

For Your Information from the Registrar's Office

1. You can find the academic calendar at: USU homepage, index, "A", line-item #2
2. The semester at a glance is found in the front of the Schedule of Classes. All **dates & deadlines** are listed there.
3. The alpha-break for the Registration Staff is as follows: **A-L Melanie Leishman, 797-1098 (Melanie.Leishman@usu.edu)**, **M-Z Nancy Carlsen, 797-1101 (nancy.carlsen@usu.edu)** **All** change of majors, emphasis, minors, repeated course forms and other processing to be done by the Registration Staff should be separated accordingly.
4. Change of major (within your department only, Pre-program to advanced standing or a different major within the same department) can be submitted by e-mail. Each must be submitted on a separate e-mail as we scan these into the individual student files.
5. <http://www.usu.edu/registrar/programs/index.html> - **FOR CURRENT APPROVED MAJORS LIST.** Please provide the "code" abbreviation for the major your student is seeking. (This will take the guess-work out of our job.)
6. A student who has an EXTENSION matriculation (EXT is the College) **MUST** be admitted on campus. They cannot fill out a change of matriculation form to get advanced standing. Please have them contact the campus admissions office.
7. Please be specific with the student as you advise them as to items that are declared and undeclared (maybe an emphasis or minor you see they have the credits for) also, be quite specific about items that are declarable and not (this could include an area of focus within the department that is not an approved emphasis).
8. Be specific with the student on the content of the courses for the major they are pursuing. This would consist of helping them to understand the difference between PSY & PSTE (psychology and psychology teaching), MGT & HRM (management and management in human resource), HIST & HTCH (history with a teaching certificate and history teaching), PRE-program & advanced standing.
9. **DO** advise your students that they can apply for graduation upon receiving advanced standing as long as it is within one academic year of the time they are graduating. Please, please advise them as to the penalties of applying late and/or paying for their application late.
10. **YES**, minors and emphasis need to be approved with a signature from the advisor or the department rep. (you can sign in the "comment" area if necessary). Please sign both columns of the form if your program is on both sides.
11. Students have been advised that their grades for the current semester will determine if they will graduate or not. **TRUE** – however, they do need to apply on time! Students will not be allowed to apply for graduation for the current semester after the last day of class for the semester – this does not include finals.
12. Change of Major forms are only to be used prior to having an application for graduation prepared. After that, you may declare anything on the packet. Once the packet is paid for, you **MUST** use a supplement form to amend the packet. **ANY CHANGE TO THE PRIMARY MAJOR WILL VOID THE CURRENT PACKET AND THE STUDENT MUST RE-APPLY FOR GRADUATION WITH THE NEW MAJOR. ALL LATE FEES WILL APPLY!**
13. Please check the degrees offered for all majors being declared as dual. Both majors must be declared at the same degree status. If two majors are declared, both with different degree status, the student must reapply for a 2B and all general education work will be applied to the primary or first bachelor degree.
14. When Submitting a Repeated Course form, please do not submit the current semester until after the Last Day to Add/Drop (detailed on the semester at a glance in the front of each Schedule of Classes)