# IMPORTANT ANNOUNCEMENT
# ADDING STUDENTS TO CLASSES
# Summer Session 2009

The expiration date shown on the add labels for many summer session classes was either the first day of the term, Monday, June 22, 2009 or the second day, Tuesday, June 23, 2009.  This may not allow the student sufficient time to add the class.  An error in the Banner calendar set-up has created a conflict between the announced add deadline for credit courses and the last date defined in Banner for enrollment.  As of 3:30 p.m. on Monday, June 22, 2009 a correction was made in Banner that should give most sections a slightly longer add window than that which was printed on the rosters/add labels distributed in faculty mailboxes.  For summer classes of less than 6 weeks duration, the add deadline may still be the first day of the class.

There may still be confusion regarding actual and published add deadlines.  To get the most accurate add deadline for your particular CRNs, **faculty are advised to reprint their up-to-date rosters**.

**Please urge students to immediately add the class** – either in person in the Student Services Center or on-line at any computer terminal.  Students <u>must</u> have claimed their account in Banner and meet prerequisites in order to add the class in the registration system.  Students can obtain the add deadlines by viewing/reprinting their class schedules via the student portal.  **We appreciate your help in communicating this updated information to your students**.

Students who miss the deadline and are unable to add the class in the on-line registration system, should go to the Admissions office in the Student Services Center (9B) immediately.  A manual process may need to be utilized in order to allow the student to add the class with an expired add authorization code.  Students <u>must</u> make every effort to add the class within the first 2 weeks of the summer session.

***Thank you so much for your assistance and patience.***

***Thank you so much for your assistance and patience.***
***We apologize for the inconvenience.***

***~ Office of the Vice President of Student Services ~***

Summer Session Add Deadline Conflict Announcement.doc

# IMPORTANT ANNOUNCEMENT
## ADDING STUDENTS TO CLASSES
## Summer Session 2009

The expiration date shown on the add labels for many summer session classes was either the first day of the term, Monday, June 22, 2009 or the second day, Tuesday, June 23, 2009.  This may not allow the student sufficient time to add the class.  An error in the Banner calendar set-up has created a conflict between the announced add deadline for credit courses and the last date defined in Banner for enrollment.  As of 3:30 p.m. on Monday, June 22, 2009 a correction was made in Banner that should give most sections a slightly longer add window than that which was printed on the rosters/add labels distributed in faculty mailboxes.  For summer classes of less than 6 weeks duration, the add deadline may still be the first day of the class.

There may still be confusion regarding actual and published add deadlines.  To get the most accurate add deadline for your particular CRNs, **faculty are advised to reprint their up-to-date rosters**.

**Please urge students to immediately add the class** – either in person in the Student Services Center or online at any computer terminal.  Students <u>must</u> have claimed their account in Banner and meet prerequisites in order to add the class in the registration system.  Students can obtain the add deadlines by viewing/reprinting their class schedules via the student portal.  **We appreciate your help in communicating this updated information to your students**.

Students who miss the deadline and are unable to add the class in the online registration system, should go to the Admissions office in the Student Services Center (9B) immediately.  A manual process may need to be utilized in order to allow the student to add the class with an expired add authorization code.  Students <u>must</u> make every effort to add the class within the first 2 weeks of the summer session.

Thank you so much for your assistance and patience.  We apologize for the inconvenience.