Policy changes:

1) Complaints – There is a new policy in the Dean of Students office for online procedures to file formal complaints.

2) Calendar change – We made a small calendar change for the fall 2015 semester. The online Academic Calendar has been updated. The changes are:

   Last Day classes               December 2       Wednesday
   Reading Days                  December 3-6      Thurs - Sun
   Final exams                   December 7-12     Mon - Sat
   Residence Halls Close 10 AM or 24 hours
      after last final (which ever happens first) December 13  Sunday

FERPA Notice

If you want anyone to have access to your records such as your parents, guardian, etc. you will need to complete the online FERPA waiver form. This form can be found by logging into MyOxy and going to the Gateway channel and clicking on “Online FERPA Authorizations”. A complete description of the privacy act can be found in the online student handbook. A summary of FERPA is also enclosed.

Registrar’s Office location – The Registrar’s Office has been temporarily relocated in South Trailer C until mid-term of the 2015 Fall Semester. This is due to renovations in lower AGC building.

Registrar’s Office hours
9 AM to 5 PM - Monday through Friday
Email: registrar@oxy.edu
Phone: 323-259-2686
Fax: 323-341-4886

Pre-Clearance information and dates – Remember to complete pre-clearance, if possible. The dates for pre-clearance are August 12 to August 25.
Transferring summer coursework

If you took courses over the summer with the intention of receiving credit for that course at Oxy, you should have already completed a “Major Changes/Current Student Transfer & Course Substitution Form.” Students will have received an email regarding the status of their petition verifying that the intended course is transferable. If you did not complete this form you will need to complete it when you get to campus in the fall. Once you have completed the course, be sure you send an official transcript directly to the Registrar’s Office at Occidental College, 1600 Campus Road, Los Angeles, CA 90041. Both the form and transcript need to be submitted to the Registrar’s Office prior to receiving credit for any course taken at another institution.

Last day to add 4 unit classes Remember: the last day to add 4-unit classes for the fall semester is Friday, September 4th. You may add classes online through that day.

1st day of classes – August 26th
If you have a cumulative GPA of 3.00 or better, you will be able to register for a maximum of 20 units on or after the 1st day of classes. You can register for these units online or by using a “Schedule Adjustment” form.

Registration PIN online If you would like to make changes to your fall 2015 course schedule and forgot your registration PIN, you can obtain it online. Just log into MyOxy and go to your Gateway and click on “Registration PIN Retrieval”.

DEGREE EVALUATION: Please be sure to check your progress toward graduation by accessing your Degree Evaluation. This feature is available to you at any time and allows you to track which major, minor, or core requirements need to be completed prior to graduation. You can access the Degree Evaluation through MyOxy. Click on the Academics tab, and you should see the “Degree Evaluation” link in the “My Academic Records” portal. If you are thinking of changing your major you can also perform a “What-if” and see how you would meet requirements with a different major as well. As always, if you have any questions about requirements please see your advisor or stop by the Registrar’s Office.

Advising Center
In addition to your faculty advisor, you can always stop by the Advising Center to receive academic help or to answer any questions you may have. The center is now located in South Trailer C (bungalows). You can also make an appointment if you like online at: http://www.appointmentquest.com/scheduler/2080137033

Important Upcoming dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Clearance</td>
<td>August 12 – 25</td>
</tr>
<tr>
<td>Convocation</td>
<td>August 26</td>
</tr>
<tr>
<td>1st Day of classes</td>
<td>August 26 (No morning classes – classes start at 11:45 AM)</td>
</tr>
<tr>
<td>Clearance</td>
<td>August 26 &amp; 27</td>
</tr>
<tr>
<td>Last day to add 4 unit classes</td>
<td>September 4</td>
</tr>
</tbody>
</table>

Check the online Academic Calendar for all Fall 2015 and Spring 2016 dates.