

## **ADVISING DURING COVID-19: GUIDELINES AND EMERGENCY ACADEMIC POLICIES FOR SPRING 2020**

This document collects recent policy changes as well as regular registration procedures to aid in faculty advising in Spring 2020. The contents include:

- 1) Summary Instructions and Schedule for Spring 2020 Registration
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- 3) Registration Holds
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- 5) Policies on Academic Probation and Suspension for Spring 2020
- 6) Extension of Withdrawal Deadline in Spring 2020 (Automatic W)
- 7) Incompletes for Spring 2020 Semester
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### **1) Summary Instructions and Schedule for Spring 2020 Registration**

For your convenience, the entire revised Registrar's memo (sent on Wednesday 1 April) has been appended to this document. Here are the key dates:

**Priority Registration runs from April 14-April 22, 2020.**

- **Tuesday, April 14 at 9:00am**—Online pre-registration opens for continuing Seniors and rising Seniors (anyone with 15.0 earned credits or more) to select Fall 2020 **and** Spring 2021 courses
- **Thursday, April 16 at 9:00am**—Online pre-registration opens for rising Juniors (those with 7.0 earned credits or more) to select Fall 2020 **and** Spring 2021 courses
- **Monday, April 20 at 9:00am**—Online pre-registration opens for rising Sophomores (those with fewer than 7.0 earned credits) to select Fall 2020 **and** Spring 2021 courses
  - Earned credits means credits you have already completed, including AP/IB/transfer credits—it does NOT count the credits you are currently taking this semester.
- **Wednesday, April 22 at 4:30pm**—Online registration for Fall 2020 and Spring 2021 closes for all students. Summer Session registration will remain open

## **2) Alternate Registration Procedure for Students Unable to Use my.lakeforest**

We have developed an alternative method of registration for those unable to register using my.lakeforest. Here is the Registrar's message, which you can convey to relevant students:

We are aware that some of you may be concerned about the upcoming registration period, because technological issues or the time zone in which you live might make it difficult to use the online registration system within my.lakeforest. The option to electronically submit a Manual Registration Request Form, preferably sent well in advance of your designated registration time, is available for students with technology difficulties to priority register with their assigned cohort. This option will not be early registration, but rather a way to ensure fair and equitable registration for all our students during this challenging time of remote learning. The form is available at this link: [www.lakeforest.edu/manual-registration-request](http://www.lakeforest.edu/manual-registration-request). Login using your full email address (including the "mx" - e.g., jsmythe@mx.lakeforest.edu) on the Sign-in screen and your Lake Forest email password. If you are able to register via the normal my.lakeforest system, however, you should do so using the instructions that follow.

### **What if I have students who are not even able to access this alternate registration form?**

Such students will likely also have difficulty looking at available courses. Hopefully this will be a very small number. You may need to work with them over the phone and communicate their course choices to the Registrar via email, [registrar@lakeforest.edu](mailto:registrar@lakeforest.edu). Of course, we are ready to work with you to get these students registered.

### 3) Registration Holds

#### What if my students have holds on their accounts?

There are three types of holds that will stop students from registering. Two are financial and one involves immunization. **A notification of a hold appears at the top of the Advisee Details page on my.lakeforest.**

**Health Services Hold:** This is a hold that is related to immunization records only (it is not related to the full health form that students otherwise complete). The student should contact Health and Wellness to put together a plan for getting immunizations or getting these records sent to us. Given the current circumstances, students need only be in communication and develop a plan with Siobhan Michelotti ([michelotti@mx.lakeforest.edu](mailto:michelotti@mx.lakeforest.edu)).

**Financial holds:** If your student has a financial hold, they should email [studentaccounts@mx.lakeforest.edu](mailto:studentaccounts@mx.lakeforest.edu) to get information on how to clear the hold.

#### **4) Pass/Fail Policies for Spring 2020 (Passed by the Faculty on Tuesday 31 March)**

There are three new policies to be aware of:

- 1) Any courses taken Pass-Fail in the Spring 2020 semester shall be exempted from the maximum of 4.0 credits of Ps that can appear on a student's transcript.
- 2) Departmental restrictions on Pass-Fail grades for major courses shall be waived for any courses taken pass-fail in the Spring 2020 semester. A "Pass" grade in a Spring 2020 course shall automatically satisfy any minimum letter grade requirement for prerequisite courses
- 3) All courses for spring 2020 will initially be Pass-Fail. Following our regular P/F procedures, every faculty member will award a letter grade to each student in their courses; students may look at the grade they received in each of their courses and decide if they want to revert to the letter grade, or leave the P on their transcript.

Students and faculty members will have access to all grades through the pre-grade report on my.lakeforest.

Here is how:

Faculty go to Faculty Tab > My Courses and the Pre-Grade Report window lies immediately below the Class Lists and Grades window

Faculty can search for a specific student's name and also export any/all Pass-Fail data they're after to Excel

Students go to Students Tab > My Courses and the Pre-Grade Report window

Students simply click on the "View Results" link and their own list automatically comes up

The P/F procedure can be referenced at

<https://www.lakeforest.edu/academics/catalog/policies/grades.php>.

We will provide additional information about deadlines for reverting Pass-Fail grades to letter grades as we proceed toward the close of the semester.

**Advising into Summer Session:** If you have an advisee who may earn an "F" grade in a course currently, but who does not want to withdraw, have that advisee register for summer session. May term will most likely take place online. Registering for a summer course will ensure that your advisee has a plan in place in case they need to recover a course in May term in order to graduate or to continue their progress toward their degree. Students register for summer session through my.lakeforest, and they can do so now.

**Implications of the P/F vote (much is TBD):**

- **Dean's List (for all students), honors in the major (for seniors), and Latin Honors (for seniors):** We will determine these at a later date. Our policy will lean toward inclusion—i.e., not punishing students for dips in performance during remote learning, or for the implications of the new P/F policies.
- **How long will seniors have to revert their P/F back to letter grades?** We are working through this issue, and there are considerations about degree conferral date, visas for international students, and other registrar office workflows.

## 5) Policies on Academic Probation and Suspension for Spring 2020

Noted in CPC Minutes 3.26.20:

Coronavirus Special Policy: Academic Probation, Continuing Academic Probation, and Academic Suspension

### What are the key takeaways to communicate to your students?

1) A student who entered the Spring 2020 semester in good academic standing will *not* be placed on probation, even if they earn less than a 2.0 overall GPA or suspension if they earn less than a 1.0 semester GPA.

2) A student already placed on probation will *not* move to suspension, even if they earn less than a 2.0 overall GPA or 1.0 semester GPA.

3) Such students will be informed of their precarious academic performance and will receive outreach and support from the Center for Academic Success; we are simply eliminating the transcript record of their probation/suspension this semester.

4) Students who are currently on probation or continuing probation can still earn good academic standing by reaching a 2.0 cumulative GPA.

Our graduation requirement of an overall 2.0 GPA (without rounding up) will still pertain.

Click here if you wish to remind yourself of our usual policy:

<https://www.lakeforest.edu/academics/catalog/policies/appeals.php>

### How does this temporary change in policy intersect with the temporary P/F policies?

Most students will have their low, but passing, grades show up as P on their transcripts, as they will presumably choose not to revert those grades from P. Still, if they achieved below a 2.0--even if it is "masked" behind the Ps--the Center for Academic Success will be in touch with them.

## **6) Extension of Withdrawal Deadline in Spring 2020 (Automatic W)**

CPC has approved an extension of the automatic “W” deadline through the last day of classes on April 29.

Rationale: Current procedure assigns a “W” after the automatic deadline and asks faculty to opt-in to “WF.” There are almost no “WF” grades given to students after the automatic “W” deadline. This policy change recognizes the extraordinary circumstances and is animated by the same discussions that led to the revised P/F policies for S20.

## 7) Incompletes for Spring 2020 Semester

Instructors are authorized to give incomplete grades and may record a grade of I (Incomplete) for a student who is prevented by illness or other reason beyond the control of the student from completing the requirements of a course. The student must complete the appropriate assignments and deliver them to the instructor no later than May 21, 2020. Instructors need only award an “I” grade; no additional forms or information need be provided.

Instructors are required to submit the revised grade to the Registrar within three business days after the expiration of the incomplete. **Extensions of the deadlines will be granted for COVID-19 –related reasons and can be requested by either the student or the instructor directly to the Associate Dean for Student Success, Dawn Abt-Perkins. The new date will be set by the Associate Dean of Faculty for Student Success in consultation with the instructor.**

If the Registrar does not receive a revised grade by the appropriate deadline, a grade of F will be recorded in place of the I. This policy applies only to undergraduate work.



## **8) Notification of Faculty Regarding Student COVID Cases by Student Affairs**

The Dean of Students office typically sends notification to faculty regarding student absences due to serious/substantive illness or hospitalization, after receiving confirmation through Health & Wellness or through outside documentation, and this will continue. Students who are at home, but are ill or hospitalized, can and should be in touch with Health & Wellness via email ([healthandwellness@mx.lakeforest.edu](mailto:healthandwellness@mx.lakeforest.edu)) or their main phone number (847-735-5240), including if the student is diagnosed with COVID-19. This will allow the Dean of Students office – through Cindy Orr – to continue this practice of notifying the faculty of a particular student who is ill or hospitalized.

Additionally, if a student gives permission and/or asks the Dean of Students office to do so, we will now also provide notice to faculty when we learn that a student is directly impacted by COVID-19 due to caring for a sick family member in the home or experiencing a loss.

If a student informs a faculty member of COVID-related impact directly, please ensure that news like this reaches Cindy Orr ([orr@lakeforest.edu](mailto:orr@lakeforest.edu)) so that she can notify the applicable faculty (and relevant staff).

## **9) Appendix I: Registration Memo (Sent Wednesday 1 April)**

### **Guide to Priority Registration 2020-2021 for ALL Students**

If you encounter difficulty with any aspect of the online registration process during the Priority Registration Period, please contact Registrar BJ White, Associate Registrar Jennifer Kenworthy, and Transfer and Registration Coordinator Katie Isler with your questions or concerns at [registrar@lakeforest.edu](mailto:registrar@lakeforest.edu).

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#### **PLEASE READ CAREFULLY—**

We are aware that some of you may be concerned about the upcoming registration period, because technological issues or the time zone in which you live might make it difficult to use the online registration system within my.lakeforest. The option to electronically submit a Manual Registration Request Form, in advance of your designated registration time, is available for students with technology difficulties to priority register with their assigned cohort. This option will not be early registration, but rather a way to ensure fair and equitable registration for all our students during this challenging time of remote learning. The form is available at this link: [www.lakeforest.edu/manual-registration-request](http://www.lakeforest.edu/manual-registration-request). Login using your full email address (including the "mx" - e.g., [jmythe@mx.lakeforest.edu](mailto:jmythe@mx.lakeforest.edu)) on the Sign-in screen and your Lake Forest email password. If you are able to register via the normal my.lakeforest system, however, you should do so using the instructions that follow.

**IMPORTANT STEP** —**Before you can priority register for next year's courses whether online or manually, any current holds on your academic record from the Business Office or Health Services must be removed.** These respective offices have sent out frequent correspondence to affected students concerning these matters.

The financial holds can only be removed by the Office of Student Accounts ([studentaccounts@lakeforest.edu](mailto:studentaccounts@lakeforest.edu)) You can work with them to resolve this issue during the normal operating hours of Monday-Friday from 8:30am-5:00pm.

To access your account online:

- Log into your Forester Account at <https://my.lakeforest.edu/ics/>.
- Click on “Students”
- Click on “My Account”
- In the **View My Account** Information box, click **Billing Statement**
- Please view the **Information About Holds** and **Current Hold** sections to see if a hold is placed on your account

The health services holds are due to missing immunizations/paperwork. These holds can only be removed by Health and Wellness Department Assistant Siobhan Michelotti ([michelotti@lakeforest.edu](mailto:michelotti@lakeforest.edu) or [healthandwellness@lakeforest.edu](mailto:healthandwellness@lakeforest.edu))

### **How do I select my courses using online registration?**

The following are the steps to take in my.lakeforest in order to add and drop Fall 2020 and Spring 2021 courses:

1. Log into my.lakeforest.
2. Click on Students tab.
3. Click on Registration from the menu on the left-hand side.
4. Click on Add/Drop Courses or Course Search.
5. Make sure the term is set to 2020-2021 FALL or 2020-2021 SPRING depending on when you are looking to take a course. You can bounce back and forth between these two terms as many times as you would like.
6. Under the Course Search, enter a specific Department and click the “Search” button.
7. Click on the Course Code of a specific course to get more information about the course (exact enrollment #s, cross-listed courses, course description, prerequisites/co-requisites, classroom assignment).
8. In the Add column, place a checkmark in the checkbox for the course you are interested in.
9. Click the Add Courses button at the bottom of the page.

10. If the course wasn't full, you will get a message that states, "Successfully added to registration record" and the course will appear under the Awaiting Advisor Approval category.

**Okay, I selected the course(s) I want to add and I clicked the "Add Courses" button. I'm automatically registered, right?**

Not quite! Your faculty advisor still has to approve these courses on my.lakeforest. What you have done is reserved a seat in each open course you submitted.

**How do I let my advisor(s) know that I am submitting the courses I want to add?**

Once you click "Add Courses," the successfully selected courses go to the my.lakeforest accounts of your advisor(s). There is no automated notification, but you are welcome to e-mail your advisor.

**The course I want to add tells me there's a registration error. What does that mean?**

It could mean one of three things, or a combination thereof. The three types of errors are:

- A. **Requisite error**—the course you want requires some course (or courses) that you don't have. A course that needed to be taken beforehand is a *pre-requisite*. In-progress courses, those which you are currently taking, do count as fulfilling the prerequisite. A course you need to take at the same time as the course you want is a *co-requisite*. On occasion, you might also encounter a *prohibited* course relationship. For example, you can't take ECON/BUSN/FIN 130 Applied Statistics if you already took MATH 150 Probability & Statistics for credit and vice versa.
- B. **Capacity error**—the course you want is already full. If you get this error, the system will ask if you'd like to be placed on the waitlist immediately. The decision is up to you.
- C. **Conflict error**—the course you want conflicts with another course you're trying to take. You're only allowed to pick one of the two courses. If you are trying to waitlist yourself for a course that is at the same time as another course you are registered or waitlisted for, the registration system doesn't have the functionality to allow such a conflict. Please e-mail the Registrar's Office as [registrar@lakeforest.edu](mailto:registrar@lakeforest.edu) in these cases and a staff member will place you on the waitlist.

**I understand that I received a registration error for a course, but I believe I have a strong case to make to take the course. What do I need to do?**

What you are asking for is called a **Course Authorization**. A Course Authorization is granted by the instructor of the course in question on my.lakeforest for capacity and time conflict circumstances. Therefore, you need to contact the instructor directly to explain your situation. If there is a requisite issue prohibiting you from registering for the course, you may need to consult

with the faculty chairperson of the department in addition to the course instructor for a Course Authorization to be considered.

### **How do I drop a course from my schedule?**

After clicking on “Add/Drop Courses,” proceed to the bottom part of the screen where you will find a summary of your registration activity sorted into three categories:

1. ***Your Schedule (Registered)***—A list of all courses you are officially registered for. To drop, put a checkmark in the box next to the course code and then click “Drop Selected Courses.”
2. ***Waitlisted Courses***—A list all courses you are currently on a waitlist for. To drop, put a checkmark in the box next to the course code and then click “Leave Selected Waitlists.”

\*Please be courteous to other students and remove yourself from any waitlists you are no longer interested in pursuing.

3. ***Awaiting Advisor Approval***—A list of courses you selected but have yet to be approved by your advisor. To drop a course under this category, put a checkmark in the box next to the course code and then click “Cancel Selected Approval Request(s).”

**IMPORTANT NOTE**—If you drop a course from any of these categories, the course is completely removed from your registration history and your advisor will **not** be automatically notified.

### **Is there a limit to the number of courses I can register for?**

**YES.** The registration limit is **5.75 credits** for all students at this time since the Dean’s List will not be determined until the end of this spring semester. Remember, a typical course at Lake Forest College is one credit. A standard full-time course load is 4 credits. The minimum full-time course load is 3 credits. A course load of 5 credits, in almost all cases, is considered to be a course overload.

The 5.75 credit limit allows you to register for up to 5 standard courses, and at least a couple of partial credit courses.

### **Is there a limit to the number of full courses I can put myself on a waitlist for?**

This is a two-part answer that requires you to **keep the 5.75 credit registration limit in mind.**

- A. When you can’t waitlist yourself for any courses: If you select five courses that all have open seats. This is because the registration system would count a waitlisted course as an additional credit, which would bring you to 6 credits—that is .25 credits *over* the limit.

- B. When you can waitlist yourself for as many courses as you want provided there are no time conflicts: If you select four courses that all have open seats. The registration system continues to count a waitlisted course as an additional credit, which would bring you to 5 credits—that is .75 credits *under* the credit limit.

### **How can I find out what order I am ranked on a waitlist?**

All students have access to a Waitlist Ranking report on my.lakeforest. It is located under the Students Tab. Click on the “My Courses” menu option and then click on “Waitlist Ranking” under Student Reports. This report will tell you which courses you are currently on the waitlist for and what number you are on the waitlist. **Please note that your advisors do not have access to this same Waitlist Ranking report.** Bring this waitlist information to your advisor’s attention when discussing waitlist-related registration issues.

### **How am I able to get myself enrolled into a waitlisted course?**

You can always contact the instructor of the course to explain your situation and request an authorization. Keep in mind each instructor may priority their waitlist(s) differently and on different timetables.

The Registrar’s Office will administer a Waitlist Management Period running from April 23-May 20. During that timeframe, the Registrar’s Office and Center for Academic Success will work closely with Department and Program Chairpersons to manage initial waitlists. Chairs will be asked to clear as many waitlists as possible.

### **What are the ‘sticky issues’ that can arise with the online registration system?**

- 4. Registering for a course with a pre-requisite that you fulfilled or plan to fulfill with transfer coursework from another college or university**—Currently, the College doesn’t officially identify courses taken at other schools as fulfilling pre-requisites. Unless you have already been granted a Course Authorization on my.lakeforest by the instructor or the department chairperson, the system will generate a Requisite Error for a student who does not have the Lake Forest College course pre-requisite. Please e-mail the Registrar’s Office at [registrar@lakeforest.edu](mailto:registrar@lakeforest.edu) if you feel a transfer course meets the pre-requisite. They may have to consult with a department chairperson or advisor in some cases before you are administratively registered for the course.
- 5. Registering for a course you’ve already taken** (e.g. an applied lesson/ensemble in the Music Department, a course to be retaken for a better grade or a course you previously withdrew from)—The system has a difficult time accepting most course repeats. If you’re having trouble with these cases, please e-mail the Registrar’s Office at [registrar@lakeforest.edu](mailto:registrar@lakeforest.edu) and they will administratively register you for the repeated course.

\*Students seeking to complete Internships, Independent Studies (Thesis, Research Project, Tutorial, Creative Project), or Off-Campus Programs in fall and/or spring semester cannot register for these online.

**Internships**—We ask students to express their intention to complete for-credit internships to [cacintern@lakeforest.edu](mailto:cacintern@lakeforest.edu) so the Career Advancement Center (CAC) can help get you in touch with the appropriate on-campus faculty internship supervisor to secure and register for the internship. CAC will provide the Registrar's Office with a running list allowing them to temporarily register you for generic Internship as a placeholder until you go through the entire Internship paperwork process with your on-campus faculty internship supervisor and receive final approval from CAC.

**Independent Studies**—Forms can be found on the Students tab of my.lakeforest under Student Forms. E-mail the Registrar's Office and they will temporarily register you for a generic Independent Study as a placeholder until the completed/signed paperwork is submitted to the Registrar's Office. This paperwork is due no later than the end of the first week of classes in which the Independent Study is set to begin.

**Off-Campus Programs**—Students definitive about their plans to study in an off-campus program in Fall 2020 or Spring 2021 should NOT register for these programs online. Rather, the generic registration for these programs is handled manually in the Registrar's Office in consultation with Coordinator of the Global Engagement Office Alexandra Olson ([aolson@lakeforest.edu](mailto:aolson@lakeforest.edu)). If your off-campus program plans are less than certain, you have every right to priority register now for on-campus courses and these courses can be dropped at a later date once your plans solidify.

## 10) Appendix II: Advising Forms (Fillable PDFs)

Attached you will find the forms that you may need during advising and registration. Please note that the Registrar has converted these forms to fillable PDFs.

Here are the instructions the Registrar's Office sent to students:

*You can find these forms in my.lakeforest under Students tab > Student Forms page. When filling out forms, be sure to **download and save the form to your computer first, then fill it out, save it, and attach it to an email.** Make sure that the information you've typed in has been saved before you email the form.*

*Any forms requiring an advisor's signature should be emailed directly to your advisor. Your advisor will then forward it to the Registrar's office at [registrar@lakeforest.edu](mailto:registrar@lakeforest.edu) with their approval noted in the e-mail instead of a signature.*

Once you receive the form from you advisee, your action in sending the form to the Registrar constitutes your approval of the form.

Course Withdrawal Form  
Pass-Fail Reversion Form  
Declaration of Major/Advisor Form  
Change in Major/Advisor Form