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Special points of interest:

- Advisors: Please remind your students about Graduation Application Deadlines:
  - August, 2014—June 10
  - December, 2014—Sept. 23
- The Summer and Fall 2014 Schedule of Courses are available on Campus Connection and the web at: http://und.edu/academics/registrar/schedule-of-courses.cfm.
- The online 2014-15 Academic Catalog Supplement is now available at: http://und.edu/academics/registrar/catalog-current.cfm.

2014-2015 ONLINE ACADEMIC CATALOG SUPPLEMENT

The 2014-15 Online Academic Catalog Supplement is now available. It can be accessed on the Registrar’s Office website at: http://und.edu/academics/registrar/. This supplement is a one-year update of the printed 2013-15 Academic Catalog.

Online use of the catalog is encouraged, but if faculty are in need of a 2013-15 printed copy for advising purposes, a copy may be obtained in the Registrar’s Office in 201 Twamley Hall.

This is the first of continued yearly online supplements to the printed catalog. The plan is to have the updated supplement online every year in time for academic advising for the Spring and Summer registration. Besides the current catalog, previous catalogs back to 1994-95 are available online.

UND CREDIT HOUR POLICY FOR DISTANCE COURSES

The following credit hour policy for distance courses was adopted by the Academic Policies and Admissions Committee on 9/19/13 and approved by the University Senate on 10/3/13:

Academic units are expressed in terms of semester credit hours at the University of North Dakota. For face-to-face courses, one semester credit hour represents one 50-minute class period (lecture or structured student/faculty interaction) or 2-3 hours of laboratory session for each week of the semester. For online or distance courses, UND academic units are assigned according to the classification of the distance course:

Type 1: Distance course sections taught synchronously with face-to-face sections with equivalent student learning objectives and expectations for student effort. The distance section is assigned the same credit hours as the face-to-face section.

Type 2: Distance course sections taught asynchronously with face-to-face sections with equivalent student learning objectives and expectations for student effort. The distance section is assigned the same credit hours as the face-to-face section.

Type 3: Distance courses not classified as Type 1 or 2 that share equivalent student learning objectives and expectations for student effort as face-to-face sections of the course at UND. The distance section is assigned the same credit hours as the face-to-face section.

Type 4: Distance courses not classified as Type 1 or 2 that do not have corresponding face-to-face sections at UND for comparison. The department or unit providing the course must document the expected level of student effort, expected student/faculty interactions, course assessment plan, and student learning objectives for the course. This information will be reviewed by the appropriate Department, College/School, and University curriculum committees for assignment of appropriate credit hours.
Welcome to the Registrar’s Office Brenda Schill

Brenda Schill joined the Office of the Registrar on February 17, 2014 as the new administrative secretary. She 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. She is responsible for incoming and outgoing mail, scheduling meetings, processing correspondence, and other secretarial support as needed. Brenda also assists with graduation processing for the three main University graduations.

Originally from Langdon, ND, Brenda has lived in Grand Forks for 30 years with her husband, Merlin and their two children, Jessica and Justin. Jessica lives in Seattle, WA and is married to Joe Cozza and has one daughter, Kyla. Justin lives in Grand Forks and works at the Ruth Meiers Adolescent Center. Brenda enjoys reading, scrapbooking and spending time with family and friends.

With over 19 years of experience on campus, Brenda has served on Staff Senate for 9 years and was on the Board of Directors for the Council of State Employees for two years.

For Registrar’s Office contact information and a list of staff and their areas of responsibility, please go to: http://und.edu/academics/registrar/contact.cfm.

Recipes from the RO

Mint Cake
1 white cake mix
Add 3 tbsp. of green crème de menthe to the batter and bake as directed.
Cool cake and spread with 1 jar of fudge ice cream topping.
Add 2 tbsp. of crème de menthe to 1 large Cool Whip. Mix well and spread over the fudge topping. Store in refrigerator.

Almond Joy Cake
1 chocolate cake mix (bake as directed)
Filling:
1 cup evaporated milk
1 cup sugar
24 large marshmallows
1 cup coconut
Combine milk and sugar; add the marshmallows and heat until melted. Add coconut and pour over cake while mixture is hot.

Topping:
1 1/2 cups sugar
1/2 cup evaporated milk
1/2 cup butter
1 1/2 cups milk chocolate chips
1 cup chopped pecans
Mix sugar, butter and milk. Bring to a boil, add chips, stir until melted. Add nuts and pour over cake.
Ferpa Highlights

The following guidelines for faculty and instructional staff regarding specific FERPA issues are from the AACRAO 2012 FERPA Guide, the Family Educational Rights and Privacy Act:

Posting Grades. Since grades can never be directory information, it is inappropriate to post grades in a public setting. An instructor may, however, post grades if the grades are posted in such a manner that only the instructor and the individual student can identify the individual and his or her grade. Grades should never be posted by any portion of the SSN. Additionally, it is recommended that such a posted list should not be in the same order as the class roster or in alphabetical order.

Web-Based Tools to Support Classes. Courses supported by class websites and/or discussion groups must take extra precautions to not inadvertently release non-directory student information. Only directory information can be available to the general public and other class members, so it is recommended that such web-based tools employ a security layer so that only class members and instructors can access appropriate information.

Students Opting for No Release in the Classroom Setting. Students cannot choose to be anonymous in the classroom setting. If a student has chosen “no release” for his or her directory information, that does not mean that an instructor cannot call on him or her by name in class or that the student’s email address cannot be displayed on an electronic classroom support tool such as a discussion board, blog or chat feature.

Common Class Schedule

Based on an agreement at the Provost’s Academic Cabinet, the common course scheduling policy will be enforced for Spring 2015. All 3-credit courses need to be scheduled according to the policy or an exception must be obtained. The primary objective of common course scheduling is to ensure a course schedule that puts the needs of students first. There will be an exception process forthcoming.

Standard Class Start Times: Monday-Wednesday-Friday:

- Classes begin on the hour
- Class length: 50 minutes
- Passing time between classes: 10 minutes
- 3-hour classes are scheduled on M-W-F in three 50-minute blocks. 2-hour classes are similarly scheduled but only in two of the three days.

Tuesday–Thursday: Daytime classes start times are as follows:

- 8:00 a.m.
- 9:30 a.m.
- 11:00 a.m.
- 12:30 p.m.
- 2:00 p.m.
- 3:30 p.m.
- Class length: 75 minutes
- Passing time between classes: 15 minutes

Dates & Deadlines*

Spring, 2014

May 1    Last day for thesis or dissertation defense
May 8    Last day for faculty to submit “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 at noon

Summer, 2014

May 19   Beginning of Instruction
May 19    Last day for advancement to candidacy for all graduate students for August commencement
May 21    Last day to add a course (1st 6-wk session)
May 23    Last day to add a course (9-wk session)
May 25    Last day to add a course (12-wk session)
May 26    Holiday, Memorial Day
June 10   Last day on which candidates may apply for a degree for August commencement
June 11   Last day to add a course (middle 6-wk session)
June 17   Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (1st 6-wk session)

July 2    Last day to add a course (2nd 6-wk session)
July 2    Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (9-wk session)
July 4    Holiday, Independence Day
July 8    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 18   Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (12-wk session)
July 29   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 31    Last day to submit final copy of thesis or dissertation to the School of Graduate Studies
July 31    Last day for faculty to submit “Final Report on Candidate” form to the School of Graduate Studies
Aug. 8    Summer Commencement and Official Graduation Day
Aug. 12    Grades due at noon

* All dates subject to change
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We're on the web at:
und.edu/academics/registrar

The Registrar Review is also available online at:
und.edu/academics/registrar/registrar-review.cfm

Frequently Asked Questions

Q. How do I do a name change?
A. To change your name, please submit the Name Change Request Form at: http://www.und.edu/dept/registrar/forms/namechange.pdf, a copy of the new social security card reflecting the change, and a copy of your Marriage License or other legal document reflecting the change to the Office of the Registrar. It takes approximately two business days to make the changes. Once the change has been made in our office, you may contact ITSS (Information Technology Systems and Services) at 701-777-3171 to change your email address.

Q. I took a semester off and want to know what to do so I can come back to UND?
A. Undergraduate students who leave the University for at least one complete semester (excluding summer terms) are required to submit an application for readmission to the Office of the Registrar. Readmission to the University does not guarantee readmission to a particular degree program at UND. The Request for Readmission form is available at: http://www.und.nodak.edu/dept/registrar/forms/readmit.pdf. Students who were previously suspended from the University must be reinstated by the dean of the school or college to which they wish to be admitted before applying for readmission. Students who were previously dismissed from the University must petition for reinstatement to the Student Academic Standards Committee. Students who have enrolled in courses from other institutions during their time away from UND must have official transcripts sent from each institution attended. Failure to declare attendance at another institution is cause for dismissal and may result in cancellation of registration or any earned degrees to be revoked. Students whose institutional and cumulative GPA’s are below 2.00 based on all post-secondary work accepted by the University may be denied readmission or may be readmitted on probation. Students whose GPA is under 2.00 will be allowed readmission to UND only upon the approval of the dean of their prospective school or college.

Q. I’m registering for classes and Campus Connection is telling me I’m missing a prerequisite, what do I do?
A. If you receive the error stating prerequisites missing, please submit a Registration Action Form: http://www.und.nodak.edu/dept/registrar/forms/RegistrationActionCard.pdf. The action number is 17, Over-ride pre-requisites missing. The signature of the Instructor or Department is required on the form. Return the form to the Office of the Registrar.