academic/Administrative Building, is responsible for accepting requests for public records, and the Director of that office is the University officer in charge of providing this service. Under statute, a fee can be charged for records released and is based on the cost of labor involved in the search, examination and duplication of records, as well as the mailing costs. Only the Office of General Counsel may authorize the denial of a FOIA request.

Student Directory Information

Effective Winter Term 2000, and updated Spring/Summer 2017, Wayne State University policy permits the release of certain Student Directory information. The specific items are: name, university-provided email address, major, classification (freshman, sophomore, etc.), participation in official recognized activities, including sports, height and weight of member of athletic teams, degree(s) received from Wayne State University, and honors and or/academic awards received.

Unless a student informs the Office of the Registrar that he or she does not want this information released, it will be available to third parties on request. In addition, the student's name, WSU e-mail address, College/School, and major will be visible in the University's Electronic Directory on the Internet. Students who do not want this information released must formally request withholding by completing the Release of Directory Information form, available from the Office of the Registrar (<http://reg.wayne.edu>).

WSU OneCard

The WSU OneCard is a multi-purpose identification and debit card all in one. It is a convenient, easy-to-use card designed to provide students with access to a wide variety of campus services including parking, door access, copying and printing services food and book-store purchases, and more, all without having to use cash. The OneCard is needed to access the fitness center, the complimentary campus shuttle and serves

as the Library Card for the WSU Libraries. Students should contact the OneCard Office (<http://www.onecard.wayne.edu>) for complete details.

Retention and Graduation Data

The following information provided by the National Student Clearinghouse reflects 4-year and 6-year graduation and retention rates of the Fall 2010 cohort. Decisions by students to complete degree programs in more than four years varies from personal to programmatic to economic reasons. Additionally, some students in the 2010 cohort have graduated or will eventually graduate at other institutions through transfer or pre-baccalaureate entry into professional programs.

The Fall 2010 cohort consisting of 2400 students tracked by the Clearinghouse for periods of four years and six years shows:

Description	At the End of 4-years	At the End of 6-years
4-year degree from WSU	13%	39%
4-year degree from other institution	1%	6%
2-year degree from other institution	2%	5%
Certificate from other institution	1%	1%
Retained at Wayne State University	41%	11%
Retained at other 4-year institution	8%	6%
Retained at other 2-year institution	13%	8%
Not retained, not completed	22%	24%