

# Spring 2020 -> Fall 2020

Timelines, reminders, tips, what's new

# Faculty and Staff Resources page

<https://www.oswego.edu/registrar/faculty-and-staff-resources>  
Reorganized!

Information, documentation, videos on:

Advisor Assignment

Change of Major

Degree Works

Degree Works Plans

Registration and Planning

Class Scheduler

Course Look-up

Eligibility Table\*

...and more

\*students should look up their individual time in myOswego!

REGISTRAR / FACULTY AND STAFF RESOURCES

## Faculty and staff resources

**Grade entry: Spring 2020 Midterm Grades will be made available for students to view March 27th.**

Midterm Grade submission is required for all full-semester 100 and 200-level courses.

[Advisor Resources](#)

[Faculty Resources](#)

[Classroom Change for course / exam](#)

[Room Reservations](#)

[Course Information / Schedule Build](#)

[Course Lookup](#)

[Registrar staff directory](#)

### Advisor Resources:

- Fall 2019 Advising Coordinator Meeting presentation (.pdf). Includes information on Transfer Credit display in Degree Works and Class Scheduler.
- [Accessing your myOswego account](#) (New / updated account)
- [Advisor assignment instructions](#) (Banner)
- [Change of Major Workflow via MyOswego](#)
- [Degree Works information](#)
- [Degree Works Video: How to read a Degree Works audit](#)
- [Degree Works Video: Degree Works navigation and features](#)
- [Degree Works "Transfer" tab: SUNY Transfer Tools](#)
- [Degree Works Helpful hint - the "Find" button supports searching by Advisor ID \(.pdf\)](#). Type in your ID and use with other search criteria (Graduation Term, Registration Term, Major, Minor, etc.) to find subsets of your advisees.
- [Degree Works Plans - Overview and Instructions \(.pdf\)](#).
- [Degree Works Video: Building Degree Works Plans - "Blank Plan" Option](#)
- [Degree Works Video: Degree Works and Registration Plans](#)
- [Program Deviation Form](#)

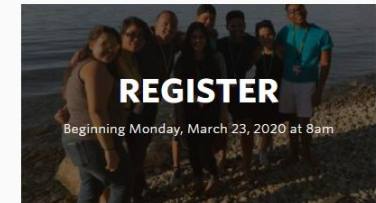
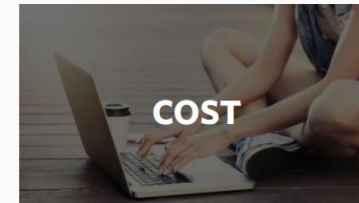
# Summer Session

- Classes viewable in myOswego
- Approx. 380 sections, 300 courses
- registration opens Monday 3/23

## Why Summer Sessions at SUNY Oswego?

Earn up to 15 credits! Summer Sessions courses allow you to free up room for internships or study abroad. Enrolling in one our hundreds of online, face-to-face or hybrid courses is a great way to get ahead or stay on schedule. Take online classes from wherever you are, or take classes at our beautiful lakeside campus.

Taking a course during Summer Sessions can help you benefit from the [Oswego Graduation ROI](#) or stay on track with your [Excelsior Scholarship](#).



## Spotlight on Summer

### DRIVERS EDUCATION CERTIFICATION PROGRAM!

*SUNY Oswego is one of the few colleges in the state that offers flexible online training and practical learning that allows you to finish your certification for driver education in less than 12 months.*

[LEARN MORE](#)

### SUMMER SESSIONS 2020

- Session 1: May 26 - June 12 (3 weeks)
- Session 1-2: May 26 - July 3 (6 weeks)
- Session 1-4: May 26 - August 14 (12 weeks)
- Session 2: June 15 - July 3 (3 weeks)
- Session 3: July 6 - July 24 (3 weeks)
- Session 3-4: July 6 - August 14 (6 weeks)
- Session 4: July 27 - August 14 (3 weeks)

Course List Available: Monday, February 17, 2020

# Fall 2020 Advance Registration

- Schedule online 3/16
- Advance Registration 4/6-24
  - No appointment times 4/10
- All Matriculated students “in” 4/16
  
- Students should use “Check Your Registration Status” in myOswego (and select Fall 2020)
  - Reminder: times determined by EARNED hours, not in-progress

# Advising Student Profile

- Term
- Links / Navigation
- Notes

Advising • Advisee Search

### Advisee Search

Change term, search for a student, or view your advisee listing

Term  
Summer 2020

View advisee listing, or search by

Student ID  
 Student Email  
 Student Name

Student ID

[View Profile](#) [View My Advisee Listing](#)

Term: Fall 2019 Standing: Good Standing, as of ... Overall Hours: 0 Overall GPA: 0.00 Registration Notices: 3 Holds: 1

Tracey Green

Student Information Notes: 1

+ New Sort

Tracey is considering a career in photography.  
10/09/2019  
LeMay, Jerret  
General Advisement Meeting

### CURRICULUM, HOURS & GPA

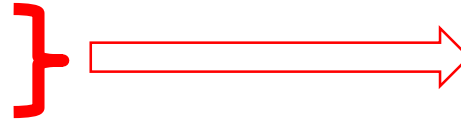
| Primary        | Secondary               | Hours & GPA |
|----------------|-------------------------|-------------|
| Degree:        | Bachelor of Science     |             |
| Level:         | Undergraduate           |             |
| Program:       | Arts and Sciences       |             |
| College:       | Liberal Arts & Sciences |             |
| Major:         | Geochemistry BS         |             |
| Concentration: | Not Provided            |             |
| Minor:         | Not Provided            |             |
| Concentration: | Not Provided            |             |
| Catalog Term:  | Fall 2019               |             |

### REGISTERED COURSES

| Course Title     | Details     | CRN   | Hours | Regi: |
|------------------|-------------|-------|-------|-------|
| Physical Geology | GEO 100 800 | 91750 | 3     | **We  |

Total Hours | Registered Hours: 3 | Billing Hours: 3 | CEU Hours: 0 | Min Hours: 3 | Max Hours: 17

Curriculum and Courses  
Prior Education and Testing  
Additional Links  
Academic Transcript  
Registration Overrides  
Week at a Glance  
Starfish  
Registration and Planning  
View Grades  
Degree Works



# Notes

- Academic Concerns
  - During semester = Starfish
  - After End-of-Term = Student Profile Notes
    - Category = “Academic Concerns” or “Leaving/Planning to Leave”
- Off-campus study = Degree Works
- Degree Progress = Degree Works
  - “Process New” after adding a Note
- Course Suggestions: Rather than a note, use Degree Works Plans!
  - more obvious, accessible and useful than a note (and it tracks)

# Major / Minor Lists - “Advisors” tab

- Shared 5x a semester, can help with maintenance...

|    | A                     | B          | C            | D      | E   | F    | G     | H  | I         | J            | K            | L                 |
|----|-----------------------|------------|--------------|--------|-----|------|-------|----|-----------|--------------|--------------|-------------------|
| 1  | advisor               | advisor_id | relationship | curric | id  | last | first | mi | email     | student_type | FIRSTYEARIND | classification    |
| 2  | **NEED MAJ1 ADVISOR** |            | MAJ1         | 081    | 805 |      |       |    | swego.edu | New Freshman | Y            | 2nd sem freshman  |
| 3  | **NEED MAJ1 ADVISOR** |            | MAJ1         | 080    | 805 |      |       |    | ego.edu   | New Freshman | Y            | 1st sem freshman  |
| 4  | **NEED MAJ1 ADVISOR** |            | MAJ1         | 081    | 805 |      |       |    | vego.edu  | New Freshman | Y            | 1st sem freshman  |
| 5  | **NEED MAJ1 ADVISOR** |            | MAJ1         | 081    | 805 |      |       |    | swego.edu | New Freshman | Y            | 1st sem freshman  |
| 6  | **NEED MAJ1 ADVISOR** |            | MAJ1         | 080    | 805 |      |       |    | ego.edu   | New Freshman | Y            | 2nd sem freshman  |
| 7  | **NEED MAJ1 ADVISOR** |            | MAJ1         | 480    | 805 |      |       |    | swego.edu | New Freshman | Y            | 1st sem sophomore |
| 8  | **NEED MAJ1 ADVISOR** |            | MAJ1         | 081    | 805 |      |       |    | go.edu    | New Freshman | Y            | 1st sem freshman  |
| 9  | **NEED MAJ1 ADVISOR** |            | MAJ1         | 081    | 805 |      |       |    | vego.edu  | New Freshman | Y            | 2nd sem freshman  |
| 10 | **NEED MAJ1 ADVISOR** |            | MAJ1         | 081    | 805 |      |       |    | swego.edu | New Freshman | Y            | 1st sem freshman  |
| 11 | **NEED MAJ1 ADVISOR** |            | MAJ1         | 081    | 805 |      |       |    | ego.edu   | New Freshman | Y            | 2nd sem freshman  |
| 12 | **NEED MAJ1 ADVISOR** |            | MAJ1         | 082    | 805 |      |       |    | wego.edu  | New Freshman | Y            | 1st sem freshman  |
| 13 | **NEED MIN1 ADVISOR** |            | MIN1         | 542    | 803 |      |       |    | ego.edu   | Continuing   | N            | Fifth Year Senior |
| 14 | Aleksandar Pantaleev  | 802        | MAJ1         | 480    | 805 |      |       |    | vego.edu  | New Transfer | N            | 2nd sem sophomore |
| 15 | Aleksandar Pantaleev  | 802        | MAJ1         | 081    | 805 |      |       |    | vego.edu  | Continuing   | N            | 2nd sem senior    |
| 16 | Aleksandar Pantaleev  | 802        | MAJ1         | 480    | 804 |      |       |    | ego.edu   | Readmit      | N            | 2nd sem sophomore |
| 17 | Aleksandar Pantaleev  | 802        | MAJ1         | 081    | 805 |      |       |    | go.edu    | Continuing   | N            | 2nd sem junior    |
| 18 | Aleksandar Pantaleev  | 802        | MAJ1         | 081    | 805 |      |       |    | vego.edu  | New Transfer | N            | 1st sem junior    |
| 19 | Aleksandar Pantaleev  | 802        | MAJ1         | 081    | 805 |      |       |    | go.edu    | New Transfer | N            | 1st sem junior    |
| 20 | Aleksandar Pantaleev  | 802        | MAJ1         | 480    | 805 |      |       |    | swego.edu | New Transfer | N            | 2nd sem sophomore |
| 21 | Aleksandar Pantaleev  | 802        | MAJ1         | 480    | 805 |      |       |    | wego.edu  | New Transfer | N            | 1st sem senior    |
| 22 | Bastian Tenbergen     | 802        | MIN1         | 542    | 805 |      |       |    | vego.edu  | Continuing   | N            | 2nd sem freshman  |
| 23 | Bastian Tenbergen     | 802        | MAJ1         | MIN1   | 081 | 5    | 804   |    | wego.edu  | Continuing   | N            | 2nd sem senior    |
| 24 | Bastian Tenbergen     | 802        | MAJ1         | 480    | 805 |      |       |    | vego.edu  | Continuing   | N            | 2nd sem junior    |
| 25 | Bastian Tenbergen     | 802        | MAJ1         | 480    | 804 |      |       |    | vego.edu  | Continuing   | N            | 2nd sem senior    |
| 26 | Bastian Tenbergen     | 802        | MAJ1         | MIN1   | 132 | 5    | 804   |    | swego.edu | Continuing   | N            | 1st sem senior    |
| 27 | Bastian Tenbergen     | 802        | MAJ1         | 132    | 805 |      |       |    | vego.edu  | Continuing   | N            | 2nd sem junior    |

# Advisor Plans List

- Includes Tracking status, can help with maintenance

| G                                | H         | I                                      | J        | K         | L         | M           | N             | O    | P    | Q    | R    | S         | T            | U                 | V             | W         |
|----------------------------------|-----------|--|----------|-----------|-----------|-------------|---------------|------|------|------|------|-----------|--------------|-------------------|---------------|-----------|
| first_major                      | plan_term | Description                            | tracking | is_active | is_locked | modify_date | mod_by        | maj1 | maj2 | min1 | min2 | firstyear | student_type | classification    | standing      | grad_term |
| 226 Wellness Management BS       | 201909    | Physical Therapy                       | ONTRACK  | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 226  |      | 586  |      |           | Continuing   | 2nd sem senior    | Good Standing |           |
| 226 Wellness Management BS       | 201901    | Wellness Management                    | ONTRACK  | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 226  |      | 525  |      |           | Continuing   | 2nd sem sophomore | Acad Warning  |           |
| 050 Accounting BS                | 201909    | Mackenzie Maxam_ADO Mathematics_HONORS | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 050  |      |      |      |           | Continuing   | 1st sem senior    | Good Standing |           |
| 185 Physics BS                   | 201909    | Tentative Applied Degree Plan          | ONTRACK  | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 185  | 150  |      |      |           | Continuing   | 2nd sem senior    | Good Standing |           |
| 134 Journalism BA                | 201909    | Journalism BA Template                 | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 134  |      | 545  | 676  |           | Continuing   | 1st sem junior    | Good Standing |           |
| 134 Journalism BA                | 201909    | Journalism BA Template                 | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 134  |      | 545  |      |           | Continuing   | 1st sem junior    | Good Standing |           |
| 134 Journalism BA                | 201909    | Journalism BA Template                 | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 134  |      | 676  |      |           | Continuing   | 2nd sem sophomore | Good Standing |           |
| 143 Marketing BS                 | 201909    | Marketing BS Template                  | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 143  |      |      |      | Y         | Continuing   | 1st sem sophomore | Good Standing |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | ONTRACK  | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  |      | 547  |      |           | Continuing   | 2nd sem senior    | Good Standing |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | ONTRACK  | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  |      | 550  |      |           | Continuing   | 2nd sem junior    | Good Standing |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  |      | 679  | 550  |           | Continuing   | 1st sem senior    | Good Standing |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  |      | 570  | 514  |           | Continuing   | 2nd sem junior    | Acad Warning  |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  |      | 550  |      |           | Continuing   | 1st sem senior    | Good Standing |           |
| 128 Human Resource Management BS | 201909    | Human Resource Management BS Template  | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 128  |      |      |      |           | Continuing   | 2nd sem junior    | Good Standing |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  | 098  |      |      |           | Continuing   | 2nd sem junior    | Good Standing |           |
| 128 Human Resource Management BS | 201909    | Human Resource Management BS Template  | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 128  |      |      |      |           | Continuing   | 2nd sem junior    | Good Standing |           |
| 128 Human Resource Management BS | 201909    | Human Resource Management BS Template  | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 128  |      | 547  |      |           | Continuing   | 2nd sem junior    | Good Standing |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  |      |      |      |           | Continuing   | 1st sem junior    | Acad Warning  |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  |      | 545  |      |           | Continuing   | 1st sem junior    | Acad Warning  |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  |      | 592  | 550  |           | Continuing   | 2nd sem junior    | Good Standing |           |
| 045 Business Administration BS   | 201909    | Business Administration BS Template    | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 045  |      |      |      |           | Continuing   | 2nd sem junior    | Good Standing |           |
| 480 Software Engineering BS      | 201909    | Biochemistry BS Template               | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 480  |      |      |      |           | Continuing   | 1st sem sophomore | Acad Warning  |           |
| 089 Cinema and Screen Studies BA | 201909    | Cinema and Screen Studies BA Template  | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 089  |      | 516  |      | Y         | Continuing   | 2nd sem freshman  | Good Standing |           |
| 089 Cinema and Screen Studies BA | 201909    | Cinema and Screen Studies BA Template  | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 089  |      |      |      | Y         | Continuing   | 2nd sem freshman  | Good Standing |           |
| 089 Cinema and Screen Studies BA | 201909    | Cinema and Screen Studies BA Template  | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 089  |      |      |      | Y         | Continuing   | 1st sem sophomore | Good Standing |           |
| 089 Cinema and Screen Studies BA | 201909    | Cinema and Screen Studies BA Template  | OFFTRACK | Y         | Y         | 01-MAR-19   | LeMay, Jerret | 089  |      | 681  |      | Y         | Continuing   | 1st sem freshman  | Probation     |           |



# Degree Works Plans


- Tracking enabled. Works on
  - Active
  - Locked
  - Critical requirements
- Three levels:
  - (critical) requirement
  - Term
  - Plan (overall)

Active: Yes

Degree: Bachelor of Science













Status: LOCKED

Level: Undergraduate

Tracking Status:  Off-Track

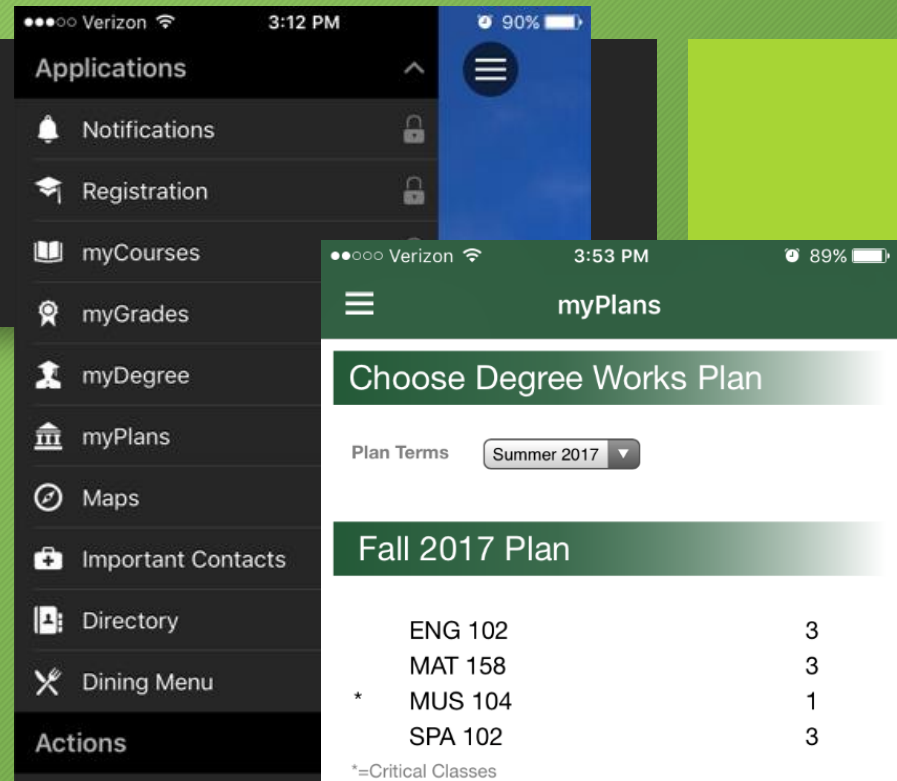
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**2019-20**

|  Off-Track | Fall 2019, Total Credits: 15.0  | --- | Spring 2020, Total Credits: 15.0   |
|---|---|-----|--|
|  On-Track  | * COM 211 3.0   |     | * MAT 208 3.0                                 |
|  On-Track  | * ECO 101 3.0  |     | ENG 102 3.0                                   |
|  Off-Track | * CSC 102 3.0  |     | * ECO 200 3.0                                 |
|   | @ @ FI 3.0     |     | * MGT 261 3.0                                 |
|   | MAT 104 or @ @ LA 3.0   |     | FRE 102 or GER 102 or SPA 102 or ITA 102 3.0  |
|   |   |     | * Overall GPA - Student System 2.000   |
|   |   |     | * Major GPA 2.000  |

# Degree Works Plans

- Active and Locked Plans display in:
- myOswego Registration & Planning
- SUNY Oswego Mobile
- myOswego Class Scheduler



**Courses** + Add Course

Select All ⊗

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**MUS 230**  
Class Piano I ⚙ Options ⓘ 🔒 ⊗

Special Approval

**i** Your Degree Works shows 3 courses for Fall 2019, [click here](#) to load them into your course list.  
**Note:** Planned courses that are not offered for Fall 2019 are not included in the course count above and will not be loaded into your course list.

ellucian

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

**Plan Ahead**

Find Classes Degree Works Plans

**Number of Degree Works Plans for this term: 1**  
Term: Fall 2019

test

| Critical Indi | Title                          | Details | Hours | Choice Group |
|---------------|--------------------------------|---------|-------|--------------|
| ✓             | <a href="#">Composition II</a> | ENG 102 | 3     |              |

▶ ↺ ⬆

# Registration Methods

- myOswego: “Registration and Planning (Plan Ahead, Register for Classes)”
  - Full set of tools for searching, planning & registering
- myOswego: “Class Scheduler”
  - An alternative to "Plan Ahead" and "Register for Classes" that automatically generates every possible schedule combination of the courses you select (and breaks you define), eliminating the need to search for individual sections.
  - Used by >2,000 students for Spring 2020 for planning; they can register from here, too.
- “SUNY Oswego Mobile” App includes Registration
  - Best for simple add / drops

# What's New(ish)

- Last we met...
  - Class Scheduler
  - Transfer Credit display, warning on DW
  - .pdf of that presentation is on <https://www.oswego.edu/registrar/faculty-and-staff-resources>
- Automated Waitlisting
  - matriculated students can add themselves to a waitlist for full-semester sections that offer the option and have reached capacity.
  - When a seat becomes available in a full section that uses Automated Waitlisting (cap is raised, another student drops the class, etc.), an email is sent to the first person on the waitlist indicating that they have 24 hours to register - the seat is effectively “held” for them.
  - If the student does not register or decides to drop the WL in that timeframe, their time expires and the next student on the waitlist is notified.

# Automated Waitlisting

- Option for full-semester Undergraduate and Graduate classes (CRN)
- Matriculated students
- First-come, first-served
  - Important to have in place before Advance Registration opens 4/6
- Data generated will allow us to communicate with students e.g. new section has been added, seats are available in another CRN, course is offered in summer/winter, etc.

# Automated Waitlisting

- <https://www.oswego.edu/registrar/faculty-and-staff-resources>
  - Advisor Resources has departmental overview (pdf) & student view content
- <https://www.oswego.edu/registrar/waitlisting>

REGISTRAR / WAITLISTING

## Waitlisting

Matriculated students can add themselves to a waitlist for full sections that offer the option in myOswego. Select the Wait List Action and Submit.

The screenshot displays the Waitlisting interface. At the top, there is a navigation breadcrumb: REGISTRAR / WAITLISTING. Below this is the title "Waitlisting" and a brief instruction: "Matriculated students can add themselves to a waitlist for full sections that offer the option in myOswego. Select the Wait List Action and Submit."

The main content area shows a list of three class sections, all marked as "FULL". Each section includes a schedule indicator (S M T W T F S), a time range, and the location (Main Campus). The first two sections have 5 waitlist seats remaining, while the third has 5 of 40 seats remaining. Each section has an "Add" button.

Below the list is a "Summary" table for a selected class. The table has columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The selected class is "Composition II" (ENG 102, 800) with 3 hours and CRN 10330. The status is "Pending". The Action column shows a dropdown menu with options: "\*\*Web Registered\*\*", "\*\*Web Registered\*\*", "Remove", and "Wait List".

At the bottom of the summary table, there is a status bar: "Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0". To the right of this bar is a checkbox for "Conditional Add and Drop" and a "Submit" button.

Waitlisted classes will display in the "Register for Classes" area of Registration and Planning both on the "Find Classes" and the "Schedule and Options" worksheets.

# COVID-19

- Contingency planning - how to have Advance Reg if we and/or students are not here?
- 22,000+ course registrations
- <1,000 Reg staff interventions, but we field about 2,000 calls and walk-ins.
- Impact of automated waitlisting(?)
- Online options for “over the counter” transactions
  - Secure / authenticated, student aware