

OFFICE OF RECORDS AND REGISTRATION (REGISTRAR)

Registrar

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Note: Please refer to the following website for additional information about Selma University that is on file with the National Center for Education Statistics: <https://nces.ed.gov/collegenavigator/?q=Selma+University&s=AL&zc=36701&zd=0&of=3&id=102058#retgrad>

Registration begins during the week prior to the start of classes. A Schedule of Classes is produced by the Registrar's Office that details the available courses and semester calendar. A late registration period will occur during the first week of classes.

To register for classes, students must be admitted to the university. Once students are admitted, they must take the placement exams unless they have achieved a 17 or better on the ACT English, Math or Reading or have taken a college level English or Math class and achieved a "C" or better in the course.

After taking the placement exams, students are directed to their advisor based on the major they choose on their application for admission.

The initial advisor will be the department chairperson who then will assign a permanent advisor for the student.

Once the students have met with their advisor, they may then proceed to the Office of Records and Registration to register their classes.

After registering, students must receive clearance from the Office of Financial Aid, The Office of Student Affairs, and the Office of Fiscal Affairs to be validated for registration. A student ID card must be acquired to finalize the student's registration.

At the end of the registration period, the students' class registrations will be verified with the business office for validation. Any students who have or have not validated classes by the end of the ADD/DROP period will be removed from classes.

During the registration period, all pertinent dates will be posted throughout the campus.

APPLICANT REQUIREMENTS FOR REGISTRATION

RESIDENCY

There is not a distinction made for “in-state” or “out-of-state” students.

UNCONDITIONAL ACCEPTANCE

Applicants who meet or exceed general requirements for admission will be granted unconditional acceptance. Academic requirements for unconditional acceptance are:

- High School GPA of 2.0 or satisfactory scores on GED exam
- Cumulative College GPA of 2.0 AND in good standing at last college attended

All students who are unconditionally accepted into the university must have in their student file:

- Completed application; dated and signed with social security number and birth- date
- A Physical Exam signed by a Licensed Physician with the results of a Tuberculosis test less than two years old
- Immunization Record
- Official High School Transcript should have raised seal, signed with graduation date on transcript
- Official College Transcript from each college applicant lists on the application for admission
- Proof of Health Insurance

**Students who are unconditionally accepted may register for classes.*

CONDITIONAL ACCEPTANCE

Applicants who **DO NOT** meet or exceed general requirements for admission may be granted conditional admission with the following academic restrictions:

- Registration will be limited to 12 hours in the first term of attendance
- Students will be required to meet all Satisfactory Academic Progress Requirements (financial aid)
- Students will be required to register with the Academic Dean for tutoring services

Applicants who have met minimum academic requirements **BUT** have not completed the admissions process will be conditionally accepted.

All students who are conditionally accepted into the university must have in their file:

- Completed application should be dated, signed with social security number and birth date
- Completed essay on the back or attached to application
- Official High School Transcript should have raised seal, signed with graduation date on transcript
- Official College Transcript from each college applicant lists on the application for admission

****These students' files will remain in the Admissions Office until completed.**

Students who are conditionally accepted may register for their first term of attendance. Subsequent registrations will be held until admissions file is completed.

ONLY STUDENTS WHO ARE UNCONDITIONALLY ACCEPTED WILL HAVE FULL ACCESS TO THE OFFICE OF RECORDS AND REGISTRATION.

Full access includes receiving grades, transcripts, graduation services, student activities and other services that require examination of student files.

Conditionally accepted students will be able to receive student verifications during their first term of attendance.

TRANSFER STUDENTS

Any applicant who has attended other colleges or universities and has successfully completed thirty (30) hours of college level courses will be considered a transfer student. An applicant must be in good standing at the previous institution(s), with a cumulative college GPA of at least a 2.0 to be admitted unconditionally. Official transcripts from all previous institutions must be submitted to the University for Credits Evaluation. Transcripts are to be submitted at least two weeks prior to the beginning of a registration period for credit consideration for the term.

Academic Probation

Applicants who were under academic probation at the previously attended college will enter Selma University under Academic Probation.

Academic Suspension

Applicants who were under academic suspension at the previously attended college must demonstrate continued eligibility for financial aid at previous institution, no disciplinary sanctions AND submit to a written and oral interview with the Academic Dean. If accepted, applicant will be admitted conditionally and under academic probation.

INTERNATIONAL STUDENTS

International Students who meet the admission requirements set forth by the University will be considered for admission.

The admission requirements of international students must be processed sixty (60) days prior to the date of planned registration. The requirements are as follows: (In addition to the school's basic requirements)

- Complete Application for Admission with proper fees.
- Provide official copies of academic records along with principal's or school master's recommendation.
- Provide affidavit of support.
- Pay matriculation deposits and tuition deposit for two (2) semesters. No students will be admitted with a scholastic achievement of less than the equivalent of 2.00 (C) on a 4.0 scale grade point average of the Selma University grading system.

The Test of English as a Foreign Language (TOEFL) examination is required of all international students if their native language is not English. Students residing in the United States who are not U.S. citizens but have F-1 Visa status may enroll with approval from the Vice President of Academic Affairs and must:

- Present a current passport and information on the validity of the visa.
- Have official copies of transcripts from U.S. Colleges or Universities attended showing courses taken and grades obtained. Copies should be mailed directly to:

**Director of Admissions
Selma University
1501 Lapsley Street
Selma, AL. 36701**

- Take the English placement test and secure recommendation for admissions from the English Department.
- Pay tuition and fees in full at the time of registration.
- Not apply for provisional status.
- Write a brief autobiography.

INTERNATIONAL TRANSFER STUDENTS

International students seeking to transfer to Selma University from colleges and universities in the United States must meet the acceptance criterion and will be required to take the English placement test prior to registration.

TRANSIENT STUDENT

This term applies to the students enrolled in another college who desire to take courses at Selma University for one semester and then return to the other college for their degree. A transcript from the other college is not required; however, Selma University reserves the right to request academic credentials or official evidence of enrollment from the other college. The student should present an official transcript or a letter of good standing from the institution. When a transient student is accepted, admission to Selma University will be only for the term indicated on the transient form. Subsequent admission may be approved upon request. If transient students desire to transfer to Selma University, they must complete an application as a regular transfer student and submit official transcripts from all previously attended colleges.

RETURNING TO THE UNIVERSITY

The re-admission application of a student with a second suspension will have to be reviewed by the Vice President for Academic Affairs before admission is authorized. Transcripts for all other college work completed while not enrolled at Selma University must be submitted. No credits

earned at another institution by a student on academic suspension from Selma University will be used in clearing suspension or meeting GPA requirements at Selma University.

REGISTRATION

ORIENTATION

An orientation program is designed to acquaint new students with the college and is required for all students the first semester they are enrolled. These sessions include an introduction to the spiritual and academic objectives of the school; an outline of academic programs offered; information on school procedures and regulations; and placement testing.

FRESHMAN/ENTRANCE EXAMS

All students who matriculate to Selma University must take the entrance placement exams. The exams measure student proficiency in reading, grammar, sentence skills, and math. Students are scheduled by the Admissions Counselor for these exams and must complete the exams prior to meeting with their advisor for class scheduling. Students can place out of the exams if they have earned college level credits in English or Math earning a “C” or better in those courses. Incoming freshmen may place out of the exam if they have earned a composite score of “17” or subset scores of “18” or better on the ACT or 490 on the appropriate SAT subset scores.

ACADEMIC ADVISEMENT

Advisement is provided in the areas of study, class schedules, effective study habits, and personal problems. An Academic Advisor is assigned to each student to help the student plan a course of study for each semester. Records of academic progress are kept and shared with the student by the advisor. The student must meet with the academic advisor prior to attempting to register for classes. The advisor will suggest courses to be taken according to the major’s curriculum and provide the necessary approvals for the student to continue through the registration process.

CLASSIFICATION

A student’s classification will be determined by the number of credit hours earned at Selma University and transfer credits accepted after evaluation of official college transcripts.

Freshman	1-32 semester hours
Sophomore	33-66 semester hours
Junior	67-97 semester hours
Senior	98 or more semester hours

COURSE LOAD

A full-time student is one who enrolls with a minimum of twelve (12) semester hours each semester (fall and spring), and nine (9) semester hours during a summer term.

The maximum course load for a full-time student is eighteen (18) credit hours per semester. The Vice President for Academic Affairs may approve up to twenty-one (21) credit hours per semester for returning students with a cumulative GPA of 3.0 or higher.

A student in a degree program who does not maintain a cumulative GPA of 2.0 will be allowed to register for a maximum of twelve (12) credit hours.

COURSE NUMBERS AND DESCRIPTIONS

Selma University uses a three-digit numbering system. The first digit designates the level of course, such as 095-099 Academic Support Services (Compensatory) courses; 100-199 freshman, 200-299 sophomore, 300-399 junior, 400- upward senior, and 500-graduate. The second digit is reserved for the department to designate relevant classifications of courses within the respective disciplines. The third digit is used to designate the sequences of courses within the department. The last three digits at the end of the course number represent the section number of the course.

SECTION NUMBERS

The section numbers are the last three digits assigned to courses for the term. If there is more than one course offered in a term, consecutive, sequential section numbers are assigned for the courses. For example, if there are two biology classes offered, the class offered earlier in the day is assigned section 1, BIO101100, and the later class is assigned section 2, BIO101200. If only one course is offered, it is assigned section 1. Extension classes, Allied Health and Independent Study courses are assigned unique section numbers. Below is the list of section number patterns according to site (Beginning Summer, 2013)

Main Campus	000
Allied Health.....	010
Enterprise	020
Lanett	030
Mobile.....	040
Pensacola.....	050
Tuscaloosa.....	060
Independent Study	900

COURSE ADD/DROP

A student may add/drop a course only during the official registration and change of schedule period by:

- Obtaining an Add/Drop Form from the Registrar's Office.
- Securing the signature of the instructor(s) whose course is being added/dropped, and that of the faculty advisor.
- Bringing the Add/Drop Form to the Registrar's Office for placement on student's schedule.

- Taking a copy of schedule to the Financial Aid and the Office of Fiscal Affairs for fee adjustments if necessary.

It is the responsibility of each student to properly add/drop a course by completing the Add/Drop Forms supplied by the Registrar's Office. A course is not officially added/dropped until all appropriate forms are completed by the student, signed by the appropriate personnel and returned to the Registrar's Office.

Add/Drop requests will not be considered after the last day of the Add/Drop period.

AUDITING COURSES

A student may audit any course upon securing approval of the instructor and the Vice President of Academic Affairs. Registration and payment of fees must be arranged with the Registrar and the Business Office, respectively. No credit is allowed for course audited.

CANCELLATION OF REGISTRATION

The University may cancel the registration of students who fail to validate their registration by the deadline. Students whose registration is canceled may apply for reinstatement but must do so before the published deadline. Students whose registration is cancelled are not liable for registration fees for the applicable term. Students, who on their own, decide not to attend the University prior to the first day of class, should take the necessary steps to assure cancellation of their registration. Students, who cancel their registration on or after the first day of class, must do so by withdrawing from the University. Applicable fees may incur depending on the date. (See Withdrawal)

REINSTATEMENT OF CANCELLED REGISTRATION

Students whose registration has been cancelled due to failure to validate their registration may be reinstated upon the verification of validation and approval of the Vice President of Academic Affairs.

CHANGES OF MAJOR CURRICULUM

Students must consult with the faculty advisor and obtain department chairperson's approval to change to another major within the same department. To change majors from one academic area to another, a permit from the Vice President for Academic Affairs is required.

LATE REGISTRATION

Students will not be allowed to register after the last day of registration.

LABORATORY HOURS

In addition to courses in Natural Sciences, Selma University requires that all students registering for courses in Accounting, Mathematics and Computer Science must schedule laboratory hours.

PRE-REQUISITES

Pre-requisites for a course must be met before the course is taken unless the pre-requisite is waived by the instructor and the Chairperson of the Division.

PROFICIENCY IN COMMUNICATION

A student who is enrolled in a program leading to a baccalaureate degree must pass the English proficiency-writing and oral communication tests before a student can receive a bachelor's degree. These tests are administered by the Humanities Division and must be taken before making an application for graduation. The purpose of these measures is to ascertain whether students receiving a Bachelor's degree from Selma University have mastered skills in both written and oral communication.

REGISTRATION HOLDS

A student may be placed on hold based on a variety of financial and administrative reasons. Students are notified of these holds prior to each registration period and should clear them before being allowed to register. Please see the appropriate department for more details pertaining to holds.

REPETITION OF A COURSE

A student may repeat a course. The grade and quality point earned for the repeated course will replace the grade and quality points earned previously in the course. Only the repeated course will be used in computing the quality-point average. It is recommended that the student consult with the faculty advisor before electing to repeat a course for which a passing grade has been received. Permission for repeating a course in which a student has received a passing grade will be given only upon a written request by the student.

A student who receives a grade of "D" or "F" in a required Core Curriculum or major course or a sequential course that is pre-requisite for an advanced course **MUST** repeat the course and obtain the grade of at least a "C".

THE UNIT OF CREDIT

The unit of credit at Selma University is a semester hour. One semester credit hour represents one hour of classroom work (lecture) or two hours of laboratory work each week during the semester.

Lecture courses are based on one semester hour which is equivalent to one contact hour per week.

- Lecture courses are theory focused on principles, concepts or ideas, lecture, discussion and demonstration. Lecture courses may range between one and three semester hours.
- Lecture courses require a minimum of fifteen (15) hours of contact per semester for every semester hour of credit and a minimum amount of two hours of out of class student work per week per credit hour.
- Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.

Laboratory courses are based on one semester hour which is equivalent to two contact hours per week.

- Laboratory courses (practical application) focus on the use of equipment, tools, machines, and programs generally found in a laboratory with emphasis on the hands-on experience. Laboratory courses are equivalent to one semester hour.
- Laboratory courses require a minimum of thirty (30) hours of contact for every semester hour of credit.
- Laboratory courses require a minimum amount of two hours of out of class student work per week per credit hour.
- Student learning outcomes are based on documented utilization of techniques and methods for the specific discipline in order to achieve the specified competency level.

CLASS ATTENDANCE

Students are required to attend class regularly and in a timely manner. Students who miss seven (7) or more classes in any semester will receive a failure to attend (FA) grade for the course. Class attendance starts the first day of the academic semester as designated in the academic calendar.

ALL ABSENCES WILL COUNT FROM THE FIRST OFFICIAL DAY OF CLASSES, NOT FROM THE FIRST DAY THE STUDENT ATTENDS.

The Office of Academic Affairs, upon proper verification from the faculty advisor, will excuse students’ absences if such absences are caused by illness, serious family problems, or official business (athletic games, choir) representing Selma University. In the case of prolonged illness or other extenuating personal or family circumstances resulting in extensive class absences, a student must request the Vice President for Academic Affairs permission to withdraw from the course(s) affected by the absenteeism.

When a student’s absences exceed the maximum number of absences allowed for a particular course, an “FA” grade will be assigned. Each faculty member will exert every effort to advise and give an early warning to a student who may be in danger of receiving an “FA” grade.

The “FA” is assigned to a student whose excessive absences preclude him/her from receiving a passing grade in the course.

Grading System

GRADE REPORTS

The final grade report for each semester will be mailed to the student.

GRADING SYSTEM

Selma University assigns letter-grades to indicate comparative performance of a student in courses attempted. The following table gives the letters used, their meaning, and the quality points awarded:

GRADE	Quality Points
A = Excellent	4
B = Good.....	3

C = Fair	2
D = Poor.....	1
F=Failure.....	0
FA (Failure for excessive absences)	0
I = Incomplete.....	0
AU = Audit	
W = Withdrawal	
P = Pass	
F = Fail	
S = Satisfactory	
U = Unsatisfactory	
NC = No Credit	

A student’s grade point average (GPA) is obtained by dividing the total number of quality points by the total number of semester hours for which grades are assigned. While a course in which a failing grade is assigned must be repeated, no course shall be repeated in which the grade “C” or better has been assigned. Satisfactory grades are A, B, and C.

A grade of “I” is assigned to a student who has been unable to complete all course requirements because of illness or circumstances judged by the faculty advisor and Vice President of Academic Affairs to warrant a consideration.

An “I” grade **MUST BE CLEARED WITHIN SEVEN (7) WEEKS** of the succeeding semester. Failing to do so will result in the conversion of “I” into an “F” grade.

The “FA” is assigned to a student whose excessive absences preclude the student from receiving a passing grade in the course.

“W” grade is assigned to a student who officially withdraws from a course

HONORS

Full-time students who earn a 4.0 grade point average for the semester are deemed President’s Scholars. Students who earn a GPA of 3.5 to 3.9 are recognized on the Vice President of Academic Affairs List.

GRADING PROCESS

Currently, grade report forms are generated by the Registrar’s Office and distributed to the instructors. Those forms must be completed, signed and returned to the Registrar’s Office by the date specified. Grades are inputted by the Registrar’s Office and distributed by mail to the students.

CHANGING GRADES

Grade changes are initiated by the instructor. The instructor must complete a Grade Change Report and obtain the signatures of their Department Chairperson and Vice President of Academic Affairs. The form must be turned in to the Registrar’s Office for processing.

WITHDRAWALS

COURSE WITHDRAWAL

Students who wish to withdraw from a course after the expiration of the official ADD/DROP period may do so by completing a “Withdrawal From Course” form. Students should discuss the proposed withdrawal from the course with the student’s academic advisor. Students must secure the signatures of the instructor of the course, faculty advisor and the Vice President for Academic Affairs before turning the request form over to the Office of Records and Registration.

SCHOOL WITHDRAWAL

Students who wish to withdraw completely from the University must complete an Official Withdrawal form and a Student Withdrawal from School Clearance form. The Vice President for Academic Affairs and the faculty advisor will interview separately the student wishing to withdraw to make determination whether or not the withdrawal can be prevented.

Students must get clearance from the Business Office, the Library, Office of Student Affairs, Office of Academic Affairs and the Financial Aid Office before submitting the withdrawal form to the Registrar. Official notices of withdrawal will be sent to instructors, the Financial Aid Office, the Office of Student Affairs, the Business Office, and the Library. Selma University allows students to withdraw from school, anytime during the semester up to the first day of the last two weeks of classes (before the start of final examination).

SPECIAL WITHDRAWAL PROCEDURES FOR STUDENTS RECEIVING “FA’S” AT MID TERM

Students who receive an “FA” grade in at least half of their classes on the mid-term report are sent a letter encouraging them to officially withdraw from school. Listed is the procedure for students in this category to withdraw from school:

- Students must bring their Selma University student ID.
- Students must obtain withdrawal forms from the Registrar and be interviewed by the Registrar.
- Students must meet with instructors to determine if they have an opportunity to make-up missed work.
- If it is determined that the student cannot make up missed work, each instructor must sign the withdrawal form.
- Students then must obtain the signatures of the Librarian, Financial Aid Office, Business Office, Vice President of Student Affairs, and Vice President of Academic Affairs (President in the absence of VPAA).
- Students must bring completed forms to the Office of the Registrar to complete the withdrawal
- If students are not in this category, they will not need to meet with instructors prior to withdrawal.

FINAL EXAMINATIONS

Final examinations are given in all courses at the end of each semester. A final examination schedule for each semester is announced at least four (4) weeks before the examinations. Students are required to clear all financial obligations and obtain an examination permit from the Office of Fiscal Affairs. In addition, students must receive a clearance slip from the Financial Aid Office and the Library.

Attendance and participation in final examination activities are required. If a student is unable to take the final examination at the scheduled time because of illness or other serious reasons, the student should consult with the instructor and make a request to the Vice President for Academic Affairs for permission to take a delayed examination. Such a permit must be obtained prior to the time scheduled for the final examination with approval of the Vice President of Academic Affairs. Students who fail to take the final examination or fail to make arrangements for a delayed examination will receive an "F" grade.

ACADEMIC PROGRESS

All students are expected to achieve satisfactory progress toward the goal of an academic degree. Satisfactory progress for a full-time student is defined as earning a minimum 12 hours of degree credit and maintaining a cumulative GPA of 1.5 for students with 39 credit hours or less, 1.75 for students with 40-59 credit hours earned and 2.00 for students with 60 or above credit hours. The faculty advisor and chairperson shall review the progress of each student at the end of the semester.

ACADEMIC PROBATION

Academic Probation is a scholastic warning suggesting that the student is in danger of being academically suspended. A student on probation can continue enrollment without interruption but with a reduced course load. A student will be placed on academic probation whenever the cumulative grade point average is less than the academic progress level. Academic probation will be removed whenever the student's average reaches the academic progress level.

ACADEMIC SUSPENSION

Academic suspension is a status which prevents a student from continued enrollment at Selma University for the period of one semester because of low grades. A student who does not maintain satisfactory progress even after a period of Academic Probation will be academically suspended for an additional semester. The re-admission application of a student with a second suspension will have to be reviewed by the Vice President for Academic Affairs before admission is authorized. No credits earned at another institution by a student on academic suspension from Selma University will be used in clearing suspension or meeting GPA requirements at Selma University.

GRADUATION PROCEDURES

Students entering a fall semester with 90 or more credit hours should be encouraged to apply for graduation. After the end of the year reports are completed in the summer term, recommendations to apply will be forwarded to each department chairperson.

DEGREE REQUIREMENTS

Undergraduate and graduate students must have a minimum cumulative Grade Point Average of 2.0. Undergraduate Associate's degree requires a minimum of 66 hours, the Bachelor's degree requires 126 credit hours; the Master's degree requires a minimum of 30 hours.

HONORS-Undergraduate/Graduate Students

3.80-4.00 -----	Summa Cum Laude
3.60-3.79 -----	Magna Cum Laude
3.40-3.59 -----	Cum Laude

Once students complete their graduation application, a complete assessment of their credits will be recorded and forwarded to the appropriate department chairperson. Submitted documents will include:

- Graduation Application
- Completed evaluation sheet with notations of classes needed to graduate
- Degree Audit Form
- Copies of previous college transcripts
- Recommendations on credit substitutions

The Department chairperson will review the file and approve any credit substitutions or waivers. The file will then be forwarded to the Vice President for Academic Affairs for final approval and schedule adjustments for graduating students before returning the file to the Office of Records and Registration.

After reviewing all documentations, the students who will earn the credits to graduate prior to the next graduation date will be forwarded to the business office for graduation processing. The graduation fee will then be assessed to the student and must be paid prior to the students' participation in graduation ceremonies.

Graduating students will take their final exams one week prior to finals week in the Spring semester of the academic year.

COMPREHENSIVE EXAMINATION

As part of the graduation requirements, all students graduating with a baccalaureate degree will take a comprehensive examination during the final semester.

Examinations are administered in all courses. Students must earn satisfactory scores, which will be a major factor in the instructor's assigning a final grade.

Students must make a satisfactory score on the Comprehensive Examination administered in their major areas in order to qualify for graduation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

CONFIDENTIALITY OF STUDENTS RECORDS

Selma University is required to bring to the attention of all students' parents, and alumni the provision of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 also known as "The Buckley Amendment".

Students must register their vehicles with the Business Office. Regulations for the use of automobiles are described in the Student Handbook.

Under the provision of this law, all current and former students of the University have the right to inspect their official educational records in the Office of Records and Registration. The right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975, nor access by students to financial records of parents. Parents or guardians of a student may not see records nor receive grades unless the student specifically designates that the student's records and grades may be available to the parents or guardians.

No-option: "Directory Information" may be revealed by the University without the student's written permission.

No-option: "Directory Information" includes the following items: (1) name and (2) enrollment status.

The Office of Records and Registration, as custodian of the student academic records, will release such records to Selma University's officials and other designated persons for indicated specific and legitimate interests as outlined in the amendment.

Requests from the campus organizations to release a student's Grade Point Average for the purpose of determining the eligibility of a student for an organization will not be honored unless the student involved has specifically requested in writing to release this information.

All academic records and related materials are kept in the Office of Admissions and Records. Students have the right to review their records and to challenge the content of any information that they feel is inaccurate. Students who have questions concerning their records should address them to the Office of Records and Registration. The Vice President of Academic Affairs is responsible for seeing that justifiable corrections are made.

STUDENT ACADEMIC RECORDS

Academic units (departments, schools, and colleges) may maintain student academic records for their students. These records may contain additional academic materials (student surveys, graduation requirements, etc.) that should be destroyed when student academic records are destroyed according to the retention schedule.

After a student's separation from Selma University (either by graduation, leave or Withdrawal), the university academic record will be retired to permanent storage according to the retention schedule. Documents that are removed will be destroyed by a certified document destruction firm by incineration, shredding, or other appropriate means.

CHANGING STUDENT INFORMATION

DECLARING/CHANGING A MAJOR

Students must come to the registrar's office to complete a major declaration form.

CHANGING STUDENT ID NUMBERS

To change their ID, students must complete a name/address/ID change form. The student must also show a photo ID and proof of current social security number.

CHANGING NAME

The registrar's office processes name changes for three reasons: (1) clerical error, (2) marriage/divorce, or (3) some other legal reason (e.g. adoption or court order). Marriage and divorce name changes are only processed for currently enrolled students; other legal changes and clerical errors are processed for all students. We do not change a student's name simply because of a "preferred" name.

All students changing their names must come to the registrar's office and complete a "Change of Name" form, or send us a signed letter requesting a change of name. In addition, students changing their names for legal reasons must supply a copy of the legal document verifying the name change (e.g. a marriage license) or a statement from a notary verifying the source document and the name change. Students correcting clerical errors must present a photo ID (e.g. a student ID, passport, or driver's license). **Note:** We *only* accept changes via a Change of Name form or signed letter.

CHANGING AN ADDRESS

Selma University maintains four kinds of addresses in the Campus Anywhere system for all students, in order to contact students via U.S. mail for important university business:

- **Permanent:** mailing address of student's permanent residence, i.e., where the student lives while not at Selma University. We must have a permanent address at all times. Permanent addresses cannot be an academic department, P.O. Box, or dormitory. Also note that foreign students with an F1 Visa status are required by F1 regulations to maintain an overseas (Non-US) permanent address.
- **On-Campus:** mailing address of the student who lives on-campus at Selma University.
- **Off-Campus or Local:** address where the student lives off-campus in the local area.
- **Parent, Guardian, Spouse and/or Third Party:** any address where the student wishes to have specific correspondence mailed.

Students must also designate an Emergency Contact. This is the information of a relative or family friend who can be contacted in case of an emergency. Students must designate one of their addresses as the Emergency Contact. Correspondence includes bills, grades, financial aid information, dining and housing contacts, etc. Most university correspondence is sent to students' home address during winter and summer breaks, and to their campus addresses during the school-year.

NOTE: Enrollment services is moving toward electronic financial aid awarding and billing, consequently, fewer correspondences will be sent to home addresses.

The address information provided also assists the university on those occasions when a crisis or other necessity requires us to make contact with a student or their supplied contacts. In changing an address, a Change of Address form must be submitted to the registrar's office.

NOTE: We only process address changes for currently-enrolled students or for alumni with student account balances.

DIPLOMA MAILING ADDRESSES

Diplomas will be mailed to students' permanent addresses, if they do not attend graduation ceremonies.

TRANSCRIPTS

Selma University uses Credential Solutions LLC (<http://www.transcriptsplus.net/order>) as its trusted agent for processing online transcript request. This process is completely secure.

The first time you use this service you will establish an account. The process is simple and asks for your current/former names, address, student ID, dates of attendance and other information. Because Federal Law requires your signature in order to release your academic records, you must complete a Consent Form and return it as directed before your first request can be processed.

The signed Consent Form remains on file with Credential Solutions LLC to cover your future Selma University transcript requests through this service.

You will pay for your transcript via credit card (Visa, MasterCard, American Express and Discover). The most current security available is used to protect your credit card and personal information.

Transcripts ordered through this service will cost \$5.00 and an additional \$3.00 processing fee for each.

TO RECEIVE YOUR FIRST FREE TRANSCRIPT YOU MUST ORDER IN PERSON AT THE REGISTRAR'S OFFICE (The free transcript must be the first one ordered)

ORDER A TRANSCRIPT ONLINE

Order your transcripts at <http://www.transcriptsplus.net/order>. If you are a first-time visitor, you will be directed to create a personal profile and user ID/password, which you will use to place future orders. A signed consent form will be required one time. The Credential Solutions LLC site will provide instructions for placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. Selma University charges \$5.00 for each transcript requested. Credential Solutions LLC charges \$3.00 processing fee for each recipient (transcript addressee). Order updates will be emailed to you. You can also check order status and history online.

ORDERING TRANSCRIPTS DIRECTLY FROM SELMA UNIVERSITY

Students may request an official transcript in person, through the mail, by fax, or by a 3rd party. If coming in person, the requestor will be required to provide a photo ID, \$10.00 per transcript and complete a form in our office. (Student copies and Official copies are \$10)

Students requesting a transcript by mail should obtain the transcript request form from the Registrar's Office to complete, sign, and mail the completed form to the address provided. If necessary, a student may send a letter which includes the student's full name (including maiden name), student identification number, address where the transcript is to be mailed, \$10.00 per transcript, and the student requestor's signature.

If requesting a transcript by fax, include the above information along with your credit card information, the fax number where the transcript is to be faxed and the person's name to receive the fax. Faxed transcripts are considered unofficial and must be followed by an official copy through the mail if being sent to an educational institution. Faxed transcripts are \$5.00 plus \$10.00 for the official copy.

Third (3) Party transcripts will be mailed or faxed per students' requests; there are no pickups on 3rd party requests.

Fees can be paid at the university by cash, check, money order, or credit card (Visa, MasterCard, Discover). If paying by credit card, please provide the card number, expiration date, and the name of the card holder.

Transcript request form and all other correspondence should be addressed to:

Selma University
Office of the Registrar
Attn: Transcripts
1501 Lapsley Street
Selma, AL 36701

NEW ELECTRONIC TRANSCRIPT TRANSMISSION/DELIVERY OPTION

In addition to mailing, faxing, or using a third party to pick up transcripts in the Registrar's Office, students now have the option to send their official transcripts electronically (<http://www.transcriptsplus.net/order>). Credential Solutions LLC enables Selma University to deliver transcripts in a safe, secure, and efficient manner to student designated recipients such as Universities/Colleges not part of the Credential Solutions LLC network, employers, etc.

Students interested in using this transcript transmission/delivery option, should complete the transcript request form by selecting the Electronic option. Please provide the contact name, contact telephone number, and the contact email address of the individual responsible for receiving the student transcript.

Students can expect to receive the following service as part of the process:

- Students will receive an email notification indicating the delivery of the student's official academic transcript to the student designated recipient.

- Once the student designated recipient receives the official academic transcript, the student will receive a second notification regarding the delivery of the transcript.

VERIFICATIONS

ENROLLMENT/DEGREE VERIFICATIONS

If students need a verification of enrollment information, they will need to visit the Registrar's Office to complete an Enrollment Verification.

Only the Registrar's Office can issue verifications.

We will verify:

- Enrollment- includes semesters of attendance and part-time or full-time status for a given semester.
- Degree- includes expected graduation date, degree received, and date of graduation.

The student's signature is required for any other requests. Enrollment and degree verification requests can be processed without a student's signature, unless the student has indicated that he/she does not want any information released.

Undergraduate students are considered and will be verified as part-time if they have 11 or fewer hours in a semester. Graduate students are considered part-time at 5 hours or fewer.

SPECIAL VERIFICATION REQUESTS

We receive verification requests for our students from various social agencies throughout the State. The Registrar's Office verifies student enrollment by the student attending class and by checking withdrawal slips that are turned in to the office. In the case that a student's continued enrollment needs to be verified by an organization or agency, a signed release form from the organization or agency must be submitted along with the request. The signed authorization is valid only in the semester the information is requested.

TRANSCRIPT/RECORDS RESEARCH FORM

Students who wish to review their academic record must fill out a Transcript/Records Research Form.

Students must complete this form *prior* to gaining access to their records.

After submitting this form, the student will be scheduled for an appointment to view the records. Documents to which the student has waived access will be removed prior to viewing. Any documents (whiteprints or transcripts) produced specifically for this review will be destroyed within 72 hours of the review.