

Revised Registrar Policies & Procedures for Senate Review

- II-6.1 - Registration
- II-6.3 - Remission of Out-of-State Tuition for Certain Foreign Nationals
- II-6.4 - Residency Defined for Tuition Purposes
- II-91 - Student Information System
- 2033 - Registration
- 2101 - Master Schedule Production
- 2102 - Certification for Eligibility for Nonimmigrant Students

Policy II-6.1: Registration

Summary of Key Changes

The Policy has been updated as follows:

- Minor editing to improve readability.

STOCKTON UNIVERSITY



POLICY

Registration

Policy Administrator: Registrar
Authority: N.J.S.A. 18A: 64-8
Effective Date: March 25, 1975; February 16, 2011
Index Cross-References: Procedure 2033 - Registration
Policy File Number: II-6.1
Approved By: Board of Trustees

POLICY:

The Office of the Registrar is responsible for overseeing all aspects of the course registration process. It is the intent of the registration process to:

- A. Expediently aid students to obtain the courses required or desired to support their various curricula.
- B. Minimize inconvenience to students, faculty, and administration while also assuring that proper administrative controls are enforced.
- C. Monitor all aspects of the course registration process and produce essential reports in a timely manner.

Review History:

	Date
Policy Administrator	02/17/2021
Faculty Senate	
Provost's Council	
Divisional Executive	03/29/2021
General Counsel	08/02/2021
Cabinet	
President	
Board of Trustees	

Policy II-6.3: Remission of Out-of-State Tuition for Certain Foreign Nationals

Summary of Key Changes

The Policy has been updated as follows:

- Language updated to gender neutrality;
- Remove language that restates federal statutes.

STOCKTON UNIVERSITY



POLICY

Remission of Out-of-State Tuition for Certain Foreign Nationals

Policy Administrator: Registrar
Authority: N.J.S.A. 18A:64-6
Effective Date: April 14, 1975; February 16, 2011; TBD
Index Cross-References: Policy II-6.4: Residency Defined for Tuition Purposes;
Procedure 3611: International Student Admissions
Policy File Number: II-6.3
Approved By: Board of Trustees

I. POLICY:

- A. Eligibility for remission benefits for foreign nationals will be limited to those individuals holding a valid visa issued under the nonimmigrant categories set forth in either paragraph 15(F) (i) or 15(J) of Section 1101, Chapter 12, Title 8, U.S. Code Annotated.
- B. Within the above categories, eligibility is further limited to those individuals establishing need as determined by the University.
- C. Remission of out-of-state tuition may be granted to eligible foreign nationals numbering up to one percent of the anticipated FTE enrollment.

Review History:

	Date
Policy Administrator	03/29/2021
Faculty Senate	
Provost's Council	
Divisional Executive	03/29/2021
General Counsel	07/30/2021
Cabinet	
President	
Board of Trustees	

Policy II-6.4: Residency Defined for Tuition Purposes

Summary of Key Changes

The Policy has been updated as follows:

- Clarified language about in-state residency and defined domicile;
- Clarified language for readability.



POLICY

Residency Defined for Tuition Purposes

Policy Administrator: Registrar

Authority: N.J.S.A. 18A:64-6 and N.J.A.C. 9A:5-1.1, 1.2 and 1.3

Effective Date: June 27, 1976; February 16, 2011; TBD

Index Cross-References: Policy II-6.3: Remission of Out-of-State Tuition for Certain Foreign Nationals

Policy File Number: II-6.4

Approved By: Board of Trustees

I. POLICY:

- A. Residency Defined: N.J.A.C. 9A:5-1.1 provides that a "resident" for tuition purposes upon first enrolling at a public institution of higher education in the State of New Jersey as a student, or the parent(s) or guardian(s) upon whom the student is financially dependent, who is domiciled in the state of New Jersey for at least twelve (12) months immediately prior to enrollment. Domicile is defined as the place where a person has their true, fixed, and permanent home, and to which, whenever they are absent, have the intention of returning.

The types of evidence sufficient for demonstrating residency are outlined in N.J.A.C. 9A:5-1.2.

B. Change in Non-Resident Status.

1. A student who does not qualify as a "resident" under Paragraph A above is considered to be in the State of New Jersey for the temporary purpose of obtaining an education and is presumed not to be domiciled in the state of New Jersey.
2. Such student may thereafter qualify as a "resident" if the student, or the parent(s) upon whom the student is financially dependent, acquires a bona fide domicile within the State for a continuous period of one year.

- C. Foreign Nationals: The Board of Trustees may approve the remission of non-resident fees in excess of resident fees for students of foreign nationals, up to one percent of the full-time enrollment (see Policy II-6.3).

- D. Determination: The Office of Admissions makes the initial determination of a student's resident status at the time of admission to the University. If the student desires to change a residency determination, they must file a petition to do so in the Office of Student Records. Any appeal should be directed to the Provost and Vice President for Academic Affairs.

Review History:

	Date
Policy Administrator	03/30/2021
Faculty Senate	
Provost's Council	
Divisional Executive	03/30/2021
General Counsel	07/30/2021
Cabinet	
President	
Board of Trustees	

Policy II-91: Student Information System

Summary of Key Changes

The Policy has been updated as follows:

- Minor formatting and style recommendations.



POLICY

Student Information System

Policy Administrator: Registrar

Authority: 18A-64-8

Effective Date: March 25, 1975; June 16, 1976; September 21, 2009; February 16, 2011; TBD

Index Cross-References:

Policy File Number: II-91

Approved By: Board of Trustees

A. Responsibilities.

1. Office of Student Records: This office is solely responsible for maintaining the official record of each Stockton student. It will maintain and operate the filing and correction system necessary to ensure the accuracy and completeness of each individual file.
2. Academic Affairs: Faculty members are responsible for the timely submission of grades and data related to courses and programs necessary to accurately reflect students' academic status.
3. Students: It is a student's responsibility to check the accuracy and completeness of their records and to notify the Office of Student Records of any errors or omissions in their file.

B. Basic elements of a student's record include:

1. Demographic data which includes legal name, social security number, date of birth, sex, citizenship, veteran's status, permanent and mailing addresses, emergency contact address, Z number, and parent or guardian's name.
2. Transcript data which encompasses all courses attempted and grades received, total transfer credits accepted, all credit by examination units, date of graduation, and degree(s) earned.
3. Related Items, which includes academic materials which the student may have requested in writing be placed in their file.
4. Letters of Recommendation which will be placed in a student's file only if the student expresses in writing an authorization to do so. Letters are purged after graduation or inactivity.
5. Violations of Campus Conduct Code which include the regulations(s) violated, time and place of violation, and sanctions applied.

C. Changes to a Student's Record:

1. Students are required to submit both demographic changes (such as name, address, etc.) and program study changes to the Office of Student Records on official change forms or through secure access on the *goStockton* portal.
2. Faculty members are authorized to make grade changes.

D. Release of Documents:

1. **Written Consent:** Upon a student's express written consent, a copy of the entire student record may be released to the individual, institution, or organization specified by the student, unless the student indicates that only the official transcript be released. No other portion of a student's record is released separately. Transcripts from previous institutions attended are not to be released by the University.
2. **Professional Use:** A student's record or portion thereof may be duplicated or reviewed by the Office of Student Records for professional use by faculty and staff.
3. **Original File:** The original file on each student will never be released from the Office of Student Records. Only copies, official or otherwise will be released.

E. Confidentiality of Student Records:

1. **Confidential:** The confidentiality of each student's official record will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). However, information in the Student Record files may be released for the legitimate pursuits of faculty, staff, and certain other agencies as permitted by FERPA.
2. **Own Record:** A student may examine their record subject to proper identification with reasonable regulations of time, place, and supervision.
3. **Faculty and Staff:** Student records will be available to Stockton faculty and staff who have legitimate educational interests pursuant to FERPA and in accordance with University procedures.
4. **Outside Officials and/or Agencies:** Properly identified officials from federal, state, or local government agencies are to be furnished the following information upon request. Verification of date of birth on file, field of concentration and class level, date of enrollment, degree(s) earned and graduation date(s) and honors received.

If government agencies require additional information, it may be released upon written authorization from the student. If a student refuses to authorize the release of additional information, the release will be made upon court order subpoena. The University shall notify a student whose record has been demanded by court order or subpoena.

F. Release over the telephone:

1. The following information may be released in response to telephone

inquiries: program and class level, date of enrollment, degree(s) earned, and graduation date.

2. Information will only be released to appropriate persons (outside the University) in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or any other person. These requests are forwarded to the Stockton University Police Department.

Review History:

	Date
Policy Administrator	02/17/2021
Faculty Senate	
Provost's Council	
Divisional Executive	03/30/2021
General Counsel	09/21/2021
Cabinet	
President	
Board of Trustees	

Procedure 2033: Registration

Summary of Key Changes

The Procedure has been updated as follows:

- Name of the President updated;
- Add statutory authority.
- Minor editing to improve readability.
- Grammatical corrections.



PROCEDURE

Registration

Procedure Administrator: Registrar
Authority: N.J.S.A. 18A: 64-8
Effective Date: February 4, 1977; February 9, 1977; August 2, 2010; TBD
Index Cross-References: Policy II-6.1: Registration
Procedure File Number: 2033
Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide an efficient procedure for students to register for courses each term based on their student status.

II. PROCEDURE:

- A. The schedule of classes is available online. The date the schedule becomes viewable for the next term is posted on the academic calendar.
- B. Before the registration process begins for each term, students are encouraged to meet with their preceptor to discuss completion of course requirements needed for their program of study. Preceptorial advising days are also posted on the academic calendar.
- C. All students register for classes online through Self Service Banner.
 1. Currently enrolled matriculated students are given registration preference and may register for classes for the next term before newly-admitted matriculated students and non-matriculated students. Registration for currently enrolled matriculated students is based on the number of earned credits. Pre-registration dates and times are posted on the academic calendar.
 2. Newly-admitted matriculated students may register online for classes during their scheduled orientation. Newly-admitted students will be notified of orientation dates and times by the Office of Admissions.
 3. Non-matriculated students may register for classes for the next term after all matriculated students have had the opportunity to register. Non-matriculated students must complete and submit the appropriate Non-Matriculated Registration form through the Office of Admissions prior to course registration. Non-matriculated registration dates are posted on the academic calendar.

D. All students may continue to make schedule adjustments during the drop/add period posted on the academic calendar. After the drop/add period, students may withdraw from classes with a W grade and may be entitled to a partial refund if the withdrawal occurred within posted deadlines. Withdrawal deadlines are posted on the academic calendar.

E. Billing and Payment.

1. Registration will periodically be closed during a term to generate bills.
2. Bills will be posted and viewable online. The Bursar's Office will notify students of payment due dates.
3. Payments may be made online via the goStockton Portal by Self-Service Banner, and at the Bursar's Office.
4. Courses may be subject to cancellation and late re-registration fees if payment is not made on time.

Review History:

	Date
Procedure Administrator	02/17/2021
Faculty Senate	
Provost's Council	
Divisional Executive	03/02/2021
General Counsel	08/02/2021
Cabinet	
President	

Procedure 2101: Master Schedule Production

Summary of Key Changes

The Procedure has been updated as follows:

- Updated process for the submission of courses and descriptions.
- Updated reference to current Banner system of schedule production.
- Removed reference to manual forms no longer used in this process.
- Updated President's name and streamlined phrasing.

STOCKTON UNIVERSITY



PROCEDURE

Master Schedule Production

Procedure Administrator: Registrar
Authority: N.J.S.A. 18A:64-8
Effective Date: March 4, 1975; TBD
Index Cross-References:
Procedure File Number: 2101
Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide an efficient procedure for preparation of the schedule of courses.

II. PROCEDURE:

- A. The Office of Student Records is responsible for the coordination and production of the schedule of courses for each term.
 1. Each academic school submits information for all approved courses for each term to the Office of Student Records. Descriptions for courses that do not appear in the University Bulletin are submitted to Student Records on the Course Adjustment form through workflow.
 2. Spreadsheets are reviewed and room assignments are made for each course or section by the Office of Student Records. Conflicts in room/time assignment are resolved in consultation with each individual school office.
- B. The Office of Student Records is responsible for uploading the schedule to the Banner administrative system. School personnel will have access to Argos reports to confirm before the schedule is released.
- C. The timeline for the production of the schedule of courses is determined by the Office of Student Records.
- D. All additions, changes, and deletions to courses must be submitted to the Office of Student Records from each school office.

Review History:

	Date
Procedure Administrator	02/24/2021
Faculty Senate	
Provost's Council	
Divisional Executive	03/29/2021
General Counsel	08/18/2021
Cabinet	
President	

Procedure 2102: Certification for Eligibility for Nonimmigrant Students

Summary of Key Changes

The Procedure has been updated as follows:

- President's name updated.
- Spelling out of all acronyms for clarity.
- Light editing to promote clarity.

STOCKTON UNIVERSITY



PROCEDURE

Certification of Eligibility for Nonimmigrant Students

Procedure Administrator: Registrar

Authority: N.J.S.A. 18A-64-8; 8 CFR § 214.3

Effective Date: February 8, 1977; February 9, 1977; July 29, 2010; TBD

Index Cross-References:

Procedure File Number: 2102

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide for the proper completion and submission of the Certificate of Eligibility for Nonimmigrant "F-1" Student Status (Form I-20) for nonimmigrant students, to maintain SEVIS records of nonimmigrant students, and to disseminate to appropriate offices/persons information identifying nonimmigrant students with a F-1 Visa.

II. PROCEDURE:

- A. A nonimmigrant student will be issued an I-20 after they have been approved for admission and submitted to the Office of Global Engagement all supporting documents required to issue a Form I-20.
- B. The I-20 is filed electronically with the Bureau of Citizenship and Information Services (BCIS) through the Student Exchange Visitor Information System (SEVIS).
- C. A nonimmigrant student applying from outside the United States will upon acceptance receive the Form I-20 and may apply at a United States Embassy or Consulate for a F-1 Visa. Nonimmigrant students transferring to Stockton University from another college or university will receive a new Form I-20.
- D. The Primary Designated School Official (PDSO) or Designated School Official (DSO) have the authority to approve I-20s in SEVIS.
- E. The nonimmigrant student is responsible for submitting the Form I-20 to a United States Embassy or Consulate to apply for the F-1 visa.
- F. The PDSO or DSO is the person who shall be notified upon a nonimmigrant student's arrival in the United States through the SEVIS system.
- G. The Office of Global Engagement shall compile and maintain a current record of all nonimmigrant students for whom a SEVIS record exists.

Review History:

	Date
Procedure Administrator	02/19/2021
Faculty Senate	
Provost's Council	
Divisional Executive	03/29/2021
General Counsel	08/18/2021
Cabinet	
President	