

DEPAUL
UNIVERSITY



Processes and Systems Overview

Office of the University Registrar

URSupport

- URSupport@depaul.edu is primarily designed to serve as the email resource through which faculty and staff can submit items for processing or issues that need resolution.

Email Update for Password Reset

- Current and former students are expected to maintain their demographic information in Campus Connect.
- From time to time, a student find that they do not recall their Campus Connect password, but cannot have it reset because their preferred email address on file is no longer current. Under these circumstances, Student Records will assist by updating the email address after validating their identity through use of the appropriate form.
- Former students who no longer have Campus Connect access should not be sent the form.

Email Update Instructions to Student

- To update your email address in our records, please complete the form on this webpage (please note this form must be filled out as completely and accurately as possible):
<https://offices.depaul.edu/student-records/about/Pages/Email-Update-Request-Form.aspx>
-
- Once the change has been made in our system, you may use the "Forgot your Password?" link on the [Campus Connection log-in page](#) to reset your password. In some cases, you may need to call the Technology Contact Center at 312/362-8765 for assistance in having it reset for you.

Placement Testing

- Purpose
- Who takes them?
- How/where do students complete tests?
- What tests are offered?
- Communicating with students
- Academic Advising
- SR Role

Placement Report

Student Information

Name:
 Student ID:
 Email:
 Phone:
 Address:
 City, State Zip:

Academic Program	Admit Type	Test Date
CLASS	Entering Freshman	10/01/2011

Math Placement

Test	Score	Recommendation	Test Date
Basic Algebra	13	Exempt from MAT 094; ready for higher level courses	04/13/2012
Introductory Algebra	8	Exempt from MAT 095; ready for higher level courses	04/13/2012
Intermediate Algebra	7	MAT 100 required (for QRTL bound majors) or MAT 101 required (for calc &/or stats bound majors)	04/13/2012
Precalculus	4	MAT 130 (for calc bound majors); ready for LSP 120	04/13/2012
Trigonometry	3	Recommended for MAT 131, MAT 135, MAT 140, MAT 147, LSP 120	04/13/2012

Note: Math retest can only be requested by an academic advisor and under special conditions

ACT Results

Test	Score	Recommendation	Test Date
Combined English/Writing	21		10/01/2011
Composite	20		10/01/2011
English	23		10/01/2011
Math	20		10/01/2011
Reading	17		10/01/2011



Writing Placement Report

Native English Speaker?

Yes, English is my native language..

Class Self Recommendation

Basic Writing (WRD 102).

Class Recommendation

WRD103.

Count of A's

5

Count of B's

4

General Questions

Question

Response

- | | |
|------|--|
| 1a. | I read newspapers, magazines, and books regularly. |
| 2a. | In high school or through my professional experience, I have received helpful feedback on my written work (not just corrections). |
| 3b. | I usually write just one draft of a paper. The only revision I do is check for and correct grammar and spelling errors. |
| 4b. | When I begin a new writing assignment, I usually start writing immediately about the first idea that comes to mind and continue until I am finished. |
| 5a. | I am familiar with some patterns in my own writing: stylistic strengths or weaknesses, tendencies I have to produce certain kinds of errors, my personal writing habits. |
| 6b. | I am unsure of many style and usage rules. |
| 7a. | My high school (or previous school) valued writing in classes other than English or Language Arts. |
| 8b. | My high school GPA was about average. |
| 9a. | I consider myself to be a good reader and writer. |
| 10c. | I do not remember my ACT or SAT scores. |
| . | Basic Writing (WRD 102) |



Exempt from Placement Testing

All Students (First Year, Transfer, Adult and Current Students)

School/College	Math	Writing	Modern Language
All Schools/Colleges	Advanced Placement (AP) Calculus AB or BC score of 3 or higher	AP English Language and Composition score of 4 or higher	AP Language or Literature score of 3 or higher in German, French or Spanish
	IB Higher Level Math 5 or higher	SAT Verbal 600 or greater	AP Latin Literature or Vergil score of 3 or higher
	CLEP Calculus 50 or higher	ACT Reading Score of 20 or greater AND an ACT English scores of 24 or greater	CLEP score of 50 or higher in German, French or Spanish



Under For Admitted -> Next Steps

Online Placement Process

Empl ID: [redacted] Michael

For more information on the placement process and tutorials [click here](#)

The placement process site must only be accessed by the student named above and the placement process must be completed only by the student. Access to the placement process site by anyone other than the student is considered a violation of DePaul's academic integrity policy by the student. If you are not the student, please close this page immediately and do not access this site again.

Math Test

Test Completed

Once you click the test link, you will be taken to a site with the information that you will need to create an account with MyMathTest.com. You will have 16 weeks to access MyMathTest.com and practice for your placement test. You must, however, take your final placement test before you are able to register for Orientation, so please plan accordingly. Your advisor will use the results of your math placement test to determine which math course you are prepared to take. It is important that you complete the final placement test in a setting that allows you to focus. You must allow enough time to complete all sections of the test in one sitting.

Writing Placement

See advisor to take test

This is a self-paced questionnaire. The information you provide in the writing placement process will help you decide which writing course is appropriate for you.

Please complete a modern language placement test if you plan to participate in a modern language course at DePaul. Students wishing to study a language of which they have no prior knowledge are not required to take the modern language test and will start in the introductory course. To be evaluated in a language not offered below please contact the [Modern Language Department](#).

See advisor to take test

All Modern Language Tests

Arabic
Chinese
French
German
Italian
Japanese
Polish
Russian
Spanish



- **To help you select between WRD 102 and WRD 103, read carefully through the following paired statements. For each pair of statements select the box that best applies to you.**
- 1a. I read newspapers, magazines, and books regularly.
- 1b. I usually don't read much unless I have to.
- 2a. In high school or through my professional experience, I have received helpful feedback on my written work (not just corrections).
- 2b. In high school or through my professional experience, any feedback about my writing focused mostly on spelling, grammar, and punctuation errors.
-
- 3a. I am used to writing several drafts before submitting a final draft. I see revision as an important part of my process.
- 3b. I usually write just one draft of a paper. The only revision I do is check for and correct grammar and spelling errors.
-
- 4a. I am aware of a variety of techniques for generating ideas and organizing my writing.
- 4b. When I begin a new writing assignment, I usually start writing immediately about the first idea that comes to mind and continue until I am finished.

- 5a. I am familiar with some patterns in my own writing—stylistic strengths or weaknesses, tendencies I have to produce certain kinds of errors, my personal writing habits.
- 5b. I don't really know what my strengths and weaknesses as a writer are.
-
- 6a. I am fairly confident about style and usage rules.
- 6b. I am unsure of many style and usage rules.
-
- 7a. My high school valued writing in classes other than English or Language Arts.
- 7b. In my previous school, I did not do much writing or the assignments I wrote were short and fairly simple.
-
- 8a. My high school GPA placed me in the top third of my class.
- 8b. My high school GPA was about average.
-
- 9a. I consider myself to be a good reader and writer.
- 9b. I do not consider myself to be a strong reader or writer.
-
- 10a. My ACT score (English/Reading average) is above 20, and my SAT Verbal score is above 540.
- 10b. My ACT score is below 20 and my SAT score is below 540.

Immunization Records

- Purpose
- Requirements
- Submitting records
- Titers
- Forms: Certificate of Immunity
- SR Role
 - Checklist/To Do Item
 - Communication pieces
 - Holds
 - Reporting to State of Illinois

Updated Immunization Requirements

All students who attend an on campus location are required to provide proof of immunization unless otherwise exempt or born on or before January 1, 1957.

Requirements:

- **Tetanus/Diphtheria/Pertussis** – (within the past ten years)*
- **Measles (Rubeola) - 2 doses**
- **Mumps – 2 doses**
- **Rubella (German Measles) – 2 doses**
- **Meningococcal**

*International students are required by law to have three inoculations.

Exemptions

- [Medical/Pregnancy Exemptions](#) – physician statement required
- [Religious Exemptions](#) – supporting statement from student required
- Born before January 1, 1957 - Requires a signed and dated statement
- Distance learning students
- Students in certificate programs if
 - here for one term, off campus, less than half time

Exceptions/Extensions

- Students may sometimes require an extension on submitting their documentation, either because the required time between immunizations has not yet passed or for other acceptable reasons. Generally the student may submit an appointment card as proof of their intention to comply. Upon receipt, a registration hold will be lifted and a temporary IMX positive service indicator will be applied.

Submitting Immunization Documents

- Students may submit Immunization documents via fax or secure upload.
- The DPCL Express Lane link to “Submit Immunization Forms” will guide the student through the document submittal process, and provides other relevant information about requirements and exemptions.

Immunization Panels and Status Grid

- Once the necessary information is entered into Campus Connect, it is reflected on the student's Immunization Grid.
- Students may view their Immunization Status Grid in Campus Connect under Self Service > Personal Information > Immunization Status.
- Staff may also view student Immunization Status Grids.

PS Immunization Panel

Immunizations and Health - Windows Internet Explorer

https://campusconnect.depaul.edu/ps/SAPRD90/EMPLOYEE/HRMS/c/ACC_HEALTH_DATA_STDNT_IMMUNIZATN_HEAL

File Edit View Favorites Tools Help

Web Search Bookmarks Settings Messenger Mail MySpace News

Google Yahoo! Search Bing Search Add/Buttons

Immunizations and Health

DEPAUL

Home Technology Contact Center Worklist Add to Favorites Sign out

Jane Doe

1111111

Immunizations Find | View All First 1 of 4 Last

*Immunization: DT Diphtheria, Tetanus *Immunization Number: 1

Date Taken: Expiration Date:

Date Received: 06/26/2006 *Immunization Status: Complete

Comment:

Immunization Criteria Find First 1-10 of 10 Last

*Criteria Number: 1 ☐ Does Not Apply ☒ Test Taken ☐ Test Not Taken

Description: First Inoculation

Date Taken: 05/01/2001 Expiration Date: 05/01/2011

Date Received: Immunization Status:

*Criteria Number: 2 ☒ Does Not Apply ☐ Test Taken ☐ Test Not Taken

Description: Second Inoculation

Date Taken: Expiration Date:

Date Received: Immunization Status:

Student Immunization Grid

Immunization Status - Windows Internet Explorer

https://campusconnect.depaul.edu/psp/SAPRD90/EMPLOYEE/HRMS/c/DU_SS_MENU.DU_PT_IMUN_STDRM.GBL?ver=2

File Edit View Favorites Tools Help

Web Search Bookmarks Settings Messenger Mail MySpace News

Google Yahoo! Search Bing Search Add/Buttons

Immunization Status

Home Technology Contact Center Worklist Add to Favorites Sign out

DePaul University - Chicago, IL
11/02/2009

Jane Doe

Your immunization records are listed below. Cells listed as "Required" in the below immunization grid specify the required vaccinations, gray cells (N/A on printed version) indicate vaccinations that are not required. If the vaccinations are marked as "Completed" then we have received your records and they are in compliance with Illinois state regulations. However, if vaccinations are marked as either "Incomplete/Expired" or "Not Received" then we still require additional information to prove immunity to the communicable diseases.

For more information about the immunization requirements and the required vaccinations please visit the Student Records website at:
<http://sr.depaul.edu/immunizations/index.asp>

Inoculation	StatusDate	1st Inoculation	2nd Inoculation	3rd Inoculation	ExpirationDate	Status
Diphtheria, Tetanus	2007-12-04	2006-10-31			2016-10-31	Exempt
Measles	2007-10-11	2006-10-31			2007-05-18	Exempt
Mumps	2007-10-11	2006-10-31			2007-05-18	Exempt
Rubella	2007-10-11	2006-10-31			2007-05-18	Exempt

Print this page

Internet 100%

start Immunization Status - ... Microsoft PowerPoint ... 2:19 PM

Students who do not Comply

- Students who are not in compliance with Illinois Immunization requirements will be notified via email, and a hold will be placed on their record to prevent further registration for classes.

Dear Student:

According to the immunization documents you previously submitted a tetanus booster vaccination is now required. Please submit your updated immunization records indicating you have received the booster.

A registration hold (block) will be placed on your account until the required records are received. The hold will be placed approximately on the 20th day of the quarter which will prevent you from adding or registering for classes.

You should:

A. Review your personalized immunization status in Campus Connect
(<https://campusconnect.depaul.edu>)

Under For Students --> Records and Registration --> Immunization Status

B. Online through the Student Records Website: <http://sr.depaul.edu> under the Immunizations tab click on "Immunization Submission Process" at the bottom of the page

Additional methods: Submit your immunization records by fax to: (312) 476-3200 or in person to DePaul Central Lincoln Park, SAC 101/Loop, DePaul Center 9100

What if your status has changed and you are now exempt?

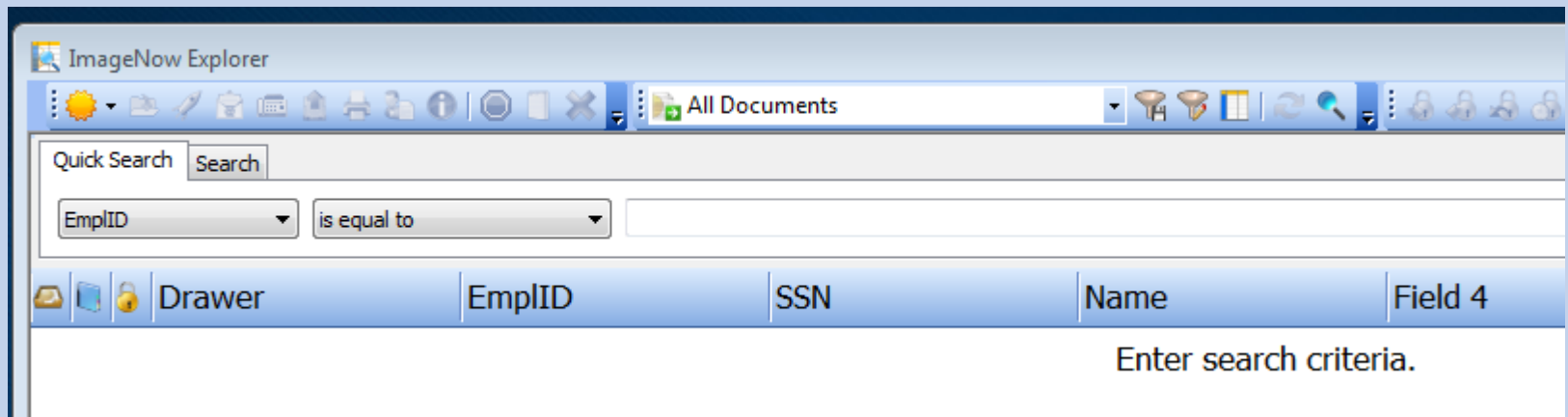
If you will be exempt from the immunization requirement in the next term, no further action is needed on your part. For more information regarding the different exemptions, visit: <http://sr.depaul.edu> under the Immunizations tab click on Exemptions

For more information and to download the immunization form, visit: <http://sr.depaul.edu> under the Immunizations tab



How do I search for an Immunization form

- To view a student's immunization documents, simply search ImageNow Documents using the student's id #



The screenshot shows the 'ImageNow Explorer' application window. The title bar reads 'ImageNow Explorer'. Below the title bar is a toolbar with various icons. The main area contains a 'Quick Search' section with a 'Search' button. Below this is a search criteria field with a dropdown menu set to 'EmplID', a comparison operator dropdown set to 'is equal to', and an empty text input field. At the bottom, there is a table with five columns: 'Drawer', 'EmplID', 'SSN', 'Name', and 'Field 4'. The table is currently empty, and the text 'Enter search criteria.' is displayed at the bottom right of the table area.

Drawer	EmplID	SSN	Name	Field 4
Enter search criteria.				

Registration and Academic Planning Tools

Registration & Academic Planning Tools

Course History
Degree Progress Report
Enrollment Verification
Enrollment: Add/Drop
Grades
My Class Schedule
My Planner
Transcript: Request Official
Transcript: View Unofficial
Transfer Credit: Report
Withdrawal/ Leave of Absence

Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

You are not enrolled in classes.

course cart ►

other academic... ►►

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

Account Summary

You owe 7,219.75.

■ Due Now	7,219.75
■ Future Due	0.00

Currency used is US Dollar.

make a payment ►

other financial... ►►

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

Contact Information

Home Address	Mailing Address
Schaumburg, IL 60193-5520	Schaumburg, IL 60193-5520
Mobile Phone None	Home E-mail ...

other personal... ►►

SEARCH FOR CLASSES

Enrollment Dates

Course Cart Time
Your Course Cart for upcoming term(s) is available for use beginning January 30, 2012.

Enrollment Time
You may begin enrolling for the upcoming term(s) on February 14, 2012.

details ►

Advisor

Program Advisor
your advisor

details ►

Student Services

[Desire2Learn \(D2L\)](#)
[DePaul Central](#)
[HELP-Video Tutorials](#)

Univ Catalog/Handbook

[University Catalog](#)
[Undergrad Student Handbook](#)
[Graduate Student Handbook](#)

Additional Resources

[Demon Express Online](#)
[Meal Plan Online](#)
[Learn More about E-Transcripts](#)

Student Center > Academics

Registration & Academic Planning Tools

University Catalog

Degree Progress Report (DPR)

My Planner

Class Search

Course Cart

Course Cart Validation

Add, Drop, Swap

Waitlist



Registration & Academic Planning Tools

University Catalog - degree offerings, requirements and course descriptions

Degree Progress Report (DPR)

My Planner

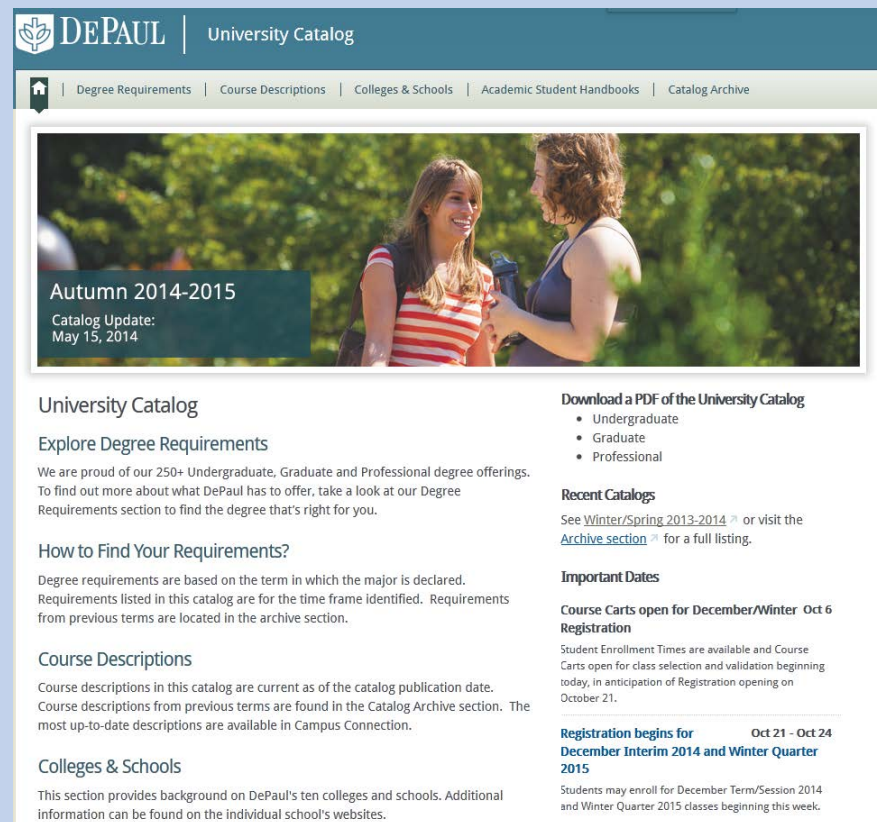
Class Search

Course Cart

Course Cart Validation

Add, Drop, Swap

Waitlist



The screenshot shows the DePaul University Catalog website. At the top is a dark teal header with the DePaul logo and the text "University Catalog". Below this is a light green navigation bar with links: Degree Requirements, Course Descriptions, Colleges & Schools, Academic Student Handbooks, and Catalog Archive. The main content area features a large banner image of two female students smiling outdoors. Overlaid on the bottom left of the banner is a dark teal box with the text "Autumn 2014-2015" and "Catalog Update: May 15, 2014". Below the banner, the page is organized into two columns. The left column contains sections: "University Catalog" with a sub-section "Explore Degree Requirements" and a paragraph about 250+ degree offerings; "How to Find Your Requirements?" with a paragraph about degree requirements; "Course Descriptions" with a paragraph about current and archived descriptions; and "Colleges & Schools" with a paragraph about background information. The right column contains: "Download a PDF of the University Catalog" with a bulleted list for Undergraduate, Graduate, and Professional; "Recent Catalogs" with links to Winter/Spring 2013-2014 and the Archive section; "Important Dates" with a section for "Course Carts open for December/Winter Oct 6 Registration" and a paragraph about enrollment times; and a registration schedule for "December Interim 2014 and Winter Quarter 2015" with dates Oct 21 - Oct 24 and a paragraph about enrollment.

DEPAUL | University Catalog

Home | Degree Requirements | Course Descriptions | Colleges & Schools | Academic Student Handbooks | Catalog Archive

Autumn 2014-2015
Catalog Update:
May 15, 2014

University Catalog

Explore Degree Requirements

We are proud of our 250+ Undergraduate, Graduate and Professional degree offerings. To find out more about what DePaul has to offer, take a look at our Degree Requirements section to find the degree that's right for you.

How to Find Your Requirements?

Degree requirements are based on the term in which the major is declared. Requirements listed in this catalog are for the time frame identified. Requirements from previous terms are located in the archive section.

Course Descriptions

Course descriptions in this catalog are current as of the catalog publication date. Course descriptions from previous terms are found in the Catalog Archive section. The most up-to-date descriptions are available in Campus Connection.

Colleges & Schools

This section provides background on DePaul's ten colleges and schools. Additional information can be found on the individual school's websites.

Download a PDF of the University Catalog

- Undergraduate
- Graduate
- Professional

Recent Catalogs

See [Winter/Spring 2013-2014](#) or visit the [Archive section](#) for a full listing.

Important Dates

Course Carts open for December/Winter Oct 6 Registration

Student Enrollment Times are available and Course Carts open for class selection and validation beginning today, in anticipation of Registration opening on October 21.

Registration begins for **Oct 21 - Oct 24**
December Interim 2014 and Winter Quarter 2015

Students may enroll for December Term/Session 2014 and Winter Quarter 2015 classes beginning this week.

Registration & Academic Planning Tools

University Catalog - degree offerings ,requirements, course descriptions

Degree Progress Report (DPR) – advising report of progress toward your degree

My Planner

Class Search

Course Cart

Course Cart Validation

Add, Drop, Swap

Waitlist

The screenshot displays the Degree Progress Report (DPR) interface, which is organized into several sections. At the top, there are links for 'Additional Courses' and 'Active Substitutions'. A legend indicates the status of courses: Completed (green), In Progress (yellow), Incomplete (orange), and Information Items (grey). The main content is divided into four columns:

- PART I: PROGRAM PLANNING & ASSESSMENT / INTEGRATION** (80 Credits): A list of courses including AP-001 (4 Credits), AP-002 (2 Credits), AP-028 (0.5 Credits), AP-048 (0.5 Credits), AP-058 (0.5 Credits), and AP-078 (0.5 Credits).
- PART II: LIBERAL LEARNING SEMINARS** (15/18 Credits): A box indicating '18 Credits required - See advisor' and a link to '18/18 Credits'.
- PART III: GRADUATE FOCUS AREA** (12/18 Credits): A list of courses including AP-010, AP-020 (2 Credits), AP-030 (2 Credits), AP-040 (2 Credits), AP-050 (2 Credits), AP-060 (2 Credits), AP-070, AP-074, and AP-085 (2 Credits).
- PART IV: PROGRAM CULMINATION** (2/4 Credits): A box indicating 'Integrating Project Option' and 'Supplemental Competence Option' (2 Credits).

At the bottom, there is a disclaimer: 'This is an advising report. It does not represent a contract between the student and DePaul University. Final confirmation for degree requirements is subject to department, college and university approval. You are encouraged to meet regularly with your academic advisor/faculty mentor. Please contact your college at advising@depaul.edu if you have any questions.'

Registration & Academic Planning Tools

University Catalog - degree offerings ,requirements and course descriptions

Degree Progress Report (DPR) – advising report of progress toward your degree

My Planner – plan courses you intend to take term by term

Class Search

Course Cart

Course Cart Validation

Add, Drop, Swap

Waitlist



My Planner

Search

Plan

Add/Drop

My Academics

my planner

course cart

course history

My Planner

Add courses to Planner using: [BROWSE COURSE DESCRIPTIONS](#) [PLAN BY MY REQUIREMENTS](#)

Delete all courses in Planner: [DELETE ALL](#)

▼ 2011-2012 Summer

Select	Course	Description	Units	Typically Offered	Delete
<input type="checkbox"/>	LLS 425	EXPLORING MODES & PROCESSES	2.00 - 4.00	As Needed	

Move selected courses to Term

▼

[move](#)

▼ 2012-2013 Autumn

Select	Course	Description	Units	Typically Offered	Delete
<input type="checkbox"/>	AP 528	ASSESSMENT/INTEGRATION 1	0.50	As Needed	
<input type="checkbox"/>	AP 540	COMMUNICATION MODES	2.00	Every Term	

Move selected courses to Term

▼

[move](#)

Registration & Academic Planning Tools

University Catalog - degree offerings ,requirements and course descriptions

Degree Progress Report (DPR) – advising report of progress toward your degree

My Planner - plan for courses you intend to take term by term

Class Search - find classes that are offered for a particular term

Course Cart

Course Cart Validation

Add, Drop, Swap

Waitlist



Class Search

Search	Plan	Add/Drop	My Academics
search for classes		browse course descriptions	

Search for Classes

Enter Search Criteria

Search for Classes

*Term

Course Career

*College or School

Session

[Switch to All Terms](#)

When viewing search display results, please select the class number for additional information including location, units and additional notes.

Summer and Autumn Registration in Progress.
[Searchable Summer 2014 PDF is available.](#)

Please refine your search using the criteria below.

Class Search

Subject

Liberal Studies Requirement

SNL Requirement Designation

Meeting Time of Day

Course Number

Location

☐ Show Open Classes Only

Additional Search Criteria

Days of Week

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Mode of Instruction



Registration & Academic Planning Tools

University Catalog - degree offerings ,requirements and course descriptions

Degree Progress Report (DPR) – advising report of progress toward your degree

My Planner - plan for courses you intend to take term by term

Class Search - find classes that are offered for a particular term

Course Cart - load classes before the start of registration

Course Cart Validation

Add, Drop, Swap

Waitlist



Course Cart

Course Cart

Add Classes to Course Cart

Use the Course Cart to temporarily save classes until it is time to enroll for this term.
Click Validate to have the system check for possible conflicts prior to enrolling.

2014-2015 Autumn | Graduate | DePaul University

* Click the appropriate link below for the textbooks at each campus location

[Loop Classes](#)

[Lincoln Park Classes](#)

[Suburban and Online Classes](#)



Open



Closed



Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

☒ Class Search

☐ My Planner

search

2014-2015 Autumn Course Cart

Your Course Cart is empty.

My 2014-2015 Autumn Class Schedule



Enrolled



Dropped



Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
LLS 420-101 (12232)	INTERPERSONAL EFFECTIVENESS (Seminar)	We 5:45PM - 9:00PM	TBA	J. Hurtig, W. Yanow	4.00	✓



Registration & Academic Planning Tools

University Catalog - degree offerings ,requirements and course descriptions

Degree Progress Report (DPR) – advising report of progress toward your degree

My Planner - plan for courses you intend to take term by term

Class Search - find classes that are offered for a particular term

Course Cart - load classes before the start of registration

Course Cart Validation - check your eligibility to enroll in the courses

Add, Drop, Swap

Waitlist



Course Cart Validation

Open

Closed

Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

☒ Class Search

☐ My Planner

search

2014-2015 Autumn Course Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	LLS 410-101 (12231)	Tu 5:45PM - 9:00PM	TBA	Staff	4.00	<div></div>

for selected:

delete

validate

enroll

Add Classes to Course Cart

View the following status report for enrollment confirmations and errors:

<div><div></div> OK to Add</div> <div><div></div> Potential Problem</div>		
Description	Message	Status
LLS 410	Hold on record, Add not processed. There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.	<div></div>

COURSE CART

Registration & Academic Planning Tools

University Catalog - degree offerings ,requirements and course descriptions

Degree Progress Report (DPR) – advising report of progress toward your degree

My Planner - plan for courses you intend to take term by term

Class Search - find classes that are being offered for a particular term

Course Cart - allows you to load classes before the start of registration

Course Cart Validation - check your eligibility to enroll in the courses

Add, Drop, Swap – add and drop that occurs at the same time

Waitlist



Add, Drop, Swap

Search

Plan

Add/Drop

My Academics

my class schedule

add

drop

swap

term information


Add Classes


123


2. Confirm classes


Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2014-2015 Autumn | Graduate | DePaul University

 Open

 Closed

 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
LLS 410-101 (12231)	PERSONAL EFFECTIVENESS (Seminar)	Tu 5:45PM - 9:00PM	TBA	Staff	4.00	

CANCEL

PREVIOUS

FINISH ENROLLING

Adds

- **Week 1:** Students can add classes through Campus Connection.
- **Week 2-8:** Adds can be processed administratively through the college office
- **Week 9+:** Adds should be submitted as an Enrollment Change Form (ECF),
- **except Summer

Drops

- **Week 1-2:** Students may request drops through Campus Connection.
- **Week 3-8:** Drops may be processed administratively through the college office.
- **Week 9+:** Drops should be submitted as an ECF
- **Except Summer

Registration & Academic Planning Tools

University Catalog - degree offerings ,requirements and course descriptions

Degree Progress Report (DPR) – advising report of progress toward your degree

My Planner - plan for courses you intend to take term by term

Class Search - find classes that are offered for a particular term

Course Cart - load classes before the start of registration

Course Cart Validation - check your eligibility to enroll in the courses

Add, Drop, Swap – add and drop that occurs at the same time

Waitlist - If a class is closed, you can select this option (if available).



SR Role: Registration

- Here are some of the key functions SR supports during each registration period:
 - Generate enrollment appointments
 - Ensure class schedule is working
 - Set-up course prerequisites
 - Prerequisite checking
 - Coordinate waitlist function with colleges
 - Trouble shoot registration issues

Registration

- [Academic Calendar](#)
 - Quarter and Semester
 - December Intercession
 - Summer Sessions
- Registration Week
 - 6th week of quarter
 - Law Registration
- The [Registration Process](#) for Students
 - Enrollment Appointments

Registration Periods

- For students on the Quarter System (Grad & Undergrad), registration begins the sixth week of preceding term.
- In general:
 - Winter Registration : mid-October
 - Spring and Summer: mid-February
 - Fall Registration: early May
- College of Law typically registers in mid-November and mid-April.
- See Registration and Grading Dates Document under any tab on the SR website for the year's schedule.

Validation Appointments

- Students are assigned a validation appointment, which allows them to “test” their chosen classes to determine whether constraints exist that would block their registration. The validation period begins approximately 2 weeks prior to registration.

Enrollment Dates

- Students are assigned an enrollment date (sometimes called an enrollment appointment), which is the day and time they may first begin to enroll. From that point on, they have access to registration through the last day to add for the term.
- Enrollment dates are available in Campus Connect 2 weeks before registration begins.

Notifications

- Enrollment Dates and Validation are available in the Campus Connection Student Center two weeks before registration begins.
- Students are sent a registration reminder alerting them that their enrollment times are available and that the validation period is open.



Registration Information for Winter Term and December Intersession

Dear Anthony,

Registration for Winter Term 2015 and December Intersession 2014 begins on Monday, October 20th. View your enrollment date/ time and add classes to your course cart in the Campus Connect Student Center beginning today.

- **Class Search:** Find classes easily in the Campus Connect Class Search, where you can search by major, college or Liberal Studies Program domain.
- **To Enroll:** Simply login to Campus Connect and select Student Center > Add/Drop OR Student Center > Course Cart.
- **New BlueStar:** Connect with Advisors, Instructors, and other Resources with BlueStar. [Learn more.](#)
- **For Help:** Please review our online [Registration Guide.](#)

For questions regarding registration, financial aid or tuition payments, [contact DePaul Central.](#)

Sincerely,

DePaul Student Records

Lincoln Park: Schmitt Academic Center, 101
Loop: DePaul Center, Suite 9100
Tel: (312)362-8610



NOTE: All address information must be updated and kept current on <https://campusconnect.depaul.edu> to ensure timely receipt of any future communications.

How Enrollment Times are Determined

- Degree-seeking students register in order of proximity to graduation (descending credit hours earned).
- Exceptions: student groups approved by the Associate Deans are scheduled first, followed by Music and Theatre. Non-degree seeking students are last.

The student groups scheduled for the first registration time each term are:

- ATHL Student Athletes
- SSS Trio / Student Support Services
- STRB Strobel Accounting Honors
- SUIN Supplemental Instruction Program / Student Leaders
- PLuS Productive Learning Strategies
- FINH Finance Honors
- OSDR Students with Disabilities
- HON University Honors Program (new for 2010-11)
- The SGA President also receives the first registration time, updated manually.

PERC

Post-Enrollment Requisite Checking

Requisite Checking

- Why Does it Matter?
 - Ensures students in seats have met requirements
 - Seats otherwise taken now free for students who meet requirements
 - Reminds students to repeat requirement while material still fresh
 - Aids in student retention and degree progress

Previous Process

- Service provided for select high demand Math classes
- Limitations
 - Highly Manual
 - Limited Scalability
 - Relies on Queries
 - Subject to Human Error

New PERC Process

- Advantages
 - Able to Use Across Subjects and Colleges
 - Automated
 - Accuracy and Integrity of Data
 - Allows Transparency of Process
- Disadvantages
 - Only as Accurate as the Prerequisites Entered into PeopleSoft

PERC Process

Enrollment Requirement Roster (Summary)

2011-2012 Autumn | Regular Academic Session | DePaul University | Undergraduate

▼ MAT 135 - 406 (11733)

BUSINESS CALCULUS I (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 8:30AM-10:00AM	TBA	Dennis Miller	09/07/2011 - 11/22/2011

▼ Enrollment Requirements:

Math 130 or Equivalent is a prerequisite for this course.

Go To [Run Post Enrollment Requirement Checking](#)

Enrollment Capacity 30

☐ Review Complete for Batch Drop Processing

Select Display Option: ☒ Summary View ☐ Detail View

▼ Set Filter Options

Enrollment Status:

Display ☒ Enrolled (13) ☒ Waitlisted (0) ☐ Dropped (1)

Most Recent Requirement Status:

Display students in non-compliance ☒ Not Satisfied (0) ☒ Conditionally Satisfied (4)



Display other students ☐ Enrollment Component (0) ☐ Overridden (0) ☒ Satisfied (9) ☐ Unknown (0)

filter




PERC Process

Enrolled and Waitlisted Students

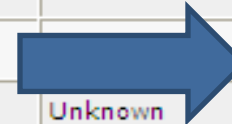
Customize | Find |   First 1-13 of 13 Last

Requirement Data

Audit / Information Links



	Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status
1	<input type="checkbox"/>		A		Unknown	Satisfied	Enrolled
2	<input type="checkbox"/>		B		Unknown	Satisfied	Enrolled
3	<input type="checkbox"/>		B		Unknown	Satisfied	Enrolled
4	<input type="checkbox"/>		D	<input type="text" value=""/>	Conditional	Conditional	Enrolled
5	<input type="checkbox"/>		D		Unknown	Satisfied	Enrolled
6	<input type="checkbox"/>		H		Unknown	Satisfied	Enrolled
7	<input type="checkbox"/>		K		Unknown	Satisfied	Enrolled
8	<input type="checkbox"/>		M	<input type="text" value=""/>	Unknown	Conditional	Enrolled
9	<input type="checkbox"/>		O	<input type="text" value=""/>		Conditional	Enrolled
10	<input type="checkbox"/>		S		Unknown	Satisfied	Enrolled
11	<input type="checkbox"/>		S		Unknown	Satisfied	Enrolled
12	<input type="checkbox"/>		W		Unknown	Satisfied	Enrolled
13	<input type="checkbox"/>		Z	<input type="text" value=""/>	Unknown	Conditional	Enrolled



ID: M☐ Select

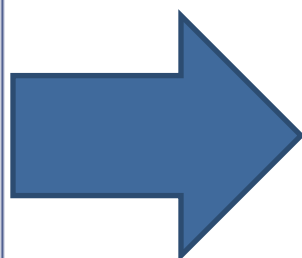
Drop / Approved Indicator

**Audit / Information Links**[Tracking](#)[Course History](#)[Statistics](#)**Enrollment Requirement Status****Unknown****Post Enrollment Requirement Status****Conditionally Satisfied**






Last Updated 07/29/11 9:27:56AM

Conditional**Math 130 or Equivalent is a prerequisite for this course.****Conditional****Must take course id: 003267; Subject: MAT, Catalog Nbr: 130**

Course	Description	Term	Units	Grade
MAT 130	PRECALCULUS	2010-2011 Spring	4.00	In Progress



PERC Process

Enrolled and Waitlisted Students					Customize Find  		First  1-13 of 13  Last	
Requirement Data		Audit / Information Links						
	Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status	
1	<input type="checkbox"/>		A		Unknown	Satisfied	Enrolled	
2	<input type="checkbox"/>		B		Unknown	Satisfied	Enrolled	
3	<input type="checkbox"/>		B		Unknown	Satisfied	Enrolled	
4	<input type="checkbox"/>		D	<input type="text" value=""/>	Conditional	Conditional	Enrolled	
5	<input type="checkbox"/>		D		Unknown	Satisfied	Enrolled	
6	<input type="checkbox"/>		H		Unknown	Satisfied	Enrolled	
7	<input type="checkbox"/>		K		Unknown	Satisfied	Enrolled	
8	<input type="checkbox"/>		M	<input type="text" value=""/>	Unknown	Conditional	Enrolled	
9	<input type="checkbox"/>		O	<input type="text" value=""/>	Unknown	Conditional	Enrolled	
10	<input type="checkbox"/>		S		Unknown	Satisfied	Enrolled	
11	<input type="checkbox"/>		S		Unknown	Satisfied	Enrolled	
12	<input type="checkbox"/>		W			Satisfied	Enrolled	
13	<input type="checkbox"/>		Z	<input type="text" value=""/>	Unknown	Conditional	Enrolled	



ID: [Si](#)☐ Select**Audit / Information Links**[Tracking](#)[Course History](#)[Statistics](#) **Enrollment Requirement Status**

Unknown

 **Post Enrollment Requirement Status**

Satisfied

Last Updated 07/29/11 9:28:03AM

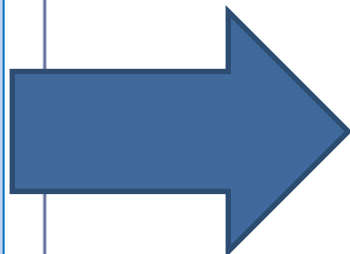
Satisfied

Math 130 or Equivalent is a prerequisite for this course.










Satisfied

Must take course id: 003267; Subject: MAT, Catalog Nbr: 130

Course	Description	Term	Units	Grade
MAT 130	PRECALCULUS	2010-2011 Winter	4.00	B



PERC Process

Enrolled Students							
				Customize Find  	First  1-13 of 13  Last		
Requirement Data		Audit / Information Links					
	Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status
1	<input type="checkbox"/>		A		Unknown	Satisfied	Enrolled
2	<input type="checkbox"/>		B		Unknown	Satisfied	Enrolled
3	<input type="checkbox"/>		Bj		Unknown	Satisfied	Enrolled
4	<input type="checkbox"/>		C	Approved 	Conditional	Conditional	Enrolled
5	<input type="checkbox"/>		D		Unknown	Satisfied	Enrolled
6	<input type="checkbox"/>		H		Unknown	Satisfied	Enrolled
7	<input type="checkbox"/>		K		Unknown	Satisfied	Enrolled
8	<input type="checkbox"/>		M	Drop Request 	Unknown	Conditional	Enrolled
9	<input type="checkbox"/>		O	Approved 	Unknown	Conditional	Enrolled
10	<input type="checkbox"/>		Si		Unknown	Satisfied	Enrolled
11	<input type="checkbox"/>		S		Unknown	Satisfied	Enrolled
12	<input type="checkbox"/>		W		Unknown	Satisfied	Enrolled
13	<input type="checkbox"/>		Z	Drop Request 	Unknown	Conditional	Enrolled



How Does it Work?

- SR runs PERC process to update prerequisite status
- Students will receive a Warning email
- Students that do not drop themselves will be dropped automatically
- Students that were dropped will receive an email letting them know about the drop
- Newly opened seats can be filled by students on waitlists

What it Looks Like to You

Records and Enrollment → Enroll Students → Enrollment

[Find](#) | [View All](#) First ◀ 1 of 9 ▶ [Last](#)



Class Nbr:	22093	Description:	CALCULUS/INTEGRD PRECALC II	Component:	Lecture
Subject:	MAT	Catalog Nbr:	148	Class Section:	202
Academic Group:	College of Science and Health	Career:	Undergrad	Session:	Regular
Status:	Dropped	Reason:	Dropped (was enrolled)	Status Date:	10/19/2011
Action:		Reason:	PERC		


Grading
☐ Override Grading Basis
Grading Basis: ANC ABC/NC Grading
Grade In/Official: Repeat Code:

Units
Units Taken: 6.00 Units Earned: 6.00
Course Count: 1.00 Progress: 6.00
Billing Units: 6.00 FA Progress: 6.00

Go to: [Term History](#) [Enrollment Summary](#)

Records and Enrollment → Enroll Students → Enrollment Request Search

▼ Enrollment List							
Customize Find   First 1-12 of 1							
Fields 1-7		Fields 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40
User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic	
1 HAZNAR	1317984	0885	22650	BIO	350	UGRD	
2 HAZNAR	1317984	0885	22402	CHE	132	UGRD	
3 HAZNAR	1317984	0885	22407	CHE	133	UGRD	
4 HAZNAR	1317984	0885	22093	MAT	148	UGRD	
5 HAZNAR	1317984	0885	22518	PSY	363	UGRD	

▼ Enrollment List				
Customize Find   First 1-12 of 12 Last				
Fields 1-7		Fields 8-11	Fields 12-19	Fields 20-25
Enrollment Request ID	Last Update DateTime	Enrollment Request Source	Enrollment Req Detail Sequence	
1 0005614947	10/19/2011 1:48:02PM	Self-Service Enrollment	1	
2 0005614947	10/19/2011 1:48:02PM	Self-Service Enrollment	2	
3 0005614947	10/19/2011 1:48:02PM	Self-Service Enrollment	3	
4 0005614947	10/19/2011 1:48:02PM	Self-Service Enrollment	4	
5 0005614947	10/19/2011 1:48:02PM	Self-Service Enrollment	5	
6 0005683397	11/30/2011 7:20:13PM	Self-Service Enrollment	1	
7 0005683397	11/30/2011 7:20:13PM	Self-Service Enrollment	2	
8 0005685570	12/02/2011 11:18:03AM	Post Enrl Req Chk Batch	995	
9 0005692420	12/09/2011 3:34:46PM	Req Chk Drop Batch	7	
10 0005696580	12/14/2011 3:14:02PM	Self-Service Enrollment	1	
11 0005696586	12/14/2011 3:21:02PM	Self-Service Enrollment	1	
12 0005723184	01/04/2012 10:26:10AM	Enrollment Request	1	

Additional Information

- PERC process is run the day after grades are due for the previous term
- Students are given 3 – 5 days to drop their class depending on the term
 - Winter → Spring has shortest turn around
- Not currently running PERC for Spring → Summer

Waitlist


- Students may waitlist for multiple sections of the same class but can only be enrolled in one section via the waitlist.
- Students can waitlist for classes that conflict with other classes, but will not be enrolled from the waitlist with a time conflict
- Students cannot waitlist for classes if they do not meet the prerequisites/corequisites
- Waitlist honors the Reserve Caps

Student Self-Service

- Students can Add and Drop themselves from the Waitlist

ACC 306 - FINANCIAL REPORTING III

Class Preferences

ACC 306-701 Lecture  Wait List

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- ACC 305 or ACC 309 are prerequisites for this class.

Wait List ☒ Add to waitlist if available

Permission Nbr

If class requires permission to enroll, enter Permission Number.

Grading ABC/NC Grading

Units 4.00

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
701	Lecture	We 6:00PM - 9:15PM	TBA	Michael Trendell	09/09/2009 - 11/24/2009

Students receive an email and warning in Campus Connection

Dear (Student),

You have been enrolled for (class) for which you were on the waitlist for (term). The last day to drop for (academic year and term) is (last day to drop). Please check your class schedule in Campus Connection. Questions regarding your change in schedule from the waitlist should be directed to your college office or academic advisor. General questions regarding the waitlist can be sent to DePaul Central (dpcl@depaul.edu).

Please note: the addition of this class may impact your tuition and any payment plan arrangements you may have made. Please check your account balance and contact DePaul Central with any questions you may have.

Sincerely,

DePaul Central

Holds and ToDos

Warnings Summary

You currently have 1 warning.

Hold Item		Institution	Term
[-] Enrolled from Waitlist		DePaul University	2008-2009 Spring
Reason for warning:	Enrolled from a waitlist		
Amount:	\$0.00		
Instructions:	This is a notification that you have been enrolled in a class from a waitlist. The last day to drop is the 10th business day of the term. Please check your updated class schedule in Campus Connection. Go to your college office or academic advisor with questions about your schedule change. General questions regarding waitlist options can be directed to DePaul Central at (312) 362-8610.		



What Happens When Seats Open?

- If seats become available while there are students on the waitlist, those students will be added first. If there are no eligible students on the waitlist, or the waitlist is empty, the class will then open for standard self-service enrollment.

Class Details			
Status	⚠ Wait List		Career Undergraduate
Class Number	13174	Dates	9/9/2009 - 11/24/2009
Session	Regular Academic Session		Grading ABC/NC Grading
Units	4	Location	Loop Campus
Class Components	Lecture	Required	Campus DePaul University Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
We 6:00PM - 9:15PM	TBA	Michael Trendell	09/09/2009 - 11/24/2009

Enrollment Information	
Enrollment Requirements	ACC 305 or ACC 309 are prerequisites for this class.

Class Availability			
Available Seats	2	Wait List Capacity	15
Class Capacity	40		

Viewing a student's position on the waitlist: *Curriculum Management → Class Roster*

Class Roster

ACC 303 - 401 MANAGERIAL ACCOUNTING

Lecture (13158) [Class Detail](#)

2009-2010 Autumn | Regular Academic Session | DePaul University | Undergraduate

▼ Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 11:50AM - 1:20PM	TBA		09/09/2009 - 11/24/2009

*Enrollment Status:

Waiting ▼

Enrollment Capacity: 40 Waitlisted: 2

Waitlisted Students

Customize | Find |

First ◀ 1-2 of 2 ▶ Last

	ID	Name	Program and Plan	Level	Status Note
1			Undergraduate Commerce - Intended Accountancy	Sophomore	Pos # 1
2			Undergraduate Commerce - Undergraduate Undeclared	Senior	Pos # 2

Return to Search

Previous in List

Next in List

Notify

Grading and Grading Policies

- Grading Policies (see [Handbooks](#))
 - Undergraduate
 - Graduate
 - College of Law
- Special Grades
- Grade Point Averages (see [Handbooks](#))
 - Term GPA
 - Cumulative GPA
- Grading Processes
 - When, Where, How
- Student Grade Report

Grading and Grading Policies

- DePaul uses a plus/minus grading scheme for letter grades A through F. These grades carry quality points that are used to calculate grade point averages.
- There are also special grades. Many do not carry quality points and are not calculated in grade point averages.
- Grade Point Averages (see [Handbooks](#))
 - Term GPA
 - Cumulative GPA
- Grading Processes
 - When, Where, How
- Student Grade Report

Special Grades

- **IN** Temporary grade indicating satisfactory record for work completed when unique or unforeseeable circumstances prevent the student from completing the course requirements within the term. Incomplete grades lapse to "F" if not completed in the time specified by university policy, or sooner if specified by the instructor.
- **ING** Permanent grade assigned when a degree recipient chooses not to resolve a grade of "IN" awarded during the last two terms prior to graduation. The grade of "ING" (Incomplete, Graduated) is final, and cannot be changed nor lapsed to "F" once the degree is posted.

Special Grades (cont'd)

- PA Passing achievement. (Grades "A" through "D" represent passing performance).
- W Withdrawal from course.
- WA Administrative withdrawal.
- FX Failure due to non-attendance. Student stopped academic activity before the end of the sixth week (or the equivalent of the first 60%) of the term. FX does calculate into the GPA as an F.
- M Final grade not submitted by instructor.
- AU Auditor status, does not earn credit.

Special Grades (cont'd)

- R Satisfactory progress in a course that is designed to extend beyond the traditional length of the term. Grades of "R" earned by students will lapse to "F" in 1 year.
- RG Permanent grade assigned when a degree recipient chooses not to resolve a "R" awarded during the last year prior to graduation. The grade of "RG" is final, and cannot be changed or lapsed to "F"

Grading Process - Faculty

- Faculty submit grades online through Campus Connect. Grading opens on the first day of final exams. Grades are due before midnight on the evening of the fifth business day after the term ends.
- Expiring IN and R Grades lapse to F at this time
- For dates, see Grading and Registration Dates document on the SR website.

Student Grade Reports

- Grades are posted to students' records as grades for their class are submitted.
- Students may view their grades under My Academics in the Campus Connect Student Center.
- Temporary grades of M are recorded when grades not submitted by the instructor before the grading deadline.

Diplomas

- [Diploma](#) Process
- Honors and Distinctions
- Duplicate Diplomas
- Replacement Diplomas
- Apostille (An apostille is the legalization of a document for international use)
- [Ordering Process and Fees](#)
- SR Role

Diplomas

- Diplomas for Graduating Students throughout the conferral period as degrees are posted to the students' records.
- Since it is an ongoing process, graduates may expect to receive their diploma no later than 45 days after the end of the term.
- A Positive Service Indicator in Campus Connect will indicate when the diploma was mailed.
- A diploma will not be mailed if a financial hold exists on the account, or if the graduate did not provide a specific "DIPLOMA ADDRESS."
- Students who do not receive their diploma may order a free REPLACEMENT DIPLOMA.

Diploma Content

- Diplomas display information such as the awarding college, the degree, honors and awards, the conferral date, and the signatures of the dean and university officers.
- Diplomas do not display majors, minors, or concentrations. This information is available on the official transcript.

Diploma Text

SCHOOL OF EDUCATION

Be it known that the Board of Trustees on the nomination and approval of the Faculty do hereby confer upon


Katherine  Not real student

who has satisfactorily completed the required course of study
appropriate for this distinction, the degree of

Master of Education

together with all the rights, privileges and honors which appertain thereto

In witness whereof, the President and the Secretary of the University, and the Academic Dean
have hereunto set their hands and affixed the seal of DePaul University, Chicago, Illinois, November 25, 2008


Rev. Dennis H. Holtschneider, CM
President


Edward X. Tolan, C.M.
Secretary


Marie Ann Donovan
Dean



Ordering Diplomas

- Replacement Diploma – order this document if the original diploma arrived damaged, or was not received (whether due to a hold, lack of a diploma address, or mailing issues). There is no charge for a replacement. Requestor should add or verify DIPLOMA ADDRESS in Campus Connect. Only one replacement may be ordered.
- Duplicate Diploma – order this document if an additional diploma is needed, or if the original has been lost or destroyed. \$75.00 fee.
- Apostille – order this specially certified transcript and diploma set when the two must be notarized. \$100.00 fee.
- Orders are actually placed through Credentials. Students may access Credentials via Campus Connect, or via their own Credentials accounts as applicable.

Transcripts

- Official Transcripts
- Electronic Records
 - PS
 - ImageNow
- Unofficial Transcripts
- Custodial Transcripts

Transcripts (cont).

- [How do students order?](#)
- What types of transcripts can students order?
 - Paper
 - Electronic
 - Special Handling
- Grade Legend
- SR Role

Custodial Record Information

- DePaul University holds many custodial records. There are records, however, that DePaul University does not hold though it is assumed that we do. Following is the most up to date list available.
- **DePaul University is the formal custodian for:**
 - DePaul Academy High School
 - Hospital Schools of Nursing
 - St. Anthony's
 - St. Joseph's
 - St. Francis
 - St. John's
 - Barat College
 - Barat College was the custodian for:
 - Duchense
 - Sacred Heart
-
- **Records that belong to DePaul but are held separately:**
 - DePaul Secretarial School
 - DePaul Home Study Extension

Custodial Record Info (cont)

- **We are NOT custodians for the following:**
 - Goodman School of Drama.....can be found at School of the Art Institute
 - Chicago College of Commerce.....can be found at the Chicago Career College 312-895-6305
 - Cabrini DePaul Alternative High School
 - St. Vincent Infant Hospital Child Care Program.....can be found at Daughters of Charity in Evansville, IN, but may contact St. Vincent DePaul Center on Halstead in Chicago.
 - Vincentian Seminaries (Vincentian Academic Archives).....contact Fr. Ed Udovic
-
- **Fr. Ed Udovic is the archivist for the Vincentian Academic Archives and holds the records to the following institutions.** He can be contacted at 312-362-8042.
 - St. Thomas Theological Seminary – Denver, Colorado
 - St. Thomas College Seminary – Denver, Colorado
 - St. Vincent's College – Cape Girardeau, Missouri
 - St. Mary's Seminary – Perryville, Missouri
 - St. Vincent de Paul Seminary – Beaumont, Texas
 - DeAndreis Seminary – Lemont, Illinois
 - DeAndreis Institute of Theology – Lemont, Illinois
 - St. Vincent de Paul Seminary – Lemont, Illinois

Personal Information Changes

- Student Changes
- Administrative Changes
- [Forms](#)
- Required Documents
- SR Role



DePaul University Personal Information Change Form

Please complete the following request to update your Personal Information with the University.

To view what is currently on file with the University, log into Campus Connection: Student Center > Personal Information.

Student Information: <i>This is what is currently in the system – not the change you are requesting. (All fields in this section are required)</i>		
Last Name (Currently in System)	First Name (Currently in System)	Middle Name (Currently in System)
DePaul Student #	E-Mail Address	International Student? (F-1 or J-1 Visa) <input type="checkbox"/> Yes <input type="checkbox"/> No

Please select the type of change needed and complete the related section with the detail of the request:

<input type="checkbox"/> Change of Name: (Enter new name or select No Change)			Documentation needed: 1) Driver's License, State ID or Passport and 2) Birth Certificate. Social Security Card or DePaul Id. In addition if this is a legal name change, submit a copy of a Marriage Certificate, Divorce Decree or Court Order. Passport is required for F-1 or J-1 international students.
Last Name <input type="checkbox"/> No Change		First Name <input type="checkbox"/> No Change	
Middle Name <input type="checkbox"/> No Change	New Title/Prefix (if applicable)		New Suffix (if applicable)

<input type="checkbox"/> Change of Marital Status:		Documentation required: 1) Marriage Certificate or Court Documents. 2) Driver's License, State ID or Passport. Passport is required for F-1 or J-1 international students.
Old/Incorrect Marital Status: (Currently in System)		New/Correct Marital Status:

<input type="checkbox"/> Change of Social Security Number (SSN):		Documentation required: Social Security Card with Signature and Driver's License, State ID or Passport. Passport is required for F-1 or J-1 international students.
Old/Incorrect SSN: (Currently in System)		New/Correct SSN:

<input type="checkbox"/> Change of Gender:		Documentation required: 2 of the following: Driver's License, State ID, Passport, Birth Certificate, or a copy of a Court Order. Passport is required for F-1 or J-1 international students.
Old/Incorrect Gender: (Currently in System) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Undefined		New/Correct Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Wish not to disclose.

<input type="checkbox"/> Update of Date of Birth:		Documentation required: 2 of the following: Birth Certificate, Passport, Driver's License, State ID, DePaul Id. Passport is required for F-1 or J-1 international students.
Old/Incorrect Date of Birth: (Currently in System) MM / DD / YYYY		New/Correct Date of Birth: MM / DD / YYYY

Attach all required supporting documentation (Request will not be processed without correct documentation)

I authorize DePaul University to update my personal information per this request and to correspond with me if necessary at the above listed personal contact information. I verify that all documentation and identification presented is current and accurate. I also understand that I am subject to the repercussions of falsifying information outlined in the DePaul University Code of Student Responsibility.

Student Signature : _____ Date: _____

Please submit this completed/signed form AND supporting documentation to:

Fax:
Fax: (312) 362-5143

In Person:
DePaul Central – Lincoln Park, SAC 101
DePaul Central – Loop, DePaul Center 9th floor

Mail:
DePaul University
Attn: Student Records
1 E. Jackson
Chicago, IL 60604

For information on changing Race/Ethnicity, Marital Status, Citizenship or for more information in general, please visit our website at: <http://www.depaul.edu>

Updated 10/09/2009



DEPAUL UNIVERSITY

Preferred Name

Preferred Name

- Students can elect a Preferred Name in Campus Connect
- Shows on many of the Campus Connect pages that would be used by Faculty, Staff and Advisors.
- D2L, Directory, Class Rosters, Grade Rosters
- Soon BlueStar, DPR, etc.

Preferred Name

- Will not show up on pages where the legal name is required
- Will not be on the Diploma or Transcript

Preferred Name

Mike's Student Center

Academics

[Search Plan](#)
[Add/Drop/Swap](#)
[My Academics](#)

other academic...>>

</

Preferred Name

Mike Wright

go to ...

Personal Information

Privacy/User Settings

addresses || employee campus address || names || phone numbers || email addresses || internet addresses || dpu alert || e

Names

Below is a display of how your name appears in our system.


FOR STUDENTS: Primary name only will be reflected on your Official Transcript, Diploma, Class Schedule, and all other university communications. Please visit the Office of Student Records at <http://offices.depaul.edu/depaul-central/Pages/default.aspx> for more information on how to change or correct your name, Social Security number, date of birth, or marital status.

FOR EMPLOYEES: Please contact the Office of Human Resources for details on how to change or correct your primary name.

PREFERRED NAME: The preferred name applies only to your first name. This does not replace your legal given name.

Name Type	Name		
Primary	Wright, Michael		

ADD A NEW NAME



Preferred Name

Mike Wright

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Preferred

Prefix: Mr

First Name: Mike

Last Name: Wright

Suffix:

Date new name will take effect 02/12/2016

SAVE

[Return to Current Names](#)

Preferred Name

Path for staff to view Student Names in Campus Connect:

- Campus Community > Personal Information > Biographical > Addresses/Phones > **View Names**

Verifications

- Purpose
- Enrollment Verification
- Degree Verifications
- NSC
- Calculation of Anticipated Grad Date
- Special Verifications
- SR Role

Michael's Student Center

Academics

[Search Plan](#)
[Add/Drop](#)
[My Academics](#)



You are not enrolled in classes.

course cart ▶

other academic... ▼



- Apply for Graduation
- Change College, Major or Minor
- Course History
- Degree Progress Report
- Degree/GPA Enroll Verification
- Enrollment Verification
- Enrollment: Drop
- Enrollment: Swap
- Grades
- My Class Schedule
- My Planner
- Transcript: Request Official
- Transcript: View Unofficial
- Transfer Credit: Report
- Withdrawal/Leave of Absence
- other academic...



You have no outstanding charges at this time.

View ePAY / eBILL ▶

SEARCH FOR CLASSES

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

None Assigned

Student Resources

[BlueStar](#)
[DePaul Central](#)
[Desire2Learn \(D2L\)](#)

Personal Information

[Demographic Data](#)

Contact Information

Enrollment Verification Certificate

https://www.studentclearinghouse.org/secure_area/StudentSelfService/ref_ev_cert.asp?t=160019&Lo - Windows Internet Explorer
https://www.studentclearinghouse.org/secure_area/StudentSelfService/ref_ev_cert.asp?t=160019&LoginHome=ref_home.asp&D=zzz&req_ec_type=C

1 / 1 102% Find

National Student Clearinghouse ®
2300 Dulles Station Blvd., Suite 300, Herndon, Virginia 20171
PH (703) 742-4200 FX (703) 742-4239
www.studentclearinghouse.org
© 2009 National Student Clearinghouse. All rights reserved

IMPORTANT: If you are forwarding this certificate to a 3rd-party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name _____
Policy/Account/Group or Other ID # _____

Current Enrollment Verification Certificate

Transaction ID#: 016197257
Date/Time Notified: 11/02/2009 16:00 EST

The National Student Clearinghouse as Authorized Certifying Agent for
DEPAUL UNIVERSITY
verifies the enrollment below for
Jane Doe A. Deer
The student's current anticipated graduation date is 11/24/2009.


This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to service@studentclearinghouse.org.

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
09/09/2009	11/24/2009	Half Time	09/09/2009	10/27/2009
-----	-----	- END OF RECORD -	-----	-----


Done Unknown Zone
start https://www.student... 3:02 PM

Special Verifications

Special Verification

Special Verification		DePaul University - Verifications							
Help: 847-716-3005 7-7 CST, Mon-Thu Email: Contact Us 7-6 CST, Fri		Credentials Order Processing Services Inc.							
TEST MODE									
Special verifications will have a slower turn around time and require payment per physical address/email address. We strongly recommend using our FREE, IMMEDIATE verification options: CLICK HERE We do not send transcripts with special verifications, to order a transcript, please go HERE .									
Please note we are not responsible for reporting any changes or updates in your enrollment status to the recipient of your request.									
Please indicate the type of verification you are requesting below.									
<div><p>Please select one of the following:</p><table><tbody><tr><td><input type="radio"/> Current Enrollment Verification Includes Current Term</td><td>\$10.00</td></tr><tr><td><input type="radio"/> Enrollment Verification Includes Entire History</td><td>\$10.00</td></tr><tr><td><input type="radio"/> Degree Verification Includes Degrees and GPA</td><td>\$10.00</td></tr></tbody></table></div>				<input type="radio"/> Current Enrollment Verification Includes Current Term	\$10.00	<input type="radio"/> Enrollment Verification Includes Entire History	\$10.00	<input type="radio"/> Degree Verification Includes Degrees and GPA	\$10.00
<input type="radio"/> Current Enrollment Verification Includes Current Term	\$10.00								
<input type="radio"/> Enrollment Verification Includes Entire History	\$10.00								
<input type="radio"/> Degree Verification Includes Degrees and GPA	\$10.00								
<div>Next</div>									

Special Verification

Special Verification		DePaul University - Verifications	
Help: 847-716-3005 7-7 CST, Mon-Thu Email: Contact Us 7-6 CST, Fri		Credentials Order Processing Services Inc.	
TEST MODE			
Please provide us with some information to help us locate your degree.			
Verification Purpose:	<input type="text" value="Loan deferment"/>		
Major (concentration):	<input type="text"/>		
Degree Award Year (anticipated):	<input type="text"/>		
Name on Record:	<input type="text"/>		
		<input type="button" value="Previous"/>	<input type="button" value="Next"/>

Special Verification

* = Required Field

Social Sec #: Enter as nnnnnnnnn (no dashes)

Student ID #:

Birth Date: * Enter as mmddyyyy

* First Name:

Middle Name:

* Last Name:

Suffix: Jr, II etc.

Other Name(s):

* Address:

* City: * State:

* Zip Code:

Country:

In order to receive a full receipt or temporary parking permit (when applicable), you must enter your email address below. We DO NOT sell or provide your email address to any third parties under any circumstances.

* Email Address:

* Verify Email:

* Telephone #:

Special Verification

Please tell us where to deliver your order:



☐ Deliver to billing address: JK;JK;J JKL;JKL;J JKL;JKL
5051 N CLARK
CHICAGO, IL 60640-7054

--- or ---

Name:

Address Line 1:

Line 2:


City: **State:**

Zip Code:

Country:



Delivery Tel #:

Delivery Options

Special Verification		DePaul University - Verifications	
Help: 847-716-3005 7-8 CST, Mon-Thu Email: Contact Us 7-6 CST, Fri		Credentials Order Processing Services Inc.	
TEST MODE			
Please select a shipping method:			
Please select one of the following:			
<input checked="" type="radio"/> Regular mail or email		\$0.00	
<input type="radio"/> Domestic Expedited		\$15.00	

[Previous](#) [Next](#)

Order Preview Page

Special Verification		DePaul University - Verifications	
Help: 847-716-3005 7-8 CST, Mon-Thu Email: Contact Us 7-6 CST, Fri		 Credentials Order Processing Services Inc.	
TEST MODE			
Your order is not completed yet.			
Please review the information below. If you have to make corrections, use the "Edit" button to return to the appropriate section.			
You are purchasing: <input type="button" value="Edit"/>		Current Enrollment Verification 10.00 Regular mail or email .00 ----- Order Total \$10.00	
Bill to: <input type="button" value="Edit"/>		KELLY CLARKSON 55 EAST JACKSON BLVD CHICAGO IL 60604-4466 Student ID: XXX0193 Other Name(s): POLK blacher@depaul.edu 773-821-4850	
Diploma Info: <input type="button" value="Edit"/>		Degree Type: Housing/Childcare Degree Major: marketing Year Earned: 2005 Diploma Name: Polk	
Deliver to: <input type="button" value="Edit"/>		KELLY CLARKSON 55 EAST JACKSON BLVD CHICAGO, IL 60604-4466 773-821-4850	
Shipping Method: <input type="button" value="Edit"/>		Regular mail or email	
Payment Method:		Credit/Debit Card information will be collected on next screen.	
<input type="button" value="Previous"/> <input type="button" value="Next"/>			

[Privacy Policy](#) | [Customer Service](#) | SessIP=140.192.82.228
Copyright© 2005-2016 Credentials Order Processing Services Inc.

Special Verification

Help: 847-776-3005 7-8 CST, Mon-Thu
Email: [Contact Us](#) 7-6 CST, Fri

Credentials Order Processing
Services Inc.

TEST MODE



Please enter your credit card information:


Please enter your billing information below:	
First Name:	<input type="text" value="JOHN"/>
Middle Name:	<input type="text" value="Q"/>
Last Name:	<input type="text" value="PUBLIC"/>
Credit Card Type:	<input type="text" value="Visa"/>
Card Number:	<input type="text" value="4388000000000000"/> (no spaces/dashes)
Expiration Month:	<input type="text" value="Dec"/> Year: <input type="text" value="2016"/>
Card Validation #:	<input type="text" value="123"/> GAMX16 <input type="button" value="Where is my Card Validation #?"/>

Payment Authorization

Special Verification


DePaul University - Verifications


Help: 847-716-3005 7-8 CST, Mon-Thu
Email: [Contact Us](#) 7-6 CST, Fri



Credentials Order Processing
Services Inc.

TEST MODE


CLICK TO VERIFY



Please enter your credit card information:

Please enter your billing information below:

First Name:	JOHN		
Middle Name:	Q		
Last Name:	PUBLIC		
Credit Card Type:	Visa		
Card Number:	4388000000000004 (no spaces/dashes)		
Expiration Month:	Dec	Year:	2016
Card Validation #:	123	GAMX16	Where is my Card Validation #?

In order to proceed with your credit card payment, you are required to agree to the following:

Credentials' Credit Card Transaction Agreement

Refund Policy

You are about to authorize payment in the amount of \$10.00 to Credentials Order Processing Services Inc. acting as an agent for DePaul University - Verifications in this transaction. Please note that the merchant name associated with this charge on your credit card statement will be: **Crdntls OP S 8006461858**.

By clicking "I Agree" (below):
I authorize Credentials Order Processing Services Inc. to charge \$10.00 to my credit/debit card as payment for this transaction.

I agree to pay the card issuer per the terms and conditions for use of this card.

I agree that if the charge for this transaction is uncollectable as a result of the indicated credit card being canceled, the charge being placed in dispute, or otherwise, that such amount shall remain due and owing to Credentials Order Processing Services Inc.

I agree that if I am using someone else's credit/debit card (such as a parent or a friend), I will tell that person about this transaction so they do not dispute this charge on their statement.

I agree that if this charge is placed in dispute by me (or the cardholder of the credit card if this is not my card), I will pay to Credentials Order Processing Services Inc. a collection handling fee of \$25.00 in addition to the original charges due on this transaction.

☐ I Agree ☐ I Do Not Agree

Previous

Submit My Order

**** Please only click 'Submit My Order' once ****

Order Preview Page

Special Verification


DePaul University - Verifications

Help: 847-716-3005 7-8 CST, Mon-Thu
Email: [Contact Us](#) 7-6 CST, Fri

Credentials Order Processing
Services Inc.

TEST MODE

Your order is not completed yet.



Please review the information below. If you have to make corrections, use the "Edit" button to return to the appropriate section.

You are purchasing: <input type="button" value="Edit"/>	Current Enrollment Verification 10.00 Regular mail or email .00 ----- Order Total \$10.00
Bill to: <input type="button" value="Edit"/>	KELLY CLARKSON 55 EAST JACKSON BLVD CHICAGO IL 60604-4466 Student ID: XXX0193 Other Name(s): POLK ckellylive@depaul.edu 312-362-8500
Diploma Info: <input type="button" value="Edit"/>	Degree Type: Housing/Childcare Degree Major: marketing Year Earned: 2005 Diploma Name: Polk
Deliver to: <input type="button" value="Edit"/>	KELLY CLARKSON 55 EAST JACKSON BLVD CHICAGO IL 60604-4466 312-362-8500
Shipping Method: <input type="button" value="Edit"/>	Regular mail or email
Payment Method:	Credit/Debit Card information will be collected on next screen.

[Privacy Policy](#) | [Customer Service](#) | SessIP=140.192.82.228

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Order Submission Page

Special Verification

DePaul University - Verifications


Help: 847-716-3005 7-8 CST, Mon-Thu
Email: [Contact Us](#) 7-6 CST, Fri

Credentials Order Processing
Services Inc.

TEST MODE

←

Thank you for your order



Your order number is: **6BT847502**.

Your credit card has been charged and we have sent you a copy of this receipt via email. To ensure our emails reach your inbox, please add mysupport@credentialssolutions.com to your address book.

Close Window

Print This Receipt

Place an Additional Order

Do not use your browser "Back" or "Reload" buttons
If you do, your order may be duplicated and you may be charged again.

You have purchased:	Current Enrollment Verification10.00 Regular mail or email.00 ----- Order Total\$10.00
Billing address:	KELLY CLARKSON 55 EAST JACKSON BLVD CHICAGO IL 60604-4466 Student ID: XXX0193 Other Name(s): POLK ckellylive@depaul.edu 312-362-8500
Diploma Info:	Degree Type: Housing/Childcare Degree Major: marketing Year Earned: 2005 Diploma Name: Polk
We are shipping your order to:	KELLY CLARKSON 55 EAST JACKSON BLVD CHICAGO, IL 60604-4466 312-362-8500
Ship via:	Regular mail or email
We charged \$10.00 to the following credit card:	JOHN Q PUBLIC VISA

[Privacy Policy](#) | [Customer Service](#) | SessIP=140.192.82.228

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Authorization Form

- Fill out authorization form, send with form to fill out, and copy of ID.
- https://offices.depaul.edu/student-records/about/Documents/Special%20Verif%20Auth_DePaul.pdf

Consent Authorization Form

Print Name	Name on DePaul Records (if different)
Email address	Phone #

Submission Requirements:

- o A clear copy of your DePaul ID or valid government issued ID
- o Include/submit the form you need completed with this form if applicable and check here ☐
- o If you do not have a form check all of the below that you need verified

<input type="checkbox"/>	Anticipated Graduation Date (As indicated by the National Student Clearinghouse)
<input type="checkbox"/>	Degrees Earned
<input type="checkbox"/>	Dates of Attendance
<input type="checkbox"/>	Cumulative GPA
<input type="checkbox"/>	That you never attended DePaul
<input type="checkbox"/>	If you are taking any distance learning courses
<input type="checkbox"/>	Honors Standing

To continue and authorize this order and provide your form for processing:

Please select one of the following methods by which to submit your form to our office and provide the required documentation as indicated below. Note: if you fail to submit this form within 5 days, your request will be cancelled.

- Via Fax: 312-476-3210
- Via Secure Upload: <https://edat.is.depaul.edu/SecureDataUpload/specialverification.aspx>
- Via Mail: DePaul University – Office of Student Records – Special Verifications, 1 E. Jackson Blvd, Chicago, IL 60604

By signing below I hereby authorize DePaul University to release my requested verification and to correspond with me as necessary

Signature	Date
-----------	------

Anticipated Graduation Date Calculation

1. Is the student to be reported as Fulltime, Three-quartertime, Halftime or Less-than-halftime AND does the student have a valid Degree Checkout Status on their active Program AND is the Expected Graduation Term set to the current or a future term?

- **YES** – Set the Anticipated Graduation Date (AGD) to *the end date of the Expected Grad Term* then Skip to Step 7
- **NO** – Continue to next step

2. Is the student Degree-seeking **AND** in an Undergraduate, Graduate or Professional career?

- **YES** – Skip to Step 4
- **NO** – Continue to next step

3. Is the current reporting cycle for the Summer term?

- **YES** - Set the Anticipated Graduation Date (AGD) to *the end date of the Summer term*
- **NO** – Set the AGD to *the end date of the Spring term of the current Academic Year* Skip to Step 7

4. Is the student an Undergraduate Senior **OR** a JD-DAY Law student in year 3 **OR** JD-EVE student in year 4?

- **YES** – Skip to Step 6
- **NO** – Continue to next step

5. Set the Anticipated Graduation Date (AGD) to

- *The end date of the Spring term of the current academic year, plus:*
- **Junior** – 1 year
- **Sophomore** – 2 years
- **Freshman** – 3 years
- **Graduate OR Professional LLM student** – 1 year
- **Professional JD-DAY student** – 3 years, minus year in program (1 or 2) years
- **Professional JD-EVE student** – 4 years, minus year in program (1, 2 or 3) years
- Skip to Step 7

6. Is the reporting term Autumn or Winter/Spring prior to February 2nd?

- **YES** – Set the AGD to *the end date of the Spring term of the current academic year*
- **NO** – Set the AGD to *the end date of the Autumn term of the NEXT academic year*
- Continue to next step

7. Write the calculated AGD to the NSC enrollment record and the DU_EXP_GRAD_TERM table.

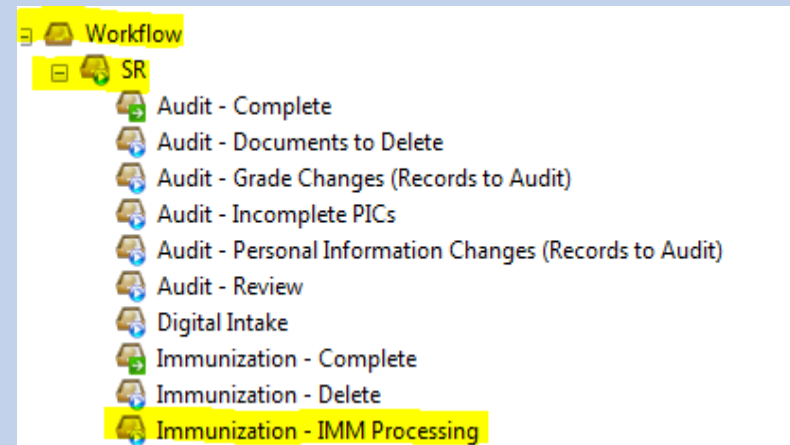
New Fax Numbers

- There will be 3 new fax lines:
 - Immunizations 312.476.3200
 - Personal Information Change 312.476.3210
 - Other 312.476.3212

362-5143 and 362-5504 will continue to be operational in case students have old forms.

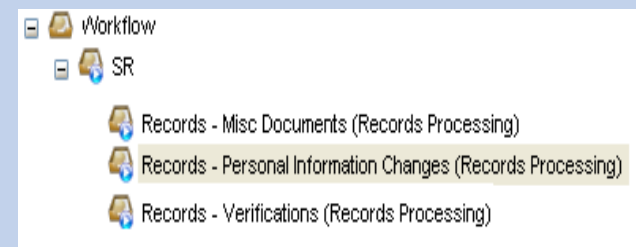
How do I search for an Immunization form?

- If the form is submitted in person or by fax it gets sent to the IMM Processing Queue
- Workflow>SR>Immunization-IMM Processing



How do I search for other forms?

- If the form was submitted in person, fax or mail:
- The form will be in the Records Processing Queue. The specific records processing sub-queue will be based on the type of document:
 - Records – Personal Information Change
 - Records – Verifications
 - Records – Misc Documents



Grade Changes

- Come to SR in one of two ways
 - Online
 - Paper
- Must be initiated by Faculty
 - May need Dean approval depending on change requested
- Grade Changes will be denied if the student has graduated

Online Grade Changes

- Initiated by Faculty
- Student received email upon initial submission
- May route electronically to Deans if necessary
- Ultimately end in electronic Student Records work queue for processing
- Student receives emails upon completion

Graduation

- Timing
- College and SR role in process
- Applying for Graduation
- RSVP for Graduation Ceremony



Timing

- Students can apply for graduation up to 3 terms in advance.
- Application deadlines:

Undergraduate and Graduate

- Autumn Quarter: October 1st
- Winter Quarter: January 15th
- Spring Quarter: February 1st
- Summer Session I: June 1st
- Summer Session II and Regular: July 15th

College of Law

- Autumn Semester: October 1st
- Spring Semester: February 1st
- Summer Semester: June 1st

College and SR Role in Process

- Office of Student Records oversees the graduation process.
- Students, if eligible, are able to apply to graduate each academic term.
- If the student would like to change their term for graduation, the student should be sent to their advisor or college office to have this updated. SR does not make this administrative change.
- Degrees are posted within 30 days of the end of the term. This is a federal regulation that DePaul University must comply with.

College and SR Role in Process

- Once the student applies for graduation the college offices are able to audit their record and then submit it to SR.
- The College Office checks each record for program specific requirements.
- The College Offices have a 30 day window to update students and submit them to SR.
- College submission to SR serves as their sign-off.
- Unless a clarification or exception is discussed with the College Office, SR moves forward with the application.

Applying for Graduation

- The application to apply to graduate is located in the Student Center.
- In the Student Center, under the Academic section, students may click on My Academic or use the drop down arrow to find the Apply for Graduation link.

The screenshot displays the Student Center interface. At the top, the 'Student Center' tab is highlighted in the navigation bar. Below this, the 'Academics' section is expanded, showing a list of links. The 'Apply for Graduation' link is highlighted in blue. A red arrow points to this link. Another red arrow points to the 'Apply for Graduation' link in the 'My Academics' section at the bottom of the page. The 'My Academics' section includes links for Academic Requirements, Advisors, Transfer Credit, Course History, Transcript, Enrollment Verification, Graduation, and Commencement. The 'Graduation' link is highlighted in blue, and a red arrow points to it.

My Academics

Academic Requirements	View Degree Progress Report
Advisors	View my advisors
Transfer Credit	View my transfer credit report
Course History	View my course history
Transcript	View my unofficial transcript Request official transcript
Enrollment Verification	Request enrollment verification
Graduation	Apply to Graduate
Commencement	RSVP for Graduation Ceremony

- On the Apply for Graduation page, students will see how their name will appear on their diploma. This is how their name is displayed in the system. If they would like to change it, a PIC form will need to be submitted.
- Students will also be able to see their Diploma Address on the application. The application will not allow the student to continue until a Diploma Address is added to the system. If they try to continue by clicking on their program, they will receive an error asking them to provide a valid diploma mailing address.

Talina Phillips

go to ...

Search

Plan

Add/Drop

My Academics

Apply for Graduation

Select Program and Degree

Welcome to the Graduation Application. The purpose of this application is to inform your college office that you believe you will be ready to graduate within the coming year. Please be aware that submitting this online application does not guarantee that a degree will be granted from DePaul University.

To determine whether you are in fact eligible to graduate, your degree requirements will be reviewed at the end of the expected completion term you indicate. If you meet all requirements, your degree will be granted within 30 days after the end of the term. If you have provided a diploma address, your diploma will be mailed 45 to 60 days after the end of the term.

DePaul reports degree information to the National Student Clearinghouse monthly. Many companies and agencies use this service to verify awarded degrees. Your degree will be verified by the Clearinghouse only if your [Privacy Settings](#) in Campus Connect indicate this as releasable information at the time your degree is granted. Please verify your Privacy Settings before the end of your completion term.

You will receive an email message to confirm your successful submission of this application.

The link(s) in the section "Select an Academic Program" below are the Degree(s) for which you are eligible. Press that link to proceed to the next steps in your Application for Graduation.

Please review the information below. Correct your diploma name and diploma address information by clicking on the information and editing as needed. **A diploma will not be sent to a missing or invalid diploma address.**

Be sure your Program declarations are correct before you apply to graduate. (Students with an intended or pre-advanced standing plan may proceed with the application.) Your declarations cannot be changed online after you apply to graduate. If your program is incorrect, please contact your college office before proceeding with this application.

[Talina M. Phillips](#)
[Missing Diploma Address](#)

Select an Academic Program

Academic Program

Grad HumanComputer Interaction

Graduate

Degree

Master of Science

Major

MS-Human Computer Interaction

Message

A Diploma Address is required (30110,5)

You must have a diploma address to receive your diploma. Diplomas will not be mailed if the diploma mailing address is missing or is an invalid address. Please verify that you have the correct diploma mailing address. You may update this in your Student Center > Personal Information > Demographic Data.

OK

- Once the diploma address has been updated it will appear on the application.
- Students may select the Academic Program for which they are applying for.

Talina Phillips
go to ...

Search
Plan
Add/Drop
My Academics

Apply for Graduation

Select Program and Degree

Welcome to the Graduation Application. The purpose of this application is to inform your college office that you believe you will be ready to graduate within the coming year. Please be aware that submitting this online application does not guarantee that a degree will be granted from DePaul University.

To determine whether you are in fact eligible to graduate, your degree requirements will be reviewed at the end of the expected completion term you indicate. If you meet all requirements, your degree will be granted within 30 days after the end of the term. If you have provided a diploma address, your diploma will be mailed 45 to 60 days after the end of the term.

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Please review the information below. Correct your diploma name and diploma address information by clicking on the information and editing as needed. **A diploma will not be sent to a missing or invalid diploma address.**

Be sure your Program declarations are correct before you apply to graduate. (Students with an intended or pre-advanced standing plan may proceed with the application.) Your declarations cannot be changed online after you apply to graduate. If your program is incorrect, please contact your college office before proceeding with this application.

Talina M. Phillips

1234 E. Jackson
Chicago IL 60604

Select an Academic Program

Academic Program
Grad HumanComputer Interaction
Graduate

Degree
Master of Science
Major
MS-Human Computer Interaction

- Students will select the academic term they wish to graduate and click continue.
- If the student does not see any values/terms listed then they are not yet eligible to graduate. If the student believes they should see a term, the student should be directed to the college office or their advisor.

Talina Phillips

go to ...

Search

Plan

Add/Drop

My Academics

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program

Grad HumanComputer Interaction

Career

Graduate

Degree

Master of Science

Major

MS-Human Computer Interaction

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

*Expected Graduation Term

2014-2015 Winter

2014-2015 Spring

PREVIOUS

CONTINUE

- Students will have a chance to verify their information before submitting their application. They can always go back and select a different term or program before submitting the application. If the data is incorrect, the student should speak to their college office or advisor.

Talina Phillips go to ...

[Search](#) [Plan](#) [Add/Drop](#) [My Academics](#)

Apply for Graduation

Verify Graduation Data

Verify that all data is correct.


If the academic program/degree is not correct, click the [Select Different Program](#) button to select a different value.


If the term is not correct, click the [Select Different Term](#) button to select a different value.


If everything is correct, click the [Submit Application](#) button to continue the process.

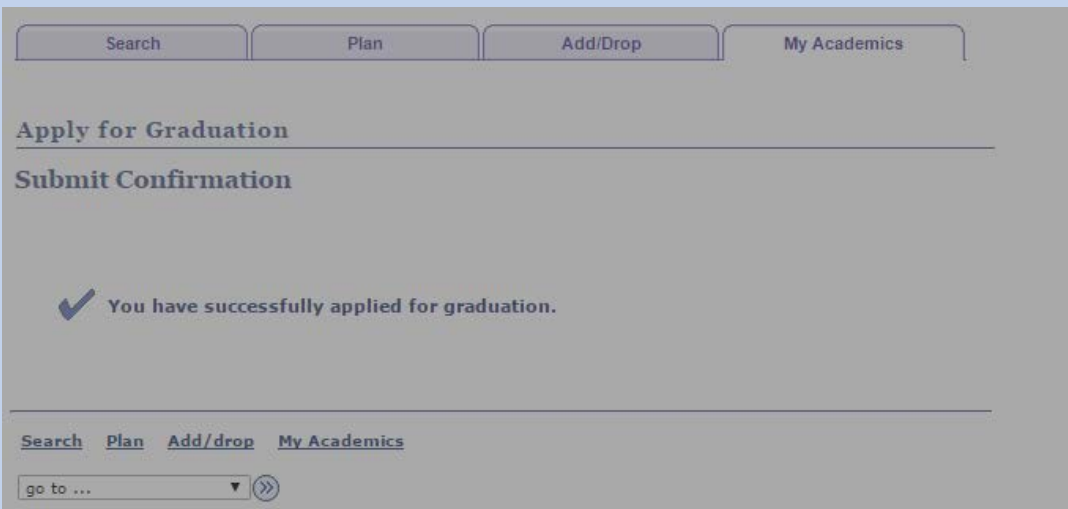
Program	Grad HumanComputer Interaction	Career	Graduate
Degree	Master of Science		
Major	MS-Human Computer Interaction		

Expected Graduation Term 2014-2015 Winter

[SELECT DIFFERENT PROGRAM](#) 

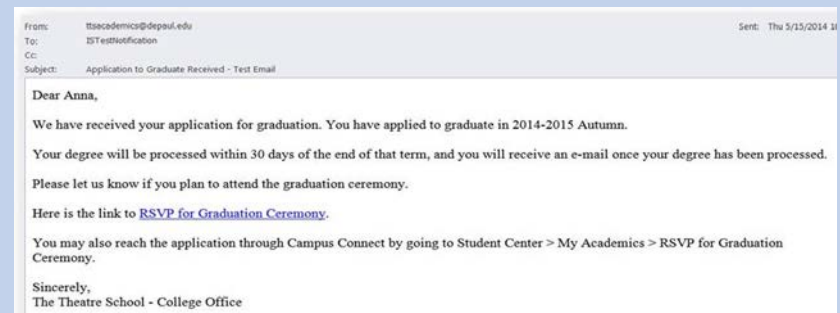
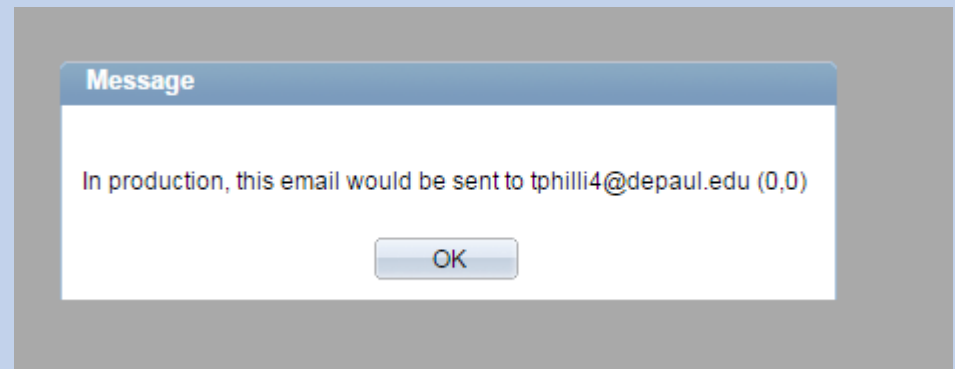
[SELECT DIFFERENT TERM](#) 

[SUBMIT APPLICATION](#) 



- Once the student submits their application, they will receive a confirmation that they successfully applied for graduation.

- They will also receive an email confirming that their application for graduation was submitted. This email will instruct them to take their next step and RSVP for their Graduation Ceremony.



Graduation Ceremony

- Student will be notified by email to RSVP for their Graduation Ceremony.
- Student can access this following the same navigation and selecting the RSVP for Graduation Ceremony link.

The screenshot displays the 'My Academics' portal interface. At the top, there is a navigation bar with links for 'Search', 'Plan', 'Add/Drop', and 'My Academics'. Below this, a dropdown menu for 'Apply for Graduation' is open, showing options: 'Apply for Graduation', 'Change College, Major or Minor', 'Course History', 'Degree Progress Report', and 'Degree/GPA Enroll Verification'. A red arrow points to the 'Apply for Graduation' option. To the right of the dropdown, there is a 'This Week's Schedule' section with a table showing a class 'HCI 440-710 LEC (10119)' with a schedule of 'ONLINE'. Below the schedule, there are links for 'weekly schedule' and 'course cart'. At the bottom of the page, there is a 'My Academics' section with various links. A red arrow points to the 'RSVP for Graduation Ceremony' link under the 'Graduation Commencement' category.

Class	Schedule
HCI 440-710 LEC (10119)	ONLINE

[weekly schedule](#)

[course cart](#)

My Academics

Academic Requirements [View Degree Progress Report](#)

Advisors [View my advisors](#)

Transfer Credit [View my transfer credit report](#)

Course History [View my course history](#)

Transcript [View my unofficial transcript](#)
[Request official transcript](#)

Enrollment Verification [Request enrollment verification](#)

Graduation Commencement [Apply to Graduate](#)
[RSVP for Graduation Ceremony](#)

Graduation Ceremony Participation

go to ...



Talina M Phillips

Congratulations on applying for degree conferral. Assuming that your application is accepted, we certainly hope that you plan to celebrate this extraordinary accomplishment by attending the annual Graduation Ceremony,

There is no deadline to RSVP for your Graduation Ceremony. You can RSVP and make changes to the number of your guests and their requirements up to the Graduation Ceremony day. The Graduation Program goes to the printer in mid-April for Law and on the first Friday in May for all other colleges. After that date, your name will not be included in the printed graduation program. We will do everything we can to accommodate your last minute RSVP by providing generic academic regalia and inserting you at the end of the academic procession.

While no tickets are required for you or your guests to attend the Graduation Ceremony, the Baccalaureate Mass or the Kick-off Celebration, please be sure to provide information on how many guests will be attending each event.

[Commencement schedule web site](#)

Will you be attending your Graduation Ceremony?

Yes

Attendance Preferences

Height

Weight

How many guests do you expect at your Graduation Ceremony?

Are you interested in delivering commencement address?

Do you have any special needs we need to take into account?

Do your guests have special needs we need to address

Phonetic Pronunciation First Name

Last Name

Will you be attending the Baccalaureate Mass?

Will you be attending the Kick-off Celebration?

Submit

Last Update
Date/Time

07/28/14 11:11:07AM

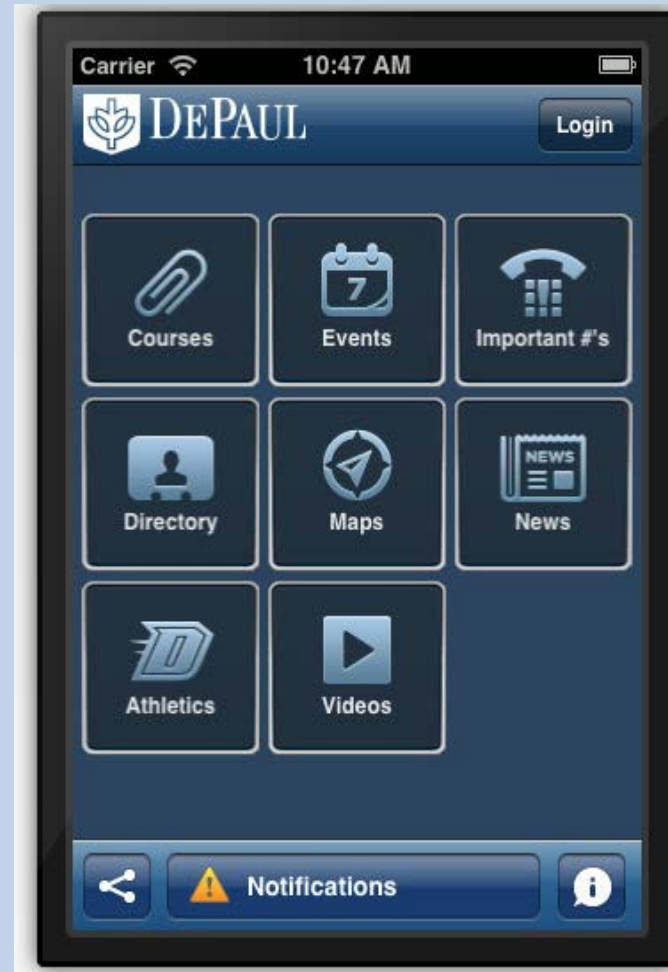


iDePaul

iDePaul Application



- Available now for
 - Android
 - iPhone
 - iPad
 - Blackberry



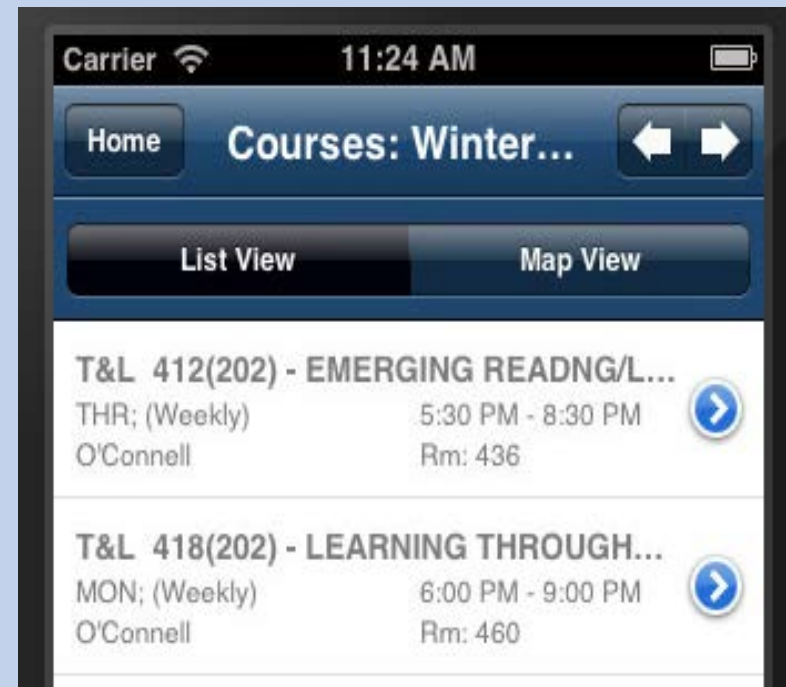
Entry into 3 screens requires authentication

- Courses
- Directory
- Notifications



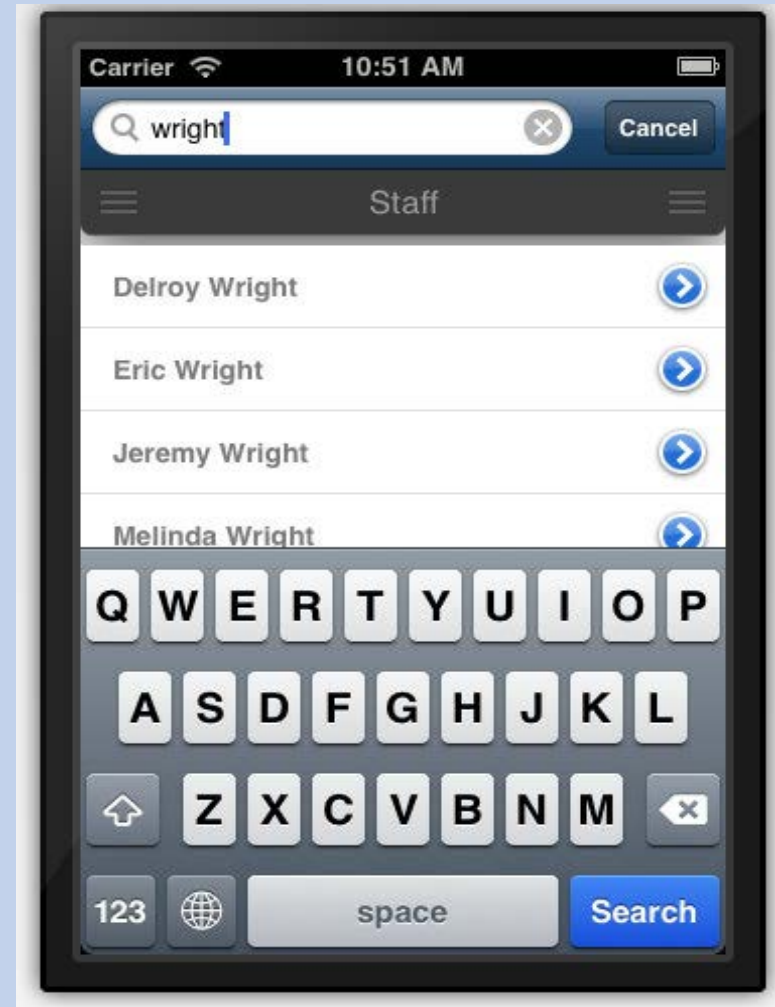
Courses

- Displays courses the student has registered for the last year.
 - Room
 - Meeting Time
 - Info in D2L
 - Map View of Location

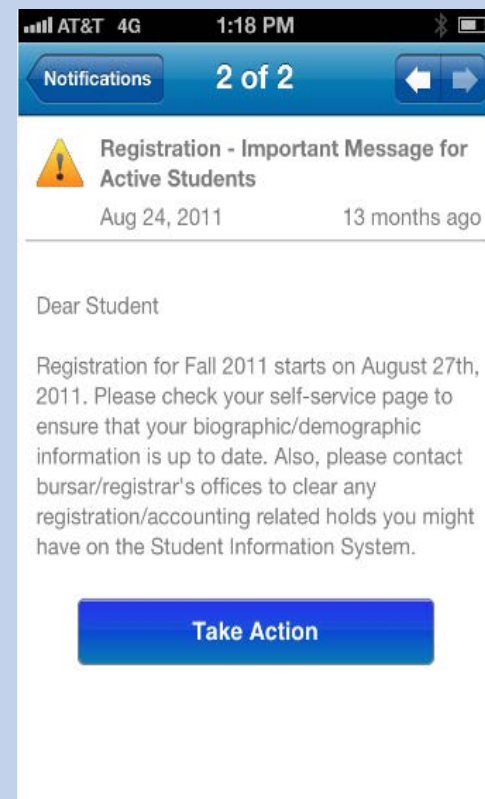
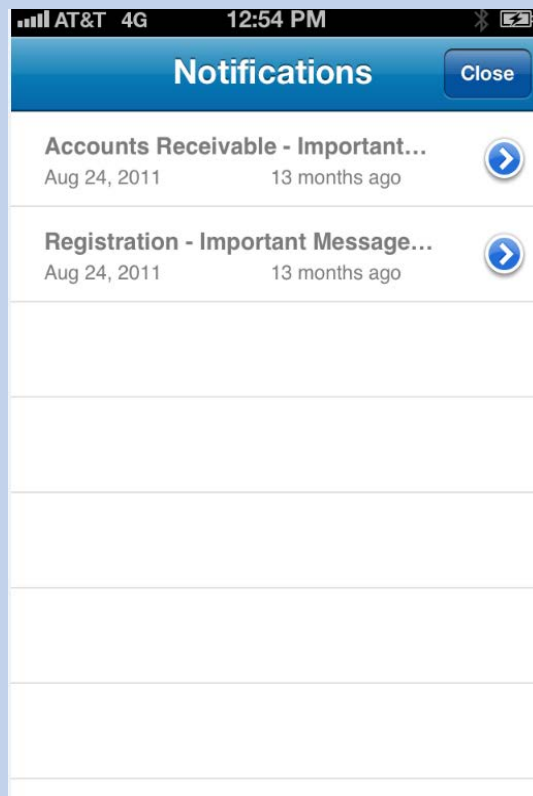


Directory

- Look up contact information for
 - Staff
 - Faculty
 - Students



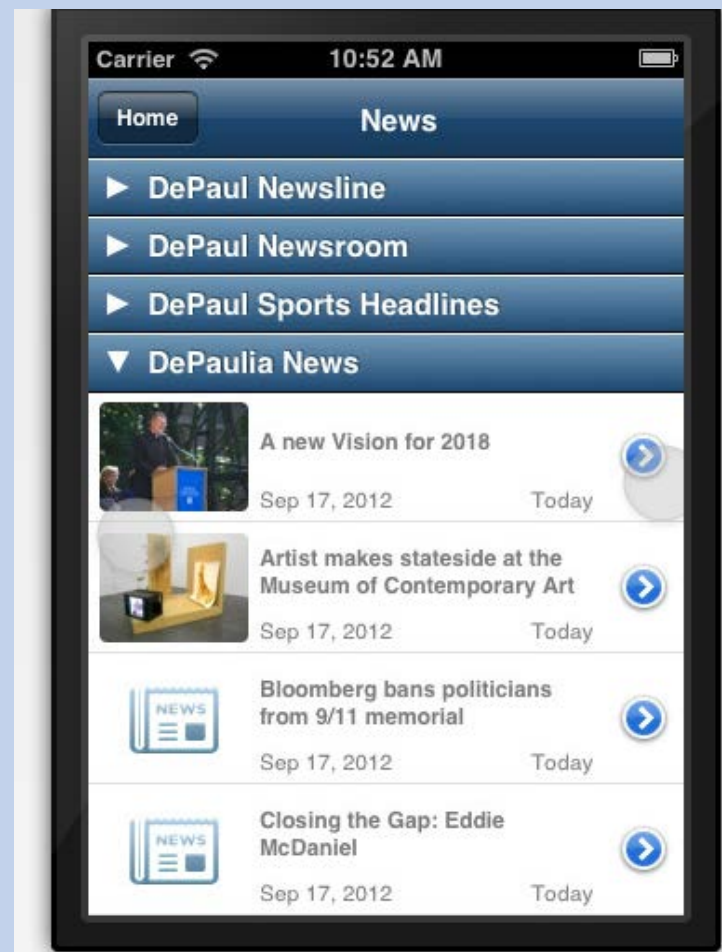
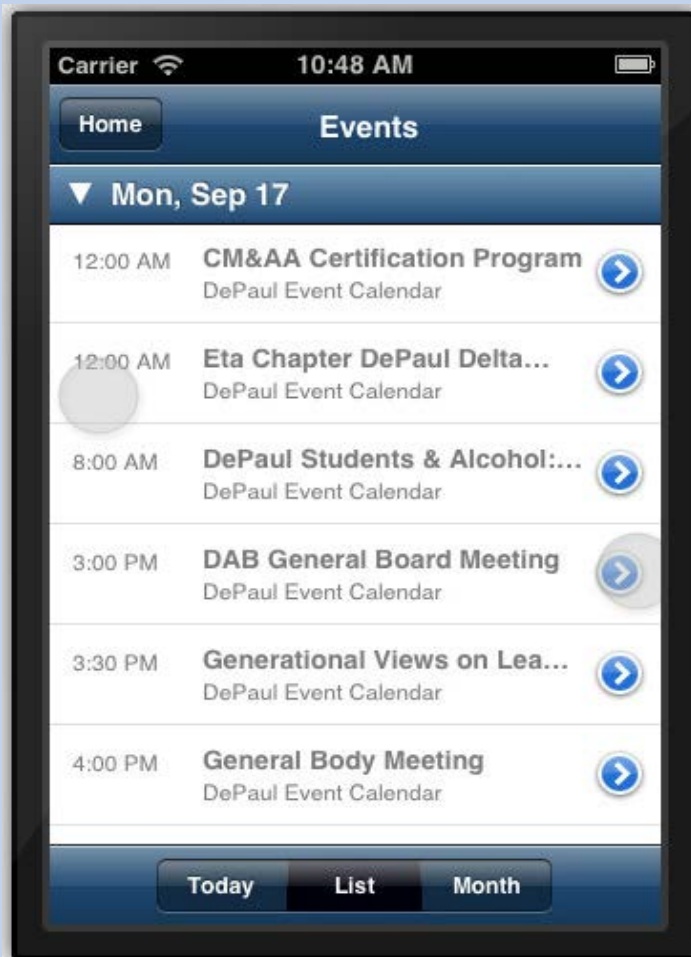
Notifications (not DePaul screenshots)



Athletics, Events and News

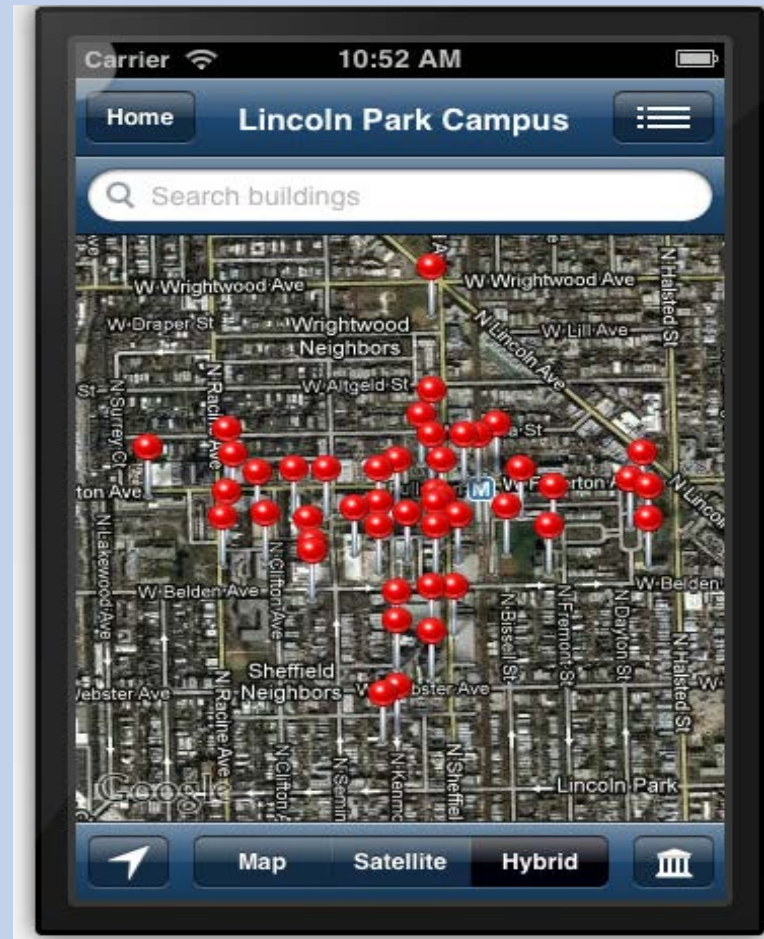
- Data being feed from websites with info
- Don't need authentication to get into these screens





Maps

- Campus Maps
 - Click on pin and will give you detail building info
 - Search type of buildings



Important Numbers

- Click on Name will provide more detail
- Click on Phone Icon will call the office.



BlueStar

BlueStar Student View

The screenshot displays the BlueStar Student View interface. At the top, there is a navigation bar with 'Home' and 'Services' tabs, and a user profile section showing 'Your Name' and a 'logout' link. Below the navigation bar, a system announcement reads: 'System Announcement: Welcome to BlueStar.' The main content area is titled 'My Success Network' and features a search bar with a 'Go' button and a dropdown menu set to 'Show all in this term'. The left sidebar contains a 'My Success Network' section with links to 'Courses I'm Taking', 'My Success Path' (active), 'Appointments' (today), 'Plans', and 'My Messages' (recent). The main content area lists five contact entries, each with a name, title, contact information, and a profile picture placeholder:

- Academic Advising Support, Office of - Lincoln Park**
773-325-7431
advisingsupport@depaul.edu
9am-5pm
<http://oaas.depaul.edu/>
- Julie Adrianopoli**
Instructor
JADRIANO@depaul.edu
Online scheduling not available
- Randall Arakawa**
Instructor
arakawa.dpu@gmail.com
[Schedule Appointment](#)
- James Belohlav**
Instructor
ibelohla@depaul.edu
[Schedule Appointment](#)
- Shu-Ju Cheng**
Instructor
scheng1@depaul.edu
Online scheduling not available

Delegated Access

What is Delegated Access?

- Allows students the option to let others have access to specific information in Campus Connect.
- Student (delegator) may delegate specific information to parents, guardians or others (proxy).

What can be shared?

Currently the following information for a student can be shared in Campus Connect:

- **Class Schedule*** - List of courses, times and locations
- **Contact Information** - addresses, phone numbers, emails
- **Course History*** - View courses taken, transfer credit and grades
- **Emergency Contacts** - names and numbers
- **Holds** - information regarding academic and financial holds
- **To Do List** - information regarding academic and financial to-dos

Advantages of Delegated Access

- Reduces phone traffic and the number of disgruntled parents
- Creates a mechanism that students can share information appropriately
- FERPA compliant
- Not intended to allow parents to have conversations about a student's record with staff

Share My Information

The screenshot displays the 'Student Center' interface. At the top, there is a header bar with the text 'Student Center'. Below this, the 'Academics' section is expanded, showing a sidebar with links: 'Search', 'Plan', 'Add/Drop', and 'My Academics'. A dropdown menu is open, showing 'other academic...' with a right arrow. The main content area features a 'This Week's Schedule' table. Above the table are icons for 'Deadlines', 'URL', and 'Gradebook'. The table has two columns: 'Class' and 'Schedule'. The first row shows 'LLS 101' in the 'Class' column and 'We 5:45PM - 9:00PM Room: TBA' in the 'Schedule' column. Below the table are links for 'weekly schedule' and 'course cart'. On the right side of the interface, there are two green buttons: 'SEARCH FOR CLASSES' and 'SHARE MY INFORMATION'. The 'SHARE MY INFORMATION' button is circled in red. Below these buttons is a 'To Do List' section showing 'No To Do's'.

Class		Schedule
LLS	101	We 5:45PM - 9:00PM Room: TBA


Students access the **“Share My Information”** link in the **Campus Connect > Student Center**.

Share My Information

Personal Information	Privacy/User Settings
family education rights and privacy act (ferpa) restrictions	user preferences share my information

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

[DELEGATE ACCESS TO A NEW CONTACT](#) 

Select **“Delegate Access To A New Contact”**

Student Terms and

Share My Information

Share My Information - Terms and Conditions

In compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), a federal law that protects the privacy of student education records, DePaul is prohibited from providing non-directory information from your education records without your consent (except under certain exceptions outlined in the regulations).

Once a student reaches 18 years of age or attends a post-secondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records and the right to file a complaint with the Department of Education. The term "education records" is defined as those records directly related to a student and maintained by the University.

For additional information on FERPA at DePaul, please visit the [DePaul Central website](#).

I understand that, by clicking the "I accept" button below, I am giving DePaul University my consent to provide access to the specified records to the individual(s) I've indicated on the following page. It is my responsibility to periodically review this information. I have the right to change, amend or rescind this authorization at any time through Campus Connect. If you have granted access to an incorrect contact or email address you must delete the contact to ensure your information is not accessible from an unintentional person(s).

I ACCEPT

I DECLINE



Contact Details and Selecting Access

Select
Access

Share My Information

Share My Information - Details

*Contact Name: Proxy User ID

*Relationship:

*Contact Email Address:

*Confirm Email Address:

Contact Status

Unknown

	Transaction Name	Description	Start Date	Transaction Status
<input checked="" type="checkbox"/>	Class Schedule	View courses enrolled, times and locations.		
<input checked="" type="checkbox"/>	Course History	View courses taken, transfer credit and grades		
<input checked="" type="checkbox"/>	Emergency Contacts	View Emergency Contacts - this includes the name, relationship and phone number of all individuals		
<input checked="" type="checkbox"/>	View Contact Information	View Contact Information - this includes addresses, email addresses and phone numbers		
<input checked="" type="checkbox"/>	View Holds	View Holds - this includes, but is not limited to information regarding academic and financial Holds		
<input checked="" type="checkbox"/>	View To Do List	View To Do List - this includes, but is not limited to information regarding academic and financial To Dos		

SELECT ALL

CLEAR ALL

SAVE

Email Notification to Proxy

- Class Schedule
- Course History
- Emergency Contacts
- View Contact Information
- View Holds
- View To Do List

Instructions:

1. Click [here](#) to access the DePaul University shared information system. You will be asked to sign in using your existing User ID and password. If you do not have one already you will be able to Create one. Please be sure to write down your user id and password when you register your information.

2. After signing into our system, you will be required to accept or decline the "Terms and Conditions for accessing student information".

3. You will also be required to enter the following two pieces of information:

- a) The Security Key: HFrKYQP
- b) The email address where we sent you this notification.

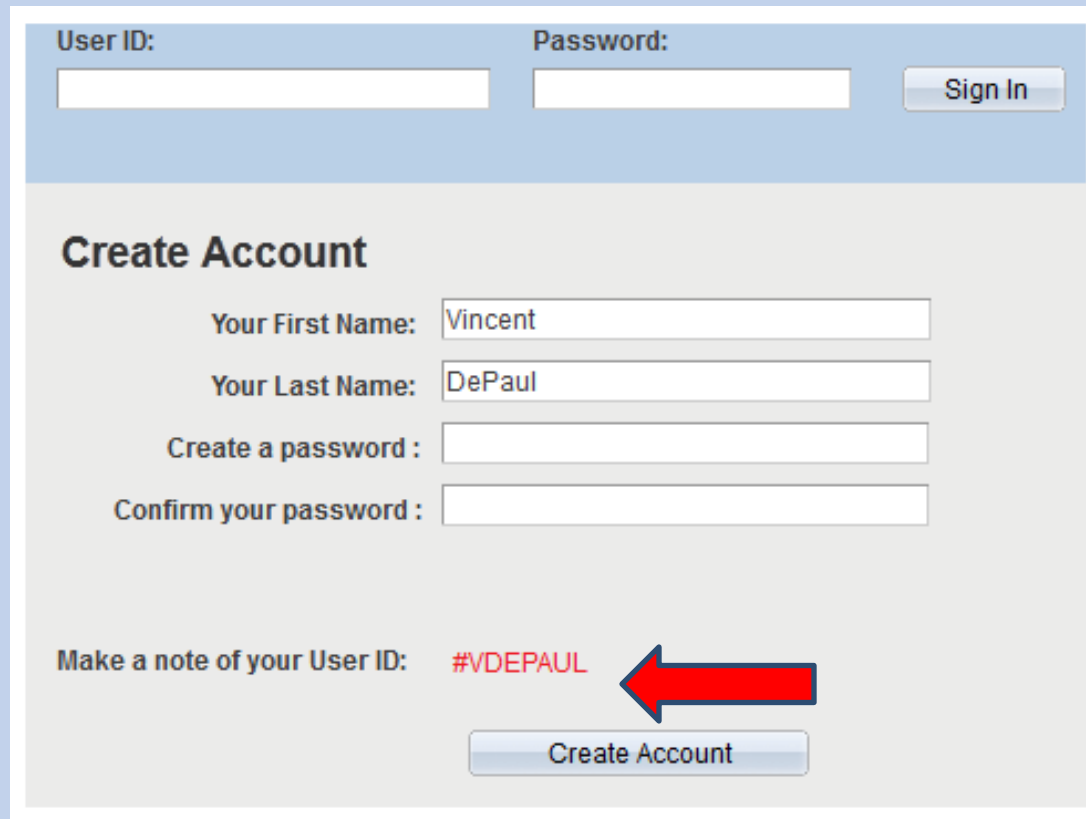
The above steps are only required the first time you register to access Anthony Andrade's information.

For general questions contact DePaul Central at dpcl@depaul.edu.

This is an auto generated email; please do not respond to this message.

The “**Proxy**” would then follow the instructions to **set up their account** and access the student’s information.

New User Setup



The image shows a web form for creating a new user account. At the top, there are two input fields labeled 'User ID:' and 'Password:', followed by a 'Sign In' button. Below this is a section titled 'Create Account'. It contains four input fields: 'Your First Name:' (filled with 'Vincent'), 'Your Last Name:' (filled with 'DePaul'), 'Create a password:', and 'Confirm your password:'. At the bottom of the form, it says 'Make a note of your User ID: #VDEPAUL' with a red arrow pointing to the text. Below this is a 'Create Account' button.

User ID: Password:


Create Account

Your First Name:

Your Last Name:

Create a password :

Confirm your password :

Make a note of your User ID: **#VDEPAUL** 

The “**Proxy**” sets up their account and is given a new **#User ID** and creates a **password**.

Proxy – Terms and Conditions

Terms and conditions for accessing somebody else's data

Terms and Conditions

You have been granted access to view or update data that belongs to somebody else. By accepting these terms and conditions, you consent to protect the privacy of the data and to use or modify the data fairly and lawfully.

The following terminology applies to these Terms and Conditions: "Delegator" refers to the person who delegated you access. "Proxy" refers to you, the person authorized to view or update the Delegator's data on his or her behalf.

Agreement:
All proxies are required to sign this agreement for each of the delegators that delegated them access to their data confirming their understanding and acceptance of this policy. You sign the agreement by accepting the terms and conditions, entering your Security Key and your email address.

☐ I accept terms and conditions
☐ I decline terms and conditions

Security Key (Security Key was included inside the email notification you received)

Contact Email (Email address where email notification was sent to you)

SUBMIT

The “**Proxy**” must accept the **Terms and Conditions**, enter **Security Key** and **Email Address** from the notification.

Proxy – Campus Connect View



The screenshot displays the DePaul University Campus Connect Proxy View interface. At the top, the DePaul University logo and name are visible. Below this, there are navigation links for "Favorites" and "Main Menu". The main content area is titled "Shared Information Center" and contains a list of links, each accompanied by a small icon of a document with a magnifying glass. The links are: "View Address" (View Address information of your delegators.), "View Email Addresses" (View Email Address information of your delegators.), "View Phone" (View Phone information of your delegators.), "Holds" (View Holds placed on your delegator's record for specific services. See how to resolve them.), "To Do List" (View pending items listed in your delegator's record. See how to complete them.), "Emergency Contact" (Update Emergency Contact information of your delegators.), "Class Schedule" (View Enrollment for the Current Term), and "Course History" (View Course History).

DEPAUL

Favorites Main Menu

Shared Information Center

[View Address](#)
View Address information of your delegators.

[View Email Addresses](#)
View Email Address information of your delegators.

[View Phone](#)
View Phone information of your delegators.

[Holds](#)
View Holds placed on your delegator's record for specific services. See how to resolve them.

[To Do List](#)
View pending items listed in your delegator's record. See how to complete them.

[Emergency Contact](#)
Update Emergency Contact information of your delegators.

[Class Schedule](#)
View Enrollment for the Current Term

[Course History](#)
View Course History

Proxy – Campus Connect View

My Class Schedule

Select Term

2015-2016 Spring | Graduate | DePaul University

[change term](#)

AP 574 - REFLECTION IN/ON PRACTICE

Status		Units	Grading		Grade	Deadlines
Enrolled		2.00	Research SNL Graduate			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
31569	306	Seminar		TBA	Ruth Gannon Cook	03/28/2016 - 06/10/2016

AP 589 - SUPPLEMENTAL COMPETENCE V

Status		Units		Grading	Grade	Deadlines
Enrolled		2.00		Research SNL Graduate		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
31598	306	Seminar		TBA	Ruth Gannon Cook	03/28/2016 - 06/10/2016

To Do List

Item List

To Do Item	Due Date	Status	Institution	Administrative Function
Online Exit Counseling	09/04/2014	Initiated	DePaul University	Financial Aid

Taken Transferred In Progress					
Course	Description	Term	Grade	Units	Status
AP 501	LEARNING PLAN:RSRCH/DEVEL	2011-2012 Spring	B+	4.00	
AP 502	LEARNING PLAN REVIEW	2011-2012 Summer	PA	2.00	
AP 520	METHODS OF RESEARCH	2013-2014 Spring	A	2.00	
AP 528	ASSESSMENT/INTEGRATION 1	2012-2013 Autumn	PA	0.50	
AP 540	COMMUNICATION MODES	2012-2013 Autumn	A	2.00	
AP 548	ASSESSMENT/INTEGRATION 2	2012-2013 Winter	PA	0.50	
AP 550	ORGNZTNL/INTRPRSNL DYNAMC	2012-2013 Spring	A	2.00	
AP 558	ASSESSMNT/INTEGRATION 3	2012-2013 Summer	PA	0.50	
AP 560	LARGER CONTEXTS	2013-2014 Spring	A	2.00	
AP 574	REFLECTION IN/ON PRACTICE	2015-2016 Spring		2.00	

Your Holds

No current hold information found.

Email Addresses

Email Type	Email Address	Preferred
Campus	aandrad3@depaul.edu	<input checked="" type="checkbox"/>
Home	AANDRAD3@DEPAUL.EDU	<input type="checkbox"/>

Student Records Security

SRSecurity

- PeopleSoft Access Request Form
- Uptivity/Call Copy Access
- FERPA
- ImageNow
- Student Groups
- Service Indicators

PeopleSoft Access Request Form

- Form is found on the Information Services site:

<http://offices.depaul.edu/is/support/Pages/forms-index.aspx>

[DePaul University Information Services](#) > [Help & Support](#) > [Forms](#) > PeopleSoft Access

- The PS Access Request form is used by all the functional offices: FA, SFA, Admissions, HR, IS, and a few others.
- You may request access from more than one department on this form.
- Once the form is submitted each department will receive an email notification.
- SRSecurity will review the request and determine if there is a legitimate business need to receive the requested access.
- FERPA permits university employees to have access to student education records in which they have a “legitimate educational interest”.

PeopleSoft Access Request

Get Help

Submit

Access and Roles

Type of Access:

- ☒ New Employee has never before had access to PeopleSoft
- ☐ Revising - adding or removing a role/roles to a current employee

Full Name: Employee Number (EMPLID): Username (OPERID): User Email Address: Department: Office Location: Job Title: Supervisor Name: Supervisor Extension: Supervisor Email: Is This Individual A Student Worker?: ☐ Yes☒ NoDid the Employee Transfer From Another University/Department?: ☐ Yes☒ NoTransfer Department:

Data Owner approval needed from:

- ☐ EMsecurity (Admissions)
- ☐ Facility Operations
- ☐ Financials/Payroll
- ☐ Financial Aid (scholarships, grants, and student loans)
- ☐ Human Resources
- ☐ Information Services
- ☐ Time and Labor
- ☐ Student Financial Accounts (access to view tuition, fees, and payment information from students' account)
- ☒ Student Records
- ☐ Technology Support Center
- ☐ Office of the Secretary

PeopleSoft Application Instances:

- ☒ CS Production
- ☐ CS Quality
- ☐ CS Development (IS Only)
- ☐ HR Production
- ☐ HR Quality
- ☐ HR Development (IS Only)
- ☐ CRM Production
- ☐ CRM Quality
- ☐ CRM Development (IS Only)
- ☐ Financials Production
- ☐ Financials Quality
- ☐ Financials Development (IS Only)

PeopleSoft Role Name(s):

Role Name

Action

Add

☒ Add Additional Role and Action

Time and Labor Setup

You must select the Time and Labor data owner for approval for Time and Labor Setup.

Employee ID of User: Department ID:

Position Data Request Setup

You must select the Human Resources data owner for approval for Position Data Request Setup.

Employee ID of User: Department ID:

CRM Provider Group Setup

You must select Technology Support Center Data owner for approval for CRM Provider group setup.

Providers Group Name(s):

Provider Name

Action

Add

☒ Add another provider group

Additional Information

Please detail the justification for this request (The reason this access change should be processed for this user account).

Submit



PeopleSoft Access Request

Please Sign and submit a print out of this page to:

Data Owner

Send To:

Talina Phillips; Student Records, CNA 11th Floor in the Loop Campus

Details

Type of Access:

New Hire

Full Name:

Talina Phillips

Employee Number:

1231234

Department:

Student Records

Office Location:

Job Title:

Data Security Coordinator

Supervisor:

James Wade

Supervisor Email Address:

jwade@depaul.edu

Supervisor Extension:

22222

Data Owner Approval Needed From:

Employee

I hereby request an account for access to the University Data. I certify that I will comply with FERPA, the Policy Concerning Privacy of Student Information (as passed by Faculty Council) and De Paul University policies regarding Access to and Responsible Use of Data, including an individual's right to privacy. If I have access to Human Resources data, I further certify that I will comply with HIPAA privacy guidelines. Furthermore, I understand that access to University data is strictly for accomplishing my administrative and business tasks and that I am responsible for any inappropriate use of these data. Such use will constitute a violation of University policy. I further understand that the access ID and password are for my own use only and I agree to maintain the confidentiality of and to secure the access ID and password from unauthorized use. Any incident or suspicion that the confidentiality of the user id/password is in question shall be reported the University Data Security Administrator. By signing this form I agree to abide by University policies in the use of my access privilege and acknowledge that a new request for access must be made if I experience a change in job responsibilities or a change in employment.

Signature: _____

Supervisor

I certify that the tasks and the uses of the data as described are consistent with the responsibilities of this individual. Furthermore, the employee understands that he/she must utilize the authorized data access for his/her tasks and that any inappropriate use of these data will constitute a violation of University policy. Furthermore I will inform the Data Administrator of any changes in job responsibilities or a change in employment.

Signature: _____

Certification of Data Steward

Access to the data is authorized for the performance of the specified tasks. Any unauthorized use of these data will constitute a violation of University policy and the principal investigator will bear the responsibility.

Signature: _____

- In addition to interoffice mail, for can be scanned and emailed to SRSecurity.
- Signed Form may also be faxed to: 312-476-3212



Uptivity/Call Copy Access

- To obtain access to Uptivity, please fill out the Uptivity Access Request form:

<http://offices.depaul.edu/student-records/about/Pages/call-copy-access-request-form.aspx>

- This form does not require a signature but does need to be filled out correctly.
- Once form has been submitted, SRSecurity receives an email notification.
- Uptivity Access is then created and SRSecurity will request Cisco Recording Access from Information Services.

ImageNow/Webnow

- Student Records does not grant ImageNow/WebNow access outside of DPCL or SR.
- To obtain access to ImageNow or WebNow please email SRSecurity.
- For any ImageNow or Webnow issues, please email SRSecurity.

Student Groups and Service Indicators

- SRSecurity creates all student groups and service indicators.
- SRSecurity also grants access to Student Groups and Indicators.
- If you need to obtain view/update access to a group, please email SRSecurity.

Websites/ Social Media



DEPAUL

DePaul Central

DePaul Shortcuts



[ABOUT](#) | [REGISTRATION](#) | [RECORDS](#) | [FINANCES](#) | [STUDENT RESOURCES](#)

DePaul Central

DePaul Central is your one-stop resource for helping you manage the business side of being a student.

[Learn more](#)

DEPAUL UNIVERSITY
STUDENT CENTER

Express Lane

- [View 2016-17 Tuition Rates](#)
- [File the FAFSA](#)
- [Order Transcripts](#)
- [Submit Financial Aid Forms](#)
- [Submit Immunization Forms](#)
- [Update Personal Info](#)
- [Download DePaul ID](#)
- [Contact Us](#)

Upcoming Events

- Spring and Summer 2017 Registration Continues** Mar 3 - Mar 31
Spring and Summer 2017 Registration Continues.
- TUITION DUE: SPRING QUARTER 2017** Mar 10
TUITION DUE: SPRING QUARTER 2017
- End WQ2017 Day & Evening Classes** Mar 11
End WQ2017 Day & Evening Classes

Tweets by @DePaulCentral

- DePaul Central @DePaulCentral**
Stop by DePaul Central during Blue Demon Week for prizes and goodies! #BDW2017
- DePaul Central @DePaulCentral**
HACU is accepting applications for federal and corporate summer internships through 2/15/17


Student Centric

depaulcentral.depaul.edu



DEPAUL UNIVERSITY

Registration

 **DEPAUL** | DePaul Central

DePaul Shortcuts

ABOUTREGISTRATIONRECORDSFINANCESSTUDENT RESOURCES

Registration

- ADD, DROP OR SWAP CLASSES
- COURSE CART
- REGISTRATION POLICIES
- CHANGE COLLEGE, MAJOR OR MINOR
- COMPLETE DEGREE REQUIREMENTS
- SCHEDULE OF CLASSES
- WAITLIST
- WITHDRAWAL/LEAVE OF ABSENCE

[APPLY ONLINE](#)

[REQUEST INFO](#)

[VISIT CAMPUS](#)

DePaul University DePaul Central > Registration

Registration

DePaul is committed to providing students with registration tools to ensure the registration process is easy to use and helps students achieve academic success. Much of that success depends on knowing the ins and outs of registering for your preferred classes.

Students are sent an enrollment date and time indicating when they can begin registering for the upcoming term. Check for **holds, to do's and warnings** that may impact your registration before your enrollment date. Prior to the registration period, use the online registration tools available in [Campus Connect](#).


To learn more, choose one of the links below:

- [Add, Drop or Swap Classes](#)
- [Change College, Major or Minor](#)
- [Complete Degree Requirements](#)
- [Course Cart](#)
- [Registration Policies](#)
- [Schedule of Classes](#)
- [Waitlist](#)
- [Withdrawal/Leave of Absence](#)

[Campus Connect](#) > [Student Center](#) > [Academics](#)

depaulcentral.depaul.edu

Records

 **DEPAUL** | DePaul Central

DePaul Shortcuts

ABOUT | REGISTRATION | **RECORDS** | FINANCES | STUDENT RESOURCES

Records

APPLY FOR GRADUATION
DIPLOMAS
FERPA
GRADES
PERSONAL INFORMATION
TRANSCRIPTS
VERIFICATIONS
IMMUNIZATION RECORDS

[APPLY ONLINE](#)

[REQUEST INFO](#)

[VISIT CAMPUS](#)

DePaul University DePaul Central > Records

Records

A student's academic record is a permanent record of courses, credits, grades, degrees and notations (such as suspension, dismissal, etc.). **The diploma and the official transcripts are official university documents and both bear the official seal of the university.** Students have access to their grades, unofficial transcript and enrollment verification online through Campus Connect.


To learn more, choose one of the links below:

- [Apply for Graduation](#)
- [Diplomas](#)
- [FERPA](#)
- [Grades](#)
- [Immunization Records](#)
- [Personal Information](#)
- [Transcripts](#)
- [Verifications](#)

[Campus Connect](#) > [Student Center](#) > [Academics](#)

depaulcentral.depaul.edu

Student Resources

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DePaul Shortcuts

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Student Resources

- BLUESTAR
- LEARNING CENTER
- STUDENT SERVICES
- FREQUENTLY ASKED QUESTIONS
- TECHNOLOGY SUPPORT CENTER
- CONSUMER INFORMATION
- UNIVERSITY CATALOG

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Student Resources

Here are some additional resources to help students manage the enrollment processes at DePaul.

- [BlueStar](#)
- [Learning Center](#)
- [Student Services](#)
- [Frequently Asked Questions](#)
- [Technology Support Center](#)
- [Consumer Information](#)
- [University Catalog](#)

DePaul Central
dpcl@depaul.edu 
(312) 362-8610 

Lincoln Park
Schmitt Academic Center
2320 N. Kenmore Ave., Suite 101
Chicago, IL 60614

Loop
DePaul Center
1 E. Jackson Blvd., Suite 9100
Chicago, IL 60604

depaulcentral.depaul.edu

Contact Information



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Campus Locations

Lincoln Park

[Schmitt Academic Center](#), 101

2320 N. Kenmore Ave.

Chicago, IL 60614

Loop

[DePaul Center](#), Suite 9100

1 E. Jackson Blvd.

Chicago, IL 60604

Office Hours: Monday - Friday, 9:00 a.m. - 5:00 p.m. CST


[Campus Maps](#)

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DEPAUL UNIVERSITY

University Registrar

 **University Registrar**

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Welcome to the Office of the University Registrar

Staff/ Faculty/ Advisors

Welcome to the Office of the University Registrar

Formerly known as Student Records, the Office of the University Registrar supports the core principles of the university and ensures the accuracy and privacy of each student's academic record in order to protect the value and integrity of a DePaul education. Read more about our [Mission](#) and [Services](#).

Special Event:

Registration Calendar

Spring and Summer 2017 Registration Continues Spring and Summer 2017 Registration Continues.	Mar 3 - Mar 31
TUITION DUE: SPRING QUARTER 2017 TUITION DUE: SPRING QUARTER 2017	Mar 10

UR Staff Info



University Registrar

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[FERPA FAQs](#)

[FERPA TUTORIAL](#)

[RECORDS & REGISTRATION](#)

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[STUDENT RECORDS DATA](#)

[DePaul University Registrar > For Staff](#)

For Staff

The University Registrar is dedicated to serving the students, faculty and staff of DePaul. Our website offers information and details on processes and procedures we administer and services we offer.

This section is designed to provide information for DePaul staff. Here you'll find links to important information you may find useful in fulfilling your daily duties.



DEPAUL UNIVERSITY

SR Contact Info



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Contact Us

Faculty can reach us by email at URSupport@depaul.edu .

Students should be directed to email DPCL@depaul.edu  or to call DePaul Central at (312) 362-8610 .

Our mailing address is:

University Registrar

1 E. Jackson Blvd.

Chicago, IL 60604



DEPAUL UNIVERSITY

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DePaul Central

One-stop for Financial Aid
Student Financial Accounts
and Student Records.

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DEPAUL CENTRAL

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PEOPLE
1,232 likes

ABOUT
Your one-stop for help managing registration, financial aid, and payment.
<http://depaulcentral.depaul.edu/>

DePaul Central
October 7
Winter Registration opens the week of Oct. 20th. Check your email and add classes to your course cart. Be prepared! #DePaul
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DePaul Central
October 3

DEPAUL UNIVERSITY
DEPAUL CENTRAL

DePaul Central
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DePaul's one-stop service for help managing financial aid, payment, registration, and records.
Chicago
depaulcentral.depaul.edu
Joined June 2010
26 Photos and videos



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#Durbin at #DePaul!



View more photos and videos

DePaul Central @DePaulCentral · Oct 26
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