

ADMINISTRATION - OVERVIEW

New faculty members must receive contact numbers of other faculty and administrative staff.

STUDENTS SHOULD NEVER BE LEFT UNATTENDED IN THE OFFICE. If there are no faculty members in the office, ask the students to leave and lock the door if you must go out.

STUDENT INFORMATION IS PRIVATE. Do not give information about students to other students or to their friends. Student information may be shared with faculty members and IUBAT Administration.

GRADES MAY ONLY BE GIVEN TO STUDENTS BY THE FACULTY OR THE REGISTRY.
Students should never be given information about grades directly without consulting the registry.

Backup copies of the Master Files for Advisement, Course Offerings and Grades must be kept safely. Information in the Master Files is used to prepare new files with updated information (see instructions below) but **NEVER CHANGE THE MASTER FILES!!** Only the Chair, CON will make changes to the Master Files.

MASTER FILES

The Master Files contain the academic records of the College of Nursing. Common abbreviations in the Master Files are: semester (sp=spring, su=summer, fa=fall); examination (FT=first-term, MT=mid-term, FN=final), file type (CO=Course Outline, GS=Grade Sheet, att=attendance, etc. All new files created using information from the Master Files must be stored in a new file folder in a separate location from the Master Files. Master Files are:

01_ADVISEMENT_MASTER_20120110 – The number following the title of each Master File (20120110) is the date of the last modification to the file by the Chair, recorded as year, month day (allows ordered sorting by the computer).

The Advisement Master contains a folder for each student filed by the student's name and modified ID number (sample: 2011212002_Rubel Rana). Please note these numbers do not show modification dates. These numbers contain the student ID (11212002) with the prefix 20-, to allow the records to sort by date of entry of the student into the CON. Student folders in the Advisement file contain:

- Advisements for each semester (sample: 2011_Su_Rozina_Akter_Advis_20110201.doc)
- Student progress record (sample: Akriti_Koirala_crs_20111003.xls)
- Waivers, letters, comments from instructors or other documents related to the student.

01_COURSE_OUTLINES_MASTER_20120109

- folders for the course outlines of each year (sample: CrsOut_2011).
 - subfolders for the semester (sample: CO_2011_sp). The subfolders contain the yearly updates of the outlines for each course (sample: CO_2011_Sp_NUR219). If an outline is revised during the semester the new version is filed as CO_2011_sp_NUR219_rev.

01_GRADE_MASTER_20120214 – This file contains the Grade Sheets and other documents related to student performance in individual courses. Files are organised in folders by course. (sample: GS_NUR301_Nutrition)

- Grade Sheets for each examination by course (sample: 2008_sp_NUR301_GS_FT)
- Attendance records (sample: 2009_sp_NUR301_att.xls)
- Records of marks used to create the Grade Sheets (sample: 2010_sp_NUR301_marks.xls)

Note: As these files become larger they may be grouped by years to assist in filing.

01_SEMESTER_OFFERINGS_MASTER_20111212

- Coursewise Student List – In each semester, the Student Advisements are used to create a list of the students in each course. These lists allow the CON and the IUBAT Administration to plan classroom and instructor allocations for each course.
- Semester Offerings - subjects offered by the CON on a year and semester basis, along with notations about the faculty that will be teaching each course.