



# REGISTRAR STAR

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## ARTICULATION INITIATIVE PLANNED FOR EDUCATION ABROAD

Barry Stinson, Director of International Programs, has announced a new articulation initiative for the Education Abroad Program. The goal of the initiative is to determine how the courses UND students take during an Education Abroad experience will transfer back to specific programs here at UND.

Beginning with two institutions in Australia, University of the Sunshine Coast and Victoria University, the initiative will eventually support all of the exchange programs with which UND is involved.

Work on the first two institutions should be complete by summer for students planning an Education Abroad experience in the fall.

## ENROLLMENT INITIATIVE SET TO RAISE AWARENESS OF TRANSFER STUDENT ISSUES

By Heidi Kippenhan  
Director of Admissions

The Midwest is facing drastic demographic changes with a rapidly declining number of high school students graduating in the next five to ten years. We already know that one of the top reasons freshmen choose a university is close proximity to home. With a declining high school population in our area, the number of students attending UND could decline. With this knowledge in hand, transfer students seem to be a logical choice to subsidize these demographic challenges.

Education research suggests that, through practice, policy, and academic and social environments, we can and do affect the quality and success of the transfer student transition to a four-year institution, as well as affect the likelihood of their persistence. As an institution, do we know the needs and expectations of transfer students?

Historically, transfer students have received minimal consideration in all areas ranging from programming to simply gathering data. Even without

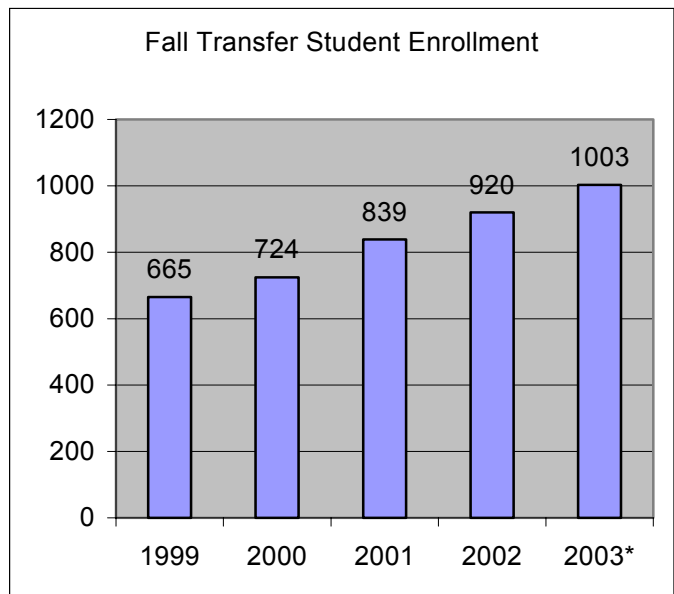


Chart indicates the rise in transfer student enrollments over the last five years. \*Enrollments for 2003 are projections.

a serious focus on this group, the number of transfer students coming to UND is steadily increasing.

While the transfer of students to the University of North Dakota has recently become of great interest to the enrollment management (EM) effort, the majority of the EM focus in the past has been on the recruitment of traditional age freshmen students.

The transfer student population has long been ignored in all areas of enrollment management including recruitment, ma-

trication, retention, and completion. Currently, UND's EM unit is attempting to expand their focus to include equal efforts for transfer students and incoming freshmen.

The creation of a Transfer Student Discussion Group is in progress. The group will attempt to identify transfer student needs and devise strategies for recruitment and retention of this specific student population. If you are interested in joining this group, or if you have comments, please contact me at heidi\_kippenhan@mail.und.nodak.edu or 7-3821.



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**MEET THE REGISTRAR'S OFFICE: CONNIE BORBOA**

Philip Parnell  
Assistant Registrar

Connie Borboa is well-known to many of you on campus—especially if you work with curriculum, general education requirements, or continuing education. She is one of those uniquely-talented individuals who can process information in droves, assist students, staff, and faculty on the phone and in-person, and tackle mounds of paperwork without losing her calm, unflappable, and caring attitude.

Maybe her imperturbable nature comes out of her rural upbringing in small town North Dakota—Overly, North Dakota to be specific. In a town of just over seventy citizens, Connie's mom ran the local grocery store and Connie helped out. Or maybe it comes from the fact that she has spent the last twenty-six years raising



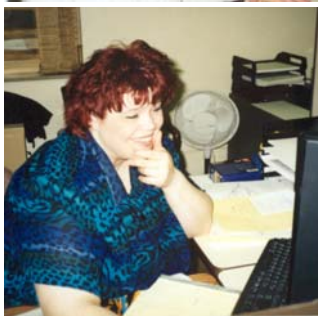
three children: Kasey, Stacey, and Kayne. Her face shines when she talks about her children.

Connie doesn't even get too excited by the fact that, in May, she will celebrate her thirtieth wedding anniversary, watch her son Kasey graduate from high school, see her daughter Stacey graduate from college, and stand by as her husband Mario crosses the stage at UND—completing his Bachelor of Science in Nursing degree. About all of this, Connie simply says that she

will “try to keep track of it all.”

Connie started at UND as a student in the Administrative/Secretarial Associate of Arts Program. During one of her last classes before completing her degree program, one of her professors mentioned a job opening in the North Dakota Geological Survey Office. She applied for the job and was immediately hired upon graduation. Of the interview process, Connie says, “I didn't want to go to the interview that day. I had been sick. My hair and clothes were a mess, but they wanted me to come anyway.” Just a few minutes into the interview, she was offered the job. Obviously, the interviewer saw the same qualities in Connie that we continue to see in her today—and it is lucky for us that they did.

After a short while she was promoted to the position of Administrative Officer with the Geological Survey Office. She was in that position until the Geological Survey was moved to Bismarck. Since then, she has worked with the Student Organization Office, the Graduate School, and Continuing Education, both at Grand Forks Air Force Base and here on campus. She came to the Registrar's Office as an Admissions and Records Officer in 1999 and says that she loves the work she does, and she truly enjoys the people she works with.



**Hard at work and ready to serve students, staff, and faculty.**

Upper left, Mary Welp and Jennifer Pierson, Service Window Clerks; upper center, Janna Reid, Transcript/Verification Clerk; upper right, Lori Hofland, Administrative Assistant; lower left, Annette Viergutz, Records Associate; lower center, Misty Mullendore, Administrative Secretary; and lower right, Brenda Halle, Transfer Clerk



## IMPORTANT DATES

### Spring, 2003

- April 4 Last day to change to or from S/U grading
- April 4 Last day to change to or from Audit grading
- April 4 Last day to drop a full-term course or withdraw
- April 7 Summer & fall registration begins
- April 18 Easter Holiday
- May 8 Last day of classes
- May 9 Reading and Review Day
- May 10 Medical School Graduation
- May 12 Semester exams begin
- May 17 Spring Commencement
- May 17 Law School Graduation
- 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



## FERPA and Letters of Recommendation

For faculty and staff who are responsible for writing letters of recommendation, the following Family Educational Rights and Privacy Act (FERPA) guidelines, from the AACRAO 2001 FERPA Guide, the Family Educational Rights and Privacy Act, must be adhered to:

Statements or recommendations made about a student which are made from a person's personal observation do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information or educational data are obtained from a student's educational record and are included in a letter of recommendation (grades, GPA, any other educational data), the writer is required to obtain a signed release from the student which (1) specifies the records that may be disclosed, (2) states the purpose of the disclosure, and (3)

identifies the party or class of parties to whom the disclosure can be made.

If the recommendation is placed in the student's file, it becomes a part of the student's educational record and must be protected as any other educational data. Additionally, the student will have the right to read the recommendation unless he or she has waived that right of access.

A good example of a student release form for recommendation letters would include the following statements: (1) I give permission for Professor A to write a letter of recommendation to: (list the name and address); (2) Professor A has my permission to include my grades, GPA, and class rank in this letter; and (3) I waive/do not waive my right to review a copy of this letter at any time in the future. The form would include a signature and date line.

## Tuition Waiver Forms and Registration Action

Employees who plan to take classes and who plan to use an employee tuition waiver to pay for it, must complete the *Faculty/Staff Tuition Waiver Request* form. The form must be signed by the employee and the employee's department head before it will be processed. These forms are available in the Office of

Admissions. Requests should be turned in to the Office of Admissions at least ten days prior to the start of classes.

**Processing this form does not register an employee in the course.**

Course registration may be accomplished on-line or by filling out a Registration Action Card in the Office of the Registrar.

## Document Imaging Has Come to the Registrar's Office

Document Imaging is currently 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 the archiving is complete, we will begin imaging active student files, which will create an environment 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 to name just a few of the benefits. 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 the operator to work on the file and pass it to the next station (employee) 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. For questions about the project, please contact Mike Cogan at 7-2280 or michael\_cogan@mail.und.nodak.edu.

## THE NEWS IN BRIEF



### New Transfer Specialist

Enrollment Services has announced the appointment of Curt Sienkiwicz to



the position of Enrollment Services Representative/Transfer Specialist. He will be working with transfer students who are new to campus and with those considering transfer to UND. He will also be visiting all two-year tribal, community, and technical colleges in Minnesota and North Dakota.

### New Data Available in Institutional Research

Two new North Dakota University System accountability surveys were recently finalized in UND's Office of Institutional Research. The two reports, *Campus Quality Survey* and *Student Satisfaction Survey* were administered across all NDUS institutions and are available for review online. The **Campus Quality Survey** can be found at <http://www.und.edu/dept/datacol/reports/cqs2002.pdf>, and the **Student Satisfaction Survey** is located at <http://www.und.edu/dept/datacol/reports/ssi2002.pdf>. Contact the Office of Institutional Research, at 777-4358, if you would like more information on either of these surveys.

### Graduation Ceremonies

Spring Commencement is set for May 17. The festivities will be held at the Alerus Center and will begin at 1:30 p.m. Law School graduation will also be held on May 17 at 10:00 a.m. at the Chester Fritz Auditorium. Ceremonies for the Medical School will be held at the Chester Fritz Auditorium on May 10 at 1:30 p.m.

### FERPA Session for Advisers

Student Academic Services and the Office of the Registrar are offering a new training session, which will study The Family Educational Rights and Privacy Act (FERPA.) The session is specifically designed for advisers and is entitled: *What is FERPA: How Does It Impact Academic Advising?* The session will be offered on April 17th, at 2:00 p.m. in the Sioux Room of the Memorial Union. Interested parties should contact University Within the University by phone at 7-2128 or by email at U2@mail.und.nodak.edu.

### Training in Annual Reports

Join the Office of Institutional Research for a hands-on training session on the new web-based system for submitting departmental annual reports. Sessions are available in April and will be offered again throughout the summer. Please note the schedule in the upcoming U2 timetable. Call the Office of Institutional Research, at 777-2456, if you would like further information.

### 2003–2005 Catalog on Schedule for Summer Production

Most deadlines for catalog changes have already passed, and the changes which have already been approved are currently being made for the 2003-2005 University Catalog. Departments will receive those changes for a final review in April. The response time to amend those changes will be fairly short, so it will be important to make any changes quickly so that the catalog can be finalized, printed, and disbursed to students during the summer.

### New CICS Screen Available to Advisers

Faculty and staff advisers currently working with transfer students should request access to a new CICS screen. Due to a change in transfer policy, some transfer credit will no longer be viewable on RG60. It will, however, be available for viewing on TC15. To request access to TC15, advisers should contact Connie Gagelin by phone at 7-2711 or by e-mail at [connie\\_gagelin@mail.und.nodak.edu](mailto:connie_gagelin@mail.und.nodak.edu).

### Deficiencies

The Office of the Registrar staff would like to send out a sincere thank you to all academic staff and faculty for their efforts in collecting and delivering deficiencies. We had a 96.4% turn-in rate, which is a great benefit to our students. Because of your hard work, we were able to mail the deficiencies to the students immediately. This will maximize the decision-making time available to our students and their advisers during this critical time. Please contact Mike Cogan at 7-2280 or by email at [michael\\_cogan@mail.und.nodak.edu](mailto:michael_cogan@mail.und.nodak.edu) with questions or comments.

### S/U Policy Advising Note

When signing an action card for S/U grading please remind students of the policy governing S/U grading. Repeating an approved course with S/U grading will eliminate the effects of previous credits from the student's GPA only if the achieved result is Satisfactory. Repetition which results in a Unsatisfactory will leave the effects of the earlier grade intact.

