2011-2013 UND ACADEMIC CATALOG UNDERWAY

At this time, all department chairs will have received current catalog copy pertaining to their departments. Please take the time to review this copy, make any changes that are not curricular, and return it to the Office of the Registrar by November 3.

For changes that require University Curriculum Committee action, the following deadlines are in effect: September 10, 2010 was the deadline to turn in requests requiring State Board of Higher Education approval (new courses with new programs, title changes, program terminations, and program suspensions to be included in the catalog).

February 7 is the deadline for requests requiring University Senate approval (new courses, course deletions, program admission, program changes, and course changes to be included in the catalog).

The University Curriculum Committee will continue to review requests for new programs that are received after the deadline, but they will not be included in the new academic catalog.

FINAL EXAM POLICY UPDATE

In order to provide clarity and consistency regarding timing of final exams for all classes, including online classes, the University Senate approved a change to the Final Examination Policy that adds the following language: “Final exams for all courses, on-campus and semester-based online, will conclude on or prior to the end of the final exam period. No final exams shall extend beyond the final exam period.”

This change was approved on April 8, 2010.

FERPA HIGHLIGHTS: Restricted Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student’s educational records. FERPA applies to all schools which receive funds under programs of the Department of Education. Under FERPA, there are two different types of student information: 1) educational records, and 2) directory information.

Educational records include records, files, documents and other materials which contain information directly related to a student’s academic progress, financial state, or medical condition. Directory information is information about a student which may be released publicly and includes the following: name, address, telephone number and e-mail address, birth date, major and minor field of study, class level, participation in officially recognized activities, weight, height and photos of athletic team members, dates of attendance, enrollment status, degrees awarded and date received, names of previous institutions attended, honors/awards received, and any images of students taken and maintained by the institution.

Normally, this information may be released without the student’s consent. Students have the right, however, to request that directory information not be made public by completing the Request to Restrict Directory Information form in the Office of the Registrar. In order to effectively suppress release of directory information, students should restrict their information as early in the term as possible. The University will honor student requests to withhold directory information until the student officially requests to lift these restrictions.

FERPA also requires that students be notified of their right to restrict the release of directory information annually. At UND, notification is made to students through the Code of Student Life publication, the Course Schedule and in the Academic Catalog.
MEET OUR NEW STAFF MEMBER

Ashley Johnson has joined the Office of the Registrar as our new Transfer Clerk. She began her duties on September 13, 2010.

Ashley is responsible for evaluating and entering transfer credits and test credits on PeopleSoft and distributing transfer evaluations to both the student and college in which they are enrolled. Ashley will also act as a back-up to the service window and provide clerical support in the transfer articulation initiative.
Marge was born in Grand Forks, but raised on a farm near Eldred, MN. She moved to Crookston, MN when she went into the third grade and graduated from Central High School there. She grew up with two brothers and a sister. Her oldest brother Tom lives in the Twin Cities and has four kids and five grandkids. Her other brother, Robert, lives in Olathe, KS and has three kids and one grandson. Her sister, Marcy, lives in Harvey, ND and has three kids. Her mom still resides in Crookston, MN.

Marge started her career as a work study at the Credit Bureau of Crookston her junior year in high school. After her first child, Amanda, was born in 1986, the Credit Bureau closed and she was transferred to the Credit Bureau in Grand Forks and that is how she came to this great city. Her son, Sam, was born in 1991 and just graduated from high school. He is a freshman this year at UND and will be majoring in Computer Science.

In June of 2007, Marge married a wonderful man named Gary Ricke in Las Vegas, NV. He has two kids, Katie and Bill. Katie has two boys, Zander and Teegan. Her daughter and fiancé, Rob, were blessed with a baby boy name Rylan on August 31 of this year, so Marge has three beautiful grandchildren, all boys. Marge and Gary like to go camping and to car shows in their classic car.

Marge started her career at UND in 1995 working for the Business Office, now known as Student Account Services. She came to the Registrar’s Office in April of 2007. In her current position, she is the liaison for all department secretaries on campus. She does class creation and room scheduling, along with grading and registering medical and law school students. Marge says she finds her job very challenging, but also very rewarding and enjoys working with the great crew at the Registrar’s Office.

Recipes from the RO: Wild Rice Soup

Boil 1 cup of wild rice in 4 cups of water for 15 minutes, then drain.

Fry 1 lb. of bacon and crumble (or use one jar of real bacon bits, much easier and just as tasty.)

Dice and sauté (in bacon grease or a little butter):
- 2/3 cup of green pepper
- 1 ½ cups of celery
- 1 ½ cups of onion

Mix all of the above and add:
- 2 – 32 oz. containers of chicken broth
- 3 – 10 oz. cans mushroom soup, undiluted
- 2 – 4 oz. cans mushrooms, drained
- 1 small pkg. slivered almonds

Simmer over low heat one hour or longer. Best when made the day before. Makes one large crockpot full of thick soup (the rice expands quite a bit).
**FREQUENTLY ASKED QUESTIONS**

Q. How do I file a Change of Grade with the Registrar’s Office?
A. The instructor must submit the form “Request to Change Grade” to the Registrar’s Office. The form must be picked up by a faculty/staff member at the Registrar’s Office. It will not be given out to a student. Faculty/Staff may be asked to show a photo ID. The completed form must be signed by the Dean of the Course before submitting. The submitted request will be reviewed by the Administrative Procedures Committee for approval.

Q. When will I be able to view the Spring 2011 Schedule of Courses?
A. The Spring 2011 Schedule of Courses will be available October 8. Early registration runs from November 2-19. Graduate early registration is November 1. For other important dates and deadlines please visit the Registrar’s homepage, select “Schedule of Courses,” followed by term, then “Dates and Deadlines.”

Q. To whom should Campus Connection Access requests be sent?
A. These requests should be sent to Amanda Kuzel. Amanda is the Technology and Records Support Tech. for the Office of the Registrar and is the Campus Solutions Access Control Officer.

Q. A course I am teaching does not show up in Campus Connection. How do I fix this?
A. First, check with the individual in your department responsible for making course changes (typically the department secretary) to ensure that the proper form has been submitted to the Registrar’s Office. You must be designated as the instructor of the course on the Master Class Schedule Revision Form. If this has been completed, please contact our office for further assistance. If the course is visible in Campus Connection, but not in Blackboard, please contact CILT.