Adjunct Instructor Resource Guide (2017-18) (as of 1-8-18)

Note: Most telephone numbers begin with the area code/prefix of (972) 721 and when at UD you need only use the extension number (last 4 digits of the full number).

Academic Calendar for S&YG COB Graduate Program (see pages 420-421)

REGARDING Gupta COB Graduate Classes:

• Gupta COB Graduate Classes do not take a Spring Break (classes are held)
• Classes will not be held Easter Weekend, March 30 (Friday) and April 1 (Saturday)
• Classes will not be held Memorial Day Weekend, May 25-28 (Friday through Monday), 2018
• Classes will not be held Labor Day Weekend, September 1-3 (Saturday through Monday), 2018
• Fall II classroom sections will NOT MEET during the week of Thanksgiving, November 19-25, 2018.

Academic Dishonesty Forms and Instructions
www.udallas.edu/cob - under QUICK LINKS – select Faculty Resources.

Direct link: http://www.udallas.edu/cob/faculty/facultyforms.php

Academic Honesty

• Adherence to Academic Honesty policies is very important.

• The university’s academic honesty policy, as well as procedures for addressing academic honesty issues, is presented in the University of Dallas Bulletin, under Academic Policies and Procedures “Academic Honesty” section.

• Academic Honesty policies and procedures are also presented in the University Bulletin. This link also provides forms and specific information for suspected violations of the integrity policy:
http://www.udallas.edu/cob/students/policies.php

Accounting and Finance Society

• Dr. Susan Rhame is the Faculty Advisor for the Accounting and Finance Society for students. For more information, contact Dr. Rhame at srhame@udallas.edu or 972-721-5173.
Accreditation
• The University of Dallas is accredited by AACSB International (Association to Advance Collegiate Schools of Business).

• The University of Dallas and is accredited by SACS, the Southern Association of Colleges and Schools. SACS is one of six nationally recognized and approved regional accrediting organizations.

ADA (Americans with Disability Act) / Title IX
• [http://www.udallas.edu/offices/hr/adaaa/index.php](http://www.udallas.edu/offices/hr/adaaa/index.php)

Adjunct Instructor Agreements
• Any questions regarding adjunct instructor agreements for teaching can be directed to Veronica Pena, Academic Scheduling & Contracts Specialist, COB Instructional Operations, at 972-721-5258 or vpena@udallas.edu.

Adjunct Instructor Offices to Meet with Students
• Please contact either Gail Schroeder or Veronica Pena to use an adjunct office/collaboration room space in SB Hall, second floor faculty suite for usage prior to class or for a student meeting.

Administrative Support
• Administrative support is provided to each faculty member. Gail Schroeder (972-721-5398) gschroeder@udallas.edu and the Business Resource Center in SB Hall 131 (972-721-5277) are available to assist faculty. If you are e-mailing a general document for printing (no exams) or general inquiries, use the following address: cobfacsupport@udallas.edu.

**IMPORTANT:** Exams are always to be emailed to amendes@udallas.edu.

Auto-Drop and No-Show Notification (IMPORTANT)
You are required to contact Nila Perry (within the first week) at nperry@udallas.edu with the names of students who did not participate in the first class session or unit and did NOT notify the professor. After you have notified her (with time to process), check in BANNER to see that the student has been dropped.

A/V Equipment (via I.T. Department)
• A/V equipment (speakers, remote) is provided for faculty by reservation. The request form can be found here: [http://www.udallas.edu/offices/technology/avequipmentrequest.php](http://www.udallas.edu/offices/technology/avequipmentrequest.php)

**IMPORTANT:** Please bring your personal laptop to teach your class.

Contact J.D. Peavler at av@udallas.edu.
Banner Web - [https://udallas.edu/myud/index.php](https://udallas.edu/myud/index.php) (Select BannerWeb)

- Register for courses and update your personal information. Post your grades, check your room number, send emails to your students.

**Beta Gamma Sigma**

The University of Dallas – Gupta College of Business has a Beta Gamma Sigma Chapter (BGS). BGS is the international honor society serving business programs accredited by AACSB International - The Association to Advance Collegiate Schools of Business. Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International. Dr. Rob Walsh is the faculty sponsor (972-721-5361).

**Business Resource Center / Copy Center / SB Hall 131 (972-721-5277)**

- The Center is staffed to provide copy services for full-time and adjunct faculty. Email general copy requests to: [cobfacsupport@udallas.edu](mailto:cobfacsupport@udallas.edu) (NO EXAMS)

- **Exams or confidential information to be copied should be seen by staff only and sent to:** [amendes@udallas.edu](mailto:amendes@udallas.edu)

- We provide **coaches (tutors)** in the areas of Finance, Statistics and Writing. Coaches hold office hours and advising in the center. [http://www.udallas.edu/cob/students/tutoring.php](http://www.udallas.edu/cob/students/tutoring.php)

- Study Rooms and Learning Pods can be reserved through the Business Resource Center.

- **Mailboxes** for full time faculty and adjunct instructors who are teaching (on ground) are located in the Business Resource Center, which is located on the first floor of SB Hall 131.

**Canceling Class (IMPORTANT)**

- All professors are expected to meet every session of their classes.

- **If an emergency requires the cancellation of a class,** as far in advance as possible, please provide the cancellation information to the following people: **Associate Dean of Faculty Affairs**, Dr. Greg Bell; **Registrar**, Kathy McGraw; **Christen Edwards**, Assistant, Academic Services; **Coordinator of Business Resource Center**, Agnello Mendes; and **Administrative Assistant**, Gail Schroeder.

  - [gbell@udallas.edu](mailto:gbell@udallas.edu); [kmcgraw@udallas.edu](mailto:kmcgraw@udallas.edu); [cedwards@udallas.edu](mailto:cedwards@udallas.edu); [amendes@udallas.edu](mailto:amendes@udallas.edu);
  - [gschroeder@udallas.edu](mailto:gschroeder@udallas.edu);
  - [av@udallas.edu](mailto:av@udallas.edu) -- if you need to cancel an A/V equipment request

- It is expected that cancelled classes will be made up at a date that is convenient for students, as well as instructor, or other approved special arrangements made to make up the contact time (on-line class assignments, etc.)
**Class Contact Hours (IMPORTANT)**

- Normal class sessions are 3.5 hours long, yielding 42 contact hours during a 12-week trimester. During a 3.5 hour session, a 15-minute break should be scheduled.

**Coaches/Tutors (Questions? Contact Business Resource Center, 972-721-5277)**

[http://www.udallas.edu/cob/students/tutoring.php](http://www.udallas.edu/cob/students/tutoring.php)

**Writing Coach:**  [writingcoach@udallas.edu](mailto:writingcoach@udallas.edu)

The Gupta College of Business Writing Coach can review a student’s draft and give pointers to help refine and improve a student’s writing. The student should submit their work by email to [writingcoach@udallas.edu](mailto:writingcoach@udallas.edu). Student should be sure to include a copy of their writing assignment instructions when submitting their paper, project or presentation for review.

The Writing Coach is available to meet on-campus on a case-by-case basis. Please email to request additional information or schedule a meeting.

**Finance/Accounting Coach:**  [financecoach@udallas.edu](mailto:financecoach@udallas.edu)  /  [accountingcoach@udallas.edu](mailto:accountingcoach@udallas.edu)

The Gupta College of Business Finance/Accounting Coaches can provide assistance with your Finance and Accounting-related coursework. The coach is available both online and on-campus.

**Statistics Coach:**  [statscoach@udallas.edu](mailto:statscoach@udallas.edu)

The Gupta College of Business Statistics Coach can provide assistance with Statistics-related coursework. The coach is available both online and on-campus.

**Conflict of Interest**

- All University faculty are governed by the UD Conflicts of Interest Code and is reproduced in the Faculty Handbook, Section 2.55.

**Contact Information Changes**

- Please contact the office of Gupta COB Faculty Affairs, Veronica Pena at 972-721-5258 or Gail Schroeder at 972-721-5398 with any contact information changes (e.g., email address, telephone numbers, employer information, and change of residence), as well as notifying the H.R. Department (or updating in BANNER).

**Course Descriptions**

- Course descriptions can be found in Banner and on the UD Web Site, under Gupta College of Business, Student Course Info or at this site:  [UD Bulletin](http://www.udallas.edu/cob/students/tutoring.php)

**Course Evaluations**

- End of the course evaluations are conducted for each class through e-Companion. You will receive an email with a link to the survey results, typically sent via email with a link to your repots approximately 3-4 days after your term ends. Questions? Contact Patty Wager at [pwager@udallas.edu](mailto:pwager@udallas.edu).
Course Scheduling
• The Associate Dean of Faculty Affairs, Dr. Greg Bell and Veronica Pena, Academic Scheduling & Contracts Specialist, at 972-721-5258 or vpena@udallas.edu. They work together to prepare for the upcoming trimester’s schedule. gbell@udallas.edu and vpena@udallas.edu

Dress Code for the Classroom (IMPORTANT)
• Business or business casual attire is appropriate.

e-LEARNING CONTACT INFO (IMPORTANT)
• eLearning Support Email Address – To make things easier for support and not having to know whether an issue is a D2L issue, an instructional design issue, or some of both, please use eLearning@udallas.edu to engage Patty Wager, Denise Arellano, and Vanessa Cox for all issues, suggestions, and general questions.

Email (IMPORTANT)
• You are required to have and use your UD email.
• All communication from the University will be sent via the UD email.
• Your UD email address is to be listed on your syllabus.
• Access your email from UD Web: http://www.udallas.edu/myud/index.php

Entrepreneurship Society
http://www.udallas.edu/cob/about/entrepreneurshipsociety.php
• Facilitating meaningful immersion in entrepreneurial ventures.

The Entrepreneurship Society is an organization that promotes the entrepreneurial spirit in the University of Dallas community. The society strives to provide the resources and opportunities to facilitate meaningful immersion in entrepreneurial ventures. The Entrepreneurship Society is open to all undergraduate and graduate University of Dallas students and welcomes all career interests.

Examinations: ADA / UNDERGRADUATE Make-ups
➢ All (undergrad and graduate) ADA examinations are scheduled through Jeff Taylor, Student Disabilities Coordinator, 972-721-5385 or jtaylor@udallas.edu

COB undergrad exam make-ups, contact Sheila Howard at showard@udallas.edu or 972-721-5303.
Examinations: Classroom Proctoring / GRADUATE Make-ups

• Should a classroom proctor be needed due to illness or other urgent matter, or if an instructor must be out of town on university business, please contact Gail Schroeder gschroeder@udallas.edu and she will arrange to have a proctor for your classroom setting (with approval of the Gupta COB Associate Dean, Faculty Affairs). There is a cover sheet for the CLASSROOM PROCTORING which must be provided with the exam.

Guideline sheet and cover sheet found at: Classroom Exam Proctoring:
http://www.udallas.edu/cob/faculty/facultyforms.php

• There is a designated location for proctored makeup exams available to Gupta COB graduate students. Their schedule follows the Gupta COB Graduate calendar*, at no cost to professor/student. There is a cover sheet for the MAKE-UP PROCTORING which must be provided with the exam.

Guideline sheet and Cover sheet can be found at: Make-up Exams:
http://www.udallas.edu/cob/faculty/facultyforms.php

• Availability of make-up exam proctors*: Friday evenings ONLY, 6:00 p.m. – 10:00 p.m., students check in at SB Hall 131 (*unavailable for first three weeks of term, otherwise available while Gupta COB graduate classes are in session). Exams must be turned in or emailed to Gail Schroeder (or in Gail’s absence to Agnello Mendes amendes@udallas.edu or Veronica Pena), at least one day prior to the exam with cover sheet completed, preferably with more lead time. (Special arrangements may be possible at other times, upon approval and availability.)

Examination/ Points of Evaluation

• Generally, at least two points of measurement are required in each course: e.g., two examinations or an examination and a project. The exception would be a capstone course or a practicum, which may require only one point of measurement. See “Making the Grade” in the University of Dallas Bulletin.

Examinations (copying of)

• You may bring them directly to SB Hall room 131 and have Agnello Mendes copy the exams.
• If a student worker copies the exams, you must stay and wait for your exams.
• You may email the exams to be copied to Agnello only at: amendes@udallas.edu

Forms (Gupta COB Faculty and Adjunct Instructors) (IMPORTANT)

www.udallas.edu/cob - under QUICK LINKS – select Faculty Resources.
http://www.udallas.edu/cob/faculty/facultyforms.php

Forms located at this site: Academic Dishonesty, Book Order Submission Info, Form 120 – Capstone Fund Request, Course Release, Faculty Development Expense Request, Incomplete Grade Contract, Form 130 - Independent Study Contract, Intellectual Contribution Submission, Proctor Info (ADA, Classroom, and Make-up Exams), and Syllabus Template.
Grade Changes
• Once given, a grade cannot be changed unless it can be shown that the original grading was in error.

Grade change forms (Form 190) may be obtained from Kathy McGraw, Registrar at kmcgraw@udallas.edu or from Gail Schroeder at gschroeder@udallas.edu.

• Once filled out it should be forwarded to the Associate Dean of Faculty Affairs, Dr. Greg Bell at gbell@udallas.edu when:
  1. A grade has been submitted in error, and needs to be changed.
  2. An incomplete grade contract has been approved, and a grade is ready to be submitted, the official grade change form can go directly to the Registrar (Kathy McGraw).

• For policies governing grade changes, see the University of Dallas Bulletin (Graduate Business Program section “Making the Grade”).

Grading and Grade Disputes
• Students may appeal a grade within the time limit specified (30 days) as stated in the University Bulletin. Students appealing a grade should be directed to follow the Grade Appeal Process.

• Further information on appealing grades: http://www.udallas.edu/cob/students/policies.php

• Grading is on a 4-point system with plusses and minuses. The grading system is described in the University of Dallas Bulletin (Graduate Business Program section “Grade System”).

• There is no expectation that grades will conform to any expected distribution of grades.

• Grades should be turned in before the deadline, if possible, and certainly no later than the deadline (within 48 hours of your last class).

• Please note graduating students’ grades are turned in prior to the others.

• If extra credit is used, it must be offered to the entire class.

• Grades should not be distributed by e-mail, fax, or telephone. Doing so violates the Family Educational Rights Privacy Act of 1996 (FERPA). Please use the gradebook on E-College or Blackboard.

Grade Submissions (IMPORTANT)
• FINAL GRADE SUBMISSIONS ARE DUE within 48 hours of last class, unless you are notified by Kathy McGraw, Registrar that you have graduating students. Grades are posted in BANNER. (Mid-term grades are only posted for undergrad students.) Kathy McGraw’s contact email: kmcgraw@udallas.edu

Identification Card (NOTE TO ADJUNCTS: Usually expires every August 31)
• Must acquire document from Human Resources to take to Campus Safety Office, contact hr@udallas.edu.
• Campus Safety Office located in the Haggar University Center.
Incomplete Grade Contract

Request via email from Kathy McGraw, Registrar, kmcgraw@udallas.edu or Gail Schroeder, gschroeder@udallas.edu or go to:  http://www.udallas.edu/cob/faculty/facultyforms.php

Independent Study

• Normally, students will complete their class work in regularly scheduled classes. On rare occasions, a student may petition to undertake an independent study to fulfill their course requirements. Permission to undertake an independent study must be secured from both the professor that will be supervising the study and the Associate Dean, Faculty Affairs, (Dr. Greg Bell, gbell@udallas.edu) before a student will be allowed to enroll. In general, because classes are readily available, an independent study is discouraged. For supervising this independent study, the professor will receive a stipend*. There is an Independent Study Contract (available at the faculty forms web site) that needs to be signed by the student, professor and the Associate Dean of Faculty Affairs. A syllabus** is to be attached to the contract and both are to be delivered to the Registrar. (*For details, please contact Veronica Pena at vpena@udallas.edu.) (**Note, a copy of the syllabus is also to be emailed to gschroeder@udallas.edu.)

Instructional Issues (IMPORTANT)

• New faculty members are likely to encounter a variety of instructional issues or questions during their first trimester or two. Following are a few topics with quick-overview comments:

• For a copy of the Master syllabus and/or current Syllabus Template, please contact Gail Schroeder at gschroeder@udallas.edu.

The current Syllabus Template can be found at: http://www.udallas.edu/cob/faculty/facultyforms.php

• A minimum of two points of evaluation/assessment are required; they may include exams, papers, presentations, projects, etc., all are appropriate.

• Type of exams to give: This is up to the professor but rigor of the exam should match graduate level work.

• Teams, projects, etc.: All are appropriate, depending on the requirements of the class. However team projects should advance the purpose of the course and not be used simply to reduce grading workload. There should be a pedagogical reason for assigning team projects.

• Class structure: There is not a typical structure, but straight lecture with PowerPoint is strongly discouraged. This depends on the class and the desires of the instructor. All classes are expected to include some form of practice-based, experiential education and must be highlighted in the syllabus. Keeping with our mission we must also incorporate moral and ethical issues into our courses and that too will be highlighted in your syllabus. The verbiage for both are stated below and are part of the master syllabus template:

Experiential Learning:

The faculty of the Gupta College of Business is committed to providing experiential learning opportunities in their courses. We believe it is the most effective means for enhancing learning. This course incorporates experiential learning in the following way: (please list your activities)
The Mission Statement of the University of Dallas Gupta College of Business reads, in part, “The Gupta College of Business is a professional school whose primary purpose is to prepare its students to become **competent** and **responsible** managers who are **principled** and **moral** leaders.”

The faculty members of the Gupta College of Business are committed to preparing principled and moral leaders by integrating discussions of ethics throughout our curriculum. We approach this task with the assumption that *any decision that impacts another person is by definition a moral decision.*

In this course we will address the ethics involved in the ethical dimensions of leadership in the following way(s):  
(Please list)

- **Class participation:** Grading class participation is optional. It is up to the professor to determine how to incorporate an assessment of participation in the class. If class participation is used as a grading criterion, it should be well-documented in the course syllabus.

If you expect students to do assignments without collaboration from other students, please clearly state this in the syllabus. Academic integrity cases are best judged when clear expectations (even painfully obvious ones) are stated in the syllabus.

- **Peer review:** Peer review in the class is acceptable, as long as it is managed. Specific rules should be established and followed.

- **The working student:** Working students can be demanding. They balance work, family, school, plus other things. Professors should be understanding and considerate of their particular circumstances (e.g., unexpected travel demands at work), **but all students are expected to meet the requirements of the class.**

**Library**

- The Cowan-Blakley Memorial Library provides a variety of print, service, and electronic resources dedicated to the Gupta COB. A library card and passwords must be secured from the Library staff. The library resources may be accessed at the following URL:  [http://www.udallas.edu/library/index.php](http://www.udallas.edu/library/index.php)

**Mailboxes**

- Each adjunct professor (teaching on campus) has a mailbox located in the Business Resource Center in SB Hall 131. Please check this periodically.

**Map of University of Dallas Campus / Directions**

[http://www.udallas.edu/visitors/directions.php](http://www.udallas.edu/visitors/directions.php)  (Directions and Map)

**Parking Sticker (Usually expires on August 31 of each year)**

- To renew your parking sticker, contact Human Resources at hr@udallas.edu to acquire paperwork to get both ID card and parking sticker renewed at Campus Safety Office.
- Take paperwork to Campus Safety Office located in the Haggar University Center.
Proctoring: → (see Examinations: ADA / Classroom Proctoring / Make-ups)

Response Time (Instructor Feedback)
- Faculty is expected to follow up with students in a timely manner, and are expected to provide feedback in a timely manner throughout the semester. There is a section in the syllabus for this information.

Retention of Class Documentation (exams/papers, etc.)
- A general rule to follow to retain your students’ submitted work, etc. for one year before destroying. However, if your course is part of the AACSB Assurance of Learning assessment, you may need to retain your students' work until the next "Continuous Improvement Review" by AACSB.

Sigma Iota Epsilon (SIE) – Sigma Zeta Chapter
- SIE is the national honor organization for business students. Students with a grade point average of 3.5 or higher after completing 9 graduate credit hours, are eligible to join. Admin Support for SIE is Gail Schroeder (972-721-5398). http://udallas.edu/cob/students/sigmaiotaepsilon.php

Small Section of a Course
- A class will sometimes end up with an enrollment of less than five students. The course may still be offered with 2-4 students in the class, upon the approval of the Associate Dean of Faculty Affairs. There is a pay structure for this, please contact Veronica Pena at (972) 721-5258 for more details.

Substitute and Guest Speakers
- Generally a substitute instructor would be used to prevent class cancellation due to an emergency of some kind or to cover a class for a faculty member who will miss the class. Substitute instructors are allowed only with the approval of the Associate Dean of Faculty Affairs, Dr. Greg Bell. Contact info: gbell@udallas.edu or 972-721-5167.

- Guest speakers are encouraged. They typically add value to a course. The faculty member must be present during the time the guest is presenting to the class. We have S&YG COB logo gifts for speakers as a token of appreciation. If interested in securing a gift, contact Gail Schroeder, gschroeder@udallas.edu or (972-721-5398) in SB Hall 201 (or Agnello Mendes at 972-721-5277).

Syllabus Requirements – Syllabus Template (IMPORTANT)
- You will be provided a master Syllabus Template from which to prepare your syllabus. This template is modified periodically.
- Instructors for core courses must follow the outline of the master syllabus; please check with your mentor/lead teacher or contact Gail Schroeder (972-721-5398).
- Faculty is expected to email their syllabus to Gail Schroeder at gschroeder@udallas.edu one week prior to their start date. She will proof it, and contact you with any corrections. We are required to maintain copies of all syllabi for classes taught to meet SACS requirements.
NOTE: You can locate your specific section number when you log into BANNER WEB at: http://udallas.edu/myud/index.php

- Spring sections will be: 010, 011, online 1QA or 1QB, 020, 030
- Summer sections will be: 040, 041, online 4QA or 4QB, 050
- Fall sections will be: 070, 071, online 7QA or 7QB, 080, 090

It would be helpful to name syllabi files as follows: MANA 6305 010 Spring 2018 Jones

Note: Online courses have 12 one-week units vs. on-ground classes have 12 class meeting times.

**IMPORTANT – SYLLABUS SUBMISSION.** You will receive an email when it is time to send your syllabus to Gail at gschroeder@udallas.edu for her to proof. You will then receive an email with any modifications needed, or be notified that everything is fine. (Plan on having your syllabus ready for posting into your online course or course supplement the week prior to your start date.)

*Ideally, after your syllabus is proofed, upload your Part 1 of the syllabus into Brightspace for an online course, or for an on-ground course, into the course supplement (Brightspace).*

*Part 2 of the syllabus is automatically loaded* into each professor’s online course or course supplement, as it is identical for all within the Gupta College of Business.

**Teaching Assignments**

- Teaching assignments are made on the basis of need. Faculty preferences for classes and locations are taken into account, but the course is designed to best service the students’ needs.

**Teaching Assignments for the: “last three-weeks of each term”**

- These term’s classes are taught over a three or four-week period. Classes are limited. Advance notification to students with schedule, syllabus, etc. is very helpful, since this course is taught in a shortened format. The Registrar’s office can provide students’ e-mail addresses; also located in BANNER.

**Textbook Selection and Ordering**

- **Full-time faculty members have discretion for selecting texts for their classes.** However, core course instructors are asked to work with others teaching the same course to use a common text whenever possible.

- Textbook orders will be input directly into the eFollett system with a link that will be provided, along with a password (provided by Gail Schroeder). You will receive notification via your UD email when it is time to submit these requests, several months prior to the trimester for which the books are being ordered. All instructions will be given within the email, including deadlines. Please make every effort to read and comply in a timely manner. *If you are teaching for the first time, the lead professor for your course will usually order the textbooks required for the students, please communicate to determine who will be entering the textbook orders.*
Textbooks (examination/desk copies and ancillary material)
• When a desk copy (the professor’s copy of the textbook), along with any other ancillary materials, are needed, please contact Gail Schroeder at gschroeder@udallas.edu (972-721-5398) requesting the specific publisher’s representative information so that you can contact that person to secure the material you need in a timely manner. Requests should be made 4-6 weeks in advance of the start of classes, whenever possible. Once made, textbook requests should not be changed. You can request the book be sent to your home. Please use your UD email address when requesting a desk copy.

University of Dallas Bulletin with Course Descriptions
• The course description in your syllabus should be consistent with what is listed in the Bulletin.
• The Satish & Yasmin Gupta College of Business Undergraduate Program info (see page 42)
• The Satish & Yasmin Gupta College of Business Graduate Program info (see page 376)
• The Satish & Yasmin Gupta DBA info (see page 413)

http://www.udallas.edu/offices/registrar/course-catalog.php

Unregistered Students (IMPORTANT)
Unregistered students may occasionally attempt to attend a class. Students not on the Gupta COB roster should be reported to Nila Perry at nperry@udallas.edu immediately. Unregistered students should not be given a grade of any sort.