

SCHOOL OF COMMUNICATION AND THE ARTS

REGISTRATION PROCEDURES

For Graduate Students

OR

“HOW TO KEEP THE PAPER MOVING”

Fall, 2009

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The purpose of this document is to pull together for you in one place the various procedures associated with registration, add/drop, culminating experiences, graduation and commencement. These pages present general guidelines and procedures that will help you navigate the administrative side of your degree. Most of the information that applies to specific courses such as independent studies, internships, theses, portfolios etc applies to master's students. Doctoral students may find other information helpful but should consider Diane Clark and the Doctoral Handbook as their sources for information. This document is not intended to be substitute for your communicating frequently with the support staff and your advisor or your accessing your regent.edu email.

Registration Guidelines

1. Go to the School of Communication & the Arts website:
www.regent.edu/acad/schcom/currentschedule.html
2. Look at the course offerings and jot down the CRN # and course title for the courses you choose. Note the number of credit hours on the courses for which you wish to register.
3. Go to the GENISYS homepage.
4. Log onto GENISYS. If you have difficulty logging on, contact the Helpdesk at 757-352-4076.
5. Click on "Student Services & Financial Aid."
6. Click on "Registration."
7. Click on "Register and Add/Drop Classes."
8. Click on "Submit Term."
9. Enter your CRN numbers into the fields provided.
10. Click on "Submit Changes."
(Courses such as seminars, workshops, special topics are considered "variable credit," i.e., the course may be "built" for one, two, or three credit hours specific to any given semester. But in the "system" the registration will default to one credit hour. If the course happens to be a two or three credit hour class for that specific semester, the student must CHANGE the credit hours at registration. After the student has registered and saved, a message will come up asking if he/she wants to change any options. Click "yes" and go back to that specific CRN # and change the number of credit hours to reflect the correct hours for that course for the semester.)
11. Click on "Finalize Registration" at the bottom of the page.
12. Before logging out of GENISYS, review your account balance with, your financial aid status and your personal contact information. Please update your contact information if it is inaccurate and be sure to set your regent.edu email address as Preferred.
13. Submit payment to the Business Office by the published payment deadline in order to avoid a \$100 late fee.
14. Note: should you have any difficulty with the registration process, please call or email Suzanne Morton (suzamor@regent.edu x4215 or Diane Clark (diancla@regent.edu x 4020).

For First Semester Students

In most cases you have either been registered for your first semester classes by either Suzanne Morton or Diane Clark. Or, you have at least communicated with them about your courses and perhaps have registered on line yourself. In any case, as a first semester student, you will need to meet with your advisor during the first weeks of the semester. We normally have a “Meet your Advisor” day within the first couple of weeks. You are strongly encouraged to participate in this day/event.

Your first semester presents a number of challenges and adjustments and can set the tone of your entire academic career at Regent. Listed below are important items:

- Regent.edu: your regent.edu email is the way we communicate with you.
- Check your regent.edu email weekly and delete the “trash” but pay attention to any email that comes from the schcom-stu listserv. It will contain essential information/deadlines that affect your academic progress.
- School-based scholarships are awarded on a yearly basis and you must reapply for each academic year. Watch for email from the listserv regarding deadlines etc.
- The choice of a culminating project can seriously affect whether or not you finish your degree in a timely manner. Consult with your advisor about this early on to determine the best path for you. In some cases, the culminating project is already built in to the degree program, i.e., theatre ministry and theatre studies require the comprehensive examination.

GENISYS is the student information system which allows students, via a password and pin, access to their transcripts, student accounts etc. On-line registration is by this system. However, one of the purposes of this handbook is to acquaint you with registration that you cannot do on GENISYS.

- Independent Studies
- Internships
- Practicum (other than those listed on the course schedule)
- Thesis/Portfolio
- Comprehensive Examination

Registration for these courses must be manually input and in most cases, after approval of the faculty supervisor and the chair of the department.

Courses that are listed on the GENISYS system are generally accessible two months prior to the registration deadline, allowing more than adequate time for the student to contact the professor of record for a particular course and/or his/her advisor. The final day of registration is usually the Friday before the first day of

classes or the first day of classes. Students will continue to have access to GENISYS to make changes in their schedules through final registration. During the add/drop period, the student may request schedule changes by contacting Diane Clark or Suzanne Morton who retain access to the registration module during the two weeks of 100% ADD/DROP. At the end of the add/drop period, the student must submit an ADD/DROP form with proper signatures to the Academic Dean's office who will approve and forward the form to the Registrar's Office. Tuition forfeiture generally applies. These deadlines are published on the Academic Calendar.

Prerequisite, co-requisite courses.

If a student has been assigned COM 504 Introduction to Graduate Communication Studies at the time of admission, he/she will be expected to enroll in this on-line, self-paced course the first semester of enrollment. It is one credit hour and cannot be counted toward the required hours for a degree.

All incoming students are also required to take the on line, self-paced library research course, UNIV LIB.

Some courses may be designated "POI" which means "permission of instructor." You will need to contact both the professor and then ask either Diane Clark or Suzanne Morton to override in order to enroll you in the course.

Cinema-Television students, except Critical Studies and Script and Screenwriting students, are required to take CTV 502: Cinema-Television Equipment Workshop during their first term. This course is required for every student who checks out university/school equipment.

Add/Drop Policies and Procedures

The School of Communication and the Arts adheres to the university established deadlines, especially those for add/drop situations. The add/drop period for 100% refund is during the two weeks after final registration. Students may add or drop courses by contacting Diane Clark (diancla@regent.edu or x 4020). In some cases a paper add/drop form may be required during this no penalty period. After these first two weeks, all add/drops must be processed with an official Regent University ADD/DROP FORM. This form is found online and a hard copy is available in the forms bin in COM 250 or from Diane Clark in COM 250. The form must be completely filled out and properly signed and submitted to the Associate Dean's office. Questions about unique add/drop situations should first be addressed to Diane Clark (diancla@regent.edu) or Suzanne Morton (suzamor@regent.edu)

Students may change class schedules online via GENISYS until the day before the start of the university-defined term. For a two-week period, beginning the first day of the term, students may add classes or drop classes and receive a 100% refund of tuition and fees by contacting Diane Clark x 4020. This two week period is defined as the university authorized add/drop period. Courses dropped during this period will NOT appear on the student's transcript. Courses dropped after the add/drop period and up to halfway through the term will appear on the student's transcript with a "W." Any course dropped or withdrawn after the halfway mark deadline will be processed as "WF" per Academic Policy. In instances where courses are significantly concentrated (e.g., summer course with fewer class meeting dates) or are in a modular format, students must receive the approval of the associate dean before adding or dropping such a course after it has already begun, and these courses may not be subject to the above refund provisions.

After the add/drop period, student requests for schedule changes must be submitted first approved by the Associate Dean and then sent on to the Registrar's Office via the properly completed add/drop form, including all appropriate signatures. Student registration changes after the add/drop period are subject to the following refund provisions:

- 50% refund during the third and fourth weeks of the university-defined term.
- No refund after the fourth week of the university-defined term.

Please process add/drop forms to the Academic Dean through Suzanne Morton (suzamor@regent.edu) or COM 240. All requests for drops or withdrawals MUST be processed on the appropriate form. **Do NOT request a drop or withdrawal by phone; if you are a distance student you may email your request but in all cases, confirmation of the withdrawal or drop rests with the student.**

Override Situations

Occasionally students will encounter “blocks” when attempting to register on-line. In the event this occurs, please contact Diane Clark or Suzanne Morton. The “cause” of the block will be determined and, if warranted, will be overridden.

Web Enabled or Not

For any number of reasons a course or group of courses may not be web-enabled. Courses such as independent studies, portfolios, theses, internships are NOT web-enabled. Students must present Individual Study Form with proper supporting paperwork and signatures and then we will request that the course “be built” to the professor of record. Doctoral students needing to register for doctoral dissertation credits, independent studies or continuing doctoral dissertation credits should contact Diane Clark.

The following pages give the student a topic by topic summary of registration requirements and issues for courses that must have supporting paperwork for registration processing.

Independent Study

An independent study is a course individually designed by a student and his/her professor. The professor serves a mentor. The purpose of an independent study is to allow the student to explore content not available in a regular course or to allow student to pursue in-depth study, research or productions dealing with a specific subject. Independent studies may also serve as a way to develop specialized research skills relating to one's thesis or portfolio project. Independent studies will not be approved for subjects available in regularly scheduled courses. Acceptance of an independent study is dependent upon faculty resources. Student should NOT assume acceptance of independent study until approval from the Chair of the department. Faculty load may be a factor in whether or not an independent study is approved.

Independent studies may be arranged for 1 to 3 semester hours of credit, based on the amount of work to be accomplished. A maximum of three credit hours will be allowed for one study. Independent studies will be given a letter grade.

- Registration requires an individual study form found on-line at: <http://www.regent.edu/acad/schcom/forms/indivstudy.shtml>
- The individual study form is also available from the support staff in the school.
- Registration requires at minimum a brief description of the study which will include the following:
 - a. the study's title
 - b. a description of the objectives of the study
 - c. a brief rationale as to why you want to undertake the study
 - d. a description of the outcome of the study (e.g., research report, publication, article, video)
 - e. a schedule of meetings with the study director and a deadline for completing the study.

Registration for independent studies is to be completed during the normal school registration periods and may not be accepted past the deadline for the add/drop period which is the end of the second week of classes.

The following is the procedure for registering for an independent study:

- a. Approach faculty member/advisor to discuss what you would like to do and why.

- b. Obtain Individual Study Form (pdf file on line or from Diane Clark or Suzanne Morton) and complete all information.
<http://www.regent.edu/acad/schcom/forms/indivstudy.html>
- c. Obtain Independent Study Documentation form which should be completed with the assistance of your faculty independent study chair.
- d. Submit both forms Individual Study Form and Independent Study Documentation Form to chair for approval and then to Diane Clark or Suzanne Morton for registration.

PLEASE ALLOW SIGNIFICANT TIME FOR INDEPENDENT STUDIES TO BE PROCESSED. Requests for an independent study should be submitted to the chair of the department for approval at least one week before final registration deadline.

Internship

An internship for academic credit is a short-term, part-time job in one's field in which the student gains professional experiences and receives feedback about his/her skills from an industry supervisor. An internship is usually an unpaid position in which a supervisor from off campus agrees to help the student gain working experience and knowledge at a business or other employment site. At least one semester hour of internship is required with the comprehensive examination option, but additional hours may be taken. One credit of internship requires 90 hours of work. The internship is normally taken during the second year of study.

It is the student's responsibility to seek out and arrange an internship with the employment site. Faculty advisors and department chairs are often aware of possible internships. Internship opportunities are also posted on bulletin boards and often sent out to students on email. The career services coordinator in the Admissions Office also maintains a file on internship opportunities.

The student should discuss the proposed internship with his/her faculty advisor or faculty member who is willing to supervise the internship.

Registration and documentation for the internship is as follows:

- Obtain Individual Study Form, Internship Contract and Internship Evaluation forms from Diane Clark or Suzanne Morton or online at <http://www.regent.edu/acad/schcom/forms/internship.html>
- Forms are also in the wall unit for forms inside the double doors to COM 250.
- Complete the Individual Study Form as well as the Internship Contract.
 - Obtain signatures from faculty supervisor and industry supervisor on forms.
 - Submit completed Individual Study Form and Internship Contract to the Chair of your department for approval.
 - Submit both Individual Study Form and Internship Contract to Diane Clark or Suzanne Morton for registration.
 - Student and faculty supervisor will be sent/given copy of Internship Contract and Individual Study Form after registration is processed.
 - Industry Supervisor will submit an internship evaluation at end of internship to faculty supervisor. Pass or Fail will be recorded at normal grading period.

As with independent study, internship paperwork should be submitted to the chair of your department at least one week prior to end of registration period.

Registration for internships should be completed during the normal school registration periods. If registration is requested AFTER normal registration period, the student will have to pay for the credit hours BEFORE the registration can be accomplished.

Practicum

A practicum is an opportunity for the student to gain practical, hands-on experience in a given area; a practicum is normally done on campus. Those listed in the regular semester course schedules can be registered on-line through GENISYS. For those practica NOT listed in the regular schedule of course, an Individual Study Form is required. Faculty load will determine whether or not an individual practicum can be undertaken. A student must obtain the approval of his/her faculty director and faculty advisor before registering.

To register for a practicum:

- Obtain an Individual Study Form from any admin asst, or on line <http://www.regent.edu/acad/schcom/forms/indivstudy.html> or from the forms bin in COM 250.
- Complete form with specific goals to be achieved.
- Obtain appropriate faculty signature.
- Obtain signature of the chair of your department.
- Take form to Diane Clark or Suzanne Morton who will process the registration.
- Copies of the Individual Study Form will be distributed to faculty member and student after registration is accomplished.

As with independent studies and internships, a practicum registration form should be submitted at least one week prior to end of registration period.

Culminating Experience

There are different options for a culminating experience: portfolio, thesis or comprehensive examination or in the case of digital media, a directed study.

Registration for all three requires an Individual Study Form submitted to the Faculty chairperson and the Department chair and then to Suzanne Morton.

Theatre students should register with Diane Clark. The Comprehensive Examination is one credit hour; theses and portfolios are three credit hours. A thesis or portfolio must be completed within two semesters. Discuss with your chair which culminating experience is best for you.

Thesis/Portfolio

Faculty load and academic applicability are factors in the approval process for portfolios and theses. **Approval to pursue a portfolio or thesis must be given by the Department Chair.** The following steps should be followed for both portfolio and thesis:

- Student should NOT begin working on portfolio or thesis until approval is secured from the department chair.
- Meet with the faculty member to discuss his/her chairing your work.
- Meet and discuss your project with the department chair.
- If they both approve, complete an Individual Study Form with appropriate signatures.
- Take the form to Diane Clark, COM 221 or Suzanne Morton, COM 250. In the case of distance students, communicate with Diane (diancla@regent.edu x 4020) or Suzanne Morton (suzamor@regent.edu x 4215).
- **Registration for thesis/portfolio is “good” for two semesters. If the work is not completed by the end of the second semester (with summer semester as a grace period), the student must re-register to keep the work active.**

Portfolio/Thesis handbooks are available from Diane Clark, Suzanne Morton, and department chairs. Guidelines are also posted on line.

<http://www.regent.edu/acad/schcom/thesisguidelines2003.swf>

Theatre and Cinema-Television are developing specific guidelines for their programs so you should request one from your chair.

Students should submit registration for portfolio or thesis to Diane Clark or Suzanne Morton at least one week prior to end of registration period. These are specifically “built” to the professor of record and registration may take 24 to 36 hours to appear on your record in GENISYS.

Comprehensive Examination

The master's comprehensive examination is a one credit hour examination that the student registers for near the end of his/her program. "Comps" should be taken during the student's final semester and after all required and recommended courses have been completed. **Students must have a 3.0 GPA in order to be permitted to take the comprehensive examination.** An internship is part of the comprehensive examination option and should be discussed with the student's advisor. Dates for the comprehensive examination are announced at the beginning of the academic year.

To register for the comprehensive examination the student should:

- Discuss option with faculty advisor.
- Obtain Individual Study Form from Diane Clark or Suzanne Morton, online or from the forms bin in COM 250.
- Complete form with appropriate signature of faculty advisor.
- Once your advisor has deemed you ready to take comps, take the form to Diane Clark or Suzanne Morton for registration

Registration for the comprehensive examination should be done during the registration period for the term in which the exam will be taken. No comprehensive exam registration should be processed after the end of the add/drop period. Students will be notified by letter of examination committee and procedure for examination approximately two weeks prior to examination.

In case of failure, academic policy indicates that the comprehensive examination may be taken twice. The student may register again for the exam the following semester. Comp exams are not given in the summer term.

School Forms

Most School forms needed for the registration process can be found on line at <http://www.regent.edu/acad/schcom/sitemap/> and under the School Forms topic.

Commencement/Graduation

<http://www.regent.edu/acad/schcom/academics/graduation.shtml>

School based graduation and commencement information for the current year is posted on the above link usually at the beginning of the spring term. Specific graduation and commencement issues are addressed through various emails on the student listserv and from the Registrar's Office.

Who's Who for Information

Welcome to Regent and the School of Communication and the Arts!

The staff members here in the school have as their mission to serve you, the students. Please contact any of us should you have a question or a problem.

Marjorie Ackerman Assistant to the Dean	mackerman@regent.edu x4916 COM 240
Grace Alegre Alumni/Career Services Coordinator	gracale@regent.edu X4746 COM 221
Diane Clark Doctoral and Faculty Services Administrator (Theatre)	diancla@regent.edu x 4020 COM 221
Suzanne Morton Assistant to the Academic Dean (CTV, Journalism, Digital Media)	suzamor@regent.edu x 4215 COM 250
Maryanne Williams Assistant Director, Enrollment & Student Svcs Financial Aid Coordinator	marywi2@regent.edu x 4114 COM 200