

The Registrar's Office - FAQs

Frequently Asked Questions with Answers

Office Undergraduate Email: nuregstr@norwich.edu

Office Graduate Email: registrargrad@norwich.edu

How do You request an Official Academic Transcript?

By federal law all academic information must be requested by the student with a signature. This may be done in person, US mail, fax, or as a pdf file attached to an email. There is a fee for all official transcripts.

There is a transcript request form available on the top center of the Registrar's Office web page, that includes fax number and fees.

Official Transcripts normally need to arrive in an Admissions or Registrar's Office in a sealed envelope by US mail.

An official transcript submitted is used to determine if courses taken at one institution may be acceptable to meet degree requirements at a different institution.

Official Academic Transcripts Questions?

Registrar's Office: Erin Salvas, Academic Assistant
Email: esalvas@norwich.edu
Phone 802 485-2036

How do You register for classes?

If you are a returning student you need to meet with your assigned academic advisor who will provide a pin# for you to go online through your my.norwich.edu account and you perform your own registration.

If you are a new student coming in through our Admission's Office, the first semester you will be registered by a combination of the Registrar and your academic program chair for your degree program.

If you are a non-matriculated new or continuing student you will need to stop into the Registrar's Office for instructions.

Course schedules for upcoming semesters are posted at the top center of the Registrar's office web page once they are available for viewing.

How do You get documentation of "Attendance/Enrollment Certification" for loan deferral, parents' medical insurance, or ski/snowboard season passes?

This certification needs the signature of the student. The form is available on the Registrar's Office web page. There is also an option for the student to go online and for a small fee go through the National Student Clearinghouse for a quicker response than the manual process in the Registrar's Office. Most insurance companies require this certification each semester/term in attendance.

How may I receive a copy of my child's academic grades?

By federal law all academic information must be requested by the student with a signature. If a student has completed a FERPA form (located on the web site of the Registrar's office) to allow parents, or other parties to see/discuss their academic information, then it may be requested by a parent. Information may not be given out over the phone because there is no way to identify the person on the other end of the line. This type of information may be sent through the US mail to the permanent address of the parent.

The easiest way for a parent to receive this information is directly from their child through their child's my.norwich web account.

How may credits from another institution or national testing service be transferred into Norwich to meet my degree requirements?

The process begins by submitting your official transcript to the Registrar's Office which may arrive there through the Admission's Office. Once your transcript(s) are received, an evaluation of your previous coursework may involve other academic departments depending on your particular situation.

Types of Transfer Credit

For practical purposes, there are four types of transfer credit of interest in the transfer process:

- Credits for major requirements and college-specific courses
- Credit for general education or baccalaureate degree required courses
- Credits for free electives or may show in a degree audit as unused credits
- Credits for military course requirements

Evaluation of Transfer Credit

In some cases, transferring credits for a course is extremely simple. If a previous student has completed the same course and transferred to NU, the course has already been through the evaluation process. However, if a course completed at your original institution has not been transferred previously, it will be evaluated for NU equivalency by an academic program chair.

Staff at NU want to be fair in giving transfer credit for courses completed successfully with a grade of “C” or better. Nursing courses require a “C+” grade.

Transfer Credit Questions?

Registrar’s Office:

Stephanie Doherty, Assistant Registrar

Email: sdoherty@norwich.edu

Phone 802 485-2038

How do I start the use of my Veteran Benefits at Norwich?

You must apply for benefits: <http://vabenefits.vba.va.gov/vonapp/main.asp>

If you have received benefits while attending a previous institution submit a “Request for Change Program of Place Training” (VA 22-1995).

If you are a dependent of an active service person you will need to fill out the VA 22-1990E application for Benefits.

All forms can be found and some even filled out online through the www.gibill.va.gov website. Any forms that should be printed out can be mailed directly to the VA Buffalo Regional Office, PO Box 4616, Buffalo, NY 14240-4616.

The VA will not notify the school when they receive your paperwork. The VA will mail the student the Certificate of Eligibility directly when they have completed processing the application for benefits.

Please contact Sharon Crossett, Assistant Registrar and Certifying Official at 802-485-2255 or scrosset@norwich.edu at the time of application or 2 to 4 weeks prior to the start of the semester.

What is the Degree Evaluation/Audit?

The degree evaluation is the tool used by the Registrar to certify a student for the completion of their degree program. (***Individual Academic Program Checklist are never used by the Registrar, only by academic advisement.***)

A student should run their degree evaluation:

1. prior to the advisement period each semester
2. after online registration each semester
3. after any drop/add registration activity
4. after the grading process has been completed for any semester or summer term
5. after the addition of any transfer credit to their academic history

A degree may not be awarded unless:

1. the GPA is a 2.000 or higher.
2. There are NO RED “NOs” with one exception – an “OR” condition will always contain one or more red “NOs”, because only one course is required to meet the requirement.

How does a Student Access Their Degree Evaluation/Audit? (CAPP)

In your computer log on to your my.norwich student account, complete the following steps to view your degree evaluation (audit) to see how the transferred courses meet your degree requirements:

1. Choose the “Student Resources” tab
2. Find the “Banner Self Service Channel
3. Click on the Student link
4. Click on the Term Selection
5. Click on Degree Evaluation
6. Click on Generate ***New*** Evaluation
7. Click on Program: (your program)
8. Make sure In-Progress Courses is checked
9. Click on Generate Request
10. Click on Detail Requirements
11. Click on Submit

Forms, General Academic Information, and Information on Processes are Available on the Registrar's Office Web site

www.norwich.edu/academics/registrar/index.html

Calendars & Course Schedules

Located in the top of the center column

Final Exam Schedule

Located in a box on right of page

Current Year University Catalog-Students use catalog from year entered

Located in box on right of page

Prior Archived Year University Catalogs--Student use catalog from year entered

Located in box on right of page

Forms for Transcript Request – Norwich & Vermont College

Located second in center column

Tri-folds of Academic Processes & Information

Located in center column

Course Registration Documentation

Located in center column

All Academic Forms

Located in center column

Family Educational Rights & Privacy Act [FERPA]

Located in center column

Student Change/Verification Forms & Information

Located in center column

Additional Resources

Located in center column

Transfer of Credit

Located near the bottom in center column

Non-Discrimination Policy

Located bottom in center column