



Dear Faculty and Staff,

The Registrar's Office will continue operating as usual, but with all of our services online. What will this look like for you in the coming weeks?

### **Daily Business**

We have shifted our focus to virtual operations. We are still processing transcript requests, major/minor declarations, substitutions/waivers, grade changes, [overrides for class registration](#), enrollment verifications and Michigan Guest Applications. Note that transcript requests are being processed only on Tuesday mornings. Allow 3-5 business days for processing enrollment verifications and Michigan Guest Applications. If you have questions about anything not specifically mentioned in this email, please contact us.

### **Fall 2020 Pre-Registration Advising and Class Registration**

Fall 2020 class registration will continue as planned. If you have not already, you will need to talk with your advisees to go over their degree audit, Schedule Planner, and give them their PIN. Depending on the student's situation, you might consider working with them via email, a phone call, or a Google hangout.

- Information about Degree Works can be found [here](#).
- Instructions for the Schedule Planner can be found [here](#).

### **Withdrawing from a Course**

The withdrawal deadline for full semester and last-half courses has been extended to April 22, 2020.

- Review the considerations [on our website here](#). Students can contact appropriate offices to answer any questions about financial aid or athletic eligibility.
- Advisor and instructor permission is required to withdraw. Students can receive email permission, complete the [withdrawal request google form](#), and forward their emails to [registrar@hope.edu](mailto:registrar@hope.edu).

### **Pass/Fail Requests**

The pass/fail deadline for full semester and last-half courses has been extended to April 22, 2020.

- Review the [pass/fail guidelines on our website](#).
- If students meet the criteria to take a course pass/fail, they need advisor permission.
- They can forward the email permission to [registrar@hope.edu](mailto:registrar@hope.edu).

### **Forms**

Most forms you may need during this time are available [on our website](#). Forms requiring faculty signatures can be emailed to them so they can forward the form and their email approval to our office.

If you have any questions, please contact us by email:  
[registrar@hope.edu](mailto:registrar@hope.edu)