

Revised Registrar Policies & Procedures for Senate Review

- II-6.1 - Registration
- II-6.3 - Remission of Out-of-State Tuition for Certain Foreign Nationals
- II-6.4 - Residency Defined for Tuition Purposes
- II-91 - Student Information System
- 2033 - Registration
- 2101 - Master Schedule Production
- 2102 - Certification for Eligibility for Nonimmigrant Students

Policy II-6.1: Registration

Summary of Key Changes

The Policy has been updated as follows:

- Minor editing to improve readability.

STOCKTON UNIVERSITY

POLICY

Registration

Policy Administrator: Registrar
Authority: N.J.S.A. 18A: 64-8
Effective Date: March 25, 1975; February 16, 2011
Index Cross-References: Procedure 2033 - Registration
Policy File Number: II-6.1
Approved By: Board of Trustees

POLICY:

The Office of the Registrar is responsible for overseeing all aspects of the course registration process. It is the intent of the registration process to:

- A. Expediently aid students to obtain the courses required or desired to support their various curricula.
- B. Minimize inconvenience to students, faculty, and administration while also assuring that proper administrative controls are enforced.
- C. Monitor all aspects of the course registration process and produce essential reports in a timely manner.

Review History:

	Date
Policy Administrator	02/17/20 229.

STOCKTON UNIVERSITY



POLICY

Remission of Out-of-State Tuition for Certain Foreign Nationals

Policy Administrator: Registrar
Authority: N.J.S.A. 18A:64-6
Effective Date: April 14, 1975; February 16, 2011; TBD
Index Cross-References: Policy II-6.4: Residency Defined for Tuition Purposes;
Procedure 3611: International Student Admissions
Policy File Number: II-6.3
Approved By: Board of Trustees

I. POLICY:

- A. Eligibility for remission benefits for foreign nationals will be limited to those individuals holding a valid visa issued under the nonimmigrant categories set forth in either paragraph 15(F) (i) or 15(J) of Section 1101, Chapter 12, Title 8, U.S. Code Annotated.
- B. Within the above categories, eligibility is further limited to those individuals establishing need as determined by the University.
- C. Remission of out-of-state tuition may be granted to eligible foreign nationals numbering up to one percent of the anticipated FTE enrollment.

Review History:

	Date
Policy Administrator	03/29/2021
Faculty Senate	
Divisional Executive	03/29/2021
General Counsel	07/30/2021
Cabinet	
President	
Board of Trustees	

Policy II-6.4: Residency Defined for Tuition Purposes

Summary of Key Changes

The Policy has been updated as follows:

- Clarified language about in-state residency and defined domicile;
- Clarified language for readability.

Review History:

	Date
Policy Administrator	03/30/2021
Faculty Senate	
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Divisional Executive	03/30/2021
General Counsel	07/30/2021
Cabinet	
President	
Board of Trustees	

Policy II-91: Student Information System

Summary of Key Changes

The Policy has been updated as follows:

- Minor formatting and style recommendations.



POLICY

Student Information System

Policy Administrator: Registrar

Authority: 18A-64-8

Effective Date: March 25, 1975; June 16, 1976; September 21, 2009; February 16, 2011; TBD

Index Cross-References:

Policy File Number: II-91

Approved By: Board of Trustees

A. Responsibilities.

1. Office of Student Records: This office is solely responsible for maintaining the official record of each Stockton student. It will maintain and operate the filing and correction system necessary to ensure the accuracy and completeness of each individual file.
2. Academic Affairs: Faculty members are responsible for the timely submission of grades and data related to courses and programs status.
3. Students: It is a student's responsibility to check the accuracy and completeness of their records and to notify the Office of Student Records of any errors or omissions in their file.

B. Basic elements of a student's record include:

1. Demographic data which includes legal name, social security number, date of birth, sex, citizenship, veteran's status, permanent and mailing addresses, emergency contact address, Z number, and parent or guardian's name.
2. Transcript data which encompasses all courses attempted and grades received, total transfer credits accepted, all credit by examination units, date of graduation, and degree(s) earned.
3. Related Items, which includes academic materials which the student may have requested in writing be placed in their file.
4. Letters of Recommendation which will be placed in a student's file only if the student expresses in writing an authorization to do so. Letters are purged after graduation or inactivity.
5. Violations of Campus Conduct Code which include the regulations(s) violated, time and place of violation, and sanctions applied.

C. Changes

1. Students are required to submit both demographic changes (such as name, address, etc.) and program study changes to the Office of Student Records on official change forms or through secure access on the *goStockton* portal.
2. Faculty members are authorized to make grade changes.

D. Release of Documents:

1. Written Consent: Upon _____ express written consent, a copy of the entire student record may be released to the individual, institution,

Procedure 2033: Registration

Summary of Key Changes

The Procedure has been updated as follows:

- Name of the President updated;
- Add statutory authority.
- Minor editing to improve readability.
- Grammatical corrections.

Procedure 2101: Master Schedule Production

Summary of Key Changes

The Procedure has been updated as follows:

- Updated process for the submission of courses and descriptions.
- Updated reference to current Banner system of schedule production.
- Removed reference to manual forms no longer used in this process.
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STOCKTON UNIVERSITY

PROCEDURE

Master Schedule Production
Procedure Administrator: Registrar Authority: N.J.S.A. 18A:64-8 Effective Date: March 4, 1975; TBD Index Cross-References: Procedure File Number: 2101 Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide an efficient procedure for preparation of the schedule of courses.

II. PROCEDURE:

A.. The Office of Student Records is responsible for the coordination and production of the schedule of courses for each term.

1. Each academic school submits information for all approved courses for each term to the Office of Student Records. Descriptions for courses that do not appear in the University Bulletin are submitted to Student Records on the Course Adjustment form through workflow.
2. Spreadsheets are reviewed and room assignments are made for each course or section by the Office of Student Records. Con000912 0 7(7h)6e)6(76(d)m 7e)912

Review History:

	Date
Procedure Administrator	02/24/2021
Faculty Senate	
Divisional Executive	03/29/2021
General Counsel	08/18/2021
Cabinet	
President	

Procedure 2102: Certification for Eligibility for Nonimmigrant Students

Summary of Key Changes

The Procedure has been updated as follows:

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- Spelling out of all acronyms for clarity.
- Light editing to promote clarity.

