



Sept/Oct 2026

The Office of the Registrar

September/October 2026 Newsletter

Reminder: In-Progress and Incomplete Grade Procedure

- In-Progress and Incomplete grades are **NOT** entered by the instructor in the CAV Center.
- Instructors submit the [Request for Incomplete or In-Progress Grade](#) eform before the grading deadline. The form must include clear stipulations identifying all outstanding requirements and a deadline for course completion.
- The form will be approved by the students and the In-Progress or Incomplete grade will be entered by the Office of the Registrar.

UPCOMING IMPORTANT DATES

September 22	Midterm Grades due by 4:00 pm (Fall 1 Courses)
September 30	Spring Semester Graduation Applications Due
October 2	Last day to drop classes with a final grade of W (including ADs) by noon
October 12	University Closed
October 17	Last Day of Fall 1
October 19-23	Fall Term Break
October 20	Final Grades Due by 1:00 pm
October 26	Fall 2 Begins



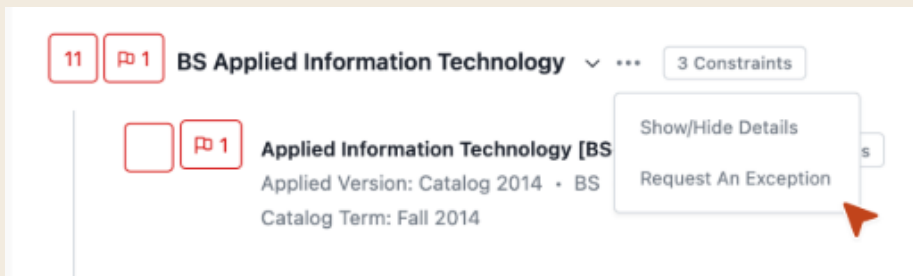
Scan for more
information

Stellic Resources for Faculty
[Stellic Demo](#) [Stellic Quickstart Guide](#)



Stellic Updates

Making Exceptions in the Student Audit: Eventually, we will phase out the Course Substitution form in eForms and process all academic exceptions directly through the student audit in Stellic. To request an exception, click the three dots next to the applicable credential, requirement, or course in the student's audit. Then select Request an Exception and choose the appropriate exception type. Both advisors and students may submit exception requests. For step-by-step instructions and additional details, see Stellic's **Making Exceptions** guide.



Questions about Stellic?

Email us at stellic@walsh.edu, call or stop by the office!

Managing Appointments and Adding Notes to Appointments: Advisors are encouraged to schedule appointments through Stellic. If you have not yet enabled this feature, please refer to Stellic's guide on **Managing Appointments**. The guide provides instructions for enabling and scheduling appointments, along with information about other available features. The guide also explains how to use **Advising Notes**. Recording notes in a student's profile helps ensure that important advising information is available when a student transitions to a new advisor, supporting timely and seamless continuity of communication.

Registering Through Stellic: Students will begin registering for Summer 2027 and Fall 2027 courses through Stellic in April. Beginning early next year, the Office of the Registrar will offer training for faculty, advisors, and students on using Stellic to register for courses.



The Office of the Registrar Staff

Alexandria Sanders, University Registrar
asanders@walsh.edu

Kelsey Nagy, Assistant Registrar
knagy@walsh.edu

Jennifer Wine, Registrar Specialist
jwine@walsh.edu

