

WESTERN WASHINGTON UNIVERSITY

Student Affairs

Dept. Chair Orientation Fall 2008

New Department Chair Orientation Student Affairs

Outcomes: (1) to address commonly-asked department chair questions, by providing overview information on specific issues, departments, and/or services; (2) to provide information about student affairs policies and/or procedures that will impact their department and the students/faculty within it; (3) to raise awareness of how, when, and to whom to refer and/or seek help for students... whether for disciplinary, safety, classroom, and/or general issues

TOPIC	WHO
<p>What Department Chairs Need to Know About Admissions & Enrollment Planning...</p> <ul style="list-style-type: none"> • Profile of incoming students (Karen) • Long range growth plan (Karen) • Credit load, FTE (Karen) • Enrollment planning and tools (Karen and Susanna) <p>10 MINUTES</p>	<p>Karen Copetas Susanna Yunker</p>
<p>What Department Chairs Need to Know About Registration, Curricular Issues, & Advising...</p> <ul style="list-style-type: none"> • Early registration (Susanna) • Curricular change process (Susanna) • Schedule development and classroom scheduling (Susanna) • When to send students to Academic Advising, when to serve within department (Tina) Faculty/Departmental Advisors for Summerstart and Transitions <p>10 MINUTES</p>	<p>Susanna Yunker Tina Loudon</p>

TOPIC	WHO
<p>What Department Chairs Need to Know About Services/Resources for Students....</p> <ul style="list-style-type: none"> • What information can/cannot be shared about students/student confidentiality (Emily and Susanna) • Disability verification and accommodations (David) • Career, tutorial, and academic support services (including those provided by SOS)(Tina and Tom) • Student rights and responsibilities, academic honesty (Ted) • Brief overview of campus opportunities for student involvement (Ted) • General information and referral resources (student life) (Ted and David) <p>20 MINUTES</p>	<p>David Brunnemer Emily Gibson Nancy Corbin Susanna Yunker Ted Pratt Tom Nerini Tina Loudon</p>
<p>Addressing Concerns Related to Students...</p> <ul style="list-style-type: none"> • Odd classroom behaviors (including threatening, disruptive behaviors, etc) (Ted and Nancy) • Safety concerns (students who may be a threat to self, others, acting erratically, suicidal) (Ted, Nancy and Emily) • General and health concerns (when something's just not right...) (Ted, Nancy, Emily) • Medical and non-medical leaves of absence (Ted, David, Emily) • When to refer to Dean of Students (vs. Counseling, Health Center, or others) (Ted, Emily, Nancy) <p>20 MINUTES</p>	<p>David Brunnemer Emily Gibson Nancy Corbin Sherry Mallory Ted Pratt</p>

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Case Study

10 minutes

Questions

20 minutes

BLOCK-SCHEDULE PLAN

Courses with five contact hours:

- Five 1-hour meetings: MTWRF 50 minutes each, beginning on any hour.*
- Three 1½-hour meetings: MWF 80 minutes each, beginning at 8:30, 10:00, 11:30, 1:00, 2:30 or 4:00.**

Courses with four contact hours:

- Four 1-hour meetings: MTWF or MWRF 50 minutes each, beginning on any hour.
- Two 2-hour meetings: TR 100 minutes each, beginning at 8:00, 10:00, 12:00 or 2:00.***

Courses with three contact hours:

- Three 1-hour meetings: MWF 50 minutes each, beginning on any hour.
- Two 1½-hour meetings: TR 75 minutes each, beginning at 8:00, 10:00, 12:00 or 2:00.
- One 3-hour meeting: T or R 150 minutes.

Courses with two contact hours:

- Two 1-hour meetings: TR 50 minutes each, beginning on any hour.
- One 2-hour meeting: T or R 100 minutes, beginning at 8:00, 10:00, 12:00 or 2:00.

Any length course meeting entirely on one day:

- Appropriate period: T or R, beginning at 8:00, 10:00, 12:00, or 2:00.

* Note that actual meeting time always allows 10 minutes passing time between courses. For courses meeting other than in one-hour periods, meeting time is based on the equivalent minutes if the same class met in one-hour periods.

** Strictly speaking, these periods would meet 83 minutes to be the equivalent of five 50-minute periods. Required passing times force these meetings to end after 80 minutes. The reduction may be compensated for by the fact that beginning and ending disruptions occur only for three class meetings rather than for five.

*** These are scheduled into 110 minute blocks, with the ten minute passing time completing the two hour period. The 100 minute meeting time allows a ten minute break in addition to the passing time.

Early Registration Draft Schedule

<i>Activity</i>	<i>Current Schedule 2007-08 preparation for 2008-09 academic year</i>	<i>Proposed Schedule 2008-09 preparation for 2009-10 academic year</i>		
FALL	2007 Fall Term	2008 Fall Term	IMPACT	Notes
Fall Quarter start	September 26 2007	September 24 2008 September 23 2009	no change	
Call for catalog changes	October 31 2007	October 6 2008	three weeks earlier	
Research and Teaching Grants due to Dean	October 15 2007			
Tenure and Promotion due to the Dean	October 15 2007			
Call for Summer schedule	November 1 2007	October 22 2008	two weeks earlier	
Graduate School Catalog Changes Due		November 15, 2008		
Winter Quarter registration (Phase I)	Nov 20-Dec 7 2007	Nov 18-Dec 5 2008 Nov 17-Dec 4 2009	no change	
Call for next year's schedule	February 1 2008	December 1 2008	two months earlier	
Preliminary Summer Schedule due	December 14 2007	December 5 2008	one week earlier	
Finals week	December 8-12, 2007			
Finalize Summer Schedules		December 31, 2008	one month earlier	Departments will review a final spreadsheet; summer school will issue contracts.
Intersession break	Dec 15 2007-Jan 7 2008	Dec 13 2008-Jan 5 2009	no change	

WINTER	2008 Winter Term	2009 WinterTerm	IMPACT	Notes
Winter Quarter start	January 8 2008	January 6 2009	no change	
Teacher Education Catalog Changes due to TCCC		January 6, 2009		
GER/FYE Catalog changes due to GER Committee		January 16, 2009		
Course fee change requests due	Dec 31 2007	January 16, 2009	1.5 months later	Depts. will enter their proposed fee requests into Banner and final verification of the fees will occur later after the fees are approved.
Student Tech Fee due	January 18 2008			
Summer schedule due	February 1 2008	January 30 2009	no change	
Funding for adjunct instructors released	February 1 2008	February 1 2009		Approved by the Provost
Summer rooms assigned	Feb 4-15 2008	Feb 2-13 2009	no change	
Annual Eval of probationary faculty due to Dean	February 12 2008			
Final ACC approval (courses & programs)	February 19 2008	February 3 2009	two weeks earlier	
Catalog changes due	February 29 2008	February 13 2009	two weeks earlier	
Spring Quarter registration (Phase I)	Feb 28-Mar 14 2008	Feb 26-Mar 12 2009	no change	
<i>Finals week</i>	<i>March 17-21, 2008</i>			
Academic year schedule due (on-line access revoked after this date)	April 1 2008	March 17 2009	two weeks earlier	
Academic year schedule verification and editing	April 1-15 2008	March 16-31 2009		
Spring intersession break	Mar 22-31 2008	March 21-30 2009		

SPRING	2008 Spring Term	2009 Spring Term	IMPACT	Notes
Academic year room scheduling	Apr 15-June 1 2008	Apr 1-May 8 2009	two weeks earlier	
Spring Quarter start	April 1 2008	March 31 2009	no change	
Timetable development (Registrar's Office)	June 2-July 1 2008	Apr 13-May 1 2009	two months earlier	
Summer registration (Phase I)	May 6-9 2008	Apr 28-May 1 2009	one week earlier	
Faculty Contracts/PAs for Fall Quarter or FWS	September 4, 2007	May 1 2009		
Final catalog proof	May 1 2008	May 1 2009	no change	
Departments review schedule	June 9-13 2008	May 4-8 2009	one month earlier	
Summer registration (Phase II)*	May 12-June 23 2008	May 4-15 and June 8-22 2008	no change	
Fall Quarter schedule on the web	July 10 2008	May 11 2009	two months earlier	
Changes to CAPP for next year completed	July 1 2008	May 15 2009	6 weeks earlier	
Fall registration (Phase I)	Sept 10-19 2008	May 19-June 5 2009	4 months earlier	
Finals week	June 9-13, 2008			

SUMMER	2008 Summer Term	2009 Summer Term	IMPACT	Notes
Summer registration (Phase III)	June 24-27 2008	June 23-26 2009		
Summer Quarter start	June 24 2008	June 23 2009		
Fall registration (Phase II)	Sept 20-23 2008	For any already registered: Aug 22-Sept 21 2009**		
Transitions**	July 18, 24, 25 2008	July 17,23, 24 2009		
Summerstart**	Aug 6-21 2008	Aug 5-20 2009		
Fall Quarter start	September 26 2007	September 23 2009		

*Summer credit limit is 18, but Fall Phase I credit limit is 17. Summer students who wish to take more than 17 credits would need to seek an exception if doing so after May 9

**Continuing students will be locked out of registration from the start of Transitions to the end of Summerstart or it could be opened for them in the period between Transitions and Summerstart, July 19-Aug 4

Registrar's Office

516 High Street, Old Main 230
 Bellingham, WA 98225-9008
 (360) 650-3430

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About Registrar's Office

Staff Directory, Enrollment Reports, Records and Grading

Registration

Registration Policies, Web Registration, Web4U, Timetable, Course Descriptions, Classfinder, Schedule, General Catalog, Pin FAQ

Student Services

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Credit Evaluation Undergraduate

GURs, Transfer Credits, Degree Requirements & Info, Degree Application, Graduation Honors, Major GPA Calculation

Commencement

Current Quarter, Reservation Form, Future Ceremonies

Calendars

Dates and Deadlines, Registration Schedule, Finals Schedule, Term Dates



Staff Directory

Registrar

Registrar

Registrar Services

Address Changes		Address Change Form
Classroom Scheduling	650-3758	Troy.Ragsdale@wwu.edu
Fax	650-7327	
Grade Changes	650-3427	Marcia.Merth@wwu.edu
K Removals	650-3431	Kathleen.Nolan@wwu.edu
Registration Information	650-3430	Registrar.Office@wwu.edu
Residency Information	650-3324	Residency Information
Degree Application (Bachelor)	650-3430	Degree Application
Transcript Information Line	650-3355	Transcript Information
Transcript Service	650-3301	Linda.Black@wwu.edu
Veteran Information	650-3324	Veterans.Affairs@wwu.edu
Web Registration		Web4U

Academic Records

Marcia Merth, Manager	650-3427	Marcia.Merth@wwu.edu
Kathleen Nolan, K Removal	650-3431	Kathleen.Nolan@wwu.edu
Linda Black, Transcript Clerk	650-3301	Linda.Black@wwu.edu

Commencement

Dixie Doran, Coordinator	650-2246	Dixie.Doran@wwu.edu
Commencement Asst.	650-3701	
Edye Colello-Morton, Commencement Asst.	650-2245	Edye.Colello-Morton@wwu.edu

Credit Evaluation/Graduation

	650-3985	
Paula Salisbury, Manager	650-3983	Paula.Salisbury@wwu.edu
Nancy Anderson, Transfer Evaluator	650-3984	Nancy.Anderson@wwu.edu

Bernadette Davidson, Transfer Evaluator 650-3698 Bernadette.Davidson@wwu.edu
Rochelle (Rocki) McConnell, Program Asst. 650-2079 Rocki.McConnell@wwu.edu

CAPP (Degree Evaluations)

Linda Luke, CAPP Specialist 650-7687 Linda.Luke@wwu.edu
Carolyn Swinburne, Curriculum Data Coord. 650-6536 Carolyn.Swinburne@wwu.edu

Catalog & Curriculum

Lisa Zuzarte, Catalog & Curriculum Coord. 650-6275 Lisa.Zuzarte@wwu.edu

Front Counter / Registration Information

Registrar.Office@wwu.edu

Leanna Bowman, Manager 650-3996 Leanna.Bowman@wwu.edu
Kathie Loftin, Front Counter Supervisor 650-3432 Kathie.Loftin@wwu.edu
Jean Acuff, Front Counter 650-3432 Jean.Acuff@wwu.edu
Jana Schueler, Front Counter 650-5064 Jana.Schueler@wwu.edu
Lori Chapman, Front Counter 650-5065 Lori.Chapman@wwu.edu
Troy Ragsdale, Classroom Scheduler 650-3758 Troy.Ragsdale@wwu.edu
Wendy Gegenhuber, Veteran Serv & Residency 650-3324 Wendy.Gegenhuber@wwu.edu

Registrar Systems

Steve LaBree, Associate Registrar 650-2985 Steve.Labree@wwu.edu
Cindy MacLean, Manager 650-7209 Cindy.Maclean@wwu.edu
Taya Winter, IT Specialist 650-7912 Taya.Winter@wwu.edu

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From WWU's REGISTRAR'S OFFICE:

FERPA: Family Education Rights and Privacy Act

PRIVACY AND EDUCATIONAL RECORDS

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by an educational institution and access to those records. Institutions that receive funds administered by the Federal Office of Education are bound by FERPA requirements and failure to comply may result in the loss of federal funding.

WHAT ARE EDUCATION RECORDS?

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an educational agency, institution, or party acting for the agency or institution. Education records can exist in any medium, including, but not limited to, typewritten, hand-written, computer generated, videotape, audiotape, film, microfilm, microfiche, and email.

Education records do not include:

- Sole possession records, i.e., records/notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person except a temporary substitute for the maker of the record. This may include notes an instructor makes while providing career or professional guidance to a student.
- Medical treatment records that include, but are not limited to, records maintained by physicians, psychiatrists, and psychologists.
- Employment records unless employment is based on student status, i.e. a graduate teaching assistant or work-study student.
- Records created and maintained by a law enforcement unit.
- Post-attendance records, i.e., information about a person that was obtained when the person was no longer a student (alumni records) and not related to the person as a student.

ACCESS TO STUDENT RECORDS

Western Washington University may not disclose information contained in education records without the student's consent, except under certain limited conditions. For example, the University may disclose what is considered to be "directory" information unless the student has restricted disclosure of such information with the Registrar's Office.

While “directory information” can be defined more broadly, WWU has elected to allow only the following to be releasable as “directory information.” Directory information at the WWU is defined as:

- Name
- Dates of attendance
- Degrees and awards received
- Enrollment status

If the student has restricted the disclosure of directory information, a privacy restriction will appear on the student’s academic record. In the University’s computer database, there is “confidential” notation that the student has requested privacy.

In addition, the University can release information to a school official if it can be determined that the individual has a legitimate educational interest; i.e. if the official is performing a task that is specified in his/her job description, by contract agreement, is related to a student’s education, or to the discipline of a student. Faculty members do not have access to student academic records unless their normal job duties specifically require access (i.e. the student is enrolled in their course(s) or is the advisor of record).

POSTING GRADES

The public posting of grades by the student’s name, student identification number, or social security number is a violation of FERPA. This includes the posting of grades to a class website and applies to any public posting of grades for students taking distance education courses. Even without the name, using a student I.D. number or any part of a social security number in relation to the posting of grades violates FERPA, as the information may be personally identifiable to the student. Instructors can use code words or randomly assigned numbers that only the instructor and individual student know. Even then, the posting of grades should not be in alphabetical order. Faculty who wish to send grades to students via email need to be extremely carefully with this distribution process. An inadvertent and unauthorized release of grades to someone other than the student would be a violation of FERPA.

RETURNING ASSIGNMENTS

Assignments and papers that contain “personally identifiable” information should not be distributed to the student in a way that would allow other students to view the information. Graded papers should not be left unattended in an office or classroom for students to sort through or returned to students via another student. Both of these examples are a violation of FERPA. A possible solution would be to leave the exams, quizzes, etc. with an assistant or secretary who requests proper identification prior to distributing the information to the student.

PARENTS REQUESTING INFORMATION

When a student reaches the age of 18 or begins attending a post-secondary institution, regardless of age, FERPA rights transfer to the student. Concerns such as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that constitute part of the student's education record. This information is protected under FERPA and parents may not have access unless the student provides written authorization that specifically identifies what information may be released to the parent(s). While some institutions allow students to authorize on-going permission for parental access to their records, Western Washington University does not provide this option.

CRISIS SITUATIONS/EMERGENCIES

If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is "necessary to protect the health or safety of the student or other individuals." Factors considered in making this assessment are: the severity of the threat to the health or safety of those involved; the need for the information; the time required to deal with the emergency; and the ability of the parties to whom the information is to be given to deal with the emergency. Requests of this nature should be directed to the Registrar's Office.

LETTERS OF RECOMMENDATION

Written permission from the student is required for a letter of recommendation if any information included in the recommendation is part of the "education record" (courses taken, grades, GPA and other non-directory information). The signed release must specify the records to be disclosed, the purpose of the disclosure and the party to whom the disclosure can be made. If the letter of recommendation is kept on file by the person writing the recommendation, then it becomes part of the student's education record and the student has the right to read it unless he/she has specifically waived that right of access. The only time a written release from the student is not required is if the recommendation will be based solely upon personal acquaintance/observation with the student and the letter will not contain any information derived from educational records concerning the student's participation, performance or academic achievement in school.

WHO TO CONTACT WITH QUESTIONS/CONCERNS

Any questions concerning FERPA may be directed to the Registrar's Office.

WWU Counseling Center

540 Old Main

8:30 a.m. – 4:30 p.m.

How to reach us:

During office hours call **650-3164**

For after-hours emergencies (between 4:30 p.m. and 8:30 a.m. and on weekends) call **650-3555**

Eligibility for services: Any WWU student who is enrolled for **six** or more credits may use the Counseling Center. All services of the Counseling Center are free.

Our services to students: We offer psychological assessment, individual and couples' counseling in a brief counseling model, group counseling, and psycho-educational workshops to help students address their concerns and gain the skills to be successful at WWU. We also assist students by referring them to other services on campus and in the community who offer more specialized or longer-term help to students.

Responding to urgent needs: In addition to appointments scheduled in advance for students, our Center maintains some same-day appointment times for students whose needs are urgent. After hours a member of our staff is available by phone for emergencies. Call the University Police dispatch number at **650-3555** to reach the on-call counselor.

Our services to faculty and staff: Faculty and staff often are the campus community members who are first to observe signs that a student may be experiencing distress. You may consult with a Counseling Center staff member about how to facilitate the referral of a student to the Counseling Center and other campus resources. Call our office at 650-3164 and ask to speak with a member of our professional staff for consultation.

Some signs and symptoms of student distress include marked changes in behavior such as uncharacteristic procrastination and poorly prepared work, infrequent class attendance, lack of energy, falling asleep in class, poor personal hygiene, impaired speech or garbled and disjointed thoughts, threats to harm oneself or others, and high levels of irritability and/or tearfulness.

Counseling Center staff also can provide consultation with academic departments on topics such as suicide prevention, responding to students in distress, working with students following a crisis, or other topics of particular relevance to your department's work with students.

Confidentiality: We are bound by HIPAA and are unable to share information about a student unless the student gives us explicit written permission to do so. Hearing from you about what you have observed in a student's behavior or what a student has told you can be helpful to us, but please be aware that we cannot respond in kind.

Visit our website: <http://www.wvu.edu/chw/counseling/index.shtml>

Note section on Faculty/Staff Referrals

NUGGETS FOR DEPT CHAIRS TO KNOW ABOUT STUDENT HEALTH AT WWU:

- All students enrolled for 6 or more credits are eligible for free unlimited visits to the Health Center, which provides acute illness/injury and chronic condition primary care, including psychiatric consultation, travel clinic, nutrition services, women's health, and sports medicine. We do not provide care to faculty or staff.
- We provide patient care through the Self Care Clinic, Consulting Telephone Nurse (24 hour), Virtual Visit (24 hour), and Ask the Doc (anonymous Q&A).
- We endeavor to schedule students for appointments so they will not miss class. However, due to severity of their symptoms, or because of patient volume and demand, we may only have appointment slots available during class time. Students who call early in the day will have their choice of almost 120 same-day appointment slots.
- Signed medical excuses are provided to students who have missed classes due to clinic appointments or illness/injury preventing attendance in class. Students are encouraged to fill out their own medical statement of absence if it is not clinically necessary to see a health care provider (symptoms resolved or minor) and that statement is date stamped by our receptionist, and releases the Health Center to respond to an inquiry from the instructor about the absence.
- Emergency Medical Leave of Absence may be provided for medically documented extended absences beyond two days. These are sent by email from Dr. Gibson but the student is responsible for contacting the instructor about making up missed course work.
- Hardship Withdrawals from class can be verified by Health Center staff, but are reviewed for approval by the Student Life Office.
- Public Health concerns on campus are managed by the Student Health Center in consultation with the Whatcom County Health Department as these illnesses may impact faculty and staff. Although the Health Center does not provide direct clinical care to faculty and staff, it does provide oversight for management of communicable disease outbreaks on campus, such as influenza, hepatitis A, food-borne gastrointestinal illness, measles, mumps, meningitis, chicken pox, tuberculosis, SARS, and whooping cough.
- Restrictions on release of personal health information as regulated by HIPAA prevents our staff from providing faculty or staff any information without specific patient permission, including whether or not the patient was seen in the clinic on the date and at the time in question.
- The Student Health Center has professional staff with expertise in chemical dependency, eating disorders, attentional disorders, Asberger's, as well as management of suicidal and parasuicidal (cutting, burning) behavior. We welcome referrals of students struggling with these issues any time it comes to your attention.

Emily Gibson, M.D.
Director, WWU Student Health
Emily.Gibson@wwu.edu
360-650-7328
24 hour availability by pager 714-3755