

Fall 2009 Registration Dates:

Advising for 09 Spring & Summer Registration:

CAS Graduate Student Registration:

SBS Graduate Student Registration:

Senior Priority Registration:

Junior Priority Registration:

Sophomore Priority Registration:

Freshman Priority Registration:

- March 9th-March 26th
- Friday, March 27th
- Monday, March 30th
- Tuesday, March 31st
- Wednesday, April 1
- Thursday, April 2
- Friday, April 3rd

Graduate Student Registration:

- CAS Grads—Friday, March 27th
- SBS Grads—Monday, March 30th

To provide better service to our Graduate student population during the registration process and to streamline Graduate students' registration overrides (prerequisites, caps, instructor permission, etc.), we will continue to separate CAS and SBS on-line registration. If you have registration overrides, please follow the procedure for registration exceptions and overrides prior to **Friday, March 27th**.

New—enhancements to SAIL STUDENTS:

Added enhancements to SAIL students include:

- Search by course type—students will be able to search for courses that fulfill the:
 - Cultural Diversity (A, B, BFA, and Transfer curriculum)
 - Business School Diversity Requirement
 - ECR
 - Foundation (BFA)
 - Hum and History
 - Natural Science
 - Quantitative Reasoning
 - Social Science
- Check who is their Assigned Advisor

Procedures for Registration Exceptions and Overrides:

In an effort to streamline and expedite registration overrides (prerequisites, caps, instructor permission, etc.) we have established an email procedure. You may continue to sign add forms to sign students into your class according to your department procedures. If you choose to email us to provide permission, you must send your email to: reg@suffolk.edu

If you have any questions or concerns, please contact our office at 617-573-8430.

New—2009-2010 Web Catalog!

The electronic version of the 2009-2010 Undergraduate Academic Catalog went live on the University Web site Thursday, Feb. 19, 2009.

This marks the first successful edit of the catalog using the University's content management system. It is the result of a highly successful collaboration between the Office of the Registrar for the Colleges, ITS Web Services, and offices and departments across the campus.

The 2008-2009 undergraduate catalog, along with those from previous years, will remain available in PDF format.

The electronic version of the 2009-2010 Graduate Academic Catalog will go online in the next few weeks.

Campus Cruiser/Portal:

Login: www.suffolk.edu/campuscruiser & click on the login button on the top right of the screen.

- Your User Name will be your **first initial + middle initial + last name, all in lowercase letters** (if you do not have a middle initial, simply use your first initial + last name, all in lowercase).
- The first time you login to Campus Cruiser, your password will be the **last 6 digits of your Social Security number**. If you do not have a Social Security number, your password will be set to your six digit date of birth (**mmddyy format**). If you have logged onto Campus Cruiser before, use the password you created. The first time you login, you will need to change your password. Once you are logged in to Campus Cruiser, click on the SAIL Faculty tab on the top of the screen.
- **Options:** Click on the Faculty Information menu on the left hand side of the screen. When using any of these options to get information, you will be prompted for the term.

Registration Advisor Approval (RA)

Codes:

All SBS and CAS MAJORS are required to receive advisor approval prior to registration. This applies to all students, from freshmen to potential May 2009 graduates.

1. At the Menu type in PERC (Person Restriction Codes)
2. Enter the Student's ID# (or Social Security Number or Last Name, First Name)
3. Page down to the next blank line
4. Type in RA at the Restriction look-up line. Please note: an RA code needs to be entered for each term so students may have multiple codes.
5. Update out of the record

If you need assistance with login, contact the University Help Desk at:

helpdesk@suffolk.edu or at 617-557-2000

Submitting Final Grades—On-line:

All final grades are required to be **submitted via SAIL**. Access your SAIL Faculty account through Campus Cruiser at www.suffolk.edu/campuscruiser

Complete instructions for submitting grades are on-line. You can access a brief tutorial video through SAIL Faculty on Campus Cruiser by clicking on the Training Videos menu on the left.

- You will receive an e-mail confirmation that your grades were submitted within one business day. If you do not receive a confirmation, please contact us at x8430.
- All students who appear on a grade roster must be given a grade.
- Faculty cannot administer a grade of **"W"**.
- A grade of **"L"** indicates that a student never attended your class.
- A grade of **"C"** is the lowest passing grade for *Graduate Students*.

Graduation Reminders:

Applications for degree for **May 2009 were due on February 1, 2009**. If any of your advisees are planning on graduating in May, they must apply immediately. Applications are available online through SAIL Students on Campus Cruiser.

Students were sent an email with the application deadline, which included the following requirements for eligibility:

- Review your Program Evaluation on SAIL Students prior to applying for degree. If you have questions regarding requirements, please contact your advisor.
- Complete the minimum number of requirements for your degree. Log-on to SAIL Students for your specific program requirements. *NOTE: Students who entered prior to Fall 2007 must complete a minimum of 122 credits. Students who entered Fall 2007 and later must complete a minimum of 124-126 credits.*
- **Maintain a cumulative GPA of at least 2.0.**
- **Maintain a major and minor GPA of at least 2.0.**
- **Meet all core, major, minor, and free elective requirements.**

The deadline for resolving discrepancies for graduation is April 23, 2009. Students with discrepancies that have not been cleared by this date may be removed from the graduation list. If you have any questions, please contact Rachel Scott at rscott@suffolk.edu.