

# REGISTRAR STAR

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## 2005-2007 Catalog Update

To be included in the 2005-2007 Academic Catalog, course changes 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.

For more information on deadlines and dates see the University Curriculum Committee website at [www.und.edu/dept/registrar/curriculum/curindex.htm](http://www.und.edu/dept/registrar/curriculum/curindex.htm).

## Classroom & Scheduling Committee Looks to Improve Classroom Utilization

By Ray Pospisal, Asst. Registrar

During the Fall Semester, I was asked by the Provost to chair an ad-hoc committee that would look at issues related to the classification and scheduling of classrooms on campus. A space use analysis was conducted a couple of years ago by Ira Fink and Associates that concluded that we have adequate classroom space but that departments have plenty of unmet space needs. This is fine as far as it goes, but, for example, in the Registrar's Office we find that classroom space is frequently in short supply, and it is often difficult to assign classroom space that matches up well with instructional needs. Meanwhile, UND has a strategic plan that calls for continued enrollment growth.

So, if a study says we have enough classroom space, but it routinely does not feel like it, then what are the reasons for the discrepancy and what can we practically do to improve our use of existing space? These are the basic questions that are the charge to this committee



from the Provost. Its members include Joseph Benoit, Dean of the Graduate School; Bruce Dearden, Interim Dean of the College of Arts and Sciences; Bill Lesch, Chair of the Marketing Department in BPA, Larry Klundt, Chair of the Educational Leadership Department in EHD, Larry Zitzow, Director of Facilities, Kathy Smart, Director of the Center for Instructional & Learning Technologies (CILT), and myself (Assistant Registrar). Judy Sannes of Disability Support Services has also participated with reference to disability issues.

We held three meetings this Fall. In our first meeting, we discussed some of the issues involved in classroom utilization and scheduling and came to some conclusions about a general approach. Our purpose is to put mechanisms in place that will help departments and colleges improve classroom utilization. The issues and solutions lie at the department and college level and need to be managed there. We are *not* about raiding space or reshuffling classroom assignment priorities. It **(Continued on page 3)**

## Articulation Committee Meets: Partner Institution Relationships a Priority

Due to current articulation agreements being updated and additional opportunities being reviewed, the Articulation Committee, which was formed to help give direction to the progress and building of UND's agreements, is moving into its next phase.

While UND has been successful in the number of agree-

ments that have been established, one area that the Committee wants to focus their efforts on is the area of partner institution relationships. The Committee will be working with UND's colleges and schools to enhance and encourage faculty-to-faculty communication through their academic departments and the partner institutions. The Committee plans to

present to the colleges on the topic of "agreement awareness." By being aware of the agreements that are in place and discussing what programs are looking for growth, we can find ways to cultivate the relationships that have been started. We plan to move forward by the end of February with the first college.



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<http://www.und.edu/dept/registrar/>

## MEET THE REGISTRAR'S OFFICE: STACEY STEFONOWICZ



Stacey with her husband Devin and daughter Madellene

Stacey was born in Portland, Oregon and at the age of five moved to Roseau, Minnesota, where her parents still reside. After graduating from Roseau High School she attended UND and graduated with a BS in Criminal Justice Studies. Stacey had many wonderful experiences while pursuing her degree including playing fast pitch softball for three years.

Upon completion of school Stacey traveled west to Portland, OR in search of a job in the field of probation and parole. After an interview she decided that employment within the criminal justice area just wasn't for

her. She took an opportunity to work for a tire company, beginning in the office as a "gopher" and moving up to purchasing tires of all shapes and sizes. It was an exciting job but the hours got long and that excitement eventually wore off. So from there she went to work for a short time as a customer service representative for an office supply company. The only thing Stacey could say about that is, "Wow, who would have thought office supplies would be such a challenge?" Looking for new opportunities, she accepted a job at a large privately owned construction company. Within her position

she gained a lot of valuable experience working with a diverse customer base. In 1999 Stacey was married to a North Dakota boy, Devin Stefonowicz. In May 2002 her husband accepted a job transfer to Portal, ND. They moved from Portland back east to Crosby, ND. There Stacey took a job at the local First National Bank. After four months, her husband received another job transfer, this time to Grand Forks. On November 13, 2002, only two months following the move to Grand Forks, their daughter Madeleine was born.

Stacey started in the Registrar's Office in June, 2003 as a temporary employee and on her first day it turned into a permanent job as a service area clerk. Regarding her job, Stacey states, "My time at the Registrar's Office has been wonderful. I enjoy the fast pace, and being able to help students, staff and faculty is a wonderful feeling. I get to work with a great group of people and always seem to go home with a sense of accomplishment."

In May, Stacey and Devin are looking forward to the birth of their second child.

## TRANSFER STUDENT GETTING STARTED PROGRAM 2005

Plans are well underway for the second offering of the Transfer Student Getting Started program to be held Saturday, April 9, 2005. Transfer students who are admitted by March 1, 2005 for fall semester 2005 are invited to the Memorial Union on campus to participate in the one-day program. They will benefit from this unique opportunity to receive general university information, math testing (if appropriate), academic advising and registration.

The assistance of many individuals campus-wide is essential in order to provide a quality program. Departmental participation will be solicited in February/March 2005.

Students admitted after the Transfer Getting Started program has taken place are encouraged to connect with their academic advisor within their major for proper course selection and additional information important to their successful transition to UND. In addition, these students will be instructed to complete an on-line transfer orientation found at the following website:

<http://www.und.edu/dept/sas/transorientation/>

If you have any questions please contact Student Academic Services at 7-2117.



## FERPA Information

To assist you in understanding the responsibility you have in maintaining the confidentiality of our students records, a website is provided by the Office of the Registrar. This website, [www.und.nodak.edu/dept/registrar/FERPA/index.htm](http://www.und.nodak.edu/dept/registrar/FERPA/index.htm), should be reviewed occasionally as well as when you have any questions regarding student records and their privacy.

The North Dakota University System has also provided a website that you should visit. Completion of the NDUS FERPA training is needed to receive PeopleSoft access. You can access the site through the UND's FERPA site listed earlier or by going to [www.ndsu.edu/ndsu/helpdesk/ferpatraining](http://www.ndsu.edu/ndsu/helpdesk/ferpatraining).

## IMPORTANT DATES

### Spring, 2005

- 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 of 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 grading
- Apr. 1 Last day to change to audit
- Apr. 1 Last day to drop a full-term course or withdraw from school
- Apr. 4 Summer & 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

### Summer 2005

- May 16 Beginning of Instruction (1st 6 wks)
- May 18 Last day to add a 1st 6-wk course
- May 24 Last day to add a 12-wk course
- May 30 Memorial Day holiday
- June 10 Last day to drop a 1st 6-wk course
- June 10 Last day to change to or from S/U for a 1st 6-wk course
- June 10 Last day to change to audit for a 1st 6-wk course
- June 27 Beginning of Instruction (2nd 6-wk)
- June 29 Last day to add a 2nd 6-wk course
- July 4 Independence Day holiday
- July 8 Last day to change to or from S/U for a 12-wk course
- July 8 Last day to drop a 12-wk course
- July 8 Last day to change to audit for a 12-wk course
- July 22 Last day to drop a 2nd 6-wk course
- July 22 Last day to change to or from S/U or audit for a 2nd 6-wk course
- Aug 5 Summer Commencement
- Aug 9 Grades due to Registrar by noon

## UND ConnectND Corner

### 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.

### ADMISSIONS PEOPLESFT UPDATE

Just a reminder that ALL new students for Fall 2005 are entered into PeopleSoft. When searching on the Legacy system, you may find that students have NAID's but no demographic admissions records. This is partially due to the need for NAID's in the Housing process. A security role called Appli-

cant Inquiry is currently being reviewed and training will be forthcoming. Keep going to those Tuesday sessions! If you have any questions or need information on a student, please call the Offices of Admissions at 777-3821.

### OFFICE OF THE REGISTRAR

#### HOURS CHANGE

In preparation for PeopleSoft implementation, the Registrar's Office will be closed from 8:00 to 9:00 a.m. January 31 through August 12, 2005. The office will be open for business from 9:00 a.m. to 4:30 p.m. Monday through Friday. We appreciate everyone's understanding and patience as our staff prepares to go live this summer.



### Classroom & Scheduling Committee (Continued from page 1)

makes good sense, for example, for Chemistry classes to be taught in Abbott Hall, Business classes in Gamble, etc., and that departments continue to receive priority in assignment of those classrooms.

A second meeting included a presentation of a possible management tool, namely class scheduling distribution data by department and college that described scheduling patterns by class size. The third meeting was for the purpose of organizing a general classroom inventory tour by the Committee. During the week of January 3, when classes were not in session, the Committee did conduct its inventory tour of 27 buildings and a couple of hundred classrooms. This was a hands-on experience, done entirely by Committee members - deans and directors counting chairs, measuring doorway widths and table heights for wheelchair access, and recording the results on inventory sheets. Our focus was on general classrooms, and did not include dedicated teaching or research labs.

Our next step will be to combine the

gathered data into a usable format for evaluation. Historically, the Registrar's Office, Facilities, and CILT have been operating with separate sets of data, and one of our aims is to make sure that we combine the information into one "official" source. In addition, we plan to take the inventory data and organize it in such a fashion that we can readily compare it to class scheduling patterns in several different class size categories.

By the end of the Spring Semester, we hope to present some recommendations concerning general policies for classroom assignment as well as policies and information tools for departments and colleges to use in managing class scheduling distribution.

We are also likely to make recommendations concerning mechanisms that should be put into place permanently to make sure that classroom space use issues are addressed routinely and appropriately. For example, what would be the procedure for a department to follow when they wanted to request a change in the type of seating in a classroom or the number of seats? Who would need to be involved in making that decision and implementing it?



# 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 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>(liaison for academic departments, room scheduling, time schedule)</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>Carmen Williams</b> , Director ( <i>institutional statistics</i> ) . . . . .	7-2456