One of two new requirements to be implemented this fall relates to undecided students. The Department of Education’s interpretation of undecided students is that they need to be in a degree seeking program for financial aid. Currently, UND admits undecided students as degree seeking, but they are in an “Undecided” major which is not degree seeking.

The North Dakota University System and the Department of Education suggest a General Studies or University Studies major to be assigned to undecided students for financial aid purposes. With NDUS approval, UND has decided to create a second plan under the General Studies program. The first plan will be the degree seeking plan and the new second plan will be “Undeclared” with no degree attached and no ability for the student to graduate in that plan.

This change will be effective summer 2012. The Registrar’s Office staff will be doing the change manually between now and summer. The “Undecided” major will be inactivated in June, 2012.

If you find issues or have questions, please contact Suzanne at: suzanne.anderson@email.und.edu

The second new requirement to be implemented this fall is regarding new ACT requirements for Math and English. According to NDUS policy 402.1.2, the ACT Math sub score required for Math 103 is 22 or greater. Students with an ACT Math sub score less than 22 will take Math 102. Students can challenge the requirement to take Math 102 through the COMPASS exam. COM\n\pass is the replacement placement examination for Math or English. The exam will be administered at UND. If the exam is taken elsewhere, the official scores can be provided to the Office of the Registrar.

The change to the English ACT requirement involves requiring a developmental course before taking English 110 if the ACT sub score is less than 14. A 14 through 17 score requires a co-requisite with English 110.

Two new developmental courses have been approved: 1) English 95, Introduction to Academic Writing, 3 credits, prerequisite course; and 2) English 100, Individualized Instruction in College Composition, 1 credit, co-requisite course. Neither course is degree countable, nor in the earned credit totals. They are both financial aid eligible.

Several issues recently resolved regarding the new requirements are: 1) all new students not required to submit ACT scores, e.g., international, GED, older than 25, and transfers with greater than 24 credits, must comply with the policy and either produce an ACT score or take the COMPASS exam; 2) the COMPASS exam will be administered through the testing center, which is located at the UND Counseling Center in McCannel Hall. The cost is $20; and 3) UND will accept transfer of remedial English/writing courses to meet the prerequisite but there will be no credit awarded.
**Recipes from the RO**

**Raspberry Truffle Brownies**

**Brownie:**
- 1/2 cup butter or margarine
- 1 1/4 cup semisweet chocolate chips
- 2 eggs
- 3/4 cup packed brown sugar
- 1 tsp instant coffee crystals
- 2 Tbsp water
- 1/2 tsp baking powder
- 3/4 cup all-purpose flour

**Filling:**
- 1 cup (6 oz) semisweet chocolate chips
- 1 pkg (8 oz) cream cheese, softened
- 1/4 cup powdered sugar
- 1/3 cup seedless red raspberry jam

**Glaze:**
- 1/4 cup semisweet chocolate chips
- 1 tsp margarine

In a heavy saucepan, melt butter and chocolate chips over low heat. Cool slightly. In a large bowl, beat eggs and brown sugar. Dissolve coffee crystals in water; add to egg mixture with melted chocolate. Mix well. Combine baking powder and flour; stir into chocolate mixture. Spread in a greased 9" square baking pan. Bake at 350 for 30-35 minutes or until brownies test done. Cool. For filling, melt chocolate chips; cool. In a mixing bowl, beat cream cheese until fluffy; add powdered sugar and jam. Stir in melted chocolate; spread over cooled brownies. For glaze, melt chocolate chips and margarine. Drizzle over filling. Chill before cutting. Store in the refrigerator.

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**Meet Our New Staff Member**

Wendy Berge has joined the Office of the Registrar as our new 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.

Wendy was born and raised in Crookston, Minnesota, where she graduated from Crookston Central High School. She attended the College of St. Benedict/St. John’s University, obtaining a B.A. in Government.

She has been married to Scott Berge for 16 years. She and Scott have 3 children, Alexia (14), Thomas (12), and Brenna (10).

Wendy and her family reside in Grand Forks, where Scott is a teacher at Red River High School. Prior to coming to work for the Office of the Registrar, Wendy worked for Pearson Christensen and Clapp, PLLP.

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**FERPA 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 web page at: http://und.edu/academics/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. For questions regarding this process, please contact Amanda Kuzel at: amanda.kuzel@email.und.edu.
**Registrar Review**

**Grading Application Deadline**

Note to Advisors: If you have students planning to graduate in May that have missed the February 7 deadline to apply, please advise them that if their online graduation application is not received by 11:59 p.m. on April 5, 2012, they will need to apply for the August graduation.

**FERPA Highlights**

Student education records are considered confidential and may not be released without the written consent of a student.

Access to these records is for legitimate educational interest only, for the purposes of completing your responsibilities as an employee of the institution acting in the student's educational interest. A "legitimate educational interest" includes:

- Faculty/staff on committees (Administrative Procedures Committee, Scholarship Committee, etc...)
- An academic advisor who needs to review a student's educational record to determine what courses have been and/or need to be completed
- Performing a task that is specified in their position description or contract
- Performing a task related to a student's education or to a student discipline
- Providing a service or benefit related to the student

It DOES NOT include:

- Accessing information for any other purpose
- Viewing previous records/grades to see how a student performed

Examples of "legitimate educational interest" include:

- Viewing a relative’s (son/daughter/spouse etc...) academic record to find out how they did in class

ALL RECORDS OF ALL STUDENTS are not open to all faculty or staff at the institution.

If you are in doubt about releasing student information, DO NOT release the information until you have contacted the Registrar's Office at 777-2711.

**Dates & Deadlines**

**Spring, 2012**
- 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/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

**Summer, 2012**
- May 14 Beginning of Instruction
- May 14 Last day for advancement to candidacy for all graduate students for August commencement
- May 16 Last day to add a course (1st 6-wk session)
- May 16 Last day to add a course (9-wk session)
- May 21 Last day to add a course (12-wk session)
- May 28 Holiday, Memorial Day
- June 5 Last day on which candidates may apply for a degree for August commencement
- June 6 Last day to add a course (middle 6-wk session)
- June 12 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 24 Last day to add a course (2nd 6-wk session)
- June 27 Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (9-wk session)
- July 3 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 4 Holiday, Independence Day
- July 13 Last day to drop a course/withdraw from the program/change to or from S-U grading or audit grading (12-wk session)
- July 19 Last day to submit final copy of thesis or dissertation to the Graduate School
- July 24 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 26 Last day to file Final Report on Candidate form in the Graduate School
- Aug. 3 Summer Commencement and Official Graduation Day
- Aug. 7 Grades due at noon

* All dates subject to change
Frequently Asked Questions

Q. What forms can I NOT have my student employee pick up for me?

A. Only faculty and staff may pick up or drop off the “Request to Change Grade” and “Removal of Incomplete Grade” forms. They must have their UND ID when picking up or dropping off the forms. In addition, these two forms are not available online. You may pick them up at the Registrar’s Office or from your department secretary.

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. 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. Where can I find the final exam schedule?

A. Faculty are encouraged to look at Campus Connection for their specific classes, but the final exam schedule is also located on the web for general dates at: http://und.edu/academics/registrar/final-exam-schedules.cfm

Q. To whom should Campus Connection Access requests be sent?

A. These requests should be sent to Amanda Kuzel at: amanda.kuzel@email.und.edu. Amanda is the Technology and Records Support Tech. for the Office of the Registrar and is the Campus Solutions Access Control Officer.