

**Rules for Inputting Data into the Jenzabar Administrative System  
Wagner College, August 2008**

This document contains the rules that have been agreed to by all parties for the ways in which data are to be entered into the Jenzabar system, including how quickly certain pieces of critical data are to be entered.

This document is to be adhered to by all parties, but it is a living document in which changes may be made. However, any alterations to the procedures specified in this document must be approved by the Data Policy Committee.

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## **Section I: Data Policy Committee Membership**

Chief of Staff (committee chair)  
Assistant Controller for Financial Reporting  
Associate Athletic Director  
Associate Controller  
Associate Coordinator of Graduate Studies  
Bursar  
Dean of Academic and Career Development  
Dean of Campus Life  
Dean of External & Summer Programs  
Director of Admissions  
Director of Development  
Director of Financial Aid  
Director of Human Resources  
Director of Information Technology  
Director of Institutional Research  
Registrar

## **Section II: Purging Files**

No file will be deleted from the system. Institutional Advancement will inactivate the following files every summer: parents who have not given gifts to the institution 5+ years after the student has graduated.

## **Section III: Record Ownership**

All name and address changes must be made by the appropriate office within 3 business days of their receiving the change. This timing is crucial for the Business Office to ensure that bills are sent to the appropriate addresses.

### **A. Student Records**

Until a student enrolls, the student record is the sole responsibility of the Undergraduate or Graduate Admissions offices. The student is considered to have enrolled as of the day(s) of orientation.

Once the student enrolls, the student information becomes the sole responsibility of the Registrar's Office. If the student withdraws prior to graduation, the Registrar's Office continues to be responsible for the student information.

Once the student enrolls, the parent information becomes the sole responsibility of the Development Office.

Once the student graduates, the student information (undergraduate and graduate) becomes the sole responsibility of the Alumni Office.

Career Development adds employment information for the first year after the student graduates (undergraduate and graduate students). After one year, the responsibility moves to the Alumni office.

If one of our undergraduate alumni applies for admission to our graduate program, the record becomes the responsibility of the Graduate Admissions Office until the student enrolls, at which time the record becomes the responsibility of the Registrar's Office.

## **B. Employee Records**

The employee record is the sole responsibility of Human Resources.

If one of our students becomes a College employee or one of our employees becomes a student, the individual's primary function at the College determines who is responsible for the record.

- 1) If a full-time graduate student accepts a graduate assistantship, the Registrar's Office is still responsible for that student's record because their primary function at the College is as a student.
- 2) If a full-time employee of the College decides to start taking graduate courses, Human Resources is still responsible for that employee's record because their primary function at the College is as an employee.
- 3) Within the graduate assistantship handbook, a section exists that informs the graduate assistant that they are responsible for filling out a change of address form with the Registrar AND they must notify Human Resources when they have an address change.

As employees of Wagner College, all faculty (full-time and adjuncts) employment information is owned by Human Resources. Individuals are responsible for conveying to Human Resources changes in: home address and telephone number, degrees granted, emergency contact information, marital status, name and beneficiaries. The Provost Office is responsible for conveying to Human Resources changes in: position title, department, tenure-track position, and tenure status. Information Technology is responsible for updating the office telephone number.

### **Full-time Faculty**

#### Hiring

When a new full-time faculty member is hired, the appointment letter signed by the new hire is returned to the Provost Office. The Provost Office forwards this to Human Resources within 5 business days of receiving it. Human Resources creates a new record or updates the individual's existing record (due to the reimbursement of expenses during the interview process) within 5 business days and follows their normal procedures to notify appropriate departments of the hire.

#### Resignation

Every faculty member must submit a formal letter of resignation to their department chair with a copy to the Provost Office and Human Resources. Human Resources will then follow their normal procedures to notify appropriate departments of the resignation.

## **Adjunct Faculty**

### Hiring

When a new adjunct faculty member is hired by the department chair, the appropriate paperwork is sent to Human Resources. Human Resources creates a new record within 5 business days and follows their normal procedures to notify appropriate departments of the hire.

### Non-Renewal of Contract

Every summer, administrative assistants within departments will query the system for all faculty assigned to their department. They will inform Human Resources of any individuals on that list who will not be teaching for their department again. Human Resources will check that this adjunct has no affiliation with any other department and, if not, follow the normal resignation procedures to notify appropriate departments that this individual is no longer a Wagner College employee.

## **C. Company Records**

Records on companies are owned simultaneously by three offices - Academic and Career Development, Business Office, and Institutional Advancement. When any of these offices makes a change to a company record, they need to send an email to the other two offices, informing them of the change.

## **Section IV: ID Records**

### **A. Permission to Create New IDs**

The offices listed below are allowed to create new IDs. Each office is to have a single individual who creates the majority of the new IDs. The secondary person is to create IDs only in the primary's absence. The individuals listed here are current as of June, 2007.

### **People Allowed to Create New IDs**

<u>Office</u>	<u>Primary</u>	<u>Secondary</u>
Admissions	Helen Ricciardi Lynda Shamah	Teresa Edwards Maureen Gainey
Advancement	Tina Migliore	Valerie Kozma
Business Office	Sophie Ponzio	Diane Blum
Career Development	Ann Giarratano	Tulin Aldas
External Programs	Sharon Guinta	Caitlin Miller
Graduate Studies	Sue Rosenberg	
Human Resources	Linda Mulea	Tania Rossini

### **B. ID Searching Protocols**

Prior to creating a new ID in the system, a search must be conducted to ensure that the individual or company is not already in the system. Good search protocols include:

a) When a query is made on the name field, you can use an asterisk (\*) or a question mark (?) for “wild card” comparisons.

**Example 1:** If you query a last name like “DePalo or DiPalo”, you can type “D?Palo, \*”. The question mark serves for any single letter between the D and P, while the asterisk will provide any first name.

Selection Criteria: id\_rec.fullname="D?Palo, \*" and id\_rec.valid<>N

Match	Name	City	St	Zip
I	1 DePalo, Anne-Louise	Staten Island	NY	10306
I	2 DePalo, Cass	Staten Island	NY	10312
I	3 DePalo, Cristine	Brooklyn	NY	11228
I	4 DePalo, Lisa	Staten Island	NY	10308
I	5 DePalo, Loretta	Staten Island	NY	10308
I	6 DiPalo, Danielle L.	Staten Island	NY	10312
I	7 DiPalo, Heather	Lindenhurst	NY	11757

**Example 2:** If you query a last name like “O’Leary”, you can type “O?Leary, J\*”. The question mark serves for the apostrophe, while the asterisk will provide any first name that starts with a J.

Selection Criteria: id\_rec.fullname="O?Leary, J\*" and id\_rec.valid<>N

Match	Name	City	St	Zip
I	1 O’Leary, Jaclyn D.	Kings Park	NY	11754
I	2 O’Leary, James M.	Cambridge	MA	02138
I	3 O’Leary, Jeremiah	Staten Island	NY	10305
I	4 O’Leary, Jeremiah,, Jr.	Staten Island	NY	10310
A	5 O’Leary, Jaclyn	Kings Park	NY	11754
A	6 O’Leary, Julie A.	Brooklyn	NY	11235

**Example 3:** If you query a last name like “DeLuca, L”, you get the first set of results, but querying “De?Luca, L” you get the second set. Here the “?” serves as the space.

### No space

Selection Criteria: id\_rec.fullname="DeLuca, L\*" and id\_rec.valid<>N

Match	Name	City	St	Zip
I	1 DeLuca, Lillian	Brooklyn	NY	11232
A	2 DeLuca, Louis	Staten Island	NY	10313

### With space

Selection Criteria: id\_rec.fullname="De?Luca, L\*" and id\_rec.valid<>N

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Match	Name	City	St	Zip
I	1 De Luca, Lorenzo	Staten Island	NY	10305
I	2 De Luca, Louis	Staten Island	NY	10313
I	3 De Luca, Louis., Jr.	Staten Island	NY	10314
A	4 De Luca, Louis	Staten Island	NY	10313
A	5 De Luca, Louis	Staten Island	NY	10313
AP	6 De Luca, Louis	Staten Island	NY	10313

DeLuca (without the space) has been entered as an alternate name for De Luca (with a space).

**Example 4:** If you query a last name Brown and first with Jo, you can type "Brown, Jo\*". The asterisk serves for any number of letters after the "o".

Selection Criteria: id\_rec.fullname="Brown, Jo\*" and id\_rec.valid<>N

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Match	Name	City	St	Zip
I	1 Brown, Joan F.	Sarasota	FL	34240
I	2 Brown, Joanne M.	Staten Island	NY	10302
I	3 Brown, Joe	Jamaica	NY	11434
A	4 Brown, Joseph	Ellenville	NY	12428
A	5 Brown, Joshua G.	Troy	NY	12180
IP	6 Browne, Jacob	Staten Island	NY	10310
IP	7 Bruno, Joan	Staten Island	NY	10312
AP	8 Browne, Jacob K.	Staten Island	NY	10310

**Example 5:** If you query the company name JP Morgan using two wildcards: J\*Morgan\*, you get multiple possibilities (3 potential hits).

Selection Criteria: id\_rec.fullname="J\*Morgan\*" and id\_rec.valid<>N

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Match	Name	City	St	Zip
I	1 J P Morgan Securities Inc	New York	NY	10017
I	2 JP Morgan Chase Bank	Dallas	TX	75391
I	3 Jamison, Morgan	Branford	CT	06405
I	4 Jefferson Morgan High School	Jefferson	PA	15344
I	5 Jeziarski, Morgan J.	Fairhaven	MA	02719
I	6 John T Morgan Academy	Selma	AL	36702
A	7 J.P. Morgan Matching Gift	Princeton	NJ	08543
A	8 Jeziarski, Morgan J.	Fairhaven	MA	02719

### **C. ID Data Entry Rules - Individuals**

The following rules are to be followed when inputting the names of people into the system.

#### **Names of People**

##### Standard

Last, (a comma and a space) First (a space) M. (a period)

Example: Brown, John A.

If no middle name

Example: Brown, Sally

If person has two first names

Example: Brown, R. John

##### Name with suffix.

Last, First M., (a period and two commas and a space) Jr

Example: Browning, John A., Jr

Last, First M., (a period and two commas and a space) III

Example: Browning, John B., III

If no middle name

Example: Browning, Johnson., Jr

#### **Name Changes**

When an individual changes their name, the previous name should be saved within the alternate name record.

#### **Issues of Place and Ethnicity**

Admissions (for students) and Human Resources (for employees) must input birthplace. Tables are available within the system that provides the appropriate codes for country of birth.

Citizenship must also be maintained. There is a table within the system that provides the appropriate codes for citizenship.

Notice that the citizenship codes and the country codes are not identical. Country codes are being taken from an international consortium for issues of mailing and citizenship codes are being taken from the US Department of Homeland Security.

IPEDS has recently enacted new codes. Ethnicity is now only whether an individual is Hispanic or not Hispanic. There are now five races (American Indian/Alaskan Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White) and multiple races. The Office of Institutional Research is responsible for ensuring that the race table is maintained to meet the current standards used by IPEDS.

#### **D. Confidentiality and FERPA**

Every individual has a right to request that their directory information be kept confidential. Requests by faculty and staff are handled by Human Resources and requests from students are handled by the Registrar's Office. When someone's data are marked as confidential, the information is highlighted in the system so that anyone who calls up an individual's ID record and sees it highlighted knows that they are not to give out that information (in the HR module, the confidential information has a red circle with a line through it next to the information).

Students are also asked whether they will allow the institution to speak with their parents about their academic record (FERPA). These records are maintained by the Registrar's Office.

The following codes will be placed in the `priv_code` field within the profile record. The Registrar's Office will maintain this table.

FD = FERPA + Directory (we cannot discuss the student's academic record; we must keep their directory information confidential)

FN = FERPA + No directory (we cannot discuss the student's academic record; their directory information is not confidential)

ND = No FERPA + Directory (we can discuss their academic record; we must keep their directory information confidential)

NN = No FERPA + No directory (we can discuss their academic record; their directory information is not confidential)

#### **E. ID Data Entry Rules – Companies**

The following rules are to be followed when inputting the names of companies into the system.

- 1) Always search with wild cards to get all possible names
- 2) If a company is known by more than one name, put all of the additional names in the alternate name record
- 3) If a company is often referred to by its initials, put these initials in the alternate name record
- 4) When companies merge, put all names that the companies went by prior to the merger in the alternate name record
- 5) When a single company divides, normally one company remains the "original" and other companies are new spin-offs. The company that remains as the original should retain the original ID number and new numbers should be created for the spin-off companies.
- 6) When a single company divides and the original company no longer exists, create new ID numbers for all of the new companies.

### **Examples:**

Company name starts with 'The'

Assume that the 'The' is a first name and 'Inc' is a suffix

Example: The ABC Company Inc.

Enter as: ABC Company, The,, Inc.

Law firms with multi names

Example: Barney, Jones, Smith and Wesson, Attys.

Enter as: Barney,, Jones, Smith and Wesson, Attys.

## **Section V: Addresses and Mailings**

### **A. Entering Addresses**

All addresses are to be standardized using the guidelines provided by the US Postal Service at the following website:

<http://www.usps.com/nsc/lookups/abbreviations.html>

Apartment numbers and floors should be put in the first address line, if there is sufficient room. If there is not enough space, then utilize the second address line.

### **B. Address Changes**

When an individual or company changes their address, the previous address should be saved within the alternate address record as a previous address. The alternate address record also has the ability to hold additional addresses (e.g. summer addresses, second homes, business addresses).

The office responsible for making any changes to an ID record is the office that owns that record, as specified in Section III: Record Ownership.

### **C. Returned Mailings**

Any office that receives a returned mailing should forward that returned mailing to the office that is responsible for that record, as specified in Section III: Record Ownership.

The only exception to this is for current students. The Registrar owns these records and wants the office who received the returned mail to send an email to the student asking for correct information. The Registrar has an email template that can be used by these offices for this purpose.

## **Section VI: Admissions Status**

### **A. Admissions Status Codes**

The typical way that a student (undergraduate or graduate) moves through the admissions process is as follows:

1) They inquire (IQ)

- 2) They apply (AP)
- 3) They are admitted (AD), denied (DN), or placed on a wait list (WL)
- 4) Students who are admitted, then may deposit (DP), withdraw their application after decision (WA), withdraw their application before decision (WB), withdraw their application after deposit (WD), or defer their admission (DF)
- 5) Some students never complete their application nor formally withdraw it, so Wagner withdraws their application (WBW)

Therefore, the admissions codes to be used by both the undergraduate and graduate admissions offices are as follows:

Admissions Status Codes

AD	Admitted
AP	Applied
DF	Deferred admission
DN	Denied
DP	Deposited
EX	Deposit extension
HO	Admit decision on hold
IQ	Inquiry
RA	Reactivate for admission
WA	Withdrew application after decision
WB	Withdrew application before decision
WBW	Wagner withdraws student application before decision
WD	Withdrew application after deposit
WDO	Withdrew during orientation
WL	Wait List

**B. Student Withdrawing Application After Deposit**

When a student withdraws after they have deposited, the Admissions Office (undergraduate or graduate) will change the Admissions Status Code to WD and send an email to the Registrar’s Office. The Registrar’s Office will change the Program Enrollment Record to reflect that the student is not enrolled (NENR in enrollment status) and that they withdrew after deposit (WP in Reason code). The change to NENR will cause an email to be sent to the following offices to inform them of the change:

- Registrar’s Office (registrar@wagner.edu)
- Bursar (Terry Padmore)
- Student Collections/Business Office (Margaret Kleis)
- Advancement Records Administrator (Tina Migliore)
- Financial Aid Director (Theresa Weimer)
- Public Safety Secretary (Elaine DeMaso)
- Chartwell’s (Faye Kennedy)
- Residence Life Director (Sara Klein)
- Residence Life Assistant Director (Tristan Tosh)
- Residence Life Administrative Assistant (Letty Romero)

Dean of Campus Life (Ruta Shah-Gordon)  
Dean of Academic and Career Development (Anne Love)  
Academic Advisement Administrative Assistant (Candy Pucci)  
Academic Advisement Assistant Dean (Margaret Echanique)  
Assistant Director of Health Services (Barbara Birstler)  
Health Services Office Assistant (Betty Volsario)  
Institutional Research (Rosemary Anastasio)  
Athletics Compliance Office, if athlete (Jim Bradley)

The Bursar will inform Information Technology (Richard Li) when the refund or forfeiture has been processed and Information Technology will delete the Program Enrollment record from the system.

### **C. Student Deferring Enrollment After Deposit**

If a student is deferring their enrollment for a semester or a year, Admissions (undergraduate or graduate) will change the student's status from DP to DF and send an email to the Registrar's Office. The Registrar's Office will change the Program Enrollment Record to reflect that the student is not enrolled (NENR in enrollment status) and that they withdrew after deposit (WP in Reason code). The change to NENR will cause an email to be sent to the following offices to inform them of the change:

Registrar's Office (registrar@wagner.edu)  
Bursar (Terry Padmore)  
Student Collections/Business Office (Margaret Kleis)  
Advancement Records Administrator (Tina Migliore)  
Financial Aid Director (Theresa Weimer)  
Public Safety Secretary (Elaine DeMaso)  
Chartwell's (Faye Kennedy)  
Residence Life Director (Sara Klein)  
Residence Life Assistant Director (Tristan Tosh)  
Residence Life Administrative Assistant (Letty Romero)  
Dean of Campus Life (Ruta Shah-Gordon)  
Dean of Academic and Career Development (Anne Love)  
Academic Advisement Administrative Assistant (Candy Pucci)  
Academic Advisement Assistant Dean (Margaret Echanique)  
Assistant Director of Health Services (Barbara Birstler)  
Health Services Office Assistant (Betty Volsario)  
Information Technology (Richard Li)  
Institutional Research (Rosemary Anastasio)  
Athletics Compliance Office, if athlete (Jim Bradley)

The Bursar will inform Information Technology (Richard Li) when the deposit has been forwarded to the appropriate future semester and Information Technology will delete the Program Enrollment record from the system.

#### **D. Student Changing ID Information After Deposit and Before Orientation**

After making their deposit, but before attending orientation, students will contact Admissions for any changes to their record.

- If the student changes their address, Admissions will change the ID record and has no need to notify anyone
- If the student changes their name, Admissions will change the ID record and notify Financial Aid
- If the student changes their intended residential status from commuter to residential or residential to commuter, both Residence Life and Financial Aid must be notified

#### **Section VII: Cohort Status**

The following applies to the UUDG program only.

The cohort category code and year will be assigned to the student automatically by the system when the original Program Enrollment record is generated. Once a student has been assigned to a cohort, the cohort category code and year never changes.

The following codes will be used:

FTF	First-time freshman enrolling in the fall
FTS	First-time freshmen enrolling in the spring
NDF	Any non-degree student enrolling in the summer or fall
NDS	Any non-degree student enrolling in the spring
TRF	Any transfer student enrolling in the summer or fall
TRS	Any transfer student enrolling in the spring
VSF	Any visiting student enrolling in the summer or fall
VSS	Any visiting student enrolling in the spring

FTF and FTS includes students who may have taken college-level courses while in high school, taken courses over the summer, or have AP credits. TRF and TRS include all transfer students, regardless of the number of credits/units that are being accepted by the College.

## **Section VIII: Classification Codes**

All students receive a classification code using the following system:

### Program UUDG

FU	Freshman
SU	Sophomore
JU	Junior
RU	Senior
VS	Visiting - a student currently matriculated at another institution, taking a course as part of an exchange program or in the summer
ND	Non-Degree - a student not matriculated at any school, but taking a course during any semester

### Program UUD2

F2	Freshman
S2	Sophomore
J2	Junior
R2	Senior

### Program GRAD

GR	Graduate
GV	Graduate Visitor
GS	Graduate, Not Regular Admit

### Program CERT

GC	Graduate Certificate
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## **Section IX: Academic Status**

Once a student's admissions status code has been changed to deposited (DP), a Program Enrollment Record is created for the student. That Program Enrollment Record will default to the student being in academic good standing (academic status code = GS) and studying on the Wagner campus (current enrollment = WAG).

The appropriate enrollment status code (ENRF or ENRP) will be automatically inserted based on the admissions status of full- or part-time.

Changes to academic status codes, enrollment status codes, current enrollment and reason codes can only be made by one of the following offices: Registrar, Academic and Career Development, Campus Life.

The Academic Review Committee meets every semester to determine changes to academic status. Immediately after that meeting, the Academic and Career Development Office will change the academic status and academic status date for effected students

who will continue to be enrolled next semester. The Registrar's Office is responsible for changing the information for any student who is being expelled or suspended. The information that must be changed includes: academic status and date, reason for leave code, date of last academic activity, date of determination, and enrollment status and date.

Upon graduation, the Registrar's Office will change enrollment status to not enrolled (NENR) and the reason code to GR.

The codes that are to be used are as follows:

Academic Status Codes

CP	Continued probation
GS	Good standing
PB	Probation
PB2	Second time on probation
RGS	Readmitted in good standing
RPB	Readmitted on probation

Enrollment Status Codes

ENRF	Enrolled, full-time
ENRP	Enrolled, part-time
NENR	Not enrolled
RENR	Re-enrolling next semester

Current Enrollment Codes (used only when enrollment status is ENRF or ENRP)

SA	Studying abroad in a Wagner program
US	Studying domestically in a Wagner program
WAG	Studying on the Wagner campus

The Registrar's Office must change all students with an SA code to WAG within 2 business days of the last final exam each semester. This change must be done rapidly to prevent an error in billing by the Bursar for the next semester.

Not Enrolled Reason Codes (used only when enrollment status is NENR)

AS	Academic suspension*
DE	Deceased
DI	Degree in Progress
DS	Disciplinary suspension*
DX	Expelled for a disciplinary reason
ES	End of semester/session
EX	Expelled
GR	Graduated
LO	Leave of absence*
NA	Non-approved withdrawal*
NW	Studying abroad in a non-Wagner program*
SC	Schedule Change
WD	Withdrawn*
WP	Withdrew after deposit

\*Students with one of these six codes may have an enrollment status of RENR.

## **Section X: Enrollment Status Changes**

### **A. Full-Time and Part-Time Status**

Students are automatically enrolled as full-time or part-time, depending on their admissions status. Admissions and the Office of Academic and Career Development may receive information from the student that they are planning on changing this status. All information about changes in full-time/part-time status must be sent to the Registrar's Office for processing. The Registrar's Office will then change the enrollment status appropriately.

After the drop/add period is completed, the Registrar's Office will run a report to check whether students are improperly coded based on the number of units they are actually enrolled in.

Students who elect to audit a course are potentially changing from full-time to part-time students. Students will be required to go to the Registrar's Office to have their audit approved. That office will then be responsible for changing enrollment status to ENRP, if appropriate. The change to ENRP will result in the system sending an email to:

- Registrar's Office (registrar@wagner.edu)
- Bursar (Terry Padmore)
- Student Collections/Business Office (Margaret Kleis)
- Financial Aid Director (Theresa Weimer)
- Residence Life Director (Sara Klein)
- Residence Life Assistant Director (Tristan Tosh)
- Residence Life Administrative Assistant (Letty Romero)
- Dean of Academic and Career Development (Anne Love)
- Academic Advisement Administrative Assistant (Candy Pucci)

Assistant Director of Health Services (Barbara Birstler)  
Health Services Office Assistant (Betty Volsario)  
Institutional Research (Rosemary Anastasio)  
Athletics Compliance Office, if athlete (Jim Bradley)  
Graduate Studies Office, if graduate student (Sue Rosenberg)

## **B. Withdrawal for Any Reason**

The Registrar's Office is responsible for processing all forms of withdrawals within 1 business day. Notification that a withdrawal needs to be processed generally comes from the Office of Academic and Career Development or from the Graduate Studies Office. Coding the withdrawal requires that the enrollment status code be changed to NENR and the reason code to its appropriate designation (DX, EX, LO, NA, NW, WD). The change to NENR will result in the system sending an email to:

Registrar's Office (registrar@wagner.edu)  
Bursar (Terry Padmore)  
Student Collections/Business Office (Margaret Kleis)  
Student Loan Coordinator/Business Office (Diane Rinaldi)  
Advancement Records Administrator (Tina Migliore)  
Athletics Compliance Office (Jim Bradley)  
Human Resources Assistant (Linda Mulea)  
Financial Aid Director (Theresa Weimer)  
Public Safety Secretary (Elaine DeMaso)  
Chartwell's (Faye Kennedy)  
Central Services Mailing Specialist (Desiree Braithwaite)  
Dean of Experiential Learning (Julie Barchitta)  
Residence Life Director (Sara Klein)  
Residence Life Assistant Director (Tristan Tosh)  
Residence Life Administrative Assistant (Letty Romero)  
Assistant Director of Health Services (Barbara Birstler)  
Health Services Office Assistant (Betty Volsario)  
Dean of Campus Life (Ruta Shah-Gordon)  
Dean of Academic and Career Development (Anne Love)  
Academic Advisement Assistant Dean (Dina Assante)  
Academic Advisement Assistant Dean (Margaret Echanique)  
Academic Advisor (Mary Zanfini)  
Academic Advisement Administrative Assistant (Candy Pucci)  
Institutional Research (Rosemary Anastasio)  
Graduate Studies Coordinator, if graduate student (Sue Rosenberg)  
Information Technology (Richard Li)

### **C. Withdrawal Dates**

There are four dates on the Program Enrollment record that must be maintained for each student.

- 1) Academic Status Date – changed by the Office of Career and Academic Development or the Office of Campus Life whenever a student’s academic status is changed.
- 2) Date of Last Academic Activity – this date is required for any student who has withdrawn. This is the date that needs to go back in time to when the student last participated in some form of academic work (e.g. attended a class, turned in an assignment). This date is supplied to the Registrar’s Office by the Office of Academic and Career Development Office for undergraduates and by the Graduate Studies Office for graduate students. The Registrar’s Office is responsible for inserting these dates.
- 3) Date of Determination – this date is required for any student who has withdrawn. This is the date when the Registrar’s Office is officially notified that the student has withdrawn. The Registrar must change the enrollment status of the student to NENR and put in the reason for leave code within one business day of being provided with this information.

The date of determination must be equal to or later in time from the date of last academic activity.

- 4) Enrolled Date – is changed whenever enrolled status is changed. However, this date is not changed when NENR becomes RENR because the student is still not enrolled. This date will be changed at the start of the next semester when the student is changed from RENR to ENRF/P.

### **D. Non-Approved Withdrawals**

A non-approved withdrawal is when a student does not return from a leave of absence or does not return and does not officially withdraw. A report must be run within 5 business days of the completion of the add/drop period to determine who is not registered that was expected to be registered. Any student who is not registered is considered a non-approved withdrawal. The date on which this report is run will be the date of determination and the date of last academic activity is put in as the first business day after the end of the last semester/session that the student attended.

This report is run by the Academic and Career Development Office for undergraduates and by the Graduate Studies Office for graduate students. The results of this report must be sent to the Registrar’s Office immediately and the procedures in Section IX, Part B followed.

### **E. Re-admission (includes return from a leave of absence)**

All undergraduate students who are seeking readmission to Wagner College will petition the Office of Academic and Career Development and all graduate students will petition the Graduate Studies Office. Prior to making a decision, these two offices must contact

the Business Office to determine if there is an outstanding bill, Athletics if the student was an athlete, and Campus Life if the student originally left for disciplinary reasons.

If the student is re-admitted, the Office of Academic and Career Development or the Graduate Studies Office will change their enrollment status code to RENR to allow the student to pre-register for courses in the next semester. This is the only code that is changed for these students and no dates are changed until the student actually returns the following semester.

These offices are not allowed to withdraw a student (change reason to leave to WD) and change enrollment status to RENR on the same day. The student must have the NENR/WD codes for one day to ensure that all appropriate offices receive the email notifying them that the student has withdrawn for the semester. The NENR code can be changed to RENR on the following day.

The change to RENR will result in the system sending an email alerting these individuals that the student will be back on campus next semester:

Registrar's Office (registrar@wagner.edu)  
Bursar (Terry Padmore)  
Student Collections/Business Office (Margaret Kleis)  
Student Loan Coordinator/Business Office (Diane Rinaldi)  
Advancement Records Administrator (Tina Migliore)  
Athletics Compliance Office (Jim Bradley)  
Human Resources Assistant (Linda Mulea)  
Financial Aid Director (Theresa Weimer)  
Public Safety Secretary (Elaine DeMaso)  
Chartwell's (Faye Kennedy)  
Central Services Mailing Specialist (Desiree Braithwaite)  
Dean of Experiential Learning (Julie Barchitta)  
Residence Life Director (Sara Klein)  
Residence Life Assistant Director (Tristan Tosh)  
Residence Life Administrative Assistant (Letty Romero)  
Assistant Director of Health Services (Barbara Birstler)  
Health Services Office Assistant (Betty Volsario)  
Dean of Campus Life (Ruta Shah-Gordon)  
Dean of Academic and Career Development (Anne Love)  
Academic Advisement Assistant Dean (Dina Assante)  
Academic Advisement Assistant Dean (Margaret Echanique)  
Academic Advisor (Mary Zanfini)  
Academic Advisement Administrative Assistant (Candy Pucci)  
Institutional Research (Rosemary Anastasio)  
Information Technology (Richard Li)

When the student actually does return to campus, the Office of Academic and Career Development or the Graduate Studies Office will change the academic status to RGS or

RPB and date the change using the academic status date; change the enrollment status to ENRF/P and date the change using the enrollment date; add the readmit date; change the current enrollment code to WAG or whatever may be appropriate; remove the reason code, the date of last academic activity and the date of determination since the student is back on campus.

The change to ENRF/P will result in the system sending an email to:

Registrar's Office (registrar@wagner.edu)  
Bursar (Terry Padmore)  
Student Collections/Business Office (Margaret Kleis)  
Student Loan Coordinator/Business Office (Diane Rinaldi)  
Advancement Records Administrator (Tina Migliore)  
Athletics Compliance Office (Jim Bradley)  
Human Resources Assistant (Linda Mulea)  
Financial Aid Director (Theresa Weimer)  
Public Safety Secretary (Elaine DeMaso)  
Chartwell's (Faye Kennedy)  
Central Services Mailing Specialist (Desiree Braithwaite)  
Dean of Experiential Learning (Julie Barchitta)  
Residence Life Director (Sara Klein)  
Residence Life Assistant Director (Tristan Tosh)  
Residence Life Administrative Assistant (Letty Romero)  
Assistant Director of Health Services (Barbara Birstler)  
Health Services Office Assistant (Betty Volsario)  
Dean of Campus Life (Ruta Shah-Gordon)  
Dean of Academic and Career Development (Anne Love)  
Academic Advisement Assistant Dean (Dina Assante)  
Academic Advisement Assistant Dean (Margaret Echanique)  
Academic Advisor (Mary Zanfini)  
Academic Advisement Administrative Assistant (Candy Pucci)  
Institutional Research (Rosemary Anastasio)  
Information Technology (Richard Li)

#### **F. Fees**

Students who take a leave of absence (LO), study abroad in a non-Wagner program (NW) or are coded as a degree in progress (DI) must all pay a fee to maintain their status as Wagner students.

## **Section XI: Planned Graduation Session and Year**

Planned graduation session and year is automatically added to the student's record by the system, based on the student's classification.

### Procedure

- a) The Registrar's Office is required to run the student status program to update student classification on the first business day of every month.
- b) Immediately after updating student classification, the Registrar's Office must run the planned graduation program. This program will insert the planned graduation session and year based upon the student classification. Every student will be given a session of SP (spring) and an appropriate year, based on their classification (i.e., a student who has sufficient units to be classified as a sophomore in August, 2007 will automatically be given a planned graduation session of SP and a planned graduation year of 2010.
- c) When a student files their paperwork with the Registrar's Office that they intend to graduate during a session that is not SP, the Registrar will manually enter the new session and year. The planned graduation program checks for any student who does not have SP in the session and, when one is found, that student's session and year is not changed.

## **Section XII: Frozen Data**

On the 21<sup>st</sup> day of the Fall and Spring semester, the Program Enrollment Record of every student is copied and maintained in a read-only form so that these data are considered frozen and cannot be changed. These data are used by the Office of Institutional Research.

## **Section XIII: Individual Information Codes**

There are three codes that provide us with information about an individual: interest, involvement, and accomplishment. We should think of these as somewhat linear. An individual has an interest in something and hopefully that interest is sufficiently strong that they become involved in an activity associated with that interest. Their involvement may result in a specific personal accomplishment.

There is one code, the contact code, which provides us with information about our interactions with an individual. Tracking contact codes is much more dynamic.

### **A. Interest Codes**

Interest codes are common codes to which everyone has access. Interest codes are not associated with a date because the assumption is that once something is an interest, it will always be an interest. Admissions inputs interest codes for students, but only for those topics and areas that are available at Wagner College. These codes are used by Campus Life.

Academic & Career Development will assign an interest code to students, alumni and companies, primarily for their own intra-office use, with some interaction with the Alumni Office.

Institutional Advancement will assign interest codes to alumni and parents for their own intra-office use, with some interaction with Academic & Career Development.

### **B. Involvement Codes**

Involvement codes are common codes to which everyone has access. Involvements must be in a Wagner College activity. These codes have specific beginning and end dates and offices need to develop procedures to ensure that end dates are entered into the system, particularly for graduating seniors.

Students who study abroad or study at a partner college will be coded as SA or US. However, a code for each specific location will be entered as an involvement code by the Registrar's Office.

Offices that place involvement codes into the system include: Academic & Career Development, Athletics, Campus Life, Experiential Learning, Graduate Studies, Human Resources and Institutional Advancement.

### **C. Accomplishment Codes**

Accomplishment codes are common codes to which everyone has access. The accomplishments coded into the system are those associated with Wagner College. An accomplishment is associated with a specific date or a specific semester.

Offices that place accomplishments into the system include Academic & Career Development, Athletics, Campus Life, Graduate Studies, Human Resources, Institutional Advancement, and the Registrar's Office. Academic departments must input departmental awards.

### **D. Contact codes**

Contact codes are unique across offices because every contact code is associated with a department (tickler) code. So, even if two offices are using the same contact code, the fact that it is associated with a specific office will provide that uniqueness. A contact occurs on a specific date, so a contact code is always associated with a specific date.

#### **Section XIV: Changes in Personnel**

Throughout this document, individuals are specified by title, by title and name or by name alone. When individual's names are used, it is because we believe that such a degree of specificity is needed to ensure the clarity of the document. Since these are subject to change, the responsibility lies with the Department Head to alert Information Technology of the changes.

Sections impacted are:

- Section IV, Part A

- Section VI, Parts B and C

- Section X, Parts A, B and E