

# REGISTRAR STAR

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## Greetings to everyone from the staff of the Office of the Registrar!

We are excited to begin another academic year, and glad to see the campus so busy. I hope you will take a moment to read through our newsletter for information about what's new and what is coming from our office this year.

If you are new to campus, please allow me to introduce you to our newsletter and to our mascot, Reggie Star. Our office publishes this newsletter about four times a year to keep you updated on changes and issues that impact faculty and staff at UND. Reggie isn't on the masthead, but he is never shy about giving us ideas about what to do next. I hope you also will let us

know about topics you would like covered. Reggie has included a pullout section on page four in this newsletter that you can post to keep our phone numbers handy. We hope you will call when you have questions or comments for our office.

One of the big changes this spring and summer is that we have new faces in our office. I am so pleased about the talents being added to our office staff, and I hope you will have a chance to stop by and get to know them. You can learn more about the new managers who have joined our staff on page three of this newsletter.

We know this year will be a time of change, and we are

looking forward to making things work better for our students and our faculty. Your ideas and comments help us as we work on our PeopleSoft implementation, and as we work to provide new services to you. I look forward to talking to the campus about these changes over the coming year.

Nancy Krogh  
University Registrar



## We Need Your Assistance

Institutional Research and Human Resources will soon be administering a Campus Quality Survey to faculty, staff, and administrators. We would appreciate your input on this survey as it is critical to the university system and campus continuous improvement efforts. Thank you in advance for your time and input!

## Transfer Discussion Group Helps Bring Ideas Together

By Heidi Kippenhan  
Director of Admissions

The University of North Dakota established a Transfer Discussion Group that has been meeting for about a year. Members of the group come from the areas of admissions, enrollment management, recruitment, registrar's office, TRIO programs, and academic advising. Central to the discussion is data that is specific to transfer students and action strategies to improve the transfer experience.

One of the first tasks of the discussion group was to write a mission statement. The following was agreed upon as an accurate representation of



our beliefs about transfer students:

Individuals transferring to the University of North Dakota from other colleges and universities will be welcomed and supported by the UND community. UND is committed to recognizing and responding to the unique needs of transfer students by helping them to identify their strengths, develop new connections and compe-

tencies, and integrate successfully into the university community.

Other ideas and actions that have been generated include a Transfer Getting Started Program, a study of the AACRAO publication *The College Transfer Student in America: The Forgotten Student*, and a charter membership to Tau Sigma, a national honor society for transfer students.

**★ Staff**

**Executive Editor**  
*Nancy Krogh*

**Managing Editor**  
*Brian Steenerson*

**Assistant Editor**  
*Lori Hofland*

**Regular Contributors**  
*Carmen Williams*  
*Ray Pospisil*  
*Kathy Dietz*

**MEET THE REGISTRAR'S OFFICE:  
GLORIA OLSON**



*Gloria with her children: Jamie, Justin, and Jodi at Jamie & Brian's Wedding*

Gloria was born in Valley City, North Dakota, and then moved with her family to California at a young age after her father passed away. She graduated from Fremont High School in Oakland, California during the turbulent late 60's, and following graduation, she was employed by the federal civil service commission at Military Sealift Command, Pacific, where she worked in the Em-

ployee Relations Division. Among her more interesting duties were receiving and routing messages from the various ships at sea and attending meetings for the Beneficial Suggestion and Superior Performance Rating Boards, which, on occasion, were held on board ships docked at the base.

In 1970, Gloria moved to Cooperstown, ND and worked at the Farmers and Merchants Bank until she moved to Grand Forks in 1975. Gloria's time has been spent raising her three children: Jodi, age 16, a junior at Central High School; Justin, age 21, a graduate of Central High School and currently pursuing a certificate in underwater welding at Central Lakes College; and Jamie, now 25, a graduate of Central High School and UND, now employed by Central High School and Lake Agassiz Elementary School.

Jamie is married to Brian Moe, currently attending UND Graduate School.

Gloria began her work at the University of North Dakota in the Housing Office as an account technician. She then accepted a position off campus, but missed the students and campus environment and returned to UND following the flood of 1997, working first in the Admissions Office and then joining the Registrar's Office in 1998.

About her work in the Registrar's Office, Gloria states, "I am proud to be part of an office where the staff truly care about the students. I think I have the best job on campus! I love working with the students as they are preparing for graduation and being a part of that exciting event in their lives. It's the best."

**Office of the Registrar**

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We're On the Web  
<http://www.und.edu/dept/registrar/>

**TRANSFER AGREEMENT WEBSITE UPDATED**

With the new changes, you will find that it is easier to search for the UND course equivalent information. The course-by-course agreements, consisting of 64 institutions, have been created from their current catalogs and arranged online, indexed by institution and department. To see the changes and additions to the website you can go to

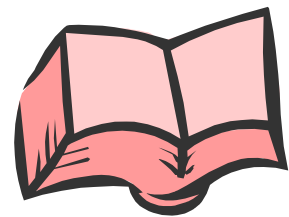
<http://www.und.nodak.edu/dept/registrar/articulation/transpg.html>.



**ACADEMIC POLICY MANUAL AVAILABLE**

A manual for University academic policies and procedures is available on the Registrar's Office web site at: <http://www.und.nodak.edu/dept/registrar/AcademicPolicy.htm>.

This guide to UND academic policies will offer assistance to staff and faculty in all academic policy matters from the University's academic calendar to an explanation of the policy for students to withdraw from the University.



Please take a minute to check out this manual. Questions should be directed to Nancy Krogh at 7-2712 or by email at: [nancy.krogh@mail.und.nodak.edu](mailto:nancy.krogh@mail.und.nodak.edu).

## New Staff in the Registrar's Office



**Kathy Dietz**

Kathy Dietz joined the Office of the Registrar as Office Manager in August 2004. Kathy has more than 14 years experience in office administration, including work experience at UND's Student Financial Aid Office, Non-Profit Agency management at Sioux Trails Girl Scout Council in Sioux City, IA and Pine to Prairie Girl Scout Council in Grand Forks, ND, and Child Care Enrichment Center management

with Medallion School Partnerships in Tacoma, WA.

Kathy, a North Dakota native, holds a Bachelor of Science degree in Public Administration awarded from the University of North Dakota.

As Office Manager, Kathy's primary responsibilities include providing supervision and direction to the service area staff and student assistants and maintenance of the academic records including processing reinstatements, grade changes, and administrative procedures petitions.

Kathy commented: *"I look forward to my work experiences in the Registrar's Office and please stop by and say Hi!"*



**Brian Steenerson**

Although new to UND's Office of the Registrar team, Brian Steenerson is not new to the area. He was raised in Red Lake Falls, MN and currently resides in St. Hilaire, MN with Debbie, his wife of 12 years, and three children, Mariah (10), Carly (6) and Blaize (4).

After graduating from high school, Brian joined the U.S. Navy and their submarine force. After a short three-year stint, he returned to the area. Brian lived in Grand Forks while attending the University of Minnesota, Crookston and finished his bachelor's degree in hospitality

and tourism at the University of Wisconsin, Stout.

After graduating, he worked in the hotel industry for three years in Appleton, Wisconsin. Wanting to be closer to family, Brian and his family moved back to Minnesota where he started a new job at the University of Minnesota, Crookston. For the past six years, Brian has worked at UMC as an admissions representative, transfer specialist, assistant director of admissions and most recently as interim director of admissions.

During his time at UMC, Brian's focus was on transfer students. Some tasks included traveling to many of the community and technical colleges in Minnesota to visit with students and faculty. He also evaluated coursework for the student's official evaluation as well as unofficial evaluations. Brian brings that same level of commitment to service to the UND Office of the Registrar as an Assistant Registrar. His duties include working with articulation agreements, transfer credit, and education abroad.



**Ray Pospisil**

Born and raised in Cleveland, Ohio by parents who had immigrated from Czechoslovakia to escape communism. His first language was actually Czech, and his parents bought a second-hand TV when he was three, and made him watch to learn English. Ray started his bachelor's degree at Kent State the fall after the famous shootings there. Then he spent ten years at Indiana University, Bloomington, where he began working in the registrar's office while completing a Ph.D. in East European History.

Before 1986, Ray's view of the Dakotas was typical of most "easterners," - after Chicago, there was nothing until you got to Denver. But in 1986, Ray applied for the position of registrar at UND, but lost out to Monty Neilsen. He was so impressed by people he met here, however, that, when the registrar position came open at the University of South Dakota a few months later, he applied for that and wound up working in Vermillion for 16 years.

The first ten years were as registrar, followed by three years as director of a newly created central processing center for South Dakota Public Higher Education for undergraduate admissions and financial aid. Then came a year in another new board office position nicknamed "data master." That was followed by a return to the USD registrar position in 2000 after that office lost its entire leadership (registrar and two associate registrars) within the space of nine months.

After Vermillion, Ray moved to Williston to be with his wife and stepsons and was teaching history at Williston State College until he accepted the position of Assistant Registrar in June 2004. Ray's duties will cover registration, grades, class scheduling and enrollment reports.

## IMPORTANT DATES

### Fall, 2004

- Sept. 21 Last day to apply for a degree
- Oct. 11 Spring Schedule of Courses available online
- Oct. 15 Report on Unsatisfactory Progress (deficiencies) due to Registrar's Office by noon
- Oct. 29 Last day for Removal or Incomplete from spring and summer
- Nov. 5 Last day to change to or from S/U or audit grading
- Nov. 5 Last day to drop a full-term course or withdraw from school
- Nov. 8 Early spring registration begins
- Nov. 11 Veteran's Day Holiday
- Nov. 25 Thanksgiving Holiday begins
- Dec. 9 Last day of classes
- Dec. 10 Reading and Review Day
- Dec. 13 Semester exam period begins
- Dec. 17 Commencement
- Dec. 21 Grades due in Registrar's Office by noon

### Spring, 2005

- Jan. 11 Beginning of Instruction
- Jan. 17 Martin Luther King Holiday
- Jan. 20 Last Day to Register on ALFI
- Jan. 25 Last day to add a full-term course
- Feb. 8 Last day to apply for a degree
- Feb. 8 Last day for undergrads to submit incomplete work to instructor
- Feb. 15 Last day for Removal or Incomplete to the Registrar's Office
- Feb. 21 Presidents' Day Holiday
- Mar. 14 Spring Recess begins
- Mar. 21 Early summer registration begins via ALFI
- Apr. 1 Last day to change to or from S/U or audit grading
- Apr. 1 Last day to drop a full-term course or withdraw from school
- Summer and Fall registration begins
- Apr. 4 Fall registration begins
- May 6 Reading and Review Day
- May 9 Semester exam period begins
- May 14 Spring Commencement and Official Graduation Day
- May 17 Grades due in Registrar's Office by noon

## UND ConnectND Corner

### PEOPLESOFT TIME-LINES:

This summer, the PeopleSoft implementation was delayed for UND, NDSU, Minot, and Bottineau. UND undergraduate and graduate admissions will begin using PeopleSoft in September, 2004 to admit students who intend to enroll for fall 2005. Finance and human resources will begin using PeopleSoft at the beginning of January, 2005. Details are still coming about how we will implement registration and other academic processes this year. Watch for more information about our implementation in this coming year.

### CHANGES IN PROCESSES:

PeopleSoft will offer faculty and students new services through the web, and should make information about courses, advising, and other academic matters more accessible. To accommodate this, the Registrar's Office will be entering more information into the system before faculty or students begin to use it. This will require advanced planning by everyone. We will be asking for your cooperation to get courses and course dates planned earlier than before and to keep changes to these schedules to a minimum. The staff in the registrar office will be happy to meet with your department to discuss how these changes will impact you, and how we can make the transition easier. Please contact Nancy Krogh at: [nancy.krogh@mail.und.nodak.edu](mailto:nancy.krogh@mail.und.nodak.edu)

schedule someone to meet with your staff and faculty. Updates are also available on the UND Office of the Registrar website at: [www.und.edu/dept/registrar/connectND](http://www.und.edu/dept/registrar/connectND).

### UND CONNECTND INFO SESSIONS:

You are invited to attend the Connect "U"ND Weekly Information Sessions. These sessions are being offered every Tuesday morning at 9:00 a.m. on the second floor of the Memorial Union to provide information about progress on implementing the Web-based PeopleSoft computer software at UND as part of the statewide ConnectND project. More information about the topics can be found on the UND ConnectND website at: [www.und.edu/cnd](http://www.und.edu/cnd). We hope to see you there.



## FERPA Quiz: Test Your Knowledge

An unauthorized person retrieves a student's educational information from your computer screen that was left unattended while you went to lunch. Are you and UND responsible for this violation under FERPA?

Yes, you and UND are responsible. FERPA protects all educational records maintained by the institution or a person acting for the institution. Information on

a computer screen must be protected in the same way paper documents are protected.

Don't forget, for PeopleSoft access you will need to complete the NDUS FERPA training found at: [www.ndsu.edu/ndsu/helpdesk/ferpa/training](http://www.ndsu.edu/ndsu/helpdesk/ferpa/training).



## Privacy, Prudent Care, and FERPA

PeopleSoft will make lots of information available to many more people through the convenience of their web browser. Easy access and convenience will also offer more opportunities for very confidential information to be released without approval. Anyone with access to student information has an obligation to protect that information. We all need to work together to raise awareness of privacy and security. Some simple measures include choosing a secure password that cannot be guessed, not sharing passwords or login information or posting reminders with a "sticky," logging out and closing the application when leaving the computer, and securing any paper or computer records to protect them. Students have a right to their privacy and to expect that we will protect their information. It is the right thing to do, and we all need to be sure to do our part. More information about FERPA (The Family Educational Rights and Privacy Act, as amended, 1974) is available on our website at: <http://www.und.edu/dept/registrar/FERPA/index.htm>



## Class Offerings: Titles, Topics, and Transcripts

By Ray Pospisil  
Assistant Registrar

As we approach another catalog year, it is worth reviewing an area that departments should keep in mind when submitting curricular requests and when offering classes each term. There are really three categories of courses when it comes to course offerings, titles, and transcription.

### Regular Course:

The first is the regular course record that is designed with a fixed title that will be used every term to describe the content of the course.

### Topics Course:

The second is the topics course record where the content of the course, and sections of the course, will vary from term to term. The topics course is also used to introduce a new content area on a temporary basis to "see if it will fly," and if it does, a regular course is then added through the curricular process.

### Student Topics Course:

The third category is the readings (also independent study, etc.) course record, where each student will receive credit for course content that is individual to the student. For the purposes of record-keeping and transcription, it is possible, *at the discretion of the academic department*, to treat a readings course in the same fashion as a topics course by having each student register for an individual course section that would include a topic title that would describe the content that the student is individually covering.

Title specificity at the individual student level is not a common practice around the country or at UND. Most departments elect not to offer sections with student-specific topics, primarily because of the amount of work that is required in formalizing individual titles. In the case of readings courses, the individual titles are often not known until after classes begin, as students meet with instructors to agree on content, and

obtaining such information can be difficult if a department is not organized to collect it promptly and efficiently.

For those departments that do elect to provide for individual student topics, the appropriate process is to provide the Registrar's Office with individual student topics as soon as that information becomes available for a semester. Sometimes that can be prior to the start of the semester. However, for systemic as well as pedagogical reasons, the information needs to be provided no later than about 1/3 of the way through the duration of a class. The deadline to provide this information for the Fall 2004 semester is October 1, 2004. Similar deadlines will be established for future semesters.

For more information about titles and topics, and how they will be handled in PeopleSoft, please access: <http://www.und.nodak.edu/dept/registrar/crspln/titles.htm>

## It's a "Catalog Year" again!

The following are curriculum deadlines for the 2005-2007 academic catalog:

**October 8, 2004:** To be included in the 2005-2007 Academic Catalog, programs that require approval by the State Board of Higher Education or the Chancellor must be submitted to the University Curriculum Committee by October 8, 2004. These requests include new programs

with new courses, program title changes, program terminations, and program suspensions. Programs submitted after October 8 will be considered by the University Curriculum Committee but will not be included in the catalog.

**February 11, 2005:** To be included in the 2005-2007 Academic Catalog, course changes that require University Senate approval must be submitted to the University Curriculum Committee by

February 11, 2005. These include new courses, course deletions, program admission, program changes, and course changes.

The University Curriculum Committee will continue to review requests for new programs that are received after the deadline, but they will not be included in the new academic catalog.



# 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

<b>Lori Bjerk</b> , Transcript Clerk. . . . .	7-4517
<i>(transcripts)</i>	
<b>Connie Borboa</b> , Admissions and Records Officer . . . . .	7-4852
<i>(continuing education, Curriculum Committee, GER committee, repeats)</i>	
<b>Kathy Dietz</b> , Office Manager . . . . .	7-2147
<i>(challenge exams, deficiencies, grades, holds, incompletes, Moss-Norway program, petitions, security officer, reinstatement)</i>	
<b>Patty Dorsher</b> , Records Associate. . . . .	7-3422
<i>(liaison for academic departments, room scheduling, time schedule, PeopleSoft support)</i>	
<b>Christina Fargo</b> , Records Associate . . . . .	7-3638
<i>(readmission, transfer credit evaluation, PeopleSoft support)</i>	
<b>Lori Hofland</b> , Administrative Assistant . . . . .	7-3892
<i>(computer access forms, catalog, enrollment reports, newsletter, University Senate)</i>	
<b>Nancy Krogh</b> , University Registrar. . . . .	7-2712
<i>(Administrative Procedures Committee, catalog, Curriculum Committee, FERPA, graduation, University Senate, academic grievances)</i>	
<b>Jennifer Manzke</b> , Transfer Articulation Coordinator . . . . .	7-4258
<i>(transfer credit evaluation, AP, CLEP, &amp; Language Placement exams, military credit)</i>	
<b>Mary Medrano</b> , Administrative Secretary . . . . .	7-2694
<i>(general information, reception)</i>	
<b>Gloria Olson</b> , Information Processing Specialist . . . . .	7-3761
<i>(graduation)</i>	
<b>Vanessa Peterson</b> , Service Area Clerk . . . . .	7-4371
<i>(enrollment verification, student registration)</i>	
<b>Ray Pospisil</b> , Assistant Registrar. . . . .	7-2711
<i>(registration, grades, classroom scheduling, enrollment reports)</i>	
<b>Susie Shaft</b> , Service Area Clerk. . . . .	7-2639
<i>(Greek membership, advisor changes, major/minor changes, student registration)</i>	
<b>Patty Sigurdson</b> , Records Associate. . . . .	7-2150
<i>(enrollment verification, transcripts)</i>	
<b>Brian Steenerson</b> , Assistant Registrar . . . . .	7-2711
<i>(transfer &amp; articulation agreements, readmission, transfer credit evaluation, newsletter, Education Abroad)</i>	
<b>Stacey Stefanowicz</b> , Service Area Clerk . . . . .	7-2643
<i>(name changes, social security number problems, student registration)</i>	
<b>Annette Viergutz</b> , Technology & Records Support Technician. . . . .	7-2042
<i>(web development, technology support, withdrawals)</i>	
<b>Janelle Wise</b> , Transfer Clerk . . . . .	7-6130
<i>(address changes, student registration, restricted directory)</i>	

## Institutional Research - 403, Twamley Hall

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