NEW SOFTWARE FOR CURRICULUM AND CATALOG MANAGEMENT

The Office of the Registrar, after consultation with the University Curriculum Committee, college curriculum committee members, and approval of the Provost, is undertaking implementation of a new curriculum and catalog management software. The software is called CourseLeaf and there are two modules.

The curriculum module makes the curriculum process entirely electronic. Electronic forms, similar to the current paper forms, will start the process. Those forms will be the first step in the workflow process and each successive step will include workflow notification and electronic approvals. To support each college curriculum process, we will contact the colleges for the steps in their curriculum process and approval. Those steps will then be set up in the workflow. Any changes made to the documents at any step will be shown with various colors. All changes to the documents are tracked. Each curriculum committee will be able to create agendas for their meetings and the software can be used during a meeting by projecting the documents during discussion.

The catalog module of the software will update from the curriculum portion of the software and allow emailing or hardcopy distribution of the catalog for proofing and editing during the biennial catalog process. Additionally, the catalog can be easily published to the web. The eventual goal is to use the software to provide an electronic only update of the catalog in the even years for the odd year biennially printed catalog.

The goal for completing the implementation of this new software is fall 2013. This will enable starting the new catalog process and new curriculum proposals from the completed 2013-2015 Academic Catalog. There will be training sessions on the new software for everyone in the departments who will use it. The hope is to have a workshop format for the training where faculty can develop the proposals using the software and others can learn how to send back the form or approve it for the next step. We will be in touch when we need more details from the colleges on their college curricular process. Information on the training sessions will be sent to the college curriculum committees and distributed through the U Letter.

ELECTRONIC FORMS NOW AVAILABLE ON WEB

With an increasing number of distance students, high demand for advancing technology, and simply for convenience, the Office of the Registrar now has some of their frequently used forms available electronically. These forms can be accessed online at the Registrar’s Office website and require users to login using their NDUS Username and Password (same usernames and passwords used to access Blackboard, CampusConnection and Live@edu student email accounts). Additional electronic forms will become available throughout the semester, so be sure to check back often.

The following electronic forms are currently available at: http://und.edu/academics/registrar/forms.cfm
- Cancellation/Withdrawal
- Collaborative Agreement
- Request to Add or Drop Collaborative Classes
- Undergraduate Request for Re-admission
- Undergraduate Request for Re-enrollment
- FERPA Privacy Release
- Master Class Schedule
- Cancellation Submission
- Master Class Schedule
- Class Revision
- Master Class Schedule
- New Class Request
- Report of Incomplete
- Grade Form
- Revocation of FERPA Privacy Release
Recipes from the RO

Lasagna

1 ½ to 2 lbs. browned hamburger with chopped onion to taste (half hamburger and half Italian sausage can be used)  
1—10 oz. can cheddar cheese soup (with two soup cans of water)  
1—6 oz. can tomato paste (with two cans of water)  
1—8 oz. can tomato sauce  
1—Tbsp. Worcestershire sauce  
1—Tbsp. Italian Seasoning  
1—Tsp. Oregano  
1—box of Lasagna noodles (uncooked)  
1—8 oz. bag shredded Mozzarella cheese  
1—8 oz. bag shredded Monterey Jack cheese (or any other you prefer)

After you have browned and drained the hamburger and onions, add the rest of the ingredients (except the noodles and cheese) so you have a big soupy mixture. Don’t worry about it being “chunky.”

Use a 9”x13” ungreased cake pan (not glass) and ladle some of the mixture into the pan (just enough to moisten the bottom). Put a layer of uncooked noodles over that (start with the noodles going the long way) and then ladle a more generous amount of the soup mixture over that. Put the second noodle layer cross ways to the first layer and then add more soup mixture on top. The third layer of noodles should go the long way again and then put the rest of the soup mixture on top of that.

Spread the two bags of cheese on top and seal the pan tightly with tin foil. Bake 1 ½ hours at 350 degrees.

Susie Shaft
Registrar’s Office Veteran Staff Member

Susie Shaft has been an employee of the Office of the Registrar since the mid-1970’s. She was hired by Shirley Naismith who was Acting Registrar at the time. Susie says Shirley agreed to hire her, but commented that “she would probably only last a couple weeks.” Thirty-six years later, with one retirement, she is still working in the Registrar’s Office part-time. Susie says, “Many students stop by the window just to say hello. That is my reward. The love I have for the students is my main priority; however, I tell people that my job is “licking envelopes!”

Susie is a proud University of North Dakota alum. She graduated in 1961 with a major in natural science and dietetics. This background has enabled her to love cooking and experimenting on friends and family once in a while. She met her husband, John, while in college and they were married in 1961. John died in 1997 after an illness.

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Susie knows many people and loves being a part of the University and Grand Forks communities. Outdoor sports and exercise are her passions. She has volunteered as a bench scorer for women’s basketball for many years. This led to her receiving an honorary letter winner award. One of her favorite sports has been curling and she played in Grand Forks for over 20 years. Susie has three grandchildren who are also avid curlers. The men’s World Curling Championships were held at the Ralph Engelstad arena in 2008 and Susie was selected as Co-chair of Ceremonies.

Susie’s 3 grown children and 11 grandchildren live in Grand Forks, Minneapolis and Phoenix; fortunately, she gets to see them all a few times each year. Susie says being a long-distance grandma is difficult but she uses technology such as Skype and texting to stay close. Skiing with her children and grandchildren, as well as other outside activities is her favorite vacation.

Adventures are a big part of Susie’s life. She has canoed in the Boundary Waters, biked the Minnesota trails, skied in Montana, Utah and Colorado and white-water rafted in Oregon. A highlight of her life was being chosen as an Olympic volunteer at the 2002 Winter Olympics. She was assigned to the long-track speed skating venue where she met many former gold medal winners and their families. Susie loves life and plans on many more adventures. She says, “A positive attitude makes each new day a joy.”
Stork Report

Callee Jo Hernandez was born on April 2, 2013. She weighed 7 lbs. 8 oz. and was 21 inches long. Her proud parents are Crystal Bakken and Manuel Hernandez.

FERPA highlights

FERPA Guidelines Relating to Letters of Recommendation:
For faculty and staff who are responsible for writing letters of recommendation, the following FERPA guidelines, from the AACRAO 2012 FERPA Guide, the Family Educational Rights and Privacy Act, must be adhered to:

1) States the purpose of the disclosure; and 3) identifies the party or class of parties to whom the disclosure can be made. Since the letter of recommendation is part of the student’s education record, the student has the right to read it, unless he or she has waived that right of access.

A good example of a student release form for recommendation letters would include the following statements: 1) I give permission for Professor A to write a letter of recommendation to: (list the name and address); 2) Professor A has my permission to include my grades, GPA, and class rank in this letter; and 3) I waive/do not waive my right to review a copy of this letter at any time in the future. The form would include a signature and date line. The Registrar’s Office FERPA Release Form can be found at:

http://und.edu/academics/registrar/forms.cfm.

2013-15 UND Academic Catalog in Process

The 2013-15 academic catalog is in the process of being compiled. Most deadlines for catalog changes have passed. Departments have received final drafts with an April 10 deadline for minor revisions. The catalog is scheduled for completion in May with publication in June. After delivery on campus in June, copies of the catalog may be picked up in Room 201 Twamley Hall. If more than ten copies are needed, please call 777-2694 and we will request that they be delivered to your department. Please contact Lori Hofland at 777-3892 or: lori.hofland@email.und.edu for questions about the catalog.

Dates & Deadlines*

Spring, 2013
Apr. 25 Last day to submit final copy of thesis or dissertation to the School of Graduate Studies
May 2 Last day to file final report on degree examinations/independent study completion in the School of Graduate Studies
May 3 Reading and Review Day
May 6-10 Semester examination period
May 11 Spring Commencement and Official Graduation Day
May 14 Grades due at noon

Summer, 2013
May 13 Beginning of Instruction
May 13 Last day for advancement to candidacy for all graduate students for August commencement
May 18 Last day to add a course (1st 6-wk session)
May 18 Last day to add a course (9-wk session)
May 21 Last day to add a course (12-wk session)
May 27 Holiday, Memorial Day
June 4 Last day on which candidates may apply for a degree for August commencement
June 6 Last day to add a course (middle 6-wk session)
June 12 Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (1st 6-wk session)
June 24 Last day to add a course (2nd 6-wk session)
June 27 Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (9-wk session)
July 3 Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (middle 6-wk session)
July 4 Holiday, Independence Day
July 13 Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (12-wk session)
July 18 Last day to submit final copy of thesis or dissertation to the School of Graduate Studies
July 24 Last day to drop a course or withdraw from the program/change to or from S-U grading or audit grading (second 6-wk session)
July 25 Last day to file Final Report on Candidate form in the School of Graduate Studies
Aug. 2 Summer Commencement and Official Graduation Day
Aug. 6 Grades due at noon

* All dates subject to change
**FREQUENTLY ASKED QUESTIONS**

**Q. I need to get an Academic Requirement Report, where do I go?**

A. The Electronic Degree Audit is now called Academic Requirement Report. The Academic Requirement Report is an advising tool for undergraduate UND students and advisors. The Academic Requirement Report is found in Campus Connection. Students and advisors can access the Academic Requirement Report simply by logging in to CampusConnection.

**Q. What are the credit requirements for undergraduate student classification?**

A. By going on the Registrar’s homepage and opening up ‘Resources’ and then clicking on ‘Undergraduate Student Classification.’ You will find the following information: Freshman, 0-23 credits completed; Sophomore, 24-59 credits completed; Junior, 60-89 credits completed; and Senior, 90+ credits completed.

**Q. I don’t remember my student ID, how do I retrieve it?**

A. You may retrieve your student ID by contacting the Campus Connection Help Desk at 866-457-6387.

**Q. How do I file a Change of Grade with the Registrar’s Office?**

A. The instructor must submit the form “Request to Change Grade” to the Registrar’s Office. The form must be picked up by a faculty/staff member at the Registrar’s Office. It will not be given out to a student. Faculty/Staff may be asked to show a photo ID. The completed form must be signed by the Dean of the course before submitting. The submitted request will be reviewed by the Administrative Procedures Committee for approval.