



REGISTRAR STAR

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Freshman Admission Applications Exceed Four Thousand

Freshman admission applications for the fall are once again at a record level. These new numbers continue a trend which started in 2000 following a series of declines in the middle and late 1990s. Current application numbers show 4,001 new freshmen have applied to UND for the fall.

According to Mary Austreng, administrative clerk in the Office of Admissions, "This has been one hectic year. The applications have been coming in steadily since January and there were times we could barely keep up. It's obvious that our recruitment efforts are paying off and it's great to see the numbers rise to such high levels."

"While this growth in student numbers may bring challenges for the University community," said Alice Hoffert, Associate Vice President for Enrollment Management, "it proves that UND is the educational leader in our state and in our region, and that students only want the best and UND can certainly provide the kind of quality that students want."

2003-2005 CATALOG AVAILABLE IN PRINT VERSION; SOON TO BE ON-LINE

The new UND Academic Catalog for 2003-2005 is hot off the presses and available in the Office of Admissions. It will also be available on-line at the Office of the Registrar's web page in the near future.

"Building this new catalog began nearly two years ago—almost as soon as the earlier version was printed," said Dr. Nancy Krogh, University Registrar. "It has been a huge project that has not only involved our office, but has been a coordinated effort among every department on campus, as well as the Graduate School and University Relations.

To prepare this version of the catalog, we implemented a new



process which enabled us to complete all the formatting and data entry on an ongoing basis. This new process made a tremendous difference because it allowed us to make changes to the catalog as they occurred, making

it a very seamless process."

The total number of catalogs printed for this edition was 50,000—down approximately 5,000 from the 2001-2003 edition.

"Since we've been able to make the electronic version of the catalog available on our web page, the need for printed catalogs has dropped significantly," said Dr. Krogh. "I can envision a day when we won't have a printed copy of the catalog at all. Increasingly, students and other institutions expect to have access to the catalog electronically."

Rollout Begins for ConnectND; State Board Recognizes Achievement of Project Staff

Work is continuing on the implementation of PeopleSoft (ConnectND Project) this summer at the two pilot schools: Mayville State University and Valley City State University. Both schools should be fully implemented with all PeopleSoft modules in early August. Current rollout schedules project that the other nine NDUS institutions will implement after the two pilot schools. The projected rollout schedule begins with the admissions module setup during August, 2003 through December, 2003. All other modules will follow during April through September of 2004. More information on rollout schedules is available on the ConnectND web site at: www.nodak.edu/connectnd. UND is getting ready for ConnectND by organizing implementation teams and structur-

ing a communication system that will keep everyone on campus informed of progress. Every area of campus is represented on the teams and information will be shared with the entire campus community through a UND web site that will be developed soon. We do not yet have a specific implementation schedule for UND, but that will be shared as we receive more information from the project. Stay tuned!

Of the project and its implementation, the State Board of Higher Education passed a resolution praising the work and sacrifice of the project staff. In part that resolution reads as follows: "Now, therefore, be it resolved, the North Dakota State Board of Higher

Education recognizes: 1) the contribution our staff have made to future generations of North Dakotans, 2) the sacrifice these staff and their families have made to achieve the very aggressive timelines set out for the project, whether directly involved in the project or indirectly by carrying an extra burden for those who participate directly, 3) the commitment to task that all have shown in the face of a very short implementation timeline, 4) the professionalism demonstrated in reaching decisions that are in the best interest of the state, student and system, 5) the financial contributions of the state and students, and 6) the diligence applied by all to ensure the job is done right. Congratulations to all those UND employees involved with this project!



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MEET THE REGISTRAR'S OFFICE: CAROL DRECHSEL

Born in the small town of Fergus Falls, Minnesota, Carol Drechsel has made a big name for herself on UND's campus, compiling a record of service to the Office of the Registrar/Institutional Research and to the University that has been truly outstanding.

After graduating from high school, Carol attended the local community college (until a teachers' strike brought an end to all classes) before she married Paul (the current Director of Contract Training and lecturer for UND's Department of Air Traffic Control.)

Paul's being a member of the United States Air Force meant lots of travel for the couple. Assignments in Texas, California, Mississippi, Spain, and two assignments in Grand Forks meant jumping from home to home throughout the 20 years of the couple's service. According to Carol, "We loved every minute of our time in the Air Force—travel and all. We had some truly great times."

During this time, two new additions joined the Drechsel family: Justin, 22 and living in Colorado, and Andrea, 18, a recent high school graduate and a new



freshman at UND this fall.

In addition to being a stay-at-home mom to Justin and Andrea for seven years, Carol had a variety of jobs while Paul served in the Air Force. She worked as a receptionist and a payroll specialist at an accounting firm. While Paul was stationed in Lubbock, Carol worked at Texas Tech in the—you guessed it—Registrar's Office, where she was an Admissions and Records Associate whose job was to evaluate transfer credit.

During Paul's last assignment (in Grand Forks) Carol began working in the UND Office of the Registrar, where she has done work with enrollment reporting, research, web design, and annual reports. She is also a security officer for the University. She is currently

using her employee tuition waiver to attend classes and is working toward a general studies degree.

Carol is proud of her work at UND and enjoys working with the diverse requirements a university setting requires. "It is very rewarding to be able to write the programs to get at the information people from all over campus need. It is a great feeling to be useful and to be able to use my creativity"

"Carol is just wonderful!" says Carmen Williams, Associate Registrar and Director of Institutional Research. "She continually provides excellent service, will take on new projects, tackles the learning of the latest computer technology, and does all of this with a great attitude."

Of her coworkers and their mission, Carol says, "Despite the very crowded quarters in our office, everyone gets along very well and we have a great time working together. I think our office is a great example of a true team effort to meet the needs of the University."



New to the Office of the Registrar



Kerry Fender
Records Associate

Kerry's duties include working with descriptive titles, deficiency reports, grade reports, helicopter and pilot holds, law and medical school registrations, room scheduling, Time Schedule production, 110 English waivers, web page development, and registration problems.



Stacey Stefonowicz
Service Area Clerk

Stacy works with student registrations, name changes, address changes, restricted directory, and social security number problems. She also serves as back up for major and minor changes, verification of enrollment, Greek membership, and the processing of transcript requests.

Transfer Student Orientation Set to "Bridge the Gap"

UND's Office of Enrollment Services and Curt Sienkiewicz, Transfer Specialist, have designed a fall orientation program for transfer students called "Bridging the Gap." It will offer registered transfer students the opportunity to learn about the on-campus programs provided for transfer students and will take place on Sunday, August 24 from 2:00 p.m. to 3:30 p.m. in Swanson Hall, lower level.

The program will offer a customized opportunity specifically for transfer students to gather information, to meet other new transfer students at UND, and to get started with the right information.

"We recognize and value the previous college experience transfer students have and want to welcome them to UND with the specific information that transfer students seek and need to be successful at UND," said Curt. "We really want to make this successful so that transfer students to UND can be well served."

The program will include a transfer student panel, made up of current UND students who transferred from other institutions, and will offer presentations from a variety of campus departments. Departments or individuals interested in attending this program or participating with a presentation should contact Curt at 777-4229 or at curt.sienkiewicz@und.nodak.edu.



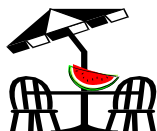
IMPORTANT DATES

Summer, 2003

- 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 7-8 Final exams for the 2nd 6-wk and the 12-wk sessions
- Aug 8 Summer Commencement
3:00 p.m. Chester Fritz Auditorium
- Aug 12 Grades due to Registrar
by noon

Fall, 2003

- Aug 15 Last day to submit Faculty/Staff Tuition Waiver Request
- Aug 24 "Bridging the Gap" for transfer students
- Aug 26 Beginning of instruction
- Aug 26 Late registration begins
- Sep 1 Labor Day Holiday
- Sep 4 Last day to register on ALFI
- Sep 4-5 Fee Payment
- Sep 9 Last day to add a full-term course
- Sep 12 Registrations will be cancelled for students who have not paid tuition or made arrangements with the Business Office by 3:30 PM.
- Sep 23 Last day to apply for a degree
- Sep 30 Last day for Removal of Incomplete from spring and summer
- Oct 14 Spring Schedule of Courses available on the web
- Oct 17 Report of Unsatisfactory Progress (deficiencies) due in the Registrar's Office by noon.
- Nov 7 Last day to change to or from S/U or audit grading
- Nov 7 Last day to drop a full-term course or withdraw from school
- Nov 10 Early spring registration begins
- Nov 11 Veterans Day Holiday
- Nov 27 Thanksgiving Holiday begins
- Dec 11 Last day of classes
- Dec 12 Reading and Review Day
- Dec 15 Semester exam period begins
- Dec 19 Commencement
- Dec 23 Grades due in Registrar's Office
by noon



A Helpful Hint from the Registrar: How a Grade Point Average is Calculated

Have you ever been asked how a grade point average (GPA) is calculated? Did you stutter and stammer and then direct the student to the Office of the Registrar? The question of how a GPA is calculated and the answer of "I don't know" are both fairly common on our campus.

The concept of GPA calculation is a simple one. Take the total number of the student's honor points and divide that number by the total number of letter-grade credits attempted. The resulting quotient is the student's GPA. Courses from which a student withdraws or courses in which a student has selected an S/U grading option are not counted in the GPA calculation.

Since UND does not use the plus or minus with its grading system, determining the number of student honor points is simple as well. In our system, letter grade equivalents are assigned in the following way: "A" is equal to the number 4; "B" is equal to 3; "C" is equal to 2; "D" is equal to 1; and "F" is equal to 0. Multiply the grade/number equivalent

by the number of credits assigned to the course and the product of that multiplication is the student's honor points.

For example, assume your student completed five classes last semester. All of the courses were worth three credits. The student earned two grades of "A," two grades of "B," and one "C." Convert each grade to its corresponding number. You now have two 4s, two 3s, and one 2. Multiply each by the number of credits each class was worth—in this case all classes were worth three credits. Add all of those numbers together. (You should have gotten 48.) So this student has 48 honor points. Divide the honor points by the total number of credits—in this case it is fifteen and this student's semester GPA is 3.20. Congratulations! You have calculated a student's GPA and, if you thoroughly enjoyed the process but never want to do it again, there is a GPA calculator on the Registrar's web site at: <http://www.und.edu/dept/registrar>.

Family Educational Rights and Privacy Act: Restricted Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's educational records. FERPA applies to all schools which receive funds under programs of the Department of Education.

Under FERPA, there are two different types of student information: 1) educational records, and 2) directory information. Educational records include records, files, documents and other materials which contain information directly related to a student's academic progress, financial state, or medical condition.

Directory information is information about a student which normally **may** be released. Directory information includes the following: student's name, home and local address, telephone number and e-mail address, date and place of birth, major field of study and classification, participation in officially recognized activities, weight and height of athletic team members, dates of enrollment, degrees and awards received, and the most recent educational institution at-

tended by the student. Normally this information **may** be released without the student's consent and is published in the UND directory.

Students have the right, however, to request that directory information not be made public by completing the Request to Restrict Directory Information form in the Office of the Registrar between the first and tenth day of class in a semester or between the first and fifth day of a summer session. The student's information will not be released until the student removes the restriction on the directory information.

FERPA also requires that students be notified of their right to restrict the release of directory information annually. At UND, notification is made to students through the *Code of Student Life* publication, the Course Schedule and in the Academic Catalog.

Any questions concerning this issue or other FERPA matters may be forwarded to the University Registrar, Nancy Krogh.

THE NEWS IN BRIEF

Study Abroad Now Fulfills the World Cultures Requirement

The General Education Requirements Committee has voted to allow World Cultures credit to students who participate in UND Education Abroad programs. Students who complete a semester or a summer studying abroad at an institution of higher education approved by the Office of International Programs and who complete at least six semester credits of coursework will be deemed to have completed the UND World Cultures Requirement. This policy takes effect immediately for all UND students.

New Readmission Policy

The University Senate approved a policy which alters UND's current policy on student readmissions. Two provisions of the Readmission Policy have not changed, and those are that students must file an Undergraduate Request for Readmission Form with the Office of the Registrar and that students must provide transcripts from all colleges attended since last at UND.

Under the new policy, students who were dismissed from the University must be reinstated by the **dean of the college or school to which they wish to be admitted** before applying for readmission. Prior to the new policy, students were reinstated by the dean of the college from which they were dismissed.

Another change concerns students whose institutional or cumulative GPA is below 2.00. The new policy states that these students may be denied readmission to the University and will only be allowed readmission to UND upon the approval of the dean of their prospective school or college.

The Undergraduate Request for Readmission Form is available on-line at the Office of the Registrar web site at <http://www.und.edu/dept/registrar/>.



Reggie Strar and all of the Registrar's Office staff hope you and your families have a fun, happy, and safe summer!

News from Student Academic Services

Attention UND Advisers: Consider membership in NACADA, the National Academic Advising Association. NACADA promotes and supports quality academic advising in institutions of higher education and their goal is to enhance the educational development of students through a variety of activities and publications. An annual conference takes place each fall. This year's event will be held in Dallas, Texas from October 2 through October 5. Check out NACADA's web site at: <http://www.nacada.ksu.edu>.

Upcoming Workshop: Student Academic Services is pleased to announce a fall workshop to study and discuss the concept of developmental advising and UND's General Education Requirements. Watch for details.

New University Constitution Affirmed

In a unanimous vote, the University Senate affirmed UND's new University Constitution and forwarded the document to President Kupchella for his consideration. The President then presented the document to the State Board of Higher Education and it was approved at their June, 2003 meeting.

The new document has changed in many ways over its predecessor, according to Jan Goodwin, Senate Chair. "We believe we have brought the Constitution into compliance with all Board policies and it was one magnificent effort on the part of the entire University Senate."

Changes to the Constitution include the establishment of joint direction of the University Council by the University President and the Senate Chair, the establishment of the role of the Senate as advisory and consultative to the President, and the membership composition of the Senate, which will now include three voting members from the University's Staff Senate and an overall 3-to-1 ratio of faculty to other groups.

Summer Commencement Set

Summer Commencement is scheduled for 3:00 p.m. on August 8 in the Chester Fritz Auditorium.

New Assistant Director of International Programs



Ray Lagasse has been named to the new position of Assistant Director of International Programs. Ray comes to UND from the Office of the Registrar at North

Dakota State University, where he was an admissions and records officer. One of his major duties will be to administer the University's Education Abroad program—a program in which UND students may elect to spend from one semester to one year studying in a foreign country.

Grade Policy Change

Approved by the University Senate last fall and effective for fall, 2003, the new incomplete policy is designed for both graduate and undergraduate students, and eliminates the non-convertible and permanent incompletes, as well as eliminating the use of the incomplete grade as a replacement for the in-progress grade. Additionally, all coursework must be completed within two calendar months of the end of the course, during the next regular semester. That time may be shortened by the instructor or extended up to one year with the approval of the college or school dean. All incomplete grades will convert to a grade of "F" if not completed and all grades must be converted prior to students being allowed to graduate from UND.

Since the incomplete may no longer be used as an "in-progress" grade, a grade of "SP" for Satisfactory Progress or "UP" for Unsatisfactory Progress will be assigned to a number of courses, which includes the following graduate courses: Thesis, Dissertation, Independent Study, Research Design, English 591, and Professional Exhibition, as well as the Honors Thesis undergraduate course. The "SP" or "UP" will be replaced with the final grade at the completion of all work.

