TR COURSELEAF SOFTWARE IMPLEMENTATION

CourseLeaf, a curriculum and catalog management software from Leepfrog Technologies, is currently being implemented with the goal of going live soon. The software consists of two modules: 1) the curriculum module (CIM), which moves the curriculum process entirely to an electronic format; and 2) the catalog module (CAT), which updates the curriculum portion in the catalog and decentralizes edits to the departments while still maintaining central control. The modules work together to streamline the curriculum and catalog management processes and allow for greater accuracy.

Once CourseLeaf goes live, the process will begin to create an online Academic Catalog Supplement with the goal of publishing in March, 2014. This online supplement will contain the most up-to-date curriculum information for students prior to registration for fall.

CourseLeaf training webinars will be held for all staff and faculty in the academic departments who have responsibility for processing curriculum changes and editing the catalog. Information on the training sessions will be sent to the academic departments and distributed through the U Letter.

2013-2015 UND ACADEMIC CATALOG PUBLISHED

The new 2013-2015 UND Academic Catalog is now available. Limited print versions of the catalog were published and are only available to faculty and staff who advise students. Department secretaries may request the catalog needs for the department by emailing: david.rucidlo@und.edu. Please include contact name, phone number, department, building, room number and stop number. The catalog may also be picked up in the Office of the Registrar, Room 201, Twamley Hall.

Online use of the catalog is encouraged. Please contact david.rucidlo@und.edu or 777-2694 with questions you may have regarding the distribution of the academic catalog. The online catalog may be viewed at: http://und.edu/academics/registrar/catalog-current.cfm
MEET OUR NEW STAFF MEMBERS

Jed Hendrickson

Jed Hendrickson joined the Office of the Registrar on May 13, 2013 as our new service area clerk/office assistant. He supports the student registration window, the transcript area, and transfer credit processing.

Jed grew up in nearby Manvel, North Dakota and attended high school at Grand Forks Central. After high school he attended UND, graduating in 2011 from the Honors Program with an emphasis on Physical Education. While in school, he also worked for the Honors Program and the Student Success Center during freshman orientation.

Within the last year Jed married, and he and his wife Kaitlyn bought a house in East Grand Forks. He spends most of his free time being physically active in some way, either playing in recreation sports leagues, or coaching youth hockey through the Grand Forks Park Board.

David Rzucidlo joined the Office of the Registrar on May 23, 2013 as our new administrative secretary. He assists the public both by phone and in person when they visit the Office and provides general support to the students by answering questions regarding Campus Connection. He is responsible for incoming and outgoing mail, scheduling meetings, processing correspondence, and other secretarial support as needed.

Originally from Landenberg, PA, David moved to Grand Forks in 2011 with his partner and their two dogs, Coal and Fyero. Now living just outside of Grand Forks, they have added ten chickens (Noir, RuPaul, Heather, Penny, Shara, Cher, Madonna, Cindy, Thing 1 and Thing 2) to the family. David enjoys gardening, quilting, knitting and camping. While in Pennsylvania, he attended West Chester University of Pennsylvania as an undeclared student, and participated in the Golden Rams Marching Band Color Guard and the Field of View Winter Guard. Prior to moving to North Dakota, David was employed by Acme Markets as an office coordinator, responsible for accounting and human resources.
OFFICE OF THE REGISTRAR
ALL STAR STUDENT EMPLOYEES

Dates & Deadlines

Fall, 2013

Nov. 4  Graduate student early registration
Nov. 6-  Spring 2014 early registration
Nov. 11  Holiday, Veteran’s Day
Nov. 15  Last day to drop a full-term course or withdraw
Nov. 15  Last day to change to/from S/U grading
Nov. 21  Last day to file preliminary approval of thesis or dissertation in the School of Graduate Studies
Nov. 28-29  Thanksgiving recess
Dec. 12  Last day to submit final copy of thesis or dissertation to the School of Graduate Studies
Dec. 12  Last day for faculty to submit the Final Report on Candidate form to the School of Graduate Studies
Dec. 13  Reading and Review Day
Dec. 16-20  Semester examination period
Dec. 20  Winter Commencement and Official Graduation Day
Dec. 24  Grades due at noon to the Registrar

Spring, 2014

Jan. 13  Beginning of instruction
*Classes start at 4:00 p.m.
Jan. 13  Last day for advancement to candidacy for all graduate students planning to graduate in May
Jan. 20  Holiday, Martin Luther King, Jr. Day
Jan. 23  Last day to add a full-term course or drop without record
Jan. 23  Last day to add audit or change to/from audit
Feb. 7  Last day for undergraduate students to submit incomplete work to instructors
Feb. 11  Last day on which candidates may apply for a degree for Spring commencement
Feb. 17  Holiday, President’s Day
Feb. 21  Last day for instructors to submit Removal of Incomplete form to the Office of the Registrar
Mar. 17-21  Spring recess
Apr. 11  Last day to drop full-term course or withdraw
Apr. 11  Last day to change to/from S/U grading
Apr. 17  Last day to submit preliminary approval of thesis or dissertation to the School of Graduate Studies
Apr. 18-21  Holiday, Easter
May 1  Last day for Thesis/Dissertation Defense
May 8  Last day to submit final copy of thesis or dissertation to the School of Graduate Studies
May 8  Last day for faculty to submit the Final Report on Candidate form to the School of Graduate Studies
May 9  Reading and Review Day
May 12-16  Semester examination period
May 17  Spring Commencement and Official Graduation Day
May 20  Grades due to the Registrar at noon

* All dates subject to change

Addie

Kelsey

Tim
OFFICE OF THE REGISTRAR STAFF

LISTED BELOW IS CONTACT INFORMATION AND DUTIES ASSOCIATED WITH EACH STAFF MEMBER

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Academic Catalog, Academic Grievances, Administrative Procedures Committee, Athletic Academic Eligibility, Essential Studies and Curriculum Committees, FERPA, Graduation, University Senate, Student Academic Standards Committee

Crystal Bakken, Transfer Clerk
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Transfer Credit Processing

Sharon Bruggeman, Records Officer, 777-4852
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Essential Studies and Curriculum Committees, Repeats, Incompletes

Patty Dorsher, Assistant Registrar, 777-3422
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Academic Advising Report, Student Athletic Academic Eligibility, Scheduling

Jed Hendrickson, Service Area Clerk/Office Assistant, 777-4258
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Student Registration, Transfer Credit Support, Transcripts

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Academic Catalog, Enrollment Reports, Newsletter, University Senate, Alternate Campus Access Control Officer

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Transfer Credit Evaluation and Reassessment, American College of Norway Contact

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ConnectND Student Administration, Transfer Credit Evaluation, Web Development, Withdrawals

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Academic Standing, Challenge Exams, Combined Degree Programs, Grade Changes, Holds, Petitions, Reinstatement

Vanessa Peterson, Service Area Clerk, 777-4371
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Student Registration, Address Changes, Enrollment Verification, Restricted Directory, Loan Deferments

Ray Pospisil, Manager of Academic Reporting, 777-2280
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Academic Reporting, Grading Processes, Enrollment Reports

Marge Ricke, Scheduling Coordinator, 777-6130
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Collaborative Registration, Program/Plan/Advisor Changes, Liaison for Academic Departments, Lead for Schedule of Classes

David Rzucidlo, Administrative Secretary, 777-2694
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General Information, Reception, Newsletter

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Student Registration, Continuing and Online Education, Name Changes, Social Security Number Problems

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Student Registration, Transfer Credit Processing, Record Conversion

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AP, CLEP & Language Placement Exams, Military Credit, Study Abroad, Transfer and Articulation Agreements, Admission, Secondary Access Control Officer, Technology Support, Web Development, Withdrawals

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Graduation

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Transcripts
**Recipes from the RO:**

**Crescent Roll Sandwich Ring**

**Ingredients:**
- 2 cans French Bread dough
- Italian dressing
- Roast beef, turkey & ham deli meat
- Provolone cheese slices (or any other cheese you prefer)
- Red onion (sliced in rings)
- Sliced ripe olives
- Green pepper, chopped

**Directions:**
- Lightly grease a cookie sheet. Form a circle with the two cans of dough. Pinch the ends together and score the top. Bake per dough instructions. Cool the ring on a rack. Brush the top with butter and sprinkle with garlic or other herbs.
- When cool, slice the ring in half (horizontally). Brush both sides with Italian dressing. Layer the bottom half in this order: meat, peppers, meat, onions, cheese, olives, and meat (it stays together better if you layer it in this order). Add a little more dressing to the top layer. Put in warm oven covered loosely with tinfoil until ready to serve.
- Cool items such as lettuce, tomatoes, etc., can be added per individual taste. Serves 6-8.

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**GRADUATION INFORMATION**

In order to be included in all commencement mailing updates, the preferred deadline to apply for December 2013 graduation was September 24, 2013. Students may continue to apply online; however, once the list of candidates is forwarded to University Senate for approval, it will be too late for December applications to be accepted.

If someone you know is planning to graduate in December, but has not yet applied, applications must be submitted online by the end of the day on November 22 or it will be too late. Anyone missing this deadline will need to apply for May 2014 graduation.

The ceremony for graduation candidates from the School of Graduate Studies and the School of Law will be on Friday, December 20, 2013 at 10:00 a.m. at the Chester Fritz Auditorium. The ceremony for undergraduate candidates will be on December 20, 2013 at 2:00 p.m. at the Chester Fritz Auditorium.

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**OFFICE OF THE REGISTRAR ONLINE FORMS**

There are multiple Office of the Registrar forms that must be completed online. The forms are:
- Cancellation/Withdrawal Fall 2013
- Collaborative Agreement
- Master Class Schedule - Class Cancellation
- Master Class Schedule - Class Revision
- Master Class Schedule - New Class Request
- Undergraduate Request for Re-enrollment Fall 2013
- Undergraduate Request for Re-enrollment Spring 2014
- Undergraduate Request for Re-enrollment Summer 2014
- Undergraduate Request for Readmission
- Report of Incomplete Grade

Requiring these forms to be submitted online:
- Adds security to the process
- Speeds up the processing of the forms
- Eliminates the need for manual input which reduces the chance for errors.

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**FERPA HIGHLIGHTS**

Today’s technology allows for many different avenues of learning, and all of these options create questions regarding the rights and privacy of students. The following statement from the AACRAO 2012 FERPA Guide explains how FERPA (Family Educational Rights and Privacy Act) relates to distance education and technology in the classroom setting: “As technology has evolved over the past decade, educational institutions have explored alternate ways of providing an education to students. As many institutions explore these alternatives, it is best to keep in mind that, whether we are dealing with high tech or low tech issues, a single education records law (FERPA) governs student privacy issues. This means that for FERPA purposes, it is irrelevant how education is delivered to students or where they are when they are participating in a course...students have the same FERPA rights and are to be accorded equal treatment under the law.”

If you have any questions or concerns regarding FERPA, please contact the Office of the Registrar at 777-2711.
FREQUENTLY ASKED QUESTIONS

Q. Why is the “I” still showing on my transcript after my grade was submitted?
   A. The “I” indicates that at the time of the term completion, work for the course was not
   complete due to circumstances beyond the student's control. The Incomplete is part of
   the academic record and cannot be expunged.

Q. How do I change my major/minor/advisor?
   A. To change your academic plan, please contact the Dean’s
   Office of the school or college from which you wish to receive
   a degree.

Q. Who do I contact if I have questions about Blackboard?
   A. If you have any questions, please contact UND Tech
   Support at: UND.techsupport@UND.edu, click on the Live Help
   button on this web page https://online.und.edu/
   webapps/portal/frameset.jsp
   or call our support line at 701-
   777-6305.

Q. What do I do to get enrollment verification?
   A. The University of North Dakota reports all enrolled students to the National Student
   Clearinghouse (NSC). The Clearinghouse offers many services. Any student with a
   social security number on record with UND may access the information on record with
   NSC through their Campus Connection account. Below are features that students can
   access through Campus Connection:
   - Obtain an Enrollment Certificate: Download or print your
     own enrollment certificate (available once the semester
     starts and will be updated with new enrollment informa-
     tion every two weeks).
   - View Enrollment Information On File: View enrollment infor-
     mation that UND has submitted to NSC.
   - View Student Loan Deferment Notifications: View enrollment
     information that NSC has submitted to various lenders. By
     doing so, it keeps you from having to make payments on
     your loans while you are enrolled in the required status
     (usually half-time) by your lender. This would also be
     considered the tracking of your Loan Deferment documents
     submitted to the Registrar’s Office.
   - View Proof of Enrollment: View enrollment information that
     NSC has submitted to providers or those that have request-
     ed your enrollment information.
   - Loan Locator: View lenders and their contact information
     that NSC has on record.
   - Order or Track a Transcript: Allows you to place orders
     online without having to send in a consent form. Also pro-
     vides tracking and status updates as our office processes
     your order.