Date: August 24, 2012  
To: Faculty & Staff  
From: OHIO Registrar  
Subject: Registrar Updates

Hello,

I hope you had an enjoyable summer and welcome back to those who were away!  

Happy Fall Semester 2012!

I thought you would be interested in the following updates/reminders:

- **Class Permission Slip:** Class permission slips are now green and require the student's signature. Please be sure to complete the class permission slip fully prior to giving the class permission slip to the student. Detailed instructions on class permission slips are available here. The memo sent to Department Chairs and School Directors is available here.

- **Semester DARS:**
  - Almost 60 percent of our enrolled students now have a semester DARS available. Our DARS team has been encoding the new curricula as quickly as possible and has focused on the programs with the highest enrollment. In the Faculty & Advising Center if a semester DARS report is available for your advisee you will see a button that says "View [date] Audit" or "Request Audit" in the "Semester Audit" column for the student's major. Click "Request Audit" to generate the DARS for the semester curriculum. The Quarter Audit will continue to be available.
  - Effective this afternoon the What-if DARS Report feature will render semester audits rather than quarter audits. If the semester audit is not available for a program, please use the Undergraduate Catalog to determine degree requirements. You may run a special What-if DARS report that lists all undergraduate coursework and semester equivalencies by selecting the program listed under the heading "Academic Record" (it appears first in the list of available undergraduate majors).

- **Important Dates to Remember:**
  - Monday, Aug. 27, 2012, fall semester classes begin;
  - Friday, Aug. 31, 2012, is the last day to add a class without instructor's approval;
  - Monday, Sept. 3, 2012, Labor Day holiday (University closed; classes not in session);
  - Friday, Sept. 7, 2012, is the last day to add a class; last day to remove a class from the student's academic record with possible fee adjustment; and last day for removing Incomplete grades incurred during last enrollment (if not removed, I grade will change to F);
  - Friday, Nov. 2, 2012, is the last day to withdraw from (drop) an individual class (course remains on student's academic record with WP/WF grades and no fee adjustment);
  - Friday, Dec. 7, 2012, is the last day to withdraw (drop all classes) from the University (courses remain on student's academic record with WP/WF grade and no fee adjustment);
  - Wednesday, Dec. 19, 2012, at noon, is the deadline for submitting grades.

I wish you the best for the coming semester!

Best regards,

Debra Benton  
University Registrar