



REGISTRAR STAR

INSIDE THIS ISSUE:

<i>Meet Mike Cogan</i>	2
<i>Military Credit Update</i>	2
<i>Behind the Scenes Look at the Grading Process</i>	3
<i>Important Dates</i>	3
<i>Test Your Knowledge of FERPA</i>	3
<i>Connect ND Update</i>	4
<i>Articulation & Catalog Updates</i>	4
<i>Susie Shaft at the Winter Olympics</i>	4

Have a Safe and Happy 4th of July Holiday!



THE OFFICE OF INTERNATIONAL PROGRAMS PROMOTES CHANGE AND DIVERSITY

Serving a staggering 568 international students, scholars, and employees at UND, the Office of International Programs (OIP) provides UND access to an international environment through the promotion of intercultural exchange and diversity. The current large international population is expected to be even larger this fall.

Starting small with two full-time employees and a part-time student, the OIP now has five full-time employees and ten part-time students. With this expansion, the OIP is able to provide an extensive and high quality service to UND's international population, as well as provide an atmosphere of cultural diversity on the UND campus.

Overseen by Barry Stinson, the OIP is divided into three divisions: Immigration Services, Intercultural Programming, and Education (Study) Abroad.

Stinson's office works closely with the Immigration and Naturalization Service to obtain visas for all of UND's interna-

tional students, as well as all visiting international scholars.


The OIP sponsors a series of programs during the spring and fall semesters. These include Thursday night specialty programs, the annual Feast of Nations, as well as an international speakers' bureau for UND events, area high school programs and local civic groups.

Stinson's office also provides support to UND students who wish to experience the atmosphere and study in another country through the Education Abroad Program.

Working closely with the Office of the Registrar and UND departments to determine applicability of foreign course offerings, International Programs has established links with sixteen foreign universities, as well as a number of American-based institutions operating programs overseas. Currently, all students are required to complete an international transcript evaluation before credit is awarded for an



Barry Stinson, Director of the Office of International Programs

Education Abroad experience, but Stinson hopes to establish a series of articulation agreements with these overseas institutions so the evaluation will become unnecessary. Stinson encourages the UND community to participate in the many cultural activities and diversity programs available through the Office of International Programs. 


THE REGISTRAR'S OFFICE WEB PAGES SPORT A NEW LOOK AND NEW INFORMATION

The Registrar's Office web pages are taking on a new and exciting look and will provide access to an expanded array of information for students, as well as new information for faculty and staff.

With nearly half a million hits to the Registrar's web pages in both April and May, we realize the information currently provided is important to you and to our students, so that infor-

mation will remain on the site but will be easier to navigate through with an A-Z index listing. If you already know your topic, you can simply click on the index and then click on the topic to access the information you need.

New to the site is a section designed specifically for faculty and staff. This section contains information on FERPA and the University Senate, as well as an

electronic version of this newsletter. Other items will follow later. Additionally, the site has a Frequently Asked Questions (FAQ) page and a greatly expanded Contact Information page which lists all of the Registrar's Office personnel and details their individual responsibilities making it easier for you to find the person you need. The new site will be fully accessible to individuals with disabilities. 



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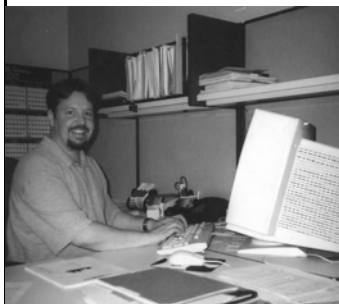
**MEET MIKE COGAN:
ASSOCIATE REGISTRAR**

Philip Parnell
Assistant Registrar

Mike Cogan became the newest member of the management team in the Office of the Registrar when he accepted the position of Associate Registrar in June of 2001.

Born and raised in the San Francisco Bay Area, Mike enlisted in the Army after graduating from high school. A member of the 7th Infantry Division headquartered in Fort Ord, California, Mike served in Honduras and Panama.

When his Army hitch was up, he entered California's Community College System before transferring to Western New Mexico University. He graduated with a bachelor of arts in general studies, as well as a master's of science in educational administration.



Mike Cogan, Associate Registrar

Mike has worked in a variety of student services positions in New Mexico's higher education system. He was an academic adviser, assistant coordinator of testing and assessment, the school-to-work coordinator, the orientation and recruitment coordinator, as well as the GED chief examiner.

Recently, I had a chance to talk with Mike and get his "outsider" impression of North Dakota and UND.

What have you found most surprising at UND?

The professionalism and the work ethic of the people at UND astound me. Where I worked before, things got done, but not in the same way they do at UND. People work hard here and they care about doing a great job and more importantly, they care about the students.

My family was surprised by how clean Grand Forks is. Even my daughter, who was three at the time, noticed how much neater and cleaner Grand Forks is than where we lived before.

And the people—don't get me started on telling you how much friendlier the people of


Grand Forks are than other places I've lived. I'd always heard of "midwest nice," but now I've experienced it.

Your previous experience in higher education is all student services. Now you work with reports, computer systems, and lots of numbers. Have you enjoyed the switch in roles?

I still have some student contact but I'm learning about a whole new aspect of the University I never knew existed. It's very exciting.

The Registrar's Office is an extremely busy place and your job has constant deadlines and pressure. What is it about the Registrar's Office that makes coming to work worthwhile?

The RO staff is dedicated to providing superior service to UND students, faculty, staff and the community. The staff is motivated and hard-working and the office is fast paced. There is never a shortage of things to do. It's good to be a part of a team like that.

I am really looking forward to the new computer system implementation. This implementation and some of the other things we're doing will make the every-day activities of students and staff at UND much easier. 

MILITARY CREDIT AT UND

UND awards transfer credit for some coursework completed by servicemen and servicewomen in the U. S. Armed Forces. Currently enrolled UND students may request credit for work that was completed while they served on active duty or while they served in the National Guard or Reserves.

Students must request that the official documentation be sent to the Office of the Registrar.

This documentation will come in variety of forms depending on the branch of service in which the student served. For the Army, an official Army/American Council on Education Registry Transcript System (AARTS) will be required. Former Air Force personnel will need an official copy of their Community College of the Air Force transcript. Former Navy and Marine personnel will need to supply an official copy of their Sailor/

Marine Ace Registry Transcript (SMART).


Credit is awarded based on current American Council on Education (ACE) guidelines. Credit will be awarded as Military Block Credit.



Rarely will these credits satisfy UND General Education Requirements, but they may be used by departments to fulfill program requirements.

Should students or advisers feel General Edu-

cation credit should be awarded for military coursework and training, students should use existing procedures and petition the General Education Requirements Committee for consideration.

Questions concerning military credit should be directed to Jennifer Manzke in the Office of the Registrar. Her phone number is 7-4258 and her email address is: jennifer_manzke@mail.und.nodak.edu. 

GRADING PROCESS GOES SMOOTHLY

Mike Cogan
Associate Registrar

The grade process for Spring 2002 is complete and the Office of the Registrar (OR) would like to thank all faculty and staff for their effort.

Grades were due on May 14th this year, which happened to coincide with the first week of the Summer Session. During this very busy time we were able to work together and accomplish our goal of providing grades to our students *on schedule*. This would not have been possible without the behind the scenes work of the academic departments. The staff at the Office of the Registrar would like to send out a sincere THANK YOU to all of you who gave that extra effort!

The grade sheets that are turned in during this period are

checked several times by staff to help identify possible errors such as missing grades, double grades, torn grade sheets, etc. Once the grade sheets pass inspection, they are checked off on the master grade sheet list and sent to the Computer Center for scanning. The final scan was completed late Tuesday afternoon. The grades that are not scanned on time must be hand loaded by OR staff. Once the student information system is updated, the OR compiles probation/dismissal, honors and many other lists for the University community.

Student grades were made available to students through web and phone ALFI on May 20th through the 22nd. Each student at UND was assigned a grade window time earlier in the year. These window times

were spread out over a three-day period. This semester, we started with students whose last name began with an "O." Students are able to access their grades and print a copy for personal use by logging on to the OR web site and clicking on the ALFI registration icon during or after their window time. They can also hear their grades over phone ALFI by calling 777-3693.

The Office of the Registrar is interested in hearing your comments on the grading process. Please take a few minutes to email me at michael_cogan@mail.und.nodak.edu and let me know what you think. Your input is valuable to us and I look forward to hearing from you. Once again, thanks for all of the hard work you put into making the grading period such a smooth process.



FERPA Quiz: Test Your Knowledge

On your way out of the building on Friday afternoon, you notice Professor "X" has placed final exam grades on a bulletin board outside the office. You notice further that Professor "X" has used the last four digits of each student's social security number for identification. You see the last four digits with a grade next to it. Is this an acceptable practice?

No. Recently, the Federal Policy Compliance Office, the federal office which interprets the Family Educational Rights and Privacy Act (FERPA), has determined that the public use of all or any part of a student's social security number (SSN) violates FERPA, because using the student's SSN potentially gives others access to personally identifiable student information.

Instead of using the student's SSN, Professor "X" should determine a random number for each student. This number should be known only to the professor and the student. Additionally, grades should not be posted for small classes, as the small number of students may make it easier to identify particular students.



IMPORTANT DATES TO REMEMBER FOR SUMMER & FALL

Summer Term

July 4	Independence Day holiday
July 8	Last day to file preliminary approval of thesis or dissertation
July 18	Last day to file approved thesis or dissertation
July 25	Last day to file the final report on degree examinations and independent study
August 1 & 2	Final examinations/Commencement

Fall Term

September 2	Labor Day holiday
September 5	Last day to register on ALFI
September 5	Last day to receive a refund for a dropped full-term course
September 5 & 6	Fee payment
September 10	Last day to add a full term course
September 24	Last day to apply for graduation
October 1	Last day to turn in Removal of Incomplete forms for graduate students
October 18	Report on Unsatisfactory Progress due to Registrar's Office
November 11	Veteran's Day holiday
November 12	Spring early registration begins
November 28/29	Thanksgiving recess
December 12	Last day of class
December 24	Grades due in the Registrar's Office

CONNECT ND UPDATE

Nancy Krogh
Registrar

Connect ND, the project to implement the PeopleSoft Enterprise Resource Planning software, is underway. The first process to be completed for the student records module project was the BPR, or Business Process Review. The student records team met to capture and document all the methods the 11 institutions use to complete their registrar functions, such as registration, enrollment verification, grade processing, graduation and

many others. The next process will be to do a fit gap analysis between the needs of the colleges and universities and the capability of the PeopleSoft system. The two pilot institutions to roll out the software are Mayville and Valley City. After a successful implementation has been achieved at these two institutions, the software will be rolled out at the remaining institutions.

As you read this, one of the major decisions of the project should have been made, and that concerns creating the

academic structure in the software. The choice is between setting the system up as 11 different institutions with different structures, or combining the institutions into one framework to simplify sharing information among the institutions and to allow students to move more freely throughout the system. This decision has been very controversial and the white paper defining the pros and cons has been sent to the ERP Steering Committee.

If you would like more information on this project, please call me or watch for a future update in this newsletter. 🇺🇸

ARTICULATION UPDATE

In January of 2001, UND embarked on a new initiative to make the process of transferring from area two-year schools to UND as seamless and simple as possible. Phase one of that project is nearly complete.

In the last fourteen months of the project, 766 program articulation agreements have been written, with 371 on-line and available for students and advisers. Currently, 194 are under UND departmental review, with another 141 currently under review by our partner institutions. The majority of those should be available for use by the beginning of the fall term.

The initiative involved more than 60 departments on our campus, as well as administrators, faculty and staff of 28 partner institutions.

The Office of the Registrar would like to thank all those UND individuals and departments who have worked hard to complete this enormous project.

2003-05 CATALOG UPDATE

The Office of the Registrar will be mailing out catalog copy with up-to-date curriculum changes to all departments in early September. Please be on the lookout for this copy and review it.

If additional curriculum changes are needed, the following deadlines will apply. The last day to request curriculum changes that require State Board or Chancellor approval is **October 11, 2002**. 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.

Contact Connie at 7-4852 with any questions. Curriculum information is available online at <http://www.und.edu/dept/registrar/curriculum/index.htm>

SUSIE SHAFT STORMS WINTER OLYMPICS

"I made it a point to meet everyone I could. I wanted to make myself a total part of the Olympic process," said Susie Shaft, long-time Registrar's Office employee, about her experiences as a volunteer at the Winter Olympics.

Susie was selected during a nation-wide search for volunteers to help in the day-to-day operation of the Winter Olympics in Utah. "I filled out a 15-page application that wanted to know everything under the sun from my background to how I thought I could personally contribute."

There were 26,000 volunteers—each assigned to a different Olympic event. Susie and her 499 co-workers were assigned to the speed skating oval. That's where she met Eric Heiden. "The best part was getting to meet everyone and learning to meld with all the different groups—kids, adults, senior citizens, athletes and family members from all over the world. You work ten-hour days with the same 500 volunteers and with many of the same athletes and spectators during the whole Olympics. There is a real bonding there."



Susie Shaft meets gold-medal skater Eric Heiden.

As Susie does for students at UND, she tried to help the athletes and their families be comfortable in a strange environment.

Susie was required to arrive one week prior to the start of the Olympics for training and, each morning during the Games, her group met for hour-long meetings where everyone received the day's assignment. "I tried to do a little of everything—working outside with the crowds of spectators, working with families and athletes. I wanted to experience as much as I could."

In fact, Susie was able to meet a number of medal winners among the athletes she helped. Speed skaters Eric Heiden, Derek Parra and Joey Cheek, along with downhill skier Picaboo Street were among the close contacts Susie made.

"I went to the Olympics for a once in a lifetime experience.

It was exhausting but I really enjoyed it. I had fun walking up to an athlete and asking for a picture or hugging the parents of a medal winner."

Students and staff missed Susie's cheerful personality when she was away from the office for the month. "My friends in the Registrar's Office were so supportive of my month off. They covered for me so that I could go."

Susie even made a point of calling the office during exciting events. During a cross-country ski event, Susie dialed Lori Hofland, the administrative assistant to the Registrar. "I held up the phone as the crowd was cheering. I wanted everyone to share the excitement of the Olympics." 🇺🇸

