



# REGISTRAR STAR

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## MISSED YOUR STAR OR KNOW SOMEONE WHO DID?

It has recently come to the attention of Reggie Star, Special Consultant to the Registrar's Office, that some of the intended recipients of our newsletter are not receiving their copy of the Registrar Star.



Reggie Star

Our intent is that our newsletter be received by all currently employed faculty, administrators, and academic staff.

If you are receiving your copy from another employee, or if you are receiving your copy but know of someone who is not receiving one, please let our office know.

Contact Lori Hofland, the Star's Assistant Editor, at 7-3892 or by e-mail at: lori\_hofland@mail.und.nodak.edu.



## REGISTRAR'S WEB INITIATIVES IMPROVE ACCESS FOR FACULTY, STAFF & STUDENTS

By Annette Viergutz & Mike Cogan

The Office of the Registrar's web site has received a phenomenal amount of interest over the last several months. Since March of 2002, the site has received more than six million individual page viewings or "hits," and has averaged 13,749 individual viewers each month during that time. In response to this staggering level of activity, we have made several significant upgrades to our site in order to provide the University community with the information it needs 24/7.

Annette Viergutz, our webmaster, has created an easy-to-use A-Z index which includes many of the major topics which concern the affairs of the Office of the Registrar including: links to

the Employee Tuition Waiver, a GPA calculator, access to information concerning the University Senate, links to transfer student information, information concerning the Family Education Rights and Privacy Act (FERPA), and complete electronic versions of this newsletter.

We are continuing to provide a web version of the Time Schedule of Classes which is updated daily with new or cancelled classes, as well as changes to the status of existing classes. The newest version of the online Time Schedule contains links to the corresponding Academic Catalog listings so that advisers and students may quickly access course descriptions without using the paper version of the catalog.

Another added feature is the "Class Schedule Revision/

Cancellation Request" form which is now available to academic departments on-line. With this form, authorized academic department personnel who need to add, cancel, or make changes to a course can enter the change and "click" the submit icon at the bottom the page. The request is automatically sent to the Registrar's e-mail. The changes are made once the request is verified. The Registrar's Office encourages academic staff to use this option when making changes to the class schedule.

Questions concerning this new feature and other new features should be directed to Janet Honek at 7-2150. Questions or comments about other aspects of our web site may be directed to Annette Viergutz at 7-2042.



## POLICY UPDATE: CHANGES TO UND POLICY

*"Policy Update" begins as a regular feature of the Registrar Star with this issue. It will cover UND policy-related issues being reviewed by the Senate committees this Office works with. Normally, a single policy will be highlighted but, with this issue of the Registrar Star, five current policy issues will be highlighted.*

A number of policies were under review last semester by a variety of committees and working groups. Some of these policy changes have already occurred, while some will become effective for students who enter UND in Fall of 2003. Following are five changes or clarifications to University policy.

**Transfer Credit Policy:** The way UND accepts and records transfer credit will change for students who matriculate to UND beginning in the fall of 2003.

Last spring, the University Senate approved the following new policy statement: "In general, all college-level credit attempted, excluding withdrawals, at a regionally accredited institution of higher education will be posted in transfer by UND."

In the past, UND has accepted only courses "that are in disciplines offered at or cognate to those offered at the University." With that previous policy, technical courses and baccalaureate-level courses from disci-

plines not offered at UND were not accepted.

The new policy reaffirms the fact that UND will NOT accept remedial or preparatory courses, credit for life experiences, other institutions' credit by examination, or non-degree continuing education courses.

Additionally, the new policy provides for a new method of recording the transferred courses. In the past, the work has been recorded so as to be viewable on the CICS screen, RG60. This will no longer be the case. The new policy states that, "A credit summary, indicating only the number of credits

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## MEET THE REGISTRAR'S STAFF: ASSISTANT REGISTRAR PHILIP PARNELL

Mike Cogan  
Associate Registrar

Transplanted north to Grand Forks from the rolling hills of southern Arkansas by the U.S. Air Force, Philip Parnell has called North Dakota and Grand Forks home for more than 15 years and has been UND's Assistant Registrar since 2000.

Philip grew up in Texas and Arkansas, attending K-12 schools in the small community of Warren in southern Arkansas. He attended Henderson State University in Arkadelphia, Arkansas. It was there that he earned his Bachelor of Science in Education degree in English Education. He then taught junior high and high school for several years before being commissioned as an officer in the U.S. Air Force.

Philip says that he joined the Air Force to see the world and wound up spending the entire time in Grand Forks. "It was undoubtedly the best thing that ever happened to me, although it didn't seem like it at the time. Because I came here, I met my wife, JoAnn. Because I met her, I have three great kids—and Grand Forks is a great place to raise kids!"



Philip and kids Jon, Sara, and Emily

He served seven years at Grand Forks Air Force Base working as flight commander in the 448th Strategic Missile Squadron and as the Chief of Code Handler Training for the 321st Strategic Missile Wing.

Philip has taken on several projects since leaving the Air Force in 1993, including owning his own business. He has been with the University for seven years. He began working at the UND Plant Services Communication Center as a Communication Specialist in 1995. He then took the position of Transfer Specialist/Recruiter with Enrollment Services prior to accepting the position of Director of Admissions and Advisement for the College of Education and Human Development and finally taking the position of Assistant Registrar in December of 2000.

He has taken advantage of his professional relationship with UND by earning his M.S. in Educational Leadership and is currently in the Educational Leadership doctoral cohort, due to graduate in Spring, 2004.

Calling Grand Forks his home, Philip has been happily married to JoAnn for nearly thirteen years. Together they raise their three children, Jonathan, Sara, and Emily. I had the chance to speak with Philip concerning several issues dear to his heart.

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

The best part of my job has to be the people I work with. I think the people in the Office of the Registrar are some of the best "student servers" I've ever met. As to the job itself, I really enjoy working with the transfer student issues that concern UND and the many community colleges we serve. I have been involved with the articulation agreement initiative, which is designed to streamline UND's transfer process. With over 700 active articulation agreements, we are well on our way to reaching our goal.

### What is the most important goal for you to accomplish.

Personally, completing my doctoral program in Educational Leadership is a top priority right now. My family has made a lot of sacrifices to give me the freedom to pursue this goal and the sooner I can complete it, the sooner I can begin paying them back for their help and understanding.

### What gets you out of bed on these frigid mornings?

My children are the reason I do what I do. It is very important that I am able to provide for my family and be able to show my kids what it means to take responsibility for yourself—as well as help to provide a worthwhile service to others.



### 2003-2005 Catalog Update

Curriculum changes must be forwarded to the University Curriculum Committee by February 13, 2003 to be considered for inclusion in the 2003-2005 catalog. Curriculum information is available online at <http://www.und.edu/dept/registrar/curriculum/curindex.htm>. Contact Connie Borboa with questions at 7-4852.

## Veriena Garver Retires; Connie Gagelin Accepts Office Manager Position



A happy, retiring Veriena Garver (left) helps Connie Gagelin learn her new duties as the Registrar's Office Manager.



# UND'S ARTICULATION INITIATIVE BEGINS PHASE II

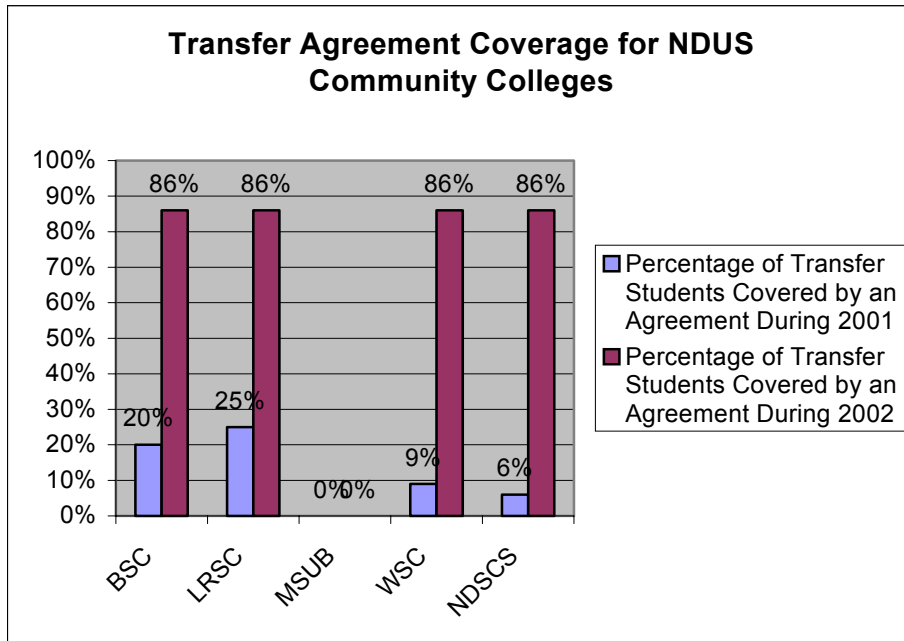
## PHASE I ENDS; SETS NEW RECORD FOR NUMBERS OF PARTNER AGREEMENTS

Philip Parnell  
Assistant Registrar

UND made great strides in reaching its goal of seamless transfer over the past year, increasing the number of program articulation agreements from 87 at the end of 2001, to nearly 700 agreements currently in force. These articulation agreements have been forged in a collaborative effort with 28 partner institutions in North Dakota, Minnesota, South Dakota, Washington, Arizona, and Hawaii.

Program articulation agreements are program-specific lists of courses that transfer students should complete prior to transferring to UND. These courses are tied to a specific UND catalog. Transferring students know, from the time they begin classes at a partner institution, exactly which classes should be taken and they have a guarantee that those classes will transfer to UND and will transfer as usable courses within a particular major.

With such a small number of articulation agreements in force for the students who transferred to UND for the Fall of 2001, only around ten percent of the North Dakota University System transfer students were covered by any type of agreement.



The partner institutions listed above are Bismarck State College (BSC), Lake Region State College (LRSC), Minot State University-Bottineau (MSUB), Williston State College (WSC), and North Dakota State College of Science (NDSCS).

For students transferring to UND in the Fall of 2002 however, the percentage covered under a program agreement soared to an average of 69 percent.

According to Kay Fulp, Coordinator of Transfer and Articulation for the North Dakota University System, "This is exactly what an articulation program is supposed to do. Articulation agreements provide students with a chance for advance planning, which is so important for transfer students, and it guarantees a standardized transfer system between the two schools."

Phase II of the articulation project has already begun and departments have already received a number of revised agreements which will correspond to UND's 2003-2005 catalog.

These agreements will be approved on our campus and then forwarded to each partner institution for review by that institution's faculty and staff.

Three new partner institutions are expected to be added during Phase II, bringing the total number of partner institutions to 31.



### IMPORTANT DATES FOR SPRING & SUMMER

#### Spring, 2003

- Feb 11 Last day to apply for a degree
- Feb 17 President's Day holiday
- Feb 18 Last day for instructors to turn in Removals of Incomplete for Fall, 2003
- Mar 12 Summer and Fall Time Schedule of Classes available on the web
- Mar 14 Deficiencies due to Registrar's Office by Noon
- Mar 17 Spring Break (no classes all week)
- Apr 4 Last day to change to or from S/U
- Apr 4 Last day to change to or from Audit
- Apr 4 Last day to drop a full term course or withdraw from school
- Apr 7 Summer and fall registration begins
- Apr 18 Easter Holiday begins (no classes)
- May 8 Last day of classes
- May 9 Reading and Review Day
- May 12 Semester exams begin
- May 17 Spring Commencement
- May 20 Grades due to Registrar's Office by Noon

#### Summer, 2003

- May 19 Beginning of instruction (1st 6 wks)
- May 21 Last day to add a 1st 6-wk course
- May 26 Memorial Day holiday
- May 28 Last day to add a 12-wk course
- Jun 13 Last day to change to or from S/U or audit for a 1st 6-wk course
- Jun 13 Last day to change to or from Audit
- Jun 13 Last day to drop a 1st 6-wk course
- Jun 30 Beginning of instruction (2nd 6 wks)
- Jul 2 Last day to add a 2nd 6-wk course
- Jul 4 Independence Day holiday
- Jul 11 Last day to drop a 12-week course
- Jul 11 Last day to change to or from S/U and audit for a 12-week course
- Jul 25 Last day to drop a 2nd 6-wk course
- Jul 25 Last day to change to or from S/U or audit for a 2nd 6-wk course
- Aug 8 Summer Commencement
- Aug 12 Grades due to Registrar by Noon



## Policy Update



(continued from page 1)

transferred, institution of origin, and the student's transfer GPA, will be posted to the student's University of North Dakota (UND) transcript after the student has been admitted to the University." While this cumulative strip will be available on the transcript and on RG60, the detailed coursework will only be available on a screen which is new to most UND staff and faculty—TC15. In addition to finding the information on this screen, the Registrar's Office will forward a detailed list of the transferred courses.

**GER and MnTransfer:** The Minnesota System of Colleges and Universities (MnSCU) operates much as does the North Dakota University System in that all higher education institutions within each group has a common general education program. In North Dakota, that program is called the General Education Requirements Transfer Agreement (GERTA). For MnSCU, the program is called the Minnesota Transfer Agreement or MnTransfer. Last spring, the GER Committee agreed to compare the two programs to determine whether or not they were equivalent. After that comparison, the Committee approved a request to accept the MnTransfer curriculum as equivalent to UND's GERs.

What this means is that someone who completes either a bachelors degree or an associate of arts degree from one of the MnSCU institutions will be deemed to

have completed UND's general education requirements.

**Incomplete Grade Policy:** The new incomplete grade policy, approved by the University Senate during the Spring of 2002, will become effective with the beginning of the Fall, 2003 term.

The new policy allows for the use of a single policy for both graduate and undergraduate students, while eliminating the non-convertible incomplete and the permanent incompletes. The new policy also calls for the elimination of the use of the incomplete grade as a replacement for an in-progress grade.

Additionally, the new policy requires all work to be completed within two calendar months of the end of the course, during the next regular semester. This means that the work required to remove an incomplete that was awarded for a course taken during the spring must be completed by the end of the second month of the fall semester. That time limit may be shortened if the instructor of the course desires. It also may be extended up to one year with the approval of the dean of the course.

Incomplete grades convert to the grade of "F" if not completed. All grades must be converted before students will be allowed to graduate.

**In-Progress Grade Policy:** Since the incomplete may no longer be used in place of the in-progress grade, a grade of "SP," for Satisfactory Progress, or a grade of "UP," for Unsatisfactory Progress, will be assigned to the courses: Honors Thesis

(489), Thesis (998), Dissertation (999), Independent Study (997), Research Design (Engineering 595), English 591, Professional Exhibition (VA 599), or research leading to the thesis or dissertation.

The "SP" or "UP" will be replaced with a final grade at the completion of the activity. Due to computer system limitations, the grade of "X" will be used to substitute until the implementation of the new PeopleSoft system takes place.

**Grade Changes:** Lastly, for new catalog purposes, a clarification was made concerning the grade change policy. The grade change policy approved by the Senate on November 7, 2002 states that submitted grades, except for grades of incomplete, are final and may only be changed to correct an error. Grades may not be changed by additional work or by submitting additional materials. Students should report any error to their instructor within 90 days of receipt of the grade. The instructor must file a Change of Grade form with the Office of the Registrar signed by the instructor, the department chair, and the dean of the course. Reasons for the change must be fully explained and justified.

This policy reflects the most commonly accepted practices of peer institutions. Exceptions to this policy may be requested through the Administrative Procedures Committee or through the academic grievance process.



## Document Imaging Comes to the Registrar's Office ❄️

Document imaging is being implemented in the Office of the Registrar. The system has been installed and we are currently archiving student academic records which would have been microfilmed in the past. Once this archiving is complete, we will begin imaging active student files.

This new system will create an environ-

ment where the information is retrieved in seconds rather than minutes. The objective of the document imaging system is to implement an efficient, cost effective means of records and file management. This will improve staff productivity, provide quick access to student records, and reduce storage space requirements. The document imaging software works with our current student information system and will make the transition to the new PeopleSoft system currently being developed.

With document imaging, the student's information is stored on a secure server, allowing our staff to work on a student's file from the desktop computer and then passing the information (student's file) to the next station electronically. Once the document has been reviewed, it is placed in a specific folder for quick access by authorized staff. This will be especially beneficial to students and academic departments, as there will be less time spent on the phone when seeking information.

## New CICS Screen Needed to Access Transfer Records

Due to UND's new transfer credit policy, the method for entering transfer students' previous academic credits will change for all new students who enter UND during or after the Fall of 2003.

Rather than detailing individual courses on the transcript as UND has done in the past, we will now incorporate the use of a

cumulative strip on the student's transcript. This strip will list the institution attended, the total number of credits earned, and the GPA. This being the case, these courses will not be available for viewing on RG60. They will, however, be available for viewing on another screen—TC15, as well as through external paperwork you will receive from the Registrar's

Office. More information on this new system will be forthcoming. In the meantime, advisers should request access to TC15 from our new office manager, Connie Gagelin at 7-2147. Questions concerning the new transfer policy or the new transcribing policy should be directed to Philip Parnell by calling 7-2711 or at: philip\_parnell@mail.und.nodak.edu.

