

# **Enrollment Services**

## **Academic Services**

### **Registration Policy for Faculty**

Enrollment Services will no longer send out hard-copy confirmation rosters to faculty during the term. Instead, faculty should use [MySOU](#) to review class rosters. The Enrollment Services Center will send all-faculty e-mail reminders during the third and fourth weeks of the term, reminding faculty to review their MySOU rosters. At this point in the term, if a student is participating in a class, it is vital that his or her name appear on the roster. Unregistered students who are attending class should be directed to register for the class at the Enrollment Services Center. (Irregular registrations must be completed by this time as well.) By the fourth week of the term, unregistered students whose names are not on the roster and still attending class should be asked to leave the class.

Faculty should not call the Enrollment Services Center or send an e-mail to add students to the class roster. This is true even during Finals' Week. Unregistered students should be directed to follow procedures and register themselves. Students who are unregistered at the end of the term will not appear on the MySOU grading roster and will not receive credit for the class. Missing Course forms (to add a class to a prior term) will no longer be accepted. Students who fail to register during the term may must re-register for the class later, or complete an Academic Appeal form in the Enrollment Services Center.