Starting in the summer of 2010, the entire Education building will be vacated, gutted, and remodeled. The current expectation and plan is that the building will be occupied and functioning for fall semester 2011. The natural question is: What does this mean to the campus and to EHD? Following a lot of planning, some of the decisions and impacts are as follows:

- Faculty offices will be located in Dakota Hall, 1015 North 43rd St.
- Some Education classes will be scheduled in ways and places not normally approved for academic classrooms, e.g., other college departmentally controlled spaces, the University Children’s Center, Lake Agassiz and Phoenix Elementary Schools, Swanson Hall.
- Gillette will be impacted by the addition that will be built between Education and Gillette.
- The EHD Student Advising Office, Dean’s Office, Associate Dean’s Office and an office for faculty to schedule meetings with students will be centrally located on campus on the third floor of Upson II.

Articulation Agreement Update

The Office of the Registrar is currently working on updating the articulation website. We have reviewed and completed updating all North Dakota program and course-by-course agreements; these agreements are now posted online and reflect the Essential Studies requirements. We are in the final stages of updating the Minnesota agreements and are hoping to have these updated agreements posted online within the next month. The Office of the Registrar would like to thank all those UND individuals and departments who have reviewed the program agreements.

Policy Changes: Repetition of Courses and Exam Credit

At their December 3, 2009 meeting, the University Senate approved the following changes to the academic catalog language:

First, under “College-Level Examination Program” on page 33, #5 states: A subject examination may not be used to establish credit in a subject which the student has previously failed. University Senate approved adding the following statement: In addition, a Subject Exam may not be used to repeat a course.

The second change, under “Repetition of Courses” on page 36, states: Students generally may repeat courses to attempt to receive a better grade, but restrictions may apply. Individual colleges may limit the number of times that a course may be taken, and may not allow repeats of C or better grades. University Senate approved adding the following statement: Examinations for credit, e.g., CLEP, AP, IB, DSS and Foreign Language Placement and Credit Test, may not repeat course grades.

Agreements are available on the Web at http://www.und.nodak.edu/dept/registrar/articulation/transpg.html.
**MEET OUR NEW STAFF MEMBERS**

**Kelsey Paulsrud**

Kelsey is our administrative secretary. She assists the public both by phone and in person when they visit the Office of the Registrar 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.

Kelsey was born in Grand Forks, ND and grew up on a country farm along the Red River just outside of Nielsville, MN. After graduating from Climax High School in 2003 with a tiny class of ten, she began college life at Mayville State University in Mayville, ND. After two years, she transferred to St. Cloud State University where she completed a Bachelor of Science degree in Recreation/Sport Management along with a minor in Outdoor Education.

After returning to the Grand Forks area, she worked as an Administrative Secretary at the Community Violence Intervention Center before joining the staff in the Office of the Registrar. Kelsey is looking forward to spring as she can’t wait to begin camping season!

**Carla Tupa**

Carla is a service area clerk/office assistant. She provides assistance to students, faculty, staff and the public concerning academic records. She helps students to process permission registrations, provides backup for the front desk and works with maintenance of academic records.

Carla was born in Bismarck, ND and grew up there. She has five sisters and one brother. After high school, she attended NDSSS and received an associate’s degree. She then moved to Bismarck and worked for Williston Basin Interstate Pipeline Company for 12 years. While working full-time, Carla attended the University of Mary where she received her bachelor’s degree. She has been married to her husband, Mitch, for almost 13 years. They live in Larimore where Mitch is self-employed as an electrical contractor. They have two boys, Jacob who is 11 and in 5th grade and Luke who is 9 and in 3rd grade. Prior to coming to the Office of the Registrar, Carla worked for Ecolab.
FERPA HIGHLIGHTS

To assist faculty in avoiding violations of FERPA rules, the following should be adhered to:
• Don’t display student scores or grades publicly.
• Don’t link the name of a student with any part of that student’s social security number or ID in any public manner.
• Don’t leave graded papers and tests unattended or have students sort through papers of other students to reach their own.
• Don’t circulate a printed class list with student name and social security number, student ID, or grades as an attendance roster.
• Don’t discuss the progress of a student with anyone other than the student (including parents/spouses/employers) without the consent of the student.
• Don’t provide anyone with a student’s schedule or assist anyone in finding a student on campus. Refer inquiries to the Office of the Registrar.

GRADUATION APPLICATION DEADLINE

Note to Advisors: If you have students planning to graduate in May that have missed the February 9 deadline to apply, please advise them that their graduation applications need to be approved by their college and received in the Office of the Registrar no later than April 21, 2010.

CAMPUS CONNECTION TIP SHEETS

Visit the Office of the Registrar web page for help and tips on navigating Campus Connection. Topics covered by the tip sheets include: advisor self-service navigation, Bio Demo navigation, catalog inquiry instructions, class permission number instructions, class section navigation, electronic degree audit, faculty final grading, faculty midterm grading, faculty self service navigation, mass assigning service indicators, schedule of classes inquiry instructions, section status instructions, special permission instructions, student records navigation, how to view prerequisites, registration instructions, transcript view/print instructions, how to view transfer and equivalency information, how to view transfer credit summaries, and updating addresses.

Also available are tips on how to be FERPA compliant and a FERPA brochure. All of the above can be accessed at: http://www.und.nodak.edu/dept/registrar/FacultyStaff/FacultyStaff.htm.

Dates & Deadlines*

Spring, 2010
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/ 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

Summer, 2010
May 17 Beginning of Instruction
May 17 Last day for advancement to candidacy for all graduate students for August commencement
May 19 Last day to add a course (1st 6-wk session)
May 21 Last day to add a course (9-wk session)
May 23 Last day to add a course (12-wk session)
May 31 Holiday, Memorial Day
June 9 Last day to add a course (middle 6-wk session)
June 13 Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (1st 6-wk session)
June 15 Last day on which candidates may apply for a degree for August commencement
June 28 Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (9-wk session)
June 30 Last day to add a course (2nd 6-wk session)
July 4 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 5 Holiday, Independence Day
July 12 Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (12-wk session)
July 22 Last day to submit final copy of thesis or dissertation to the Graduate School
July 25 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 29 Last day to file Final Report on Candidate form in the Graduate School
Aug. 6 Summer Commencement and Official Graduation Day
Aug. 10 Grades due at noon

* All dates subject to change
Frequently Asked Questions

Q. When and where will my diploma be mailed?
A. Diplomas will be mailed approximately six weeks after commencement to the home address as indicated on Campus Connection. The home address should be updated within 10 days after graduation.

Q. My insurance company needs proof of my enrollment at UND. How do I obtain this?
A. Students may print out an Enrollment Verification Certificate using Campus Connection. Once logged in, click on Self Service > Academic Records > Enrollment Verification. This certificate is to be used in lieu of having the Registrar’s Office fill out the verification form. Official verification of enrollment can be completed by the University beginning the first day of the term. There is no cost for verifications.

Q. Where can I find the final exam schedule?
A. The final exam schedule for the current semester can be found at: http://www.und.edu/dept/registrar/timeschedule/spring/finex.html or from the Registrar’s Office website under “Schedule of Courses” on the left-hand side of the screen. Select the desired term and “Final Examination Schedule.”

Q. When will I be able to register for summer/fall classes?
A. Early registration for the 2010 Summer and Fall semesters runs from April 5-23, 2010. Admitted students are assigned an appointment time, typically the Friday before early registration for each semester. This year, appointment times will be available on April 1, 2010. To view your appointment time, login to Campus Connection. Click on “Student Center” then “Enrollment Dates” to view your assigned appointment date and time.

Q. What is a “W” grade?
A. Any time a student withdraws after the first ten calendar days of the semester a “W” grade for each course will appear on their transcript. The “W” indicates a withdrawal. A “W” grade does not affect a student’s grade point average; however, grades of “W” can affect a student’s eligibility for federal student financial aid at UND in the future. Students are required to successfully complete two-thirds (66.667%) of the cumulative credit hours attempted.