Due to discussion at the NDUS level, including the Academic Affairs Council, regarding credit for prior learning, it was suggested that UND be explicit rather than implicit in how credit is awarded for prior learning. The Academic Policies and Admissions Committee discussed the concept and suggested wording to be added to page 34 of the Academic Catalog under Special Examinations for Credit, paragraph three. The new wording is as follows: “Students may apply to take challenge or validating examinations to establish credit in University of North Dakota courses that correspond to work taken at institutions that are not regionally accredited, or for courses in which they have superior preparation or knowledge gained through prior learning or independent study.” (Additional wording underlined.) This change was approved on December 15, 2010.

The Academic Policies and Admissions Committee submitted the following change to the Student Load policy: “A student wishing to enroll in more than 21 semester hours, including collaborative registrations according to NDUS Procedure 404, must obtain approval from his/her adviser and the dean of the school in which the student is enrolled.” (Additional wording underlined.) This change was approved on April 11, 2011.

This summer, the Office of the Registrar was excited to begin using a new equivalency database program called TES (Transfer Evaluation System) provided by CollegeSource, Inc. TES is an online transfer tool that organizes and displays approved UND course equivalencies from hundreds of institutions. It is a growing database, so course equivalencies will continue to be added on a regular basis and special attention will be paid to those equivalencies from institutions from which we receive a high number of transfers.

A course not listed in the database does not signify that the course will not be accepted, it simply means that it has not yet been reviewed and is not yet in our database.

TES can be accessed online through the Office of the Registrar at: http://und.edu/academics/registrar/transfer-course-equivalencies.cfm, or by going to the Registrar’s website, Transfer Students, and Course Equivalencies. It is available for use by current students, potential students, faculty and staff.

Applying for graduation is easier than ever before. Students now apply online for their degree by going to the Office of the Registrar’s website and clicking on the green button that says Apply for Graduation. The student logs in using their campus connection logon information. Once logged in, the student selects the term and career (Undergrad, Graduate, Law, or MD). It allows them to enter how they wish to have their name appear on their diploma and in the commencement booklet, as well as their hometown newspaper, and the degree majors and minors they are applying for. The online system is also used to apply for certificates.

As soon as the student submits the application, a confirmation email is sent to the student, the Registrar’s Office and their College Dean’s office. If the student is receiving two degrees, or a degree and a certificate, they need to complete an application for each credential.
A collaborative student must meet the following criteria:

At UND, a collaborative student is one who is earning their degree from UND and chooses to enroll in course(s) (correspondence: enroll any time, courses are excluded); meet all course prerequisites required by the provider campus.

Jennifer Manzke
A new position was created in the Office of the Registrar to better serve students and advisors with transfer equivalencies. Jennifer Manzke began the position in October, 2010. In her new position, Jen works with advisors and students on courses that transferred in as an elective. She reviews them for Essential Studies (ES) credit or sends them to departments to review for an equivalency. Once the course has been reviewed and a decision is made, it is added into the student record and TES, the online program used to keep track of equivalencies that is available on the Registrar’s website.

When advising, if a course you think may fulfill an ES area isn’t pulled into the academic requirement report, contact Jen via email. She will look up the course description and, based on the guidelines from the Essential Studies Committee or the department, will determine if the credit can be granted. If she is not able to find a course description, she will ask the student to provide one.

The process for equivalencies differs slightly. When a request is received from an advisor or student, the course description is sent to the appropriate department for review for an equivalency. If there isn’t enough information in the description, a syllabus is requested.

When sending requests for ES credit and equivalencies, the information you will want to include in your email is the student name, student ID number, course and institution in question, and what area of ES you would like it to fulfill. If asking for an equivalency, please include the UND course.

Jen also works with students who plan to study abroad. Prior to leaving, the Study Abroad Office requires students to fill out a Petition for Off-Campus Credit listing the courses they plan to take while studying abroad. There are three sections on the form: 1) Essential Studies; 2) Major/Minor; and 3) general elective credit. The academic advisor signs off on the Major/Minor and elective credit areas. If the student is asking for the course to transfer back with a specific equivalency, a signature from the course’s department will also be needed. When the form is completed with the student advisor and department signatures, it is returned to Jen along with the descriptions for the courses listed under the ES area. Jen will then review the regular process to determine if the courses fulfill an ES requirement, sign off, and return the form to the student or the Study Abroad Office.

The Collaborative process is an NDUS procedure that facilitates a student at one NDUS institution taking a course at another NDUS institution. At UND, a collaborative student is one who is earning their degree from UND and chooses to enroll in course(s) at another North Dakota University System (NDUS) institution within the same term.

A collaborative student must meet the following criteria:

- UND undergraduate degree seeking student in good academic and financial standing; enrolled in at least one UND course for the semester in which they are requesting to take the collaborative course(s) (correspondence: enroll anytime, courses are excluded); meet all course prerequisites required by the provider campus.

To register, complete the “Collaborative Agreement” found at http://und.edu/academics/registrar/_files/docs/forms/collab-agreement.pdf and return it to the Office of the Registrar for processing prior to the tenth calendar day of the semester. The credits taken at the provider campus(s) will be combined with credits at UND for financial aid purposes. A transcript from the provider institution will automatically be sent to UND at the end of the semester. Courses will be posted as transfer credit. The UND Collaborative contact is Marge Ricke. She is located in Twamley Hall, Room 201. Her contact information is marge.ricke@email.und.edu, phone (701) 777-6130, fax (701) 777-2696.

Can parents receive grades and progress reports? Such things as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that make up part of the student's education record. This information is protected by FERPA. Students may grant their parents (or others) permission to receive information by filling a written consent with the Registrar's Office.

Are there restrictions on returning student assignments and examinations? Leaving personally identifiable, graded papers or examinations unattended for students to view is no different from posting grades in the hallway. If these papers contain personally identifiable information, then leaving them unattended for anyone to see is a violation of FERPA. Possible solutions would be either to leave the graded papers (exams, quizzes, and homework) with an assistant or secretary who would ask students for proper identification prior to distributing them or to leave them in a sealed envelope.

(continued on next page)
CAMPUS PREFIX CHANGES

Effective Fall, 2011, the following prefix changes are in effect: Civil Engineering from CIEN to CE; Military Science from MSCI to MS; Clinical Laboratory Science from CLS to MLS (Medical Laboratory Science). The following prefix changes only involve deleting the space between the letters:

CJ, Criminal Justice; IS, Indian Studies; ME, Mechanical Engineering; OT, Occupational Therapy; PA, Physician Assistant; FA, Fine Arts; PS, Peace Studies; PT, Physical Therapy; and EE, Electrical Engineering. In addition to deleting the space for AS, the long title has been changed from ROTC Air Force, to Aerospace Studies.

2011-2013 ACADEMIC CATALOG NOW AVAILABLE

The new UND Academic Catalog for 2011-2013 is now available for pick up in the Office of the Registrar, Room 201, Twamley Hall. If your department needs a large quantity (10 or more), please call and delivery will be arranged.

The catalog is also available online at: und.edu/academics/registrar/catalog-current.cfm.

CURRICULUM REQUEST FORM CHANGES

The University Curriculum Committee request forms have been revised and are available on the web at: http://www.und.nodak.edu/dept/registrar/curriculum/forms/formindex.htm.

Please note that the number of copies to be submitted to the Office of the Registrar has been reduced to four (4), one original form with the appropriate signatures and three (3) copies.

FERPA HIGHLIGHTS (continued)

lope with only the student's name on it, to be released to the student with proper identification.

Are instructors permitted to email final grades to students? Sending final grades to students' email accounts is not a violation of FERPA, however it is generally not recommended as emails are not the most secure means of communication. Once grades are posted, students can view their grades securely online by logging in to ConnectND after the grade submission deadline.

Dates & Deadlines

Fall, 2011

Sept. 30 Last day for instructors to submit Removal of Incomplete for Spring/Summer semesters
Oct. 3 Spring 2012 Schedule of Courses on web
Oct. 31 Graduate student early registration
Nov. 1-18 Spring 2012 early registration
Nov. 10 Last day to drop a full-term course or withdraw
Nov. 10 Last day to change to/from S/U grading
Nov. 11 Holiday, Veteran’s Day
Nov. 17 Last day to file preliminary approval of thesis or dissertation in the Graduate School
Nov. 24-25 Thanksgiving recess
Dec. 1 Last day to submit final copy of thesis or dissertation to the Graduate School
Dec. 8 Last day to file final report on degree examinations and independent study completion in the Graduate School
Dec. 9 Reading and Review Day
Dec. 12-16 Semester examination period
Dec. 16 Winter Commencement and Official Graduation Day
Dec. 20 Grades due at noon

Spring, 2012

Jan. 9 Beginning of instruction
Jan. 9 *Classes start at 4:00 p.m.
Jan. 9 Last day for advancement to candidacy for all graduate students planning to graduate in May
Jan. 16 Holiday, Martin Luther King, Jr. Day
Jan. 19 Last day to add a full-term course
Jan. 19 Last day to add audit or change to/from audit
Feb. 3 Last day for undergraduate students to submit incomplete work to the instructor
Feb. 7 Last day on which candidates may apply for a degree
Feb. 17 Last day for instructor to submit removals of incomplete to the Office of the Registrar
Feb. 20 Holiday, President’s Day
Mar. 12-16 Spring recess
Apr. 5 Last day to drop
Apr. 5 Last day to change to/from S/U
Apr. 6-9 Holiday, Easter
Apr. 12 Last day to file preliminary approval of thesis or dissertation in the Graduate School
Apr. 26 Last day to submit final copy of thesis or dissertation to the Graduate School
May 3 Last day to file final report on degree examinations and independent study completion in the Graduate School
May 4 Reading and Review Day
May 7-11 Semester examination period
May 12 Spring Commencement and Official Graduation Day
May 15 Grades due at noon

* All dates subject to change
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Phone</th>
<th>Email</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Anderson</td>
<td>Registrar</td>
<td>777-2711</td>
<td><a href="mailto:suzanne.anderson@email.und.edu">suzanne.anderson@email.und.edu</a></td>
<td>Academic Catalog, Academic Grievances, Administrative Procedures Committee, Athletic Academic Eligibility, Essential Studies and Curriculum Committee, FERPA, Graduation, University Senate, Student Academic Standards Committee</td>
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<tr>
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<td>777-4289</td>
<td><a href="mailto:crystal.bakken@email.und.edu">crystal.bakken@email.und.edu</a></td>
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<td>Patty Dorsher, Manager of Athletic Academic Eligibility &amp; Degree Audit</td>
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<td>777-3422</td>
<td><a href="mailto:patty.dorsher@email.und.edu">patty.dorsher@email.und.edu</a></td>
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<td><a href="mailto:ray.pospisil@email.und.edu">ray.pospisil@email.und.edu</a></td>
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<td>777-6130</td>
<td><a href="mailto:marge.ricke@email.und.edu">marge.ricke@email.und.edu</a></td>
<td>Collaborative Registration, Change of Program, Grading, Incompletes, People Soft Support, Withdrawals</td>
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<td>Student Registration, Continuing and Online Education, Name Changes, Social Security Number Problems</td>
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<tr>
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<td><a href="mailto:carla.tupa@email.und.edu">carla.tupa@email.und.edu</a></td>
<td>Student Registration, Transfer Credit Processing, Record Conversion</td>
</tr>
</tbody>
</table>
MEET OUR NEW STAFF

Crystal Bakken has joined the Office of the Registrar as our new Transfer Clerk. She began her duties on March 22, 2011. Crystal 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. Crystal will also act as a back-up to the service window and provide clerical support in the transfer articulation initiative.

Crystal was born in Grand Forks, ND and grew up in East Grand Forks, MN. After graduating from East Grand Forks Senior High School in 2001, she began college at the University of North Dakota. She completed one year at UND and then transferred to Northland Community and Technical College, where she graduated with an Administrative Assistant degree.

Crystal currently resides in East Grand Forks. She recently became engaged and is looking forward to the birth of her second child. Prior to coming to the Office of the Registrar, Crystal worked for Altru.

Lawrence Cannedy has joined the Office of the Registrar as our new Records Associate. He began his duties on April 26, 2011. Lawrence acts as a liaison for all academic departments on campus. He does class creation and room scheduling, along with registering and grading medical and law school students.

Lawrence was born on Keesler Air Force Base in Biloxi Mississippi and grew up as a dependent of the Military under Ret. Msgt. Larry Cannedy his father. He attended Lake Region State College on Grand Forks Air Force Base and received an associate degree in Liberal Arts. Lawrence has been living in Grand Forks for 8 years. Before coming to UND, he worked as a civilian for 8 years for the Air Force as a Program Director and Teen Coordinator for the Grand Forks Air Force Base 319 Force Support Squadron. Lawrence and his wife, Brandy, have been married for 7 years. Brandy was active duty with the Air Force for 8 years as an air traffic controller and now works for the Air Force as a civilian air traffic controller. Lawrence and Brandy have 3 boys: Christopher (6), Joziah (2), and Iziah (2 months).

Recipes from the RO:

Breakfast Burritos

1 roll Jimmy Dean sausage
1 dozen eggs
1 green pepper, chopped
1 medium onion, chopped
1 pkg. Velveeta Shreds
1 pkg. of 12 flour tortillas (soft shell taco size)

Fry sausage, drain and crumble. Scramble eggs (don’t use milk). Dice and sauté (in sausage grease or a little butter) the green pepper and onion. Add vegies to meat.

Warm tortillas slightly in microwave to make more pliable. Fill each tortilla with 2-3 spoonsful of eggs and equal amount of sausage vegie mixture. Sprinkle with a spoonful of cheese (Velveeta is best, no grease). Roll tortilla somewhat tightly. Put seam side down on non-stick tinfoil and roll up loosely. Heat in 300 degree oven on rack only for 1/2 hour. Serve with salsa and sour cream. Can be made ahead and kept in the fridge 2-3 days.
Office of the Registrar

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We’re on the web at: und.edu/academics/registrar/

The Registrar Review is also available online at: und.edu/academics/registrar/registrar-review.cfm

Registrar Review
Staff:

Executive Editor
Suzanne Anderson

Managing Editor
Christina Fargo

Assistant Editor
Kelsey Paulsrud

Designer/Writer
Lori Hofland

The Registrar’s Office website has recently been updated. Please use the following frequently asked questions to assist you in navigating the new site.

Q. How do I access the Registrar’s Office website?
A. From the UND homepage, links can be found under Academics, A-Z index, My UND, Current Students, and Staff & Faculty. The web address is http://und.edu/academics/registrar/.

Q. Where has the Schedule of Courses been moved to on the new site?
A. The current and upcoming schedule of courses is found under “Registration & Course Information.” Also located here is information regarding appointment times, withdrawal from the university, collaborative registration, final exam schedules, and waitlist information. This is a helpful section for currently enrolled students.

Q. Is there a section of the Registrar’s website that provides faculty and staff with information on gaining access to Campus Connection?
A. Yes. This information is located under Faculty/Staff > Campus Connection Access Request Information. Any questions regarding the request for access may be directed to Amanda Kuzel, 777-2042.

Q. Where are faculty/staff forms such as “Report of Incomplete” and “Change of Program, Plan, or Advisor” located?
A. These forms and others for faculty and staff use are found on the Registrar’s page under “Forms” from the Faculty/Staff menu selection.

Q. Has the Registrar’s Office converted to BPOS?
A. Yes, the entire office is now using BPOS. Staff email generally uses the following format: firstname.lastname@email.und.edu. The general office email is und.registrar@email.und.edu.

Complete contact information can be found on the Registrar’s Office homepage under Contact Information > Who’s Who.