



REGISTRAR STAR

INSIDE THIS ISSUE:

Meet the Registrar's Office	2
Tom Rand	2
Who, Where, & What in the RO Center Insert	
Important Dates	3
Advisers & GERs	3
Articulation Update	3
PeopleSoft Update	4
Personnel Changes in the RO	4

PeopleSoft Implementation Plans in Full Swing On Campus

UND is preparing for the implementation of PeopleSoft in the next year by forming teams that will work with the campus to get ready. The UND implementation is headed by Vice President for Academic Affairs and Provost John Etting and Vice President for Finance and Operations Robert Gallager. Wanda Sporbort, Pam Hurdlebrink, and Nancy Krogh are serving as project managers for the UND implementation.

Two oversight teams have been formed to facilitate the project. The first is the Project Support Team. This team is subdivided into the functional areas of the project including financial, human resources/payroll, student administration, and ancillary systems. Many of the members of this team are ser-

(Continued on page 4)

FOREIGN TRANSCRIPTS ARE REQUIRED FOR EDUCATION ABROAD STUDENTS

UND academic advisers can help students who return from an Education Abroad experience by reminding them to have transcripts of their coursework sent to UND and to have those transcripts evaluated by an international transcript evaluation service such as World Education Services (WES) or by the Foreign Education Credential Service (FECS).

Completing these requirements is a matter of planning and attention to detail for students but for those who forget, the lapse can have serious consequences. Several students who applied for Spring or Summer graduation neglected to have study abroad transcripts sent to UND. "All students were able to graduate but the failure to have transcripts slowed the process," said

Nancy Krogh, University Registrar. "We were very happy that we could accommodate them, but it would have been better for the students to have handled this situation earlier."

University policy requires that an official transcript from each of the institutions attended by a student must be submitted for review. That requirement refers not only to U.S. institutions but also to foreign institutions as well—including transcripts from work completed in Education Abroad programs. As a result of this rule, students are not allowed to graduate from UND until all of the student's college records have been received.

Further, UND requires that most foreign transcripts, including those from Education Abroad programs, have a course-by-course evaluation

by an independent evaluation company. This course evaluation lists each subject completed, the equivalent U.S. semester/credit hours, and provides the student's grade on a U.S. 4.0 scale.

Prior to each departure for an Education Abroad experience, students participate in a seminar sponsored by the Education Abroad program. Specifics for participating in the program (including the transcript requirement) are discussed and students verify that they have read and understand the rules governing the program and their responsibilities under those rules.

Questions concerning this topic should be forwarded to Ray Lagasse, Assistant Director of International Programs, at 7-6438 or to Philip Parnell, Associate Registrar, at 7-2711.

TRANSFER WORKING GROUP SETS AGENDA TO INCREASE TRANSFER STUDENT SERVICES

A transfer working group, which involves members from the Office of Admissions, Office of the Registrar, Student Academic Services, Enrollment Management, Enrollment Services, Counseling Services, and TRIO, has been meeting since mid-April to devise methods of increasing our service capacity for transfer students.

"While UND has a long history of welcoming transfer students, enhanced efforts are currently taking place and we are looking at even more ways to focus specifically on the transition and success of transfer students," says Alice Hoffert, Associate Vice President for

Enrollment Management and a member of the working group. "While we are currently doing more for transfer students than ever before, there are a number of ways we can do even more."

Some of those prospective services for transfer students involve an honor society called Tau Sigma, which is planned to start this fall and will be open only to transfer students; a new web site dedicated to the special needs of transfer students, which is currently being designed; an open forum called "Bridging the Gap" planned for this fall; a newsletter specifically designed for academic and transfer advisers

working with students at our two-year partner institutions; and an orientation/registration event which is planned for April of 2004. This event will allow transfer students to visit UND, have their questions answered, meet with advisers, and register for classes earlier than they would normally.

"This group has worked hard and the work shows in all of the new initiatives we will offer transfer students," said Hoffert. "I believe this effort will pay off by more transfer students coming to UND and by those students having higher levels of satisfaction with the services we provide."



Staff

Executive Editor
Nancy Krogh

Managing Editor
Philip Parnell

Assistant Editor
Lori Hofland

Proofreader
Brenda Halle

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 REGISTRAR'S OFFICE: JENNY MANZKE

Philip Parnell
Associate Registrar

Working in a busy environment like the Registrar's Office is nothing new for Transfer and Articulation Coordinator, Jennifer (Jenny) Manzke. Jenny grew up in a similarly busy environment at home with three brothers and sisters, two sets of parents and six sets of grandparents, with all of the associated aunts, uncles, and cousins thrown in for good measure. Add to all that her husband of six years, Travis, and a dog and a cat who Jenny says, "runs the house" and her growing up was the perfect training ground for work in the RO.

Travis works for C.L. Linfoot Company and has a degree in Aeronautical Engineering from UND. Currently he is serving with the Bravo Company 2/136th Infantry Battalion of the Minnesota Army National Guard.

A lifelong resident of the Valley, Jenny has spent most of her life in either Grand Forks or Buxton, with only a brief stay in



Jenny, her husband Travis, and their Springer spaniel, Bailey spend some relaxing time at the lake.

California where she attended middle school. A graduate of Central Valley High School, Jenny was active in school as a cheerleader, a member of the drill team and the yearbook staff, as well as being a star of the volleyball team and a member of the Future Homemakers of America.

She has attended Mayville State University and Northwest Technical College in East Grand Forks, where she completed her work to become a Financial Services Representative. She is currently attending classes at

UND and will earn a Bachelor of Business Administration Degree in Management. Jenny has been at UND for four years—all of which have been spent in the Office of the Registrar. She started as an Administrative Secretary/Receptionist, before becoming a Records Associate; and currently she is the Transfer and Articulation Coordinator. In this position, Jenny evaluates transfer credit and helps students make the transition from a two-year institution to UND.

"I'm still not sure what I want to be when I grow up, but for right now I am happy using my skills to make students' lives a little easier."

"I love my job; it is very challenging, which keeps things interesting. You never know what is going to come up next. My co-workers are great too. Everyone is so fun and outgoing. I couldn't ask for a better place to work or for better people to work with."

Special Feature: A Conversation with Tom Rand, Associate Dean of Arts & Sciences

Philip Parnell
Associate Registrar

What can be said about Tom Rand that everyone does not already know? An institution at UND, Tom is respected by both faculty and staff who look to him for his ability to solve problems; for his vast knowledge of UND policies, procedures, and history; and for his good common sense. Equally important, though, is Tom's ability to see the world through the eyes of the students he serves and to do so with a slightly off-kilter sense of humor that has served him and us so well at UND. We who have worked in the Office of the Registrar have relied heavily on Tom for his ability to bridge the gaps that sometimes exist between the administration, which helps the institution run smoothly; the academic arena, which is the reason we are all here; and good service to students. His support of students, faculty, staff, and of us in the Office of the Registrar makes us proud to call Tom Rand a friend.

Tom shared some of his past with me in a recent talk in his office.

Born and raised in East Grand Forks, Tom refers to the time he spent growing up there as "uneventful." Then with a twinkle in his eye, he says, "Except that I had to walk a full block to school every day—even in blizzards." It is difficult to always know when Tom is being serious and when he is not, so I take his statement at face value and am about to move on to another topic when he says, "Things didn't



get really interesting until I got kicked out of Macalester College," he says with a completely straight face. But again, there is that glint in his eye that tells me he is going to enjoy shocking me with this story, so I just sit back and listen as he pulls out a copy of the Minneapolis Tribune from February 19, 1960. Sure enough, right there, on the *front page* is a picture of a younger and hairier Tom Rand staring defiantly into the camera lens.

It seems our Tom was something of a rabble-rouser at Macalester. A National Merit Scholar and the East Grand Forks High School valedictorian, the Tribune article states that Tom flunked two of his classes and "failed to complete work in two more" due to "excessive class-cutting by a student who believed he could spend his time more valuably in his own programs of individual reading."

School officials attributed his attitude to "high idealism" but the Tribune saw the issue as one of opposing viewpoints: that of a student who saw "a failure of the American college system to challenge bright students" and that of the college who saw a student "who is unable or unwilling to play by Macalester's rules." Even then, Tom was searching for ways to bridge that gap between student needs and the institution's rules. Happily for us today, Tom has learned to follow a somewhat more acceptable system of "fighting the establishment."

Since he couldn't go back to Macalester, Tom applied for admission to the College of Arts and Sciences at the University of

continued on page 4

IMPORTANT DATES

Fall, 2003

Aug	26	Beginning of instruction
Sep	1	Labor Day Holiday
Sep	4	Last day to register on ALFI
Sep	9	Last day to add a full-term course
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 online
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

Spring, 2004

Jan	13	Beginning of Instruction
Jan	19	Martin Luther King Holiday
Jan	19	Last day to register on ALFI
Jan	27	Last day to add a full-term course
Feb	10	Last day to apply for a degree
Feb	10	Last day for undergrads to submit incomplete work to instructor
Feb	16	President's Day Holiday
Feb	17	Last day to submit removals of incomplete to the Office of the Registrar
Mar	15	Spring Recess begins
Mar	17	Fall Schedule of Courses available online
Apr	2	Last day to change to or from S/U grading or audit grading
Apr	2	Last day to drop a full-term course or withdraw from school
Apr	5	Summer & Fall registration begins
May	7	Reading and Review Day
May	10	Semester exam period begins
May	15	Spring commencement and official graduation day Registrar by noon.

Program Articulation Update: 2003-2005 Catalog Begins the Cycle Anew

All across campus, individuals and departments are hard at work making transfer to UND easier for the more than 900 new transfer students who come to UND each fall. In 2001, UND began an articulation and transfer initiative under which a series of programmatic transfer agreements were written to guide students at two-year and four-year partner institutions in the process of transferring to UND. For the 2001-2003 catalog years, more than 690 of these transfer agreements were written and then approved by departments and colleges not only at UND, but at 29 partner institutions as well. This process took the better part of two years to complete.

With the issuance of the 2003-2005 catalog, the process of writing and approving programmatic articulation agreements has begun again and current estimates in the number of planned agreements show an increase from the



693 agreements from the last catalog to more than 900 agreements planned for the current 2003-2005 catalog. These 900+ agreements will be negotiated with nearly 40 partner institutions from 9 states and Canada. This process is expected to be completed much more quickly than it was during the previous cycle, taking only six to seven months this time.

Currently, more than 710 of these agreements have been approved on our campus and will soon be sent to our partner institutions for their input. Approximately 180 are still pending approval by departments on our campus. Current plans are for all of these agreements to become accessible on the Office of the Registrar web site sometime in late October or early November.

Parties interested in the process or interested in creating agreements between UND and other partner institutions should contact Philip Parnell at 7-2711 or philip.parnell@mail.und.nodak.edu.

Tips for Advisers: Transfer Credit Can Be Used to Meet UND General Education Requirements

The process of advising students who transfer work to UND can be complex and confusing. One of the more difficult concepts for students to understand is how transfer credits from another institution may meet UND's general education requirements.

When a student transfers coursework to UND from another institution, that coursework is evaluated initially by the Office of the Registrar (OR). While the OR does not normally evaluate for one-to-one course equivalencies, it does evaluate transferred courses to determine whether or not they will transfer and, if so, how they will fit into UND's general education requirements. The following explanation of the process is provided to make the advising process simpler for students to understand.

When viewing transferred courses on RG60 or on TC15, students and advisers will notice a fourth digit or a dash in the fourth digit's spot. The digits (1, 2, 3, or 4) in this spot correspond to the four general education categories. For exam-

ple, 1 is for courses under the Communication category; 2 is for the Social Science category; 3 is for Arts and Humanities; and 4 is for courses which meet our Math, Science, and Technology requirement. The dash indicates that the transferred course is acceptable in transfer, but does not meet any of the general education categories.

After the evaluation process has taken place, a transfer equivalency worksheet is sent both to the student and to the student's UND college or school. This worksheet lists a number of items, which include: the school from which the transferred credits originated, the term during which each of the courses was completed, the grade earned, credit received, any UND equivalent course, and finally which GER category, if any, is fulfilled by each specific course.

The worksheet uses the same system to identify GER courses as does the University Catalog and there is a legend providing this information at the bottom of the worksheet.

Tom Rand (Continued from page 2)

Minnesota in Minneapolis. When Tom handed his application to the dean of the college, the dean scrutinized Tom a bit more closely and pulled out a copy of the same Tribune which featured Tom and his Macalester dismissal. After some thought, the dean admitted Tom on one condition—that Tom seek immediate counseling from one of the U of M’s Freudian psychologists—a Dr. Snoxel. After only a few sessions, Tom received Dr. Snoxel’s blessing, but as Tom put it, “I’m not sure whether he was convinced I wasn’t a threat or whether he simply thought I was beyond help.”

Tom was admitted to the U of M, where he worked toward his degree in Philosophy before being accepted into U of M’s Graduate School. In a series of events that should have been a plot line for a Green Acres episode instead of someone’s real life story, Tom also applied to go to seminary at Harvard’s Divinity School (HDS). Being accepted to HDS, Tom left the U of M and nearly completed his new program of study before HDS discovered that, not only had Tom never completed his master’s program, but he had never completed his undergraduate work there either. With the reputations of two distinguished institutions on the line, Tom somehow convinced the U of M to allow his graduate work to count as undergraduate work so that he could graduate from the U of M in time for graduation from Harvard.

After graduation from HDS, Tom and his wife AJ returned to East Grand Forks to be with a sick relative. Looking for work, Tom was hired as an uncertified teacher to teach band and choir at Erskine High School. True to Tom’s anti-establishment unpredictability, he had no music training beyond high school but saw no problem in learning and then teaching the Erskine students’ music program.

At this point in our conversation Tom becomes absolutely serious. “This is why a strong liberal arts education is so important. A liberal arts education teaches a student how to think and to adapt to his/her surroundings.” His belief in a strong liberal arts component to an undergraduate education shows in his dedication to UND’s GER Committee, and to his work with the statewide General Education Requirements Transfer Agreement (GERTA), an agreement between all NDUS institutions and tribal colleges in North Dakota to accept in transfer certain liberal arts courses from another institution. Tom was the major architect of GERTA and lists it, out of all of his work at UND, as his proudest accomplishment.

In 1968, and after only one semester at Erskine Public Schools, (When Tom talked about working with eighth graders, his naturally calm, happy demeanor changed abruptly to something slightly more snarlish.) Tom heard that the College of Arts & Sciences was looking for an adviser to work with students who had been dismissed from college and who could work with and advise students at the UND.” Again, I’m not sure how far I can believe Tom when he gets that twinkle in his eye, but he assured me that Dean Bernard O’Kelly hired him as the college’s preceptor on the spot, after hearing about his trials and tribulations with Macalester and in trying to graduate from two institutions. And the rest, as they say, is history.

Of his work at UND, he says, “I like being able to make the academics work for the students within the bureaucracy. Trying to fit what makes educational sense into the administrative system we need to keep order is a huge task but is intensely satisfying. All of the people I work with in the Registrar’s Office share these concerns and I have enjoyed my relationship with them and with the University community. I also love working in the College of Arts and Sciences. I’ve been here thirty-five years and I can’t recall ever having a harsh exchange with anyone.”

With no plans to retire at this time, Tom’s irreverence will continue to see many of us through each day and his commitment to UND and to the education of UND students will continue to serve us well.

People Soft (Continued from page 1)

ving as module leads or subject matter experts in the ConnectND project and are bringing the knowledge they are gaining back to UND for our implementation. This team will be on the front lines to coordinate resources and expertise to configure the system for UND, to organize testing of the system, and to facilitate training of users before we “go live.” This group has been meeting since late June and has started to form sub-committees for action.

The second team is the UND Implementation Team. This group is comprised of designees from each major area of operation at the University. These areas include each school and college, and areas reporting to the vice presidents and the President. The people appointed to this committee do not yet have direct experience with ConnectND or with PeopleSoft, but will become more involved as the implementation at UND

progresses. They will act as the liaison to their area for gathering information necessary for implementation, to answer questions about the project pertaining to their area, and to organize resources for training and other needs. The organizational meeting for the Implementation Team will be held on September 19th. Everyone on campus will be touched in some way by the implementation of PeopleSoft as it rolls out in the next year. These teams have been formed to structure the process and to create support for all of the users on campus. We will need many additional people to contribute and be involved as we go along. Watch for future announcements about the project and for a UND web site with update information about implementation here on campus. As before, the ConnectND web site is available for information about the status of the project statewide at www.nodak.edu/connectND.

Personnel Changes in the Office of the Registrar

The Office of the Registrar welcomes **Lori Bjerk** to its staff



as a new Service Area Clerk. Lori was hired

as a temporary employee in March and was hired as a part-time permanent employee in August.

Among her duties, Lori will assist the Office with its goal of electronically imaging all student and office records

before the end of the year. Lori will also be working with students, staff and faculty as a window clerk, assisting with name and address changes, adviser changes, drops and adds to registrations, and changes of majors and minors.

Brenda Halle, Transfer Clerk in the Office of the Registrar has accepted a position as an Admission Clerk with the Graduate School.

Bobbie Lawson, long-time student employee, has accepted a position teaching third–sixth grade students in Crookston.



The Registrar and her staff wish the UND Staff Senate a very happy fifth birthday. Please accept our thanks for your hard work & for all your years of service to UND and to the community.



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

Reggie Strar has been a faithful friend of the Office of the Registrar for many years. Reggie has his own NAID number and his duties include having his record experimented on whenever there is new software to update or new procedures to organize. It seemed only appropriate that we ask Reggie to outline the duties of everyone else in the Office of the Registrar. Feel free to post this insert in your office so you can always call just the right person for the job.

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

Lori Bjerk , Service Area Clerk.	7-2712
<i>(student registration)</i>	
Connie Borboa , Admissions and Records Officer	7-4852
<i>(continuing education, Curriculum Committee, GER committee, repeats)</i>	
Michael Cogan , Associate Registrar.	7-2711
<i>(registration, ALFI, enrollment reports)</i>	
Kerry Fender , Records Associate	7-2150
<i>(liaison for academic departments, room scheduling, time schedule)</i>	
Connie Gagelin , Office Manager	7-2147
<i>(challenge exams, deficiencies, grades, holds, incompletes, Moss-Norway program, petitions, security officer, reinstatement)</i>	
Lori Hofland , Administrative Assistant	7-3892
<i>(computer access forms, catalog, enrollment reports, newsletter, University Senate)</i>	
Janna Horning , Transcript/Verification Clerk.	7-4517
<i>(enrollment verification, transcripts)</i>	
Nancy Krogh , University Registrar.	7-2712
<i>(Administrative Procedures Committee, catalog, Curriculum Committee, FERPA, graduation, University Senate, academic grievances)</i>	
Jennifer Manzke , Transfer Coordinator.	7-4258
<i>(transfer credit evaluation, AP, CLEP, & Language Placement exams, military credit, readmission)</i>	
Gloria Olson , Information Processing Specialist	7-3761
<i>(graduation)</i>	
Philip Parnell , Associate Registrar.	7-2711
<i>(transfer & articulation agreements, GER committee, readmission, transfer credit evaluation, newsletter, Education Abroad)</i>	
Susie Shaft , Service Area Clerk.	7-2639
<i>(Greek membership, advisor changes, major/minor changes, student registration)</i>	
Stacey Stefanowicz , Service Area Clerk	7-2643
<i>(name changes, social security number problems, student registration)</i>	
Annette Viergutz , Records Associate	7-2042
<i>(web development, technology support, withdrawals)</i>	
Mary Welp , Service Area Clerk.	7-4371
<i>(address changes, student registration, restricted directory)</i>	

Institutional Research - 403, Twamley Hall

Jean Chen , Research Analyst (<i>surveys, institutional statistics</i>)	7-2265
Carol Drechsel , Information Technology Specialist (<i>institutional statistics, security officer</i>).	7-2487
Nancy Krom , Administrative Assistant (<i>USAT form, data analysis</i>)	7-4358
Lei Liu , Graduate Assistant	7-2494
Robert Reis , Graduate Assistant	7-2494
Carmen Williams , Director (<i>institutional statistics</i>)	7-2456