Effective fall 2009, the North Dakota University System made a change to the SBHE Policies Academic Affairs, Academic Calendars, Section 406.1.4.g. This change pertains to the last day to add, the last day to drop a full-term course and the last day to withdraw. In the past, UND counted ten full class days to establish the last day to add, and the last day to drop or withdraw was the Friday five weeks preceding the last day of the term. The State Board of Higher Education has changed this policy as of June 19, 2008 to be implemented for the fall 2009 semester for all NDUS institutions. The policy is currently undergoing some slight wording adjustments that need Chancellor and SBHE approval, but it now reads: Section 406.1.3.g. Academic year calendars are subject to the following additional guidelines: For a standard 16-week semester, the last day to add or drop a course without a record is the 10th calendar day in the fall term and the 11th calendar day in the spring term. The last day to withdraw without having grades entered is the last class day of the 12th week of classes. Add, drop and withdrawal dates for summer terms or other sessions not 16 weeks in length shall be proportionate to the standard 16-week term. Registration day is the first day of a standard 16-week academic term. If you would like to review the entire policy, please go to: http://www.ndus.nodak.edu/policies/sbhe-policies/policy.asp?ref=2379.
**Special Dates to Remember:**

**October**
- 18—Homecoming

**November**
- 11—Veteran’s Day
- 26-27—Thanksgiving

**December**
- 14-18—Finals Week
- 18—Winter Commencement

**January**
- 11—Classes start at 4 p.m.
- 18—Martin Luther King Jr. Day

**February**
- 15—President’s Day

**March**
- 15-19—Spring Break

**April**
- 2—Good Friday
- 5—Easter Monday

**May**
- 10-14—Finals Week
- 15—Spring Commencement

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**Electronic Degree Audit**

Electronic Degree Audit (EDA) is a helpful advising tool for UND students and advisors. It is accessed through Campus Connection and compares the student’s academic record with the degree requirements for the student’s declared major. Through the Electronic Degree Audit, students can easily access summaries of requirements already completed and requirements still needed to graduate. This feature enables students to work with their academic advisor in planning their schedules, registering for classes and completing their degree for graduation.

All undergraduate majors have been built or are in the process of completion. Minors are in progress. Second majors will be coded as well. Electronic Degree Audit is already available for advisors in ConnectND. The navigation is Self Service-View My Advisees-View Student Details. Under Academics, use the drop down arrow and highlight “Degree Progress Report” and click on the arrow icon. Enter University of North Dakota under Academic Institution, Academic Advising Report under report type and click Go. The EDA report will soon be available for students. Beginning in mid-October, students will access their own electronic degree audit in their self service ConnectND.

If you have any suggestions or questions, or if waivers or substitutions are needed, email: regeda@mail.und.edu.

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**Introducing Launch!**

UND has partnered with Lake Region State College to help “propel” students into a program at UND. This partnership is called Launch! and is designed to allow students who are not yet eligible for UND admission a chance to participate in UND student and academic life.

Lake Region students are here on UND campus living in residence halls and taking Lake Region classes. At the same time, these students are taking “Introduction to University Life” or other UNIV or basic UND courses for no more than five credits a semester through the collaborative registration process. The goal is to acclimate these students to UND and prepare them to transfer after 24 credits at Lake Region.

These students are excited to be here, learning in and out of their classes. The director of this program is Cindy Renick.

For more information about the LAUNCH! program, contact Sue Sholes, assistant director of Enrollment Services at 777-4463, or email suzannesholes@mail.und.edu.

Through LAUNCH!, every student has the opportunity of a college degree.

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**FERPA Highlights Quiz**

An unauthorized person retrieves a student’s educational information from your computer screen that was left unattended while you went to lunch. Are you and UND responsible for this violation under FERPA?

Yes, you and UND are responsible. FERPA protects all educational records maintained by the institution or a person acting for the institution. Information on a computer screen must be protected in the same way paper documents are protected.

To assist you in understanding the responsibility you have in maintaining the confidentiality of our students’ records, a FERPA link is provided on the Office of the Registrar webpage at: http://www.und.edu/dep/Registrar, under “FERPA Information.” This information should be reviewed occasionally as well as when you have any questions regarding student records and their privacy.

Don’t forget, for PeopleSoft access you must complete the Data Privacy Training found at: http://apps.ndus.edu/dptraining.
GRADUATION INFORMATION

The deadline to apply for December 2009 graduation is September 15, 2009. Students applying after that date need to do so at their College Dean’s office as soon as possible and have it approved at that level. Once the list of candidates is sent to University Senate, late applications will no longer be accepted.

Please encourage graduating seniors to attend the Grad Expo at the Loading Dock in the Memorial Union on Tuesday, October 13, from 11 a.m. to 4 p.m.

2009-2011 UND ACADEMIC CATALOG NOW AVAILABLE

The new 2009-2011 UND Academic Catalog is now available on the web at: http://www.und.nodak.edu/dept/registrar/catalogs/catalog/index.htm. Copies of the catalog for new prospective students will be supplied through Enrollment Services. Departments may pick up catalogs for faculty and staff in the Office of the Registrar. If a large quantity is needed, it may be ordered by calling Bonnie at 777-2694. A catalog is available for every new student and all faculty and staff, but more web usage is being promoted for this issue of the academic catalog.

MILITARY CREDIT AT UND

UND awards transfer credit for some coursework completed by servicemen and servicewomen in the U.S. Armed Forces. Currently enrolled UND students may request credit for work that was completed while they served on active duty or while they served in the National Guard or Reserves. Students must request that the official documentation be sent to the Office of the Registrar.

This documentation will come in a variety of forms depending on the branch of service in which the student served. For the Army, an official Army/American Council on Education Registry Transcript System (AARTS) will be required. Former Air Force personnel will need an official copy of their Community College of the Air Force transcript. Former Navy and Marine personnel will need to supply an official copy of their Sailor/Marine Ace Registry Transcript (SMART). Credit is awarded based on current American Council on Education (ACE) guidelines. Most credit will be awarded as Military Block Credit. Rarely will these credits satisfy UND Essential Studies requirements, but they may be used by departments to fulfill program requirements.

If students or advisors feel that Essential Studies credit should be awarded for military coursework and training, students may use existing procedures and petition the Essential Studies Committee for consideration. Questions concerning military credit should be directed to Jennifer Manzke in the Office of the Registrar at 777-4258, or jennifermanzke@mail.und.nodak.edu.

Dates & Deadlines

**Fall, 2009**

- Oct. 2  Last day for instructors to submit Removal of Incomplete for Spring/Summer semesters
- Oct. 9  Spring 2010 Schedule of Courses on web
- Nov. 3-20  Spring 2010 early registration
- Nov. 11  Holiday, Veteran’s Day
- Nov. 13  Last day to drop a full-term course or withdraw
- Nov. 13  Last day to change to/from S/U grading
- Nov. 19  Last day to file preliminary approval of thesis or dissertation in the Graduate School
- Nov. 26-27  Thanksgiving recess
- Dec. 3  Last day to submit final copy of thesis or dissertation to the Graduate School
- Dec. 10  Last day to file final report on degree examinations and independent study completion in the Graduate School
- Dec. 11  Reading and Review Day
- Dec. 14-18  Semester examination period
- Dec. 18  Winter Commencement and Official Graduation Day
- Dec. 22  Grades due at noon

**Spring, 2010**

- Jan. 11  Beginning of instruction
- Jan. 11  *Classes start at 4:00 p.m.*
- Jan. 11  Last day for advancement to candidacy for all graduate students planning to graduate in May
- Jan. 18  Holiday, Martin Luther King, Jr. Day
- Jan. 21  Last day to add a full-term course
- Jan. 21  Last day to add audit or change to/from audit
- Feb. 5  Last day for undergraduate students to submit incomplete work to the instructor
- Feb. 9  Last day on which candidates may apply for a degree
- Feb. 15  Holiday, President’s Day
- Feb. 19  Last day for instructor to submit removals of incomplete to the Office of the Registrar
- Mar. 15-19  Spring recess
- Apr. 2-5  Holiday, Easter
- Apr. 9  Last day to drop
- Apr. 9  Last day to change to/from S/U
- Apr. 15  Last day to file preliminary approval of thesis or dissertation in the Graduate School
- Apr. 29  Last day to submit final copy of thesis or dissertation to the Graduate School
- May 6  Last day to file final report on degree examinations and independent study completion in the Graduate School
- May 7  Reading and Review Day
- May 10-14  Semester examination period
- May 15  Spring Commencement and Official Graduation Day
- May 18  Grades due at noon
MEET OUR NEW STAFF MEMBER

Amanda Kuzel has joined the Office of the Registrar as our new Transfer Clerk. She began her duties on May 26, 2009 after moving to Grand Forks from Missoula, Montana.

Amanda is responsible for entering transfer credits and test credits on PeopleSoft and distributing transfer evaluations to both the student and college in which they are enrolled. Amanda also acts as a back-up to the service window and provides clerical support in the transfer articulation initiative.

OFFICE OF THE REGISTRAR STAFF

Suzanne Anderson, 7-2711
University Registrar
(Academic Catalog, Academic Grievances, Administrative Procedures Committee, Student Academic Standards Committee, Athletic Academic Eligibility, Essential Studies and Curriculum Committee, FERPA, Graduation, University Senate)

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

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

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

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

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)

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)

Amanda Kuzel, 7-4288
Transfer Clerk
(Transfer Credit Processing)

Marci 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 Stefanowicz, 7-2643
Service Area Clerk
(Name Changes, Social Security Number Problems, Student Registration)
Marci Mack, a staff profile at the Office of the Registrar at the University of North Dakota, shares her story and her passion for her work. Marci was born in Cando, ND and grew up in Rock Lake. She has two siblings, an older sister, Dorian (Charleston, SC) and a brother, Jason (Phoenix, AZ). She graduated from Rock Lake High School and after that lived on a farm near Calvin, ND for six years. In 1984, Marci moved to Grand Forks with her daughter, Emelia Sparks, who is currently in the United States Air Force and stationed in Charleston, SC. Marci and Pat, her husband of nearl y 20 years, live in Grand Forks with their two cats, Socks and Sophie, and the newest member of their family, Stella, a ten-month old Rottweiller puppy. Pat is retired from the USAF and works for American Crystal Sugar in Crookston, MN. Besides spending time with Pat at their place at Maple Lake during the summer or working on remodeling their home during the winter, Marci enjoys working out at the gym and running. This past May, she ran her first half-marathon in Fargo and is looking forward to competing again in May, 2010. Marci attended the University of North Dakota in the mid-eighties and received an associates degree. In 1987, she began working for North Dakota Special Olympics and worked there for 14 years before coming to work at the University of North Dakota. In 1998 she returned to school full-time and in December of 2000, began working at the School of Medicine in the Records and Information Management Department while going to school. Marci graduated with her bachelor’s degree in the spring of 2001 and began working towards her master’s in Business Administration while employed at the School of Medicine. In 2002, she became the administrative officer at Career Services and worked there before coming to the Office of the Registrar in July of 2008. In May of 2008, she received her MBA from UND.

Marci states that, in her position as Assistant Registrar, “I find it very challenging and exciting to learn the processes of the academic side of student life. As each day goes by, I learn new skills and expand my knowledge, whether it is about my job or just life in general. I love working with all of the staff and students at the Office of the Registrar and the entire UND campus community and hope to continue on for many years to come.”

Recipes from Susie:

Fresh Apple Cake

3 cups all-purpose flour
2 cups sugar
1 tsp. baking soda
1 tsp. salt
1 tsp. ground cinnamon
2 eggs, lightly beaten
1 ¼ cups cooking oil
2 tsp. vanilla
3 medium (3 cups) Granny Smith apples, peeled and chopped
1 cup chopped pecans or walnuts (toasted)
Sweetened whipped cream (optional)

Grease a 9x13 baking pan, set aside.

In a large bowl, combine flour, sugar, baking soda, salt and cinnamon. Make a well in center of dry mixture and set aside.

In a medium bowl, combine eggs, oil and vanilla; stir in apples and nuts.

Add egg mixture to flour mixture, stirring just until moistened (batter will be thick). Spread batter in baking pan.

Bake 50 minutes at 350 degrees. Cool 60 minutes. Serve with whipped cream. Makes 20 servings.
FREQUENTLY ASKED QUESTIONS

Q. When can I assign an incomplete grade?
A. The grade “I,” Incomplete, will be assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period (for shorter classes, through 75% of the class), and whose work is incomplete for reasons satisfactory to his or her instructor.

Q. Do I need to turn in a form when I assign an incomplete grade?
A. Yes, the “Report of Incomplete Grade” form is required to be submitted at the time a grade of “I” is assigned. The form can be downloaded from the following link: http://www.und.nodak.edu/dept/registrar/FacultyStaff/FacultyStaffForms.html#Email.

Q. To whom should I submit the form?
A. Send as an attachment via email to sharonbruggeman@mail.und.edu or send a paper copy to the Office of the Registrar, Stop 8382.

Q. What if I do not submit the form?
A. A reminder will be sent via email to the instructor after final grades have been posted.

Q. How do I assign a final grade when the student has completed the coursework?
A. Submit the “Removal of Incomplete Grade” form to the Office of the Registrar. This form is NOT online. You can obtain the form from your department secretary or the Office of the Registrar.

Q. What happens if I forget to submit the form to assign the final grade, or I submit it late?
A. A reminder will be sent via email to the instructor before the incomplete grade is converted to a grade of “F.” Incomplete grades will convert to a grade of “F” if a grade or incomplete extension is not submitted by the instructor to the Office of the Registrar on or before the deadline specified on the “Report of Incomplete Grade” form.

Q. What form do I use to request an extension for an incomplete grade?
A. Submit a revised “Report of Incomplete Grade” form with the updated deadline for the student to complete the coursework. The signature from the Dean of the college offering the course is required when requesting an extension beyond the default date of two calendar months after the end of the course.