

Summer/Fall 2007

Dear Faculty,

Welcome to the Office of the Registrar.

Enclosed you will find information on important dates and instructions on how to navigate IQ Web.

If you have any questions on this material or some of the services we provide please contact my office at 202.994.9200 or via email: [registrarsoffice@trinitydc.edu](mailto:registrarsoffice@trinitydc.edu).

Have a great Summer and Fall Term.

Sincerely,

Camilo Garcia  
University Registrar

## **Important Dates for Summer/Fall 2007**

### **Below are the most important dates as they pertain to the Office of the Registrar.**

As a suggestion you may highlight the dates for your courses and use the calendar functionality within I.Q. Web. For a complete listing of the academic calendar you may access Trinity's academic calendar on the web at

<http://www.trinitydc.edu/academics/calendar/>.

### **May 2007**

Monday	May 28	Memorial Day; staff holiday
Tuesday	May 29	EDU & SPS Summer Semester and Term 1 classes begin

### **June 2007**

Tuesday	June 5	Add/drop deadline for EDU & SPS Summer Semester and Term 1 classes
Tuesday	June 12	Summary Attendance Information due for all summer sessions (Semester, Term 1 & 2)
Thursday	June 14	Last day to withdraw from EDU & SPS Summer Term 1 classes
Monday	June 25	SPS Summer Term 1 classes end
Friday	June 28	Final grades due for SPS Term 1 classes

### **July 2007**

Monday	July 2	EDU Summer Term 1 classes end Deadline to apply for Summer Graduation
Wednesday	July 4	Independence Day: no classes, staff holiday
Thursday	July 5	EDU & SPS Summer Term 2 classes begin
Tuesday	July 10	Last day to withdraw from EDU & SPS Summer Semester classes
Thursday	July 12	Add/drop deadline for EDU & SPS Summer Term 2 classes
Thursday	July 19	Last day to withdraw from EDU & SPS Summer Term 2 classes Summary Attendance Information due for Term 2 classes
Wednesday	July 25	SPS Summer Semester classes end
Monday	July 30	Final Grades for SPS Semester classes due

### **August 2007**

Wednesday	Aug 1	SPS Summer Term 2 classes end
Monday	Aug 6	Fall grades for SPS Summer Term 2 due
Wednesday	Aug 8	EDU Summer Semester and EDU Term 2 classes end
Monday	Aug 13	Final grades for EDU summer Semester and EDU term 2 classes due
Tuesday	Aug 21	SPS Fall Term 1 classes begin
Friday	Aug 24	EDU monthly classes begin
Monday	Aug 27	SPS and EDU weekly classes begin
Wednesday	Aug 29	CAS classes begin

### **September 2007**

Monday	Sept 3	Labor Day: no classes, staff holiday
Tuesday	Sept 4	Add/drop deadline for SPS Term 1 classes
Wednesday	Sept 5	Add/drop deadline for CAS classes
Monday	Sept 10	Add/drop deadline for EDU & SPS weekly and EDU monthly
Tuesday	Sept 18	Last day to withdraw from SPS Term 1 classes
Sat-Sun	Sept 29-30	Cap and Gown Weekend

### **October 2007**

Monday	Oct 8	Columbus Day: no classes, staff holiday
Tue-Mon	Oct 9-15	Mid-term assessment in undergraduate classes
Saturday	Oct 13	SPS Term 1 classes end
Wednesday	Oct 17	SPS Term 2 classes begin; SPS Term 1 grades due
		Mid-term grades due for undergraduates who have earned a C- or below
Wednesday	Oct 31	Add/drop deadline for SPS Term 2 classes

### **November 2007**

Mon-Sat	Nov 5-17	Registration for Winter, Spring, and May 2008
Wednesday	Nov 14	Last day to withdraw from SPS Term 2 classes
Thursday	Nov 15	Junior Ring Ceremony
Saturday	Nov 17	Last day to withdraw from CAS day classes And SPS & EDU weekly and monthly classes
Wed-Sun	Nov 21-25	Thanksgiving break: no classes

### **December 2007**

Friday	Dec 7	Last day of CAS classes
Saturday	Dec 8	Last day for EDU Monthly Classes
Mon-Fri	Dec 10-14	CAS final exams
Monday	Dec 10	Last day of SPS and EDU weekly classes
Tuesday	Dec 11	Final grades due for EDU monthly classes
Wednesday	Dec 13	Final grades due for SPS and EDU weekly classes
Saturday	Dec 15	Last day for SPS Term 2 classes
Monday	Dec 17	Final grades due for CAS classes
Tuesday	Dec 18	Final grades due for SPS Term 2 classes
Mon-Wed	Dec 24-26	Christmas break: staff holiday

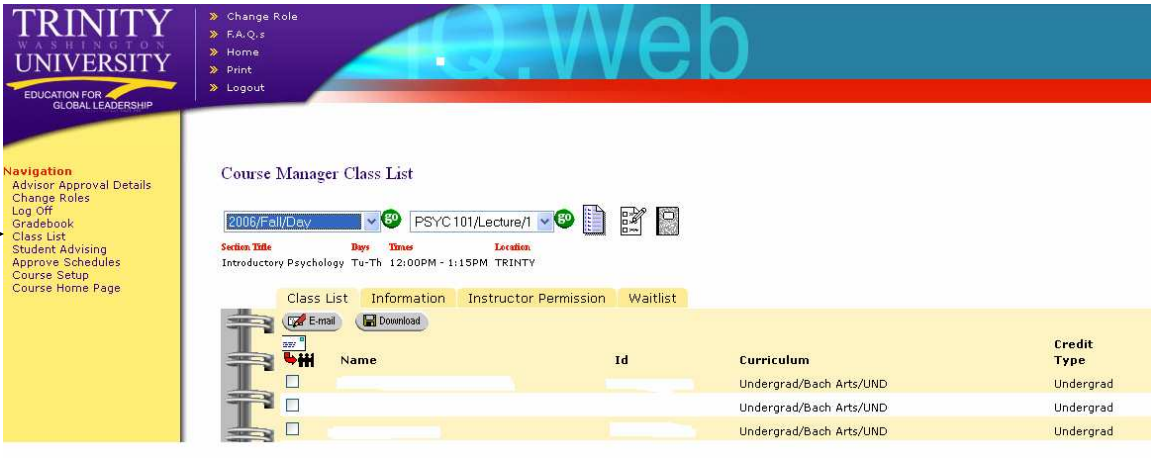
## To view your roster via I.Q. Web:

Faculty members are required to use IQ Web to check their attendance rosters at the onset of the semester, submit attendance summary information, and report final grades to the Office of the Registrar.

**Students who do not appear on your roster must not be allowed to attend your class.** Students who are attending class and who are not officially registered should be directed to the Office of the Registrar immediately. **If students tell you that they have just registered, they should appear on your class roster immediately since IQWeb is simply an interface to our live database.**

In order to provide the most updated information, you access your roster via I.Q. Web. The I.Q. Web roster will reflect all of your currently enrolled students. Please note that the Office of the Registrar does not provide paper rosters for your courses.

- Login to I.Q.Web from the Trinity home page: (<http://www.trinitydc.edu>)
- Click on *For Faculty/Staff* at the top of the page
- Click on *Login to I.Q. Web* on the right of the page
- Enter your login id (the same as your Trinity email name) and password; click on *Sign In*
- Once you are logged in click on *Class List* under the *Course Management Section* (located on the left hand column).
- Select the current year/term and then select your class
- You may also view any students currently waitlisted for your course



The screenshot displays the Trinity Washington University I.Q. Web interface. The top navigation bar includes links for Change Role, F.A.Q.s, Home, Print, and Logout. The main content area is titled "Course Manager Class List" and shows a dropdown menu for the term "2006/Fall/Day" and a course selection "PSYC 101/Lecture/1". Below this, the section title "Introductory Psychology" and its schedule "Tu-Th 12:00PM - 1:15PM TRINITY" are displayed. A navigation bar at the bottom of the main content area includes "Class List", "Information", "Instructor Permission", and "Waitlist". A table of students is shown with columns for Name, Id, Curriculum, and Credit Type. The first row is partially obscured by a redacted area, and the second and third rows show "Undergrad/Bach Arts/UND" for the curriculum and "Undergrad" for the credit type.

Name	Id	Curriculum	Credit Type
[REDACTED]	[REDACTED]	Undergrad/Bach Arts/UND	Undergrad
[REDACTED]	[REDACTED]	Undergrad/Bach Arts/UND	Undergrad
[REDACTED]	[REDACTED]	Undergrad/Bach Arts/UND	Undergrad

*Student name and ID has been removed for privacy reasons.*

## To submit attendance summary information via I.Q. Web:

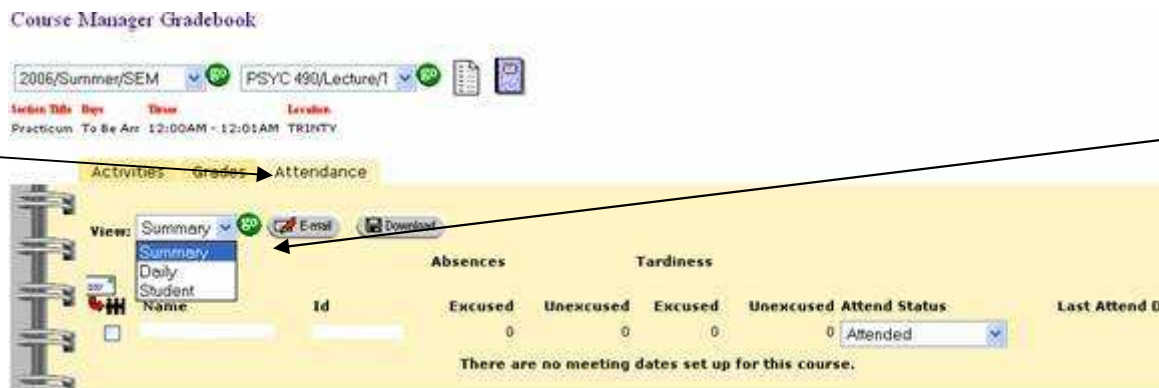
Summary attendance summary information must be provided for ALL students that appear on your roster.

IQ Web allows you to monitor attendance on a daily basis and a summary basis. When you log in I.Q. Web, click on **Gradebook** under *Course Management* on the left. Choose the correct year and term and then choose your course ID number from the drop down lists, when the Gradebook opens for your course; click the **Attendance** tab (See screen shot below). You will see that you may choose either a Daily or Summary view.

For each student, please indicate on the **Summary** view whether the student has ever **attended** or whether the student has **never attended** using the drop down menu and click **save** at the bottom of the list. **Please enter this information by the specified deadline for your course(s).**

Please note that the attendance information required needs to be submitted via the Summary view only.

Below is a screen shot of the **Attendance** tab within the **GRADEBOOK** functionality in I.Q. Web for purposes of clarity.



The screenshot shows the 'Course Manager Gradebook' interface. At the top, there are dropdown menus for '2006/Summer/SEM' and 'PSYC 490/Lecture/1'. Below these are tabs for 'Activities', 'Grades', and 'Attendance'. The 'Attendance' tab is active, and a 'View:' dropdown menu is open, showing 'Summary' selected. The table below has columns for 'Absences' (Excused, Unexcused), 'Tardiness' (Excused, Unexcused), 'Attend Status', and 'Last Attend'. The 'Attend Status' column shows a dropdown menu with 'Attended' selected. A message at the bottom of the table states: 'There are no meeting dates set up for this course.'

*Student name and ID has been removed for privacy reasons.*

If you report that a student has never attended your course by the deadline, we may drop the student from the course. If you report that the student has attended, we will use this as proof that the student has established eligibility for financial aid by beginning attendance. **Therefore, it is imperative that you submit this information in a timely and accurate manner. The Office of the Registrar will only use “attended” or “not attended” values entered in the Summary view.**

Please hit the Save button in order to submit your summary attendance information otherwise it will not be recorded on the database.

**The following information is provided for your benefit only and should not be confused with the required summary information requested above:**

The ***Daily*** attendance view is available for you to use in the way that is most suitable for your own course, but you are not required to enter daily attendance information. To enter Daily attendance information, choose the ***Daily*** view and then pick the date from the drop down list that appears.

You may enter ***present, absent, or unexcused absence***. (Note that I.Q.Web defines ***absent*** as an excused absence. Choose ***unexcused absence*** to indicate that the absence was not excused.) Go down to the bottom of the roster and click ***save***. If you then return to the Summary view, you will see a count of excused and unexcused absences for each student.

## **To submit final grades via I.Q. Web:**

**NOTE: ALL STUDENTS (WITHOUT EXCEPTION) ON YOUR ROSTER MUST RECEIVE A GRADE. PLEASE CONTACT THE REGISTRAR IF YOU HAVE ANY QUESTIONS ON THIS MATTER.**

*Final grades are due to the Office of the Registrar via I.Q. Web 72 hours (includes weekends) after the last class meeting or scheduled final. Final grades are never accepted via email.*

- Login to I.Q.Web from the Trinity home page: (<http://www.trinitydc.edu>)
- Click on *For Faculty/Staff* at the top of the page
- Click on *Login to I.Q.Web* on the right of the page
- Once you are logged in click on **Gradebook** under the **Course Management Section** (located on the left hand column).
- Select the current year/term and then select your class.
- In the final grade column, using the drop down menu, select the appropriate grade for each student
- When you are done, select **submit grades**.
- Once all of your grades are submitted the Payroll Office will be notified.

Note: Please hit the Save button in order to submit your final grade information otherwise it will not be recorded on the database. Hitting the 'save' button submits the grades. Once you have submitted the grade(s), the only way to change it is to submit a grade change form which requires your academic dean's signature\*.

## **Incomplete (I grades) and W grades may not be submitted online.**

To award a student an Incomplete grade you and the student must submit an Incomplete Grade contract.\* A grade of W is only awarded if the student submits a withdrawal form\* to the Office of the Registrar by the specified deadline.

**\*This and other forms are available online please review this handout for more information.**