Office of the Registrar

REGISTRAR REVIEW

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Dates to Remember:
Nov. 9  Last day to drop, withdraw, or change to/from SU grading
Nov. 12  Holiday, Veteran’s Day
Nov. 22-23  Thanksgiving Break
Dec. 7  Reading & Review Day
Dec. 10-14  Semester exams
Dec. 14  Winter Commencement and Official Graduation Day
Dec. 18  Grades due at noon
Jan. 7  Beginning of Spring Semester instruction *Classes start at 4:00 p.m.

2013-2015 ACADEMIC CATALOG

It is once again a catalog year! All department chairs should have received current catalog copy pertaining to their departments. Please take the time to review your department description and course information carefully and submit any non curriculum changes to the Office of the Registrar by November 2.

As announced previously, September 14, 2012 was the deadline to turn in requests to the University Curriculum Committee that require approval by the State Board of Higher Education or the Chancellor. These requests include: new courses with new programs; title changes; program terminations; and program suspensions.

February 7, 2013, is the deadline for all other curriculum changes that require University Senate approval (new courses, course deletions, program/admission changes and course changes.)

Please contact Sharon Bruggeman at 777-4852 with any questions. Curriculum information is available online at: http://www.und.edu/dept/registrar/curriculum/curindex.htm.

FERPA HIGHLIGHTS

PeopleSoft makes lots of information available to many more people through the convenience of their web browser. This easy access and convenience also offers more opportunities for very confidential information to be released without approval. Anyone with access to student information has an obligation to protect that information.

To assist you in understanding the responsibility you have in maintaining the confidentiality of our students’ records, a website is provided by the Office of the Registrar. The website, at: http://und.edu/academics/registrar/ferpa, should be reviewed occasionally as well as when you have any questions regarding student records and their privacy.

The North Dakota University System has also provided a website that you should visit. Completion of the NDUS FERPA training is needed to receive PeopleSoft access. You can access the site at: http://community.ndus.edu/.

Some simple measures to ensure confidentiality include: choosing a secure password that cannot be guessed; not sharing passwords or login information; not posting reminders of your logins with a sticky note; logging out and closing the application when leaving the computer; and securing any paper or computer records to protect them. Protecting students’ academic information is required by the law. Students have a right to their privacy and to expect that we will protect their information.

A FERPA quick reference brochure is available for faculty from the Office of the Registrar. Please contact Lori Hofland at 777-3892, lori.hofland@email.und.edu, if you would like some brochures for your department.
THE REGISTRAR’S OFFICE
ALL STAR STUDENT EMPLOYEES

Abi
Brinn
Kayla

SOME OF OUR STAFF HARD AT WORK

Suzanne Anderson
Sharon Bruggeman
Ray Pospisil

Vanessa Peterson
Stacey Stephonowicz
Gloria Olson
GRADUATION INFORMATION

In order to be included in all commencement mailing updates, the preferred deadline to apply for December 2012 graduation is September 18, 2012. Students may continue to apply online after that date, however, once the list of candidates is forwarded to University Senate for approval, it will be too late for December applications to be accepted. Students trying to apply late would need to apply for the May 2013 graduation instead of December 2012.

Please encourage the graduating seniors you are advising to attend the Grad Expo at the Loading Dock in the Memorial Union on Wednesday, October 17 from 11:00 a.m. to 4:00 p.m. The Grad Expo is a one-stop information opportunity. Students may check with representatives from the following various offices: 1) Registrar’s Office to verify that their name, hometown, degree, majors and minors are correctly listed; 2) Student Financial Aid Office for questions regarding exit loan counseling, loan repayment and consolidation; 3) Bookstore to purchase commencement regalia; and 4) offices such as Career Services, the Graduate School, the Alumni Foundation and others.

Dates & Deadlines

Fall, 2012

Sept. 28    Last day for instructors to submit Removal of Incomplete to the Office of the Registrar
Oct. 3     Spring 2013 Schedule of Courses on web
Oct. 29    Graduate student early registration
Oct. 30- Nov. 16  Spring 2013 early registration
Nov. 9     Last day to drop a full-term course or withdraw
Nov. 9     Last day to change to/from S/U grading
Nov. 12    Holiday, Veteran’s Day
Nov. 15    Last day to file preliminary approval of thesis or dissertation in the Graduate School
Nov. 22-23 Thanksgiving recess
Nov. 29    Last day to submit final copy of thesis or dissertation to the Graduate School
Dec. 6     Last day to file final report on degree examinations and independent study completion in the Graduate School
Dec. 7     Reading and Review Day
Dec. 10-14 Semester examination period
Dec. 14    Winter Commencement and Official Graduation Day
Dec. 18    Grades due at noon

Spring, 2013

Jan. 7     Beginning of instruction
           *Classes start at 4:00 p.m.
Jan. 7     Last day for advancement to candidacy for all graduate students planning to graduate in May
Jan. 21    Holiday, Martin Luther King, Jr. Day
Jan. 17    Last day to add a full-term course
Jan. 17    Last day to add audit or change to/from audit
Feb. 1     Last day for undergraduate students to submit incomplete work to the instructor
Feb. 5     Last day on which candidates may apply for a degree
Feb. 15    Last day for instructor to submit removals of incomplete to the Office of the Registrar
Feb. 18    Holiday, President’s Day
Mar. 11-15 Spring recess
Mar. 29- Apr. 1 Holiday, Easter
Apr. 5     Last day to drop
Apr. 5     Last day to change to/from S/U
Apr. 11    Last day to file preliminary approval of thesis or dissertation in the Graduate School
Apr. 25    Last day to submit final copy of thesis or dissertation to the Graduate School
May 2     Last day to file final report on degree examinations and independent study completion in the Graduate School
May 3     Reading and Review Day
May 6-10  Semester examination period
May 11    Spring Commencement and Official Graduation Day
May 14    Grades due at noon

Reminder:
Daylight Savings Time ends on Sunday, November 4. Don’t forget to turn back your clocks for an extra hour of sleep!

STORK REPORT

Ellie Marie was born at 6:39 a.m. on July 30, 2012 at Altru Hospital. She weighed 8 lbs., 0 oz. and was 20 inches long. Her proud parents are Ashley and Brandon Johnson.
OFFICE OF THE REGISTRAR STAFF
LISTED BELOW IS CONTACT INFORMATION AND DUTIES ASSOCIATED WITH EACH STAFF MEMBER

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Student Registration, Continuing and
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Student Registration, Transfer
Credit Processing, Record
Conversion
MEET OUR NEW STAFF MEMBER

Ruth Musonda and her husband, Benny

Ruth Musonda began working as the Scheduler in the Registrar’s Office in April of this year. As the Scheduler, Ruth is responsible for producing the schedule of classes and assigning classrooms for classes every term. She also does the Dynamic dating processing, running prior term copy, and managing the electronic email request system for course changes.

Ruth and her husband, Benny, recently moved to Grand Forks from Vancouver, BC. The Musondas met at Regent College where they both completed the Master of Christian Studies degree. Immediately prior to coming to UND, Ruth worked two consecutive contract positions at Vancouver School of Theology, one as Donor Services and Database Coordinator, the other as Acting Registrar, Financial Aid Officer and Coordinator of Programs.

Ruth is a part-time student in the M.S. in Educational Leadership (Higher Ed) program at UND. She is happy to continue working in an educational environment, and is excited also to gain experience in a larger institution. Originally, Ruth hails from Santa Barbara, CA and her husband is from Kitwe, Zambia. They hope to travel as soon as possible to Zambia to be introduced to and reunited with Benny’s family.

Recipes from the RO:

**Appetizers**

**Warm Rueben Dip**
- 2 pkgs. Buddig corn beef (chopped)
- 1 cup sauerkraut (rinsed and patted dry)
- 1 cup Thousand Island dressing
- 1 8 oz. pkg. shredded Swiss cheese

Heat and serve on rye cocktail bread.

**Taco Dip**
- 8 oz. cream cheese
- 1 can Hormel chili (no beans)
- ½ medium onion (chopped)
- 8 oz. shredded cheese (Mexican blend)
- 2 Roma tomatoes (chopped)
- 1 small green pepper (chopped)
- 1 small can sliced ripe olives

Mix softened cream cheese with chili and chopped onion. Spread in pan or on plate. Sprinkle with cheese (reserve some for top). Layer olives, green peppers and tomatoes. Sprinkle rest of cheese on top. Make the night before serving. Tasty with Doritos.

**Roast Beef Roll-ups**
- Deli roast beef (Have roast beef sliced fairly thin, but not too thin.)
- Chive cream cheese
- Green stuffed olives

Spread roast beef slices with cream cheese and roll up. Cut in 1 inch bite size pieces and use toothpick to skewer with two olives.
**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

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**FREQUENTLY ASKED QUESTIONS**

Q. Where can I find important dates and deadlines for each semester, e.g., when does early registration start, when is the first day of instruction, when is the last day to drop a class, etc.?

A. On the home page of the Office of the Registrar at: und.edu/academics/registrar/. On the left side of the page, click the bullet point titled “Dates and Deadlines.” You will be given the option to view either Academic Calendar or Term Deadlines. Both options have valuable information regarding dates and deadlines.

Q. How do I order a transcript if I am no longer a student?

A. Any student, past or present, can order a transcript online by going to und.edu/academics/registrar/transcript-request.cfm. This is the Office of the Registrar’s Transcript Request Information page. It will provide all of the information a student or UND alumni will need to place a transcript order.

Q. Where can I get/view a copy of the current Academic Catalog?

A. A physical copy can be obtained from the Office of the Registrar, however, one can view current as well as previous copies of the Academic Catalog online by going to the Registrar’s homepage at: und.edu/academics/registrar. If a department needs 16 or more catalogs, please contact the Office of the Registrar to place an order and they will be delivered.

Q. What criteria must a student meet to be on the electronic waitlist?

A. Students must meet the following criteria to be accepted onto the electronic waitlist:

1. Must have the required prerequisites/corequisites.  
2. Must not have a time conflict with another class.  
3. Must not have a hold that prevents initial enrollment, e.g., Student Account Services hold, sanction hold or advisor hold.  
Note: “RRR” holds (record review holds) DO NOT prevent enrollment.

Q. What is the definition of a credit hour?

A. One semester hour of credit is defined as one 50-minute class period for each week that constitutes a semester. This definition is for a regular lecture course. Laboratory courses, practicums, etc., follow a different formula.