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ST. MARY'S UNIVERSITY



To: Faculty  
From: Christina Villanueva, Interim Registrar  
Re: Preliminary and Final Class Roster Reminders

**CLASS ROSTERS:** The Registrar's Office prepares two sets of class rosters each semester. Preliminary class rosters are available on the first class day, and final class rosters are available two days after the late registration date. Rosters should be picked up in the Registrar's Office where they are filed by faculty last name. The preliminary class rosters are necessarily incomplete as students make numerous schedule changes at the start of the semester. Write in names of students who say they are registered, but are not listed on the preliminary class roster. Do not be concerned with such discrepancies at this time. However, any student not listed on the final class roster is not registered for the class and should not be permitted to attend until the student can produce a copy of an add/drop slip signed and dated by the Registrar's Office. Please feel free to contact the Registrar's Office at any time to request an updated roster if you encounter a number of changes. It is to your advantage to have a correct roster. Faculty can also expect to receive notices via e-mail throughout the semester as students add and drop courses.

**ROSTER HEADINGS:** **Maj1** = First Major **Grdg** = Grading Type (an explanation of grading types follow):  
**LT** = Letter Grade **PN** = Pass/No Pass **WD** = Withdrew **AU** = Audit **SU** = Satisfactory/Unsatisfactory

**GRADES:** Students registered with these various grading types are listed on the same class roster. Faculty are asked to emphasize the grading type of Pass/No Pass or Audit when taking roll at the beginning of the semester. Students are allowed only twelve hours of Pass/No Pass courses at St. Mary's University, and those courses may not be in the student's major or minor field. Business courses and core courses are also excluded. When submitting mid-semester and final grades, an additional column will be added to the class roster for faculty to enter these grades. At that time, any student who has been withdrawn will have a "WD" indicated in the GRDG (grading type) column. Do not issue a grade for these students. Remember, give no grade for an Audit. Give a "P" or "NP" for those students taking the class Pass/No Pass and "S" or "U" for those taking the class Satisfactory/Unsatisfactory. Students may not change the grading type for a class after the first five days of a Fall or Spring semester and the first two days of a Summer session. Make note of students with an asterisk next to their names as these students are candidates for graduation. Their final grades will be due before all others. Refer to the academic calendar for details.

**GRADING SCALE:** St. Mary's University adopted a plus/minus grading scale in 1999. Refer to the catalog for details.

GRADE	NUMERIC	UNDERGRADUATE	GRADUATE/PHD
A	95-100	4.00	4.00
A-	90-94	3.67	3.67
B+	87-89	3.33	3.33
B	84-86	3.00	3.00
B-	80-83	2.67	2.67
C+	77-79	2.33	2.33
C	70-76	2.00	2.00
D	60-69	1.00	0.00
F	Below 60	0.00	0.00

**UNDERGRADUATE INCOMPLETES:** Any undergraduate incompletes must be resolved within thirty days of the date of issuing grade reports. Refer to the academic calendar for details. The Registrar's Office automatically posts a grade of "F" if a change of grade is not completed and submitted by the deadline. Faculty will receive a reminder notice shortly before the deadline. Realize that an "F" requires updating the student's transcript which may place the student on probation or suspension. After causing the student a great deal of panic, faculty frequently request an extension or some other change. Therefore, the Registrar's Office respectfully requests input from faculty *prior* to any unnecessary action taking place. Please note that faculty do not have the authority to grant an extension that permits the student to retake the course the next time it is offered.

**CLASS ATTENDANCE:** Faculty may drop students for missing the equivalent of two weeks of classes. "Two weeks" are computed as follows:

**Fall and Spring Semesters:**

- a) Six unexcused absences in a 50 minute class period (M-W-F)
- b) Four unexcused absences in a 75 minute class period (T-R, M-W)
- c) Two unexcused absences in a 165 minute class period (Evening)

**Summer Sessions:**

- d) Four day class meetings
- e) Two evening class meetings

**Three tardies constitute one absence.**

If faculty determine that a student has missed excessive material due to absences, excused or unexcused or a combination of both, the student may be withdrawn from the class. Faculty shall attempt to notify a student of the intent to withdraw one class period prior to the withdrawal. An add/drop slip signed by the instructor indicating a reason for the withdrawal is required for instructor-initiated course drops. After the automatic "W" grading date ends, faculty may issue a grade "WF" to those students who have been unsuccessful in the course. To avoid student abuse of the drop system, faculty should rigorously apply the "WF" option. Late in the semester, a deserved grade of "F" is also appropriate as a final grade. Refer to the catalog for more information.

If a student has not attended class at all, please contact the Registrar's Office immediately as we require accurate attendance records for census purposes. The Registrar's Office will make every effort to contact the student to explain attendance policies and withdrawal procedures. The Registrar's Office can be reached at (210) 431-6789 or via e-mail at registrar@stmarytx.edu.

**GRADUATE STUDENTS:** Graduate students not appearing on the final class roster should contact their Graduate Program Director. Faculty are asked to notify the Graduate School at (210) 436-3214 of any students on the final class roster not attending class.

**EMERGENCY PLAN:** In case of a bomb threat, faculty will be asked by University Police to evacuate the building involved. Please leave immediately as directed. Ask students to assemble in front of the Blume Academic Library or the front of your building if there is only one building involved. A representative from the Registrar's Office will be on hand to assist with a list of available rooms. It is important that the Registrar's Office know where you are going to be located so late and lost students can be directed to your location. Depending on the time of day, some room choices may be less than desirable. We will do the best we can. First we will schedule any unused classrooms. Furthermore, we have a list of non-classroom areas that can be used in the event of an emergency. If the buildings are closed at the beginning of a period, assemble in front of the library as mentioned above for further instructions. As the designated official for your class, we request your assistance in enforcing proper procedure under the circumstances.

**CROSS-LISTED COURSES:** Any classes that meet in the same room at the same time are considered cross-listed courses in the Administrative System. An example would be SC3351, CR3351 and CJ3351. The Registrar's Office can determine whether each cross-listed course will print on a separate class list or if they will be combined on one

list. Our policy is to combine all undergraduate courses (including Q sections, undergraduate courses taken as graduate prerequisites). If faculty want it handled differently, please contact the Registrar's Office. For statistical purposes, each class will be listed under the appropriate department.

**INTER-INSTITUTIONAL STUDENTS:** Faculty may have students from Our Lady of the Lake University, University of the Incarnate Word, or Oblate School of Theology in class. These students should have identified themselves. *THEIR NAMES WILL NOT APPEAR ON ST. MARY'S CLASS ROSTERS.* The Registrar's Office will forward class rosters from Our Lady of the Lake, Incarnate Word, and Oblate as they become available. Look for a separate grade roster for these students' grades. Whenever possible, these grade sheets will be attached to the St. Mary's grade rosters. In the event faculty do not receive a separate grade roster, please write the inter-institutional students' names and grades at the bottom of the St. Mary's grade roster.