

# REGISTRAR STAR

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## Tell Us What You Would Like to See

*The Registrar Star* will be an ongoing production of the Office of the Registrar. Our main goal is to pass along timely information and reminders, as well as new information. *The Registrar Star* will be published at least once each spring and fall semester.

We in the Office of the Registrar know what is important to us, but not always what is important to you. If you have a topic of interest or a question about a topic, let us know by calling 777-2711 or e-mail us at: [philip\\_parnell@mail.und.nodak.edu](mailto:philip_parnell@mail.und.nodak.edu).

*If you would prefer not to receive this newsletter, please notify our office.*

## ARTICULATION INITIATIVE ON TRACK FOR COMPLETION IN FALL OF 2002

By Philip Parnell  
Assistant Registrar

Last spring, work began on the largest program articulation project in the history of UND. Program articulation is designed to aid transfer students in determining exactly which courses will transfer from a partner institution and to guarantee how those courses will transfer into a specific major at UND. Program articulation has been a high priority of many at UND, as well as the State Board of Higher Education. When completed, nearly 1,000 agreements with more than 35 partner institutions will be available on-line for students to use when planning to transfer to UND.

The project involves the Office of the Registrar, all University colleges, and the majority of the academic departments on campus. To date, approximately 675 program articulation agreements have been



Doug Keran, Chief Academic Officer for Central Lakes College, and Philip Parnell, UND's Assistant Registrar, discuss future program articulation plans.

written for more than 25 partner institutions, both inside and outside North Dakota. More than one-third of these agreements are already on-line and available for transfer students and advisers to use.

The main project goal is to make transfer simpler and more seamless for the 700-plus transfer students who enroll at UND each year from

more than thirty partner institutions in nine states. Ultimately, about forty partner institutions will be involved with the initiative with nearly 1,000 agreements between UND and those institutions.

Information is available on the Web at <http://www.und.nodak.edu/dept/registrar/articulation/transpg.html>

## NEW FERPA INFORMATION SOURCE AVAILABLE SOON ON UND REGISTRAR'S WEB PAGE

FERPA is the abbreviation for the Family Education Rights and Privacy Act of 1974, as amended. It is a federal law designed to protect the privacy rights and educational records of students attending colleges and universities.

Monday, April 1, is set as the target date to unveil a new informational Web site which will provide information concerning FERPA for UND faculty and staff use. The new site will offer information dealing

with student privacy issues for those who have access to students and their records.

Have you ever wondered whether or not it's all right to post grades by NAID number or leave tests or portfolios in an unsecured area for students to pick up? This new Web site will be designed as an instructional tool to help you deal with the student privacy issues and the legal changes associated with them.

The Office of the Registrar wants to always be your first stop when dealing with issues of student records and privacy, but we hope the new Web site will provide some insight and basic knowledge which will help you in your day-to-day dealings with students.

Complying with the rules of FERPA is important not only because it is the law, but also because it is the right thing to do for students.



## Staff

**Executive Editor**  
*Nancy Krogh*

**Managing Editor**  
*Philip Parnell*

**Assistant Editor**  
*Lori Hofland*

**Photographer**  
*Jennifer Manzke*

**Proofreader**  
*Brenda Halle*

**Contributing Writers  
This Issue**  
*Michael Cogan*  
*Heidi Kippenhan*

**Office of the Registrar**  
Twamley Hall, Room 201  
Box 8382  
University of North Dakota  
Grand Forks, ND 58202

**Phone: (701) 777-2711**  
**Fax: (701) 777-2696**

E-mail: registrar@mail.und.nodak.edu

**We're On the Web**  
<http://www.und.edu/dept/registrar/>

## MEET THE UNIVERSITY REGISTRAR: NANCY KROGH

Nancy Krogh, a graduate of UND, has come home to North Dakota and has taken charge of the Office of the Registrar.

Growing up on a farm just west of Harwood, North Dakota, Nancy graduated from UND with a Bachelor of Arts degree in Anthropology. She moved to Montana, where she earned her master's and Ed.D degrees from Eastern Montana College in Billings,



Nancy Krogh, University Registrar

and Montana State University-Bozeman, respectively. Her dissertation studied the effects of peer influence and its effects on social and cognitive factors in first-year students living in the residence halls.

Recently, Nancy consented to be interviewed for *The Registrar Star's* first edition.

**What is the best part of your job?**

I get to meet so many different people and get to know so many different parts of the University. It's like a jigsaw puzzle—putting all of the various parts together and making it work seamlessly for students is very rewarding.

**What are the important issues currently moving through the Office of the Registrar?**

There are so many things moving forward right now: the ERP and its implementation is a very important issue. The software, once installed, will be a part of our daily operation for years and will have a lasting impact on how we do things. Another issue we're working on is how we can introduce new technology to make University processes easier for students and faculty, while maintaining and protecting the integrity of the academic record. These are some tough issues to solve.

**What are you most proud of?**

The people I work with and the level of service they provide. I'm proud that we can provide the tools for students and faculty to use for so many diverse areas of the University. I want to expand on this high level with more Web resources. If we can do that, we can provide more one-on-one service for students.

## WEB ALFI WORKS

Mike Cogan  
Associate Registrar

The University of North Dakota is winding up its first year of Web ALFI. We are very happy with the positive response from the University community. We have had, literally, hundreds of comments and suggestions, ranging from the flexibility of regis-

tering for courses at home to suggestions on improving service. Several changes have already been made, so keep the suggestions coming. We would also like to remind those advisers/staff working with Web ALFI that students may view and print their bill, check for open course sections and view their schedule. Students may also add/drop

courses until the seventh day of the semester and may log on now to see when they can view and print their Spring 2002 grades. Individual student registration times will be available on Web ALFI beginning March 16<sup>th</sup>, and a listing of registration times will be distributed to the departments. Check us out at: [www.und.edu/dept/registrar](http://www.und.edu/dept/registrar).

## ADMISSIONS UPDATE

Heidi Kippenhan  
Director of Admissions

The Office of Admissions can be a busy place! We participate in lots of activities ranging from processing applications, communicating with parents and students, providing registration information, and accepting employee tuition waivers.

Following are a few facts and some general information about admissions at UND.

**How many applications does UND get in a year?**

We are glad you asked! For Fall 2001, 4,736 students applied to the University of North Dakota, while for Spring 2002, 837 students applied. That is a total of 5,573 applications for the academic year of 2001-2002 (not including summer).

**Does UND have admission requirements for freshmen?**

Don't all students who graduate from a high school in North Dakota receive automatic admission? It is time to dispel the myth! UND does have admission requirements and they are completion of a high school core curriculum, a cumulative high school GPA of 2.25, and an ACT composite score of 17 or above. The high school core curriculum includes 4 units of English, 3 units of Math (Algebra I and above), 3 units of Lab Science, and 3 units of Social

Studies. A unit is equal to one year. A student must meet ALL of these requirements to obtain "automatic admission" to the University.

**What if a student doesn't meet all the criteria?**

If a new freshman applicant does not meet all the criteria, his/her application information is presented to the Student Academic Standards Committee for an admission decision.

(Continued on page 3)

## ERP: WHAT IS IT AND WHAT CAN IT DO FOR THE UNIVERSITY?

Nancy Krogh  
University Registrar

After several years of false starts, the State of North Dakota is moving forward to implement a new software system, both for the higher education institutions, as well as for K-12 education and all of the State agencies. This initiative is known as ERP, or Enterprise Resource Planning. ERP is an acronym for an ef-

fort to integrate all departments and functions across an organization into a single database or computer system that will serve the needs of different departments and allow each to share information easily. This is a tall order, and will mean many changes in the way we do things; we hope, for the better. PeopleSoft has been chosen as the finalist for the project, and negotiations are

underway between North Dakota and the company.

The Office of the Registrar will be working closely with all academic units as the project goes forward to be sure it is implemented in a way that allows flexibility for the University and serves our needs for years to come. Someone described implementation of this type of software as a marriage with no option for divorce. We are planning for a happy union.

*Admissions Update cont'd from page 2*

### You mean UND actually denies students admission?

The answer is yes. There are a certain number of students who are denied admission every semester. The number ranges from 5-10% of applications received every year.

Please feel free to stop by our office (Twamley 205) or give us a call at 7-3821 if you have any questions or need more information.

## GRADE SUBMISSION

Mike Cogan  
Associate Registrar

The end of the spring semester is right around the corner. Grade report forms will be available in the Office of the Registrar for pick-up by academic departments on Tuesday, April 23, 2002 at 9:00 a.m.

As always, we will be accepting

grade sheets as soon as they are completed. We strongly encourage departments to bring completed grade sheets in as soon as they are completed so that we are able to identify and correct problems before grades are due in our office.

It is very important that the staff members responsible for

collecting grades have contact information for the faculty members in your department. This information becomes very valuable should corrections need to be made to grade sheets or if a faculty member has to leave town on an emergency.

If you have any questions, please contact Mike Cogan at 777-2280 or by e-mail at:

michael\_cogan@mail.und.nodak.edu.

## FERPA Quiz: Test Your Knowledge

After final exams, Professor A posts student grades on a bulletin board in the hallway. The professor has told students that grades will be posted next to each student's NAID number. Students leaf through the three-page list of student NAID's and grades to find their own grade for the course. Is this a violation of FERPA?

ANSWER: Yes. The NAID number, when associated with a particular student, is protected information and may not be shared. We do not recommend posting grades at all but, if it is necessary, it should be done with a code known only to the faculty member and the student. There should be no way for students to identify other students work or grade, i.e. alphabetical order or small class listings. Blackboard is a tool faculty have available to communicate with students about confidential issues.

## IMPORTANT UPCOMING DATES FOR 2002

### Spring

Deficiencies Due in the RO (Noon)	March 11
Deficiencies Mailed to Students	March 13
Registration Times Available on ALFI	March 16
Last Day to Drop a Full-Term Course	March 28
Last Day to Change to S/U Grading	March 29
Last Day to Change to Audit	March 29
Easter Holiday Begins	March 29
Easter Holiday Ends	April 1
Fall Early Registration Begins	April 2
Grade Report Forms Available	April 23
Reading & Review Day	May 3
Semester Examinations Begin	May 6
Spring Commencement	May 11

### Summer

Summer Early Registration Begins	April 2
Instruction Begins	May 13
Last Day to Add a Full-Term Course	May 24
Memorial Day	May 27
Last Day to Apply for a Degree	June 11
Last Day to Drop a 12-Week Course	July 12
Last Day to Change to S/U Grading	July 12
Last Day to Change to Audit	July 12
Semester Examinations Begin	August 1
Summer Commencement	August 2
Grades Due to Registrar at Noon	August 6

## 2003-2005 CATALOG ALREADY UNDERWAY

It's hard to believe next year is a catalog year! Please review your department description and course information carefully and submit changes early to assure inclusion in the new catalog. October 11, 2002, is 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 13, 2003, is the deadline for all other curriculum changes. Feel free to contact Connie at 4852 with any questions. Curriculum information is available online at <http://www.und.edu/dept/registrar/curriculum/curindex.htm>





## Reggie asks, "Need Help? Give us a call."

*Reggie Star has been a faithful friend of the Office of the Registrar for many years. Reggie has his own NAID number and we tend to experiment on his records whenever there is new software to update or new procedures to organize. It seemed only appropriate that we use Reggie when we have office information to give out or when we have interesting training to provide. We hope you enjoy Reggie's topics of discussion.*

### Office of the Registrar - 201, 203 & 205 Twamley Hall

<b>Connie Borboa</b> , Admissions and Records Officer . . . . .	7-4852
<i>(advanced placement, continuing education, curriculum, GER committee, repeats)</i>	
<b>Michael Cogan</b> , Associate Registrar . . . . .	7-2711
<i>(enrollment reports, statistics, registration)</i>	
<b>Connie Gagelin</b> , Administrative Secretary . . . . .	7-2694
<i>(general information, withdrawals)</i>	
<b>Veriena Garver</b> , Office Manager . . . . .	7-2147
<i>(challenge exams, deficiencies, grades, holds, incompletes, Moss-Norway program, petitions, security officer, reinstatement)</i>	
<b>Brenda Halle</b> , Transfer Clerk . . . . .	7-6130
<i>(readmits, transfer credits)</i>	
<b>Janet Hangsleben</b> , Records Associate . . . . .	7-2150
<i>(course titles, registration-dept, room scheduling, time schedule)</i>	
<b>Becky Heinsen</b> , Transcript/Verification Clerk . . . . .	7-4637
<i>(enrollment verification, restricted directory, transcripts)</i>	
<b>Lori Hofland</b> , Administrative Assistant . . . . .	7-3892
<i>(computer access forms, catalog, enrollment reports, newsletter, University Senate)</i>	
<b>Nancy Krogh</b> , University Registrar . . . . .	7-2712
<i>(Administrative Procedures Committee, catalog, Curriculum Committee, FERPA, graduation, University Senate, academic grievances)</i>	
<b>Jennifer Manzke</b> , Transfer Articulation Coordinator . . . . .	7-4258
<i>(articulation, transfer credits, AP, CLEP, &amp; Language exams, military credit, readmission)</i>	
<b>Cindy McDonald</b> , Service Window Clerk . . . . .	7-2643
<i>(address changes, student registration)</i>	
<b>Dawn Nelson</b> , Transcript/Verification Clerk . . . . .	7-4517
<i>(enrollment verification, transcripts)</i>	
<b>Gloria Olson</b> , Information Processing Specialist . . . . .	7-3761
<i>(graduation)</i>	
<b>Philip Parnell</b> , Assistant Registrar . . . . .	7-2711
<i>(articulation agreements, GER committee, readmission, transfer credit, newsletter)</i>	
<b>Linda Quern</b> , Service Window Clerk . . . . .	7-4371
<i>(Greek membership, name changes, social security number problems, student registration)</i>	
<b>Susie Shaft</b> , Service Window Clerk . . . . .	7-2639
<i>(advisor changes, major/minor changes, student registration)</i>	
<b>Annette Viergutz</b> , Records Associate . . . . .	7-2042
<i>(technology support, time schedule, web pages, withdrawals)</i>	

### Institutional Research - 403, Twamley Hall

<b>Jean Chen</b> , Research Analyst (surveys, institutional statistics) . . . . .	7-2265
<b>Carol Drechsel</b> , Information Technology Specialist (institutional statistics, security officer) . . . . .	7-2487
<b>Nancy Krom</b> , Administrative Assistant (faculty course evaluations and data) . . . . .	7-4358
<b>Robert Reis</b> , Graduate Assistant . . . . .	7-2494
<b>Carmen Williams</b> , Associate Registrar (institutional statistics) . . . . .	7-2456