

# From the Registrar

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As one term ends, another begins. With the turnover so close between the next terms, we are trying to streamline the promotion process to assist everyone in getting through what needs to be done as effectively as possible.

As a reminder, the last day of the fall term is January 9, 2018. Grades are due by **9 a.m.** on January 10, 2018 and promotion decisions are due on January 11, 2018 by midnight.

Grade rosters are available now, so, as grades are finalized, they can be entered, set to approved, and will be released at the end of term on **January 13, 2018 at 5 p.m.**

A couple of tips to keep in mind:

- Focus on the students who need a decision to return to the winter semester first – where reassessment is needed and those on probation.
- Reducing the number of manual comments placed on a student's record will save valuable time. Over the past three intakes, we have developed and tested a systematic approach to extracting eligible grades, so there is no need to enter a grade comment on the student record. Comments designating supplemental or deferred exams have also been automated, thanks to our friends in ITS, so there is no need to manually update the information on the student's record.

To ensure everyone has access to the instructions and resources required to complete the promotion process, we have streamlined the essential instructions to a single page and provided links to other resources online: . Additional support will be available by emailing [finalgrades@senecacollege.ca](mailto:finalgrades@senecacollege.ca).

Good luck and enjoy the holidays.

View the [December 2017 issue of the Academic Newsletter](#).

December 2017 issue

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