Office of the Registrar

REGISTRAR REVIEW

FINAL GRADING FOR FALL 2007 SEMESTER

Final grades for Fall 2007 classes must be recorded and approved by instructors in PeopleSoft no later than noon on Tuesday, December 18. At that point, the Registrar’s Office will run a program to post those grades to students’ records, and students will be able to see their final grades online.

A program will also be run to determine which rosters have not been graded or placed into approved status. Departments will then be notified.

Faculty should be aware that the following processes are affected by the presence or absence of final grades: academic probation and suspension (undergraduate and graduate), dean’s list, president’s honor roll, and financial aid satisfactory academic progress. These processes occur shortly after the deadline for entry of final grades.

Instructions for faculty entry of final grades can be accessed on the web via the Faculty/Staff link on the Registrar home page at http://www.und.edu/dept/registrar/FacultyStaff/FacultyStaff.htm.

If you cannot log in to PeopleSoft, please notify your department’s ConnectND Academic Contact person.

If you can log in and find that you cannot access a roster that you are expecting to be able to update, please notify the person in your department that is responsible for coordinating and submitting schedule of classes information each semester. The department might not have notified us of who is teaching the class and responsible for the grades in the class.

CONNECTND VERSION 9

Maintenance for ConnectND Version 8 ends in September 2008; therefore, ConnectND is currently working on the upgrade to the latest version, Version 9. This upgrade is very different than the implementation of the ConnectND software experienced in 2005. Although there will be a simultaneous change of the database server from SQL to Oracle, this change is an upgrade of the software, not a new implementation. The plan is to go live in Version 9, in July 2008. We will share more with you as we learn more. We will also publicize the training schedule for Version 9.
The Registrar’s Office is getting ready to introduce Electronic Degree Audit to advisors. Electronic Degree Audit is a computer-generated analysis within PeopleSoft that enables the advisor to assess the student’s academic progress and unfulfilled requirements. Implementation will start with the University graduation requirements and general education requirements. The audit is a valuable tool for academic planning and course selection, because it matches the courses that the student has taken with the requirements of his/her degree program or anticipated program. As a student progresses towards graduation, Electronic Degree Audit analyzes all the classes taken and determines which requirements are still outstanding. Notification will be sent when it is accessible.

Beginning in December, 2007, a candidate for graduation must have earned at least 50 graded hours from the University of North Dakota. Courses taken for S/U grading do not count toward these 50 credit hours.

Beginning in December, 2008, the UND grade point average to qualify for academic honors at the time of graduation will be changed. Grade point averages for academic honors for those graduating in December, 2008 or after are:
- Cum laude—3.5
- Magna cum laude—3.7
- Summa cum laude—3.9

Those graduating from UND prior to December, 2008, (through the August 2008 commencement ceremony) will be awarded academic honors at the current levels of 3.2 for cum laude, 3.5 for magna cum laude, and 3.7 for summa cum laude based on UND credit only.

If you have questions, please contact Gloria Olson in the Office of the Registrar at 777-3761, or gloriaolson@mail.und.nodak.edu.

Clarification for the Residence Requirement: A candidate for the bachelor’s degree who enters with transfer credit must obtain from the University a minimum of 30 semester hours of institutional credit and 60 semester credits from a four-year college. Fifteen semester credits in the student’s major and four semester credits in the minor, if a minor is declared, must be institutional credit. Some colleges of the University may require more than 15 hours of institutional credit in the major. The last 30 credits for the bachelor’s degree ordinarily must be institutional credit. Institutional Credit includes degree credit courses (a) taken in residence; (b) taken through Continuing Education. Credits earned by examination, e.g., Foreign Language Placement & Special Examination for Credit, do not count as Institutional Credit.
SERVICES PROVIDED BY THE OFFICE OF THE REGISTRAR

- Maintain accurate academic records
- Act as secretary to the University Senate
- Answer/refer general academic questions
- Conduct graduation
- Electronically publish the course schedule
- Publish and dispense the academic catalog
- Dispense registration forms and process late, special or problem registrations
- Provide support for students with web registration through Campus Connection

- Process withdrawals/cancellations/re-admissions
- Assist students with enrollment verification
- Process transcript requests
- Process removal of incomplete grades, and grade changes
- Process changes of college, programs/plans and advisors
- Administer committee for petitions, reinstatements and grade grievances
- Evaluate transfer credits and coordinate articulation agreements
- Process name changes for students

VISIT OUR WEBSITE

The Registrar's Office website contains a variety of forms for faculty and staff use under the "Faculty/Staff" quick link. Printable forms in PDF format include: Change of Program, Plan, or Advisor; Curriculum Committee Forms; Department Transcript Request Form; Course Equivalency Approval Form; Faculty/Staff Tuition Waiver Request; General Education Requirements Forms; Graduate Removal of In-Progress Grade; Master Class Schedule Revision Form; Name Change Form; Office of Registrar Secure Web Form User Name/Password Request; and Registration Action Form.

Report of Incomplete Grade Forms may be submitted via email.

The following forms are for online submission only: Request for Computer Output; Master Class Schedule Addition Request; and Master Class Schedule Revision/Cancellation Request.

In addition to the ConnectND registration system, the course schedule, academic calendars, and contact information, our home page also includes links to:

Academic Catalog
www.und.nodak.edu/dept/registrar/catalogs/catalog/index
- Current 2007-09 Catalog (under construction)
- Previous catalogs back to 1997-99

University Senate
www.und.nodak.edu/dept/registrar/senate/index
- Faculty Handbook
- Bylaws of University Senate
- UND Constitution
- Senate Standing Rules
- Senate Agendas/Minutes
- Senate Committee Manual

Institutional Research
www.und.nodak.edu/dept/data/index
- Assessment Activities
- Forms
- Reports
- Resources

Family Education Rights & Privacy Act (FERPA)
www.und.nodak.edu/dept/registrar/FERPA/index

Important Dates

Fall, 2007

Nov. 2 Last day to drop a full-term course
Nov. 2 Last day to change to/from S/U
Nov. 5-30 Spring 2008 early registration
Nov. 12 Holiday, Veterans Day
Nov. 15 Last day to file preliminary approval of thesis or dissertation in the Graduate School
Nov. 22-23 Thanksgiving recess
Nov. 29 Last day to submit final copy of thesis or dissertation to the Graduate School
Dec. 6 Last day to file final report on degree examinations and independent study completion in the Graduate School
Dec. 6 Last day of classes
Dec. 7 Reading and Review Day
Dec. 10-14 Semester examination period
Dec. 14 Winter Commencement and Official Graduation Day
Dec. 18 Grades due at noon

Spring, 2008

Jan. 7 Beginning of instruction
*Classes start at 4:00 p.m.
Jan. 7 Last day for advancement to candidacy for all graduate students planning to graduate in May
Jan. 21 Holiday, Martin Luther King Jr. Day
Jan. 22 Last day to add a full-term course
Jan. 22 Last day to add audit or change to/from audit
Feb. 5 Last day on which candidates may apply for a degree
Feb. 18 Holiday, Presidents' Day
Feb. 22 Last day for undergraduate students to submit incomplete work to the instructor
Feb. 29 Last day for instructor to submit removals of incomplete to the Office of the Registrar
Mar. 3-7 Spring recess
Mar. 21-24 Holiday, Easter
Mar. 28 Last day to drop
Mar. 28 Last day to change to/from S/U
Apr. 10 Last day to file preliminary approval of thesis or dissertation in the Graduate School
Apr. 24 Last day to submit final copy of thesis or dissertation to the Graduate School
May 1 Last day to file final report on degree examinations and independent study completion in the Graduate School
May 2 Reading and Review Day
May 5-9 Semester examination period
May 10 Spring Commencement and Official Graduation Day
May 13 Grades due at noon
### Office of the Registrar Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Position and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Anderson</td>
<td>7-2711</td>
<td>University Registrar (Academic Catalog, Academic Grievances, Administrative Procedures Committee, Curriculum Committee, FERPA, Graduation, University Senate)</td>
</tr>
<tr>
<td>Joan Enlow</td>
<td>7-4517</td>
<td>Records Associate (People Soft Support, Readmission, Transfer Credit Evaluation)</td>
</tr>
<tr>
<td>Christina Fargo</td>
<td>7-2148</td>
<td>Assistant Registrar (Education Abroad, Newsletter, Readmission, Transfer and Articulation Agreements, Transfer Credit Evaluation)</td>
</tr>
<tr>
<td>Janice Haus</td>
<td>7-4517</td>
<td>Transcript Clerk (Transcripts)</td>
</tr>
<tr>
<td>Lori Hofland</td>
<td>7-3892</td>
<td>Administrative Assistant (Academic Catalog, Enrollment Reports, Newsletter, University Senate, Registrar’s assistant)</td>
</tr>
<tr>
<td>Kayla Hotvedt</td>
<td>7-2042</td>
<td>Technology &amp; Records Support Tech (ConnectND Student Administration Campus Access Control Officer, Technology Support, Web Development)</td>
</tr>
<tr>
<td>Jennifer Manke</td>
<td>7-4258</td>
<td>Transfer and Articulation Coordinator (AP, CLEP, &amp; Language Placement Exams, Military Credit, Transfer Credit Evaluation)</td>
</tr>
<tr>
<td>Gloria Olson</td>
<td>7-3761</td>
<td>Info. Processing Specialist (Graduation)</td>
</tr>
<tr>
<td>Vanessa Peterson</td>
<td>7-4371</td>
<td>Service Area Clerk (Address Changes, Enrollment Verification, Restricted Directory, Student Registration)</td>
</tr>
<tr>
<td>Ray Pospisil</td>
<td>7-2280</td>
<td>Associate Registrar for Student Records and Data (Classroom Scheduling, Enrollment Reports, Grades, Student Registration)</td>
</tr>
<tr>
<td>Marge Ricke</td>
<td>7-2150</td>
<td>Records Associate (Course Schedule, Liaison for Academic Departments, Room Scheduling)</td>
</tr>
<tr>
<td>Stacey Stefanowicz</td>
<td>7-2643</td>
<td>Service Area Clerk (Name Changes, Social Security Number Problems, Student Registration)</td>
</tr>
<tr>
<td>Candace Williams</td>
<td>7-2639</td>
<td>Service Area Clerk/Records Associate (Student Registration)</td>
</tr>
<tr>
<td>Mary Winters</td>
<td>7-2639</td>
<td>Transfer Clerk (Transfer Credit Processing)</td>
</tr>
<tr>
<td>Connie Borboa</td>
<td>7-4852</td>
<td>Admissions &amp; Records Officer (Continuing Education, Curriculum Committee, GER Committee, Repeats)</td>
</tr>
<tr>
<td>Sharon Bruggeman</td>
<td>7-6130</td>
<td>Records Associate (Collaborative Registration, Course Schedule, Grading, Incompletes, People Soft Support, Withdrawals)</td>
</tr>
<tr>
<td>Kathy Dietz</td>
<td>7-2147</td>
<td>Assistant Registrar (Academic Standing, Challenge Exams, Combined Degree Programs, Deficiencies, Grade Changes, Holds, Petitions, Reinstatement)</td>
</tr>
<tr>
<td>Patty Dorsher</td>
<td>7-3422</td>
<td>Records Associate (Electronic Degree Audit, Student Athletic Eligibility)</td>
</tr>
<tr>
<td>Bonnie Egeland</td>
<td>7-2694</td>
<td>Administrative Secretary (General Information, Reception)</td>
</tr>
<tr>
<td>Christine Casper</td>
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<td>Records Associate (People Soft Support, Readmission, Transfer Credit Evaluation)</td>
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Vanessa was born in Fargo, ND and lived outside of Fargo. She is the youngest of three daughters. She's very close to her family and has a close knit extended family as well. Her parents made travel something exciting and, as a family, they made several trips to different destinations across the states. It was something Vanessa looked forward to and has continued to do with her own family.

Vanessa graduated from West Fargo High School in 1998 and soon after began volunteering to help others, averaging 70 hours a month. Vanessa states, "I loved that time of my life, I can’t remember a time when I did not enjoy it! I gained close friendships and I have such great memories, that I look forward to when I can do it again."

During and after high school, to support her volunteer work, Vanessa worked part time at DSI, Inc/Tri-State Auto Auction. With a love of cars, the job was a great fit. The Auction was something exciting and different each week and the five years of experience she gained was irreplaceable.

On July 3, 2000, Vanessa’s life changed. She met Brian Peterson, native to the Grand Forks area. The day they met, they never stopped talking. They were engaged in November and were married on June 9, 2001. They moved to Grand Forks and have now made their home in East Grand Forks, MN.

Upon Vanessa’s move to Grand Forks, she began working at Insight Technologies as a receptionist and assisted the sales team selling Verizon Wireless Service. She then found a more suitable career for her situation with the Office of the Registrar and began working here in March, 2004. Vanessa works part-time at the service window helping students with registration and verification of enrollment and says, "It’s great being able to help students and staff. So many appreciate the help they receive that it makes the job very enjoyable! I get to work with great individuals that make coming to work fun, not a chore."

Since her first day in the Registrar’s Office, Vanessa’s personal and work life has changed in several ways. PeopleSoft was introduced and the challenge of learning new software and helping students learn it was exciting and rewarding. Brian and Vanessa also have begun their own family. Their daughter, Julianna, was born on December 11, 2006, and Vanessa proudly states, "Having Julianna is a lot of work, but we wouldn’t trade it for anything! Raising a child is the most rewarding thing we could ever do, and seeing her learn and grow is amazing!"

Recipes from Susie:

**Beef/Carrot Casserole**
Cook 8 oz. of medium egg noodles, drain. Simmer the following for 5 minutes:
- 1 lb. ground beef, browned
- 1 tbsp. butter
- 1/4 cup minced onion
- 2 8 oz. cans tomato sauce
- 1 tsp. salt
- 1/4 tsp. pepper
Combine:
- 1 cup sour cream
- 1 cup cottage cheese
- 1/4 cup chopped parsley
- 1 cup sliced carrots
Set aside.
Alternate layers of noodles, meat mixture, cottage cheese mixture, and shredded cheese. Begin and end with noodles. Top with cheese. Bake at 350 degrees for 30 minutes.

**Apple Bars**
2 cups sugar
1 cup vegetable oil
2 large eggs
1 tbsp. vanilla
2 cups flour
1 tsp. baking soda
1 tsp. cinnamon
1/4 tsp. salt
3 cups apples, peeled & chopped
1 cup nuts
Beat sugar, oil, eggs and vanilla until light. Sift flour, baking soda, salt and cinnamon. Add to sugar mixture. Add apples and nuts. Bake in greased 9x13 pan for 45 minutes at 350 degrees. Frosting:
2 3 oz. pkgs. cream cheese
3 tbsp. melted butter
1 1/2 cups powdered sugar
Blend until smooth. Spread over cooled bars.

FERPA HIGHLIGHTS: FERPA Release Form Revised

The new FERPA Release Form includes the following:
- Academic Records; if a transcript is to be sent to an address other than that on file, a written request must be signed by the student.
- One-time release; the release is a one-time release only.
- Continuing release; will remain in effect while enrolled, unless a written request is received, revoking such consent.

Housing, Dean of Students, Student Health Services, Business Office and the Office of the Registrar each have their own FERPA Release Form. Students have the option to release only the information they want, from whichever department they want.
TRANSCRIPT ORDERING CHANGES

As of October 25, 2006, a new transcript processing service has been implemented at the University of North Dakota. We are no longer able to process unofficial transcripts, nor are we processing transcript requests via the fax machine. Transcripts must be requested online at the following sites:

Current Students: http://www.und.edu/dept/registrar/campusconnection/

Former Students: http://www.und.edu/dept/registrar/trans/requestonline.htm

Additional information is available on our website: http://www.und.edu/dept/registrar/

AD ASTRA ROOM SCHEDULING

There is a publicly accessible portion of Ad Astra, a room scheduling software that works with PeopleSoft. Registrar's Office staff have been working during the past year to implement the Ad Astra system at UND. They have been using the system in production since April to track classroom assignments for Fall 2007 and Spring 2008. A portion of the system allows anyone else to see what classes and events we have assigned to each classroom.

Although the link to this data is currently available for anyone to access this information, we plan to publicize the link initially to Facilities and CILT. Later this semester, we plan to publicize the link to department secretaries.