This year is once again an academic catalog publication year. To be sure the appropriate approval is obtained before the 2009-2011 Academic Catalog goes to press, please note the following dates for submission to the University Curriculum Committee (UCC). You may want to include earlier deadlines for submission to school/college committees and/or to the Graduate Committee to ensure appropriate approvals before the UCC deadline.

October 3, 2008 is the deadline date for programs that require approval by the State Board of Higher Education or the Chancellor to be submitted to the University Curriculum Committee. These requests include new courses with new programs, title changes, program terminations, and program suspensions. Programs submitted after October 3 will be considered by the University Curriculum Committee but will not be included in the catalog.

February 6, 2009 is the deadline for course changes that require University Senate approval to be submitted to the University Curriculum Committee. These include new courses, course deletions, program admissions, program changes, and course changes.

Curriculum information is available online at the University Senate UCC page at www.und.edu/dept/registrar/curriculum. If you have any other questions about curriculum changes for the catalog, please contact Connie Borboa at connie.borboa@mail.und.nodak.edu or at 777-4852.

ConnectND Version 8.0 was shut down Friday June 13, 2008 and re-opened with the updates converting it to the “new” ConnectND Version 9.0, available to everyone Thursday, June 19, 2008. The upgrade went smoothly and reports have been received of better performance. Campus training for administrative users was offered and training sessions were also made available for faculty and staff. The purpose of this project was to upgrade the existing ConnectND Version 8.0 system to Campus Solutions 9.0 and to migrate the database from a SQL platform to an Oracle platform. Thanks to the Data Center at UND for the many hours of extra work to ensure this was completed well ahead of fall registration. Suzanne Anderson, University Registrar, extends her appreciation for the “flexibility demonstrated in handling adjustment” to the ConnectND Version 9.0 conversion.

Using CampusConnection Instructions; “Tip Sheets,” are now available online for students at: http://www.und.nodak.edu/dept/registrar/campusconnection/index.htm.

At the September 4, 2008 University Senate meeting, Tom Steen reported on the Essential Studies program. The approved curriculum is now effective for freshmen in 2008. New transfer students will be under Essential Studies starting in Fall 2009. In August 2008, an Essential Studies Office was established and Dr. Steen was appointed the half-time director. The Office will focus on administrative issues and the Senate Essential Studies Committee will focus on policy and approval of courses. Dr. Steen also announced that UND won one of two national awards given annually by the Association of General and Liberal Studies for improvement in general studies.
REGISTRAR’S OFFICE UNDERGOES TRANSFORMATION

The Office of the Registrar’s remodeling project was completed in three phases. Staff located in the first phase were packed and ready to move to their temporary space on May 28, 2008. Disassembly for the first phase began May 29. It had begun at last!

Design plans, modular furniture, colors, carpet and funding were all arranged. Storage boxes and containers were gathered. Everyone in the office moved over to make space for their fellow workers and their “stuff” during each phase. Staff were relocated from one end of the office to the other. The hall was jammed with surplus and storage.

The transition was as efficient and comfortable as possible for staff during the remodeling project. The anticipated completion date was July 11, 2008 and the project was completed as scheduled.

The entire staff is very pleased and comfortable with their new office space. Thanks to those whose time and effort made our makeover possible. Please take the opportunity to visit us in 201, Twamley Hall to see our brand new makeover.

FERPA Highlights

For faculty and staff who are responsible for writing letters of recommendation, the following Family Educational Rights and Privacy Act (FERPA) guidelines, must be adhered to: Statements or recommendations made about a student which are made from a person’s personal observation do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information or educational data are obtained from a student’s educational record and are included in a letter of recommendation (grades, GPA, any other educational data), the writer is required to obtain a signed release from the student which: 1) specifies the records that may be disclosed; 2) states the purpose of the disclosure; and 3) identifies the party or class of parties to whom the disclosure can be made.

(Continued on page 3)
A Helpful Hint from the Registrar: How a Grade Point Average is Calculated

Have you ever been asked how a grade point average (GPA) is calculated? The concept of GPA calculation is a simple one. Take the total number of the student’s honor points and divide that number by the total number of letter-grade credits attempted. The resulting quotient is the student’s GPA. Courses from which a student withdraws or courses in which a student has selected an S/U grading option are not counted in the GPA calculation.

Since UND does not use the plus or minus with its grading system, determining the number of student honor points is simple as well. In our system, letter grade equivalents are assigned in the following way: “A” is equal to the number 4; “B” is equal to 3; “C” is equal to 2; “D” is equal to 1; and “F” is equal to 0. Multiply the grade/number equivalent by the number of credits assigned to the course and the product of that multiplication is the student’s honor points.

For example, assume your student completed five classes last semester. All of the courses were worth three credits. The student earned two grades of “A,” two grades of “B,” and one “C.” Convert each grade to its corresponding number. You now have two 4s, two 3s, and one 2. Multiply each by the number of credits each class was worth—in this case all classes were worth three credits. Add all of those numbers together. (You should have gotten 48.) So this student has 48 honor points. Divide the honor points by the total number of credits—in this case it is fifteen and this student’s semester GPA is 3.20.

FERPA Highlights (continued from p. 2)

If the recommendation is placed in the student’s file, it becomes a part of the student’s educational record and must be protected as any other educational data. Additionally, the student will have the right to read the recommendation 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.

Dates & Deadlines

Fall, 2008

Oct. 7  Last day for instructors to submit Removal of Incomplete for Spring/Summer semesters
Oct. 10  Spring 2009 Schedule of Courses on web
Oct. 10  Report on Unsatisfactory progress due, noon
Nov. 7  Last day to drop a full-term course or withdraw
Nov. 7  Last day to change to/from S/U grading
Nov. 4-26  Spring 2009 early registration
Nov. 11  Holiday, Veteran’s Day
Nov. 20  Last day to file preliminary approval of thesis or dissertation in the Graduate School

Spring, 2009

Jan. 12  Beginning of instruction
Jan. 12  *Classes start at 4:00 p.m.
Jan. 19  Last day for advancement to candidacy for all graduate students planning to graduate in May
Jan. 27  Holiday, Martin Luther King, Jr. Day
Jan. 27  Last day to add a full-term course
Jan. 27  Last day to add audit or change to/from audit
Feb. 3  Last day on which candidates may apply for a degree
Feb. 16  Holiday, President’s Day
Feb. 20  Last day for undergraduate students to submit incomplete work to the instructor
Feb. 27  Last day for instructor to submit removals of incomplete to the Office of the Registrar
Mar. 16-20  Spring recess
Apr. 3  Last day to drop
Apr. 3  Last day to change to/from S/U
Apr. 10-13  Holiday, Easter
Apr. 16  Last day to file preliminary approval of thesis or dissertation in the Graduate School
Apr. 30  Last day to submit final copy of thesis or dissertation to the Graduate School
May 7  Last day to file final report on degree examinations and independent study completion in the Graduate School
May 8  Reading and Review Day
May 11-15  Semester examination period
May 16  Spring Commencement and Official Graduation Day
May 19  Grades due at noon

Reminder: Daylight Savings Time ends on Sunday, November 2. Don’t forget to turn your clocks back for that extra hour of sleep!
MEET OUR NEW STAFF

**Suzanne Anderson**, 7-2711
University Registrar
(Academic Catalog, Academic Grievances, Administrative Procedures Committee, Athletic Eligibility, Curriculum Committee, FERPA, Graduation, University Senate)

**Connie Borboa**, 7-4852
Admissions and Records Officer
(Continuing and Online Education, Curriculum Committee, GER Committee, Repeats)

**Sharon Bruggeman**, 7-6130
Records Associate
(Collaborative Registration, Course Schedule, Grading, Incompletes, People Soft Support, Withdrawals)

**Patty Dorsher**, 7-3422
Records Associate
(Electronic Degree Audit, Student Athletic Academic Eligibility)

**Bonnie Egeland**, 7-2694
Administrative Secretary
(General Information, Reception)

**Joan Enlow**, 7-3638
Records Associate
(Readmission, Transfer Credit Evaluation)

**Christina Fargo**, 7-2148
Assistant Registrar
(Newsletter, Readmission, Study Abroad, Transfer and Articulation Agreements, Transfer Credit Evaluation)

**Amber Finley**, 7-4289
Service Area Clerk/Office Assistant
(Record Recreation, Transfer Credit Processing)

**Janice Haus**, 7-4517
Transcript Clerk
(Transcripts)

**Lori Hofland**, 7-3892
Administrative Assistant
(Academic Catalog, Enrollment Reports, Newsletter, University Senate)

**Kayla Hotvedt**, 7-2042
Technology & Records Support Tech
(ConnectND Student Administration Campus Access Control Officer, Technology Support, Web Development)

**Marcy Mack**, 7-2147
Assistant Registrar
(Academic Standing, Challenge Exams, Combined Degree Programs, Deficiencies, Grade Changes, Holds, Petitions, Reinstatement)

**Jennifer Manzke**, 7-4258
Transfer and Articulation Coordinator
(AP, CLEP & Language Placement Exams, Military Credit, Study Abroad, Transfer Credit Evaluation)

**Gloria Olson**, 7-3761
Information Processing Specialist
(Graduation)

**Vanessa Peterson**, 7-4371
Service Area Clerk
(Address Changes, Enrollment Verification, Restricted Directory, Student Registration)

**Ray Pospisil**, 7-2280
Associate Registrar for Student Records and Data
(Classroom Scheduling, Enrollment Reports, Grades, Student Registration)

**Marge Ricke**, 7-2150
Records Associate
(Course Schedule, Liaison for Academic Departments, Room Scheduling)

**Stacey Stefonowicz**, 7-2643
Service Area Clerk
(Name Changes, Social Security Number Problems, Student Registration)

**Candace Williams**, 7-4288
Transfer Clerk
(Transfer Credit Processing)**

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**Marci Mack** has joined the Office of the Registrar as assistant registrar. She began her duties on July 1, 2008. She supervises a staff of five and oversees all areas of the service area and maintenance of student records.

**Amber Finley** joined the RO staff on July 28, 2008 as a Service Area Clerk and Office Assistant. She provides assistance to students, faculty, staff and the general public and works with student academic records.
Patty was born in Crookston, MN and grew up on a farm near Climax, MN. She moved to Grand Forks when she was in fourth grade and has lived here ever since. She graduated from Central High School and like her dad, mom, two brothers, sister, two sister-in-laws and brother-in-law, she graduated from UND. The next generation has started and her nephew will graduate in December.

Patty and her husband, Ken, have two daughters: Catherine is 15 and a sophomore at Red River High School and Kenzie is 13 and an 8th grader at Schroeder Middle School.

Patty started working on campus at the bookstore and then went to work for Barnes and Noble. She returned to UND in 2002 to work in the Financial Aid Office. In 2004 she joined the Registrar’s Office. In her current position she works with electronic degree audit and coding the various programs to enable advisors to assess the student’s academic progress. She also certifies student athletes’ academic eligibility.

The electronic degree audit (EDA) is online for advisors. If you are listed as an advisor and have self service access, look at Degree Progress for your advisees. You will find the real time interactive electronic degree audit. The University requirements and Essential Studies/General Education requirements are available for all students. Seventeen majors are available and more will be added as they are completed.

The tool will help you track the requirements for Essential Studies vs. General Education and which students follow which curriculum. The EDA automatically applies the requirements based on the term of admission.

As you work with the EDA, please send questions or corrections to: regeda@mail.und.edu. As we refine this helpful advising tool, it will become more and more valuable to you and your advisees to ensure degree completion in a timely manner.

Recipes from Susie:

Hearty Beef & Potato Casserole
4 cups frozen Tator Tots
1 lb. hamburger
1-16 oz. pkg frozen broccoli or green beans
2.8 oz. can french-fried onions
1 medium tomato, chopped
1 can cream of celery soup
1/3 cup of milk
4 oz. shredded cheddar cheese
1/4 tsp. garlic powder
1/8 tsp. black pepper

Place Tator Tots on bottom and sides of 8 x 12 casserole. Bake uncovered for 10 minutes in 400-degree oven. Brown beef in large chunks; drain. Place beef, broccoli, 1/2 can onions and chopped tomato in potato shell. Combine soup, milk, seasonings; pour over beef mixture. Bake covered in 400-degree oven for 20 minutes. Top with remaining onions and cheese. Bake another 2 to 3 minutes until cheese is melted.

Academic Honors Policy

Beginning with this graduation, December 2008, the new honor GPA levels are in effect: Cum Laude 3.5; Magna Cum Laude 3.7; and Summa Cum Laude 3.9 and above. In addition, you must have earned at least 50 graded hours from the University of North Dakota to be considered for academic honors. Courses taken for S/U grading do not count toward these 50 credit hours.
Frequently Asked Questions

Student Issues:

Q. Can I add classes after the deadline?

A. The Dean of the course makes the final decision. On the Office of the Registrar website at: http://www.und.edu/dept/registrar/forms/forms.htm, use the “Registration Action Form,” Action #4, with required signatures: Advisor, Instructor, and Dean of the Course (graduate dean for graduate courses).

Q. Can I drop a class after the deadline?

A. Drops are not permitted after the deadline, however, students have the option to submit an Administrative Procedures Petition Form to the Office of the Registrar requesting an exception to the policy, which may or may not be approved. The form can be found at: http://www.und.nodak.edu/dept/registrar/forms/forms.htm. The Administrative Procedures Committee will review the petition and make their decision. The Committee meets approximately every two weeks during the fall and spring semesters.

Q. How do I withdraw from all my classes?

A. Submit the Withdrawal Form before the last day to drop a class. It can be found at: http://www.und.edu/dept/registrar/forms/forms.htm. CampusConnection does not allow students to drop all classes online.

Faculty Issues:

Q. Where can I find my current term Class Roster/Grade Roster?

A. After you log in to CampusConnection, click on: Self Service > Faculty Center. To select your current term Class Roster/Grade Roster, go down to the left side of the listings of courses you are assigned to and click on the appropriate icon (Class Roster or Grade Roster). This will bring you to your roster for that particular class.

For additional navigation tips on CampusConnection 9.0, visit our website at: http://www.und.edu/dept/registrar/FacultyStaff/FacultyStaff.htm.