

Important Dates

August 27
Last day to add a course without instructor permission

August 29
Wait List is purged

September 5
Instructor drops for non-attendance are due

September 11
Last day for 100% refund for a regular session course

September 15
Last day to sign up for A/Pass/F grading option for a regular session course

September 18
Midterm Grade Rosters available to Faculty

September 18
Last day for 50% refund for a regular session course

September 18
Summer/Fall 2018 Class Schedule opens to Colleges for update

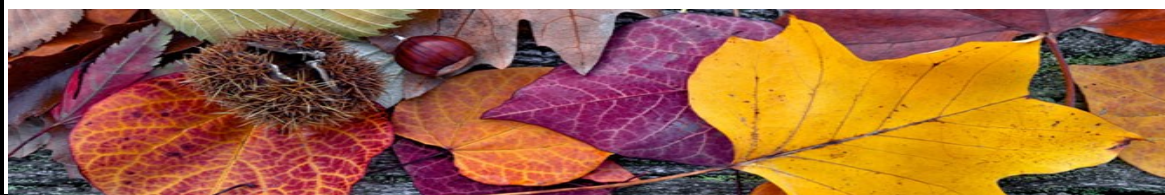
September 25
Last day to drop a regular session course without a W being recorded

September 26
Spring 2018 enrollment appointments assigned in KSIS



Drops for Non-Attendance

Instructors requesting students be dropped from a regular-session course because of non-attendance should complete the non-attendance drop form, found at <http://www.k-state.edu/registrar/faculty-staff/forms/>. The Solar Eclipse delays the Fall 2017 deadline by one business day; the new deadline is Tuesday, September 5, 2017.



Transcript Urgent Processing

Transcript Urgent Processing (UP) provides transcript customers with an easy way to expedite the processing of their paper transcript order. Transcripts ordered with UP are guaranteed to be processed by the next business day for an additional fee of \$10 per transcript. UP is not available for electronic transcripts.

A regular transcript order normally has a processing time of one to three business days, provided there are no data mismatches. Current students are still able to obtain their official transcript at no charge and will only be charged if they choose UP and/or any expedited mailing options. They also have access to their unofficial transcript, at no charge, 24/7 through their KSIS Student Center.

Important Dates (cont.)

October 2
Midterm Grade Rosters
are due via KSIS at
5:00pm

October 23
Spring 2018 Enrollment
begins

October 27
Last day to drop a regular
session course for Fall
2017

November 14
I/NR Reports distributed
to colleges

November 20-24
Student Holiday

December 8
Grade Rosters created

December 11-15
Fall 2017 Final
Examinations

December 19
Fall 2017 Final Grades
Due

December 20
Fall 2017 Final Grades
available in KSIS



Credit for Prior Learning Update

Changes to Credit for Prior Learning were finalized and implemented Summer 2017. As a reminder, Credit for Prior Learning includes: Advanced Placement Credit (AP), College Level Educational Support (CLEP), DANTES, International Baccalaureate (IB), and Military Credit.

Changes to be aware of:

- A new grading notation of 'EP' was created for Credit for Prior Learning courses to designate 'Exam Pass'.
- Students transferring from a Kansas Board of Regents University who send a transcript to the Admissions Office showing courses awarded based on Credit for Prior Learning will see those courses transfer to K-State with the grade notation of EP.
- The grading notation EP does not impact a student's GPA.
- Hours awarded for Credit for Prior Learning are limited to no more than 25% of the total hours required for graduation.

FERPA Self-Assessment 2017/2018

The annual 2017/18 FERPA Self-Assessment will be distributed to university faculty/staff with access to student educational records during the first week in September. The assessment will be available until August, 2018. However, the survey link in the email you receive will remain active for only 60 days. This email link is unique and cannot be sent to anyone other than the intended recipient. You will continue to be notified until the survey is completed.

Questions regarding the assessment may be sent to registrar@ksu.edu.

Where do I send my student?

This list of questions/situations/actions below, and the offices/web pages where those can be answered/accomplished, may help you assist the students visiting your office.

Questions/situations/actions

Enrollment Verification

Official K-State Transcript

My fee waiver is not on my account.

DARS Questions

Program/Plan Changes

Graduation Application Status

Withdraw from all courses

Electronic permission for a course

Electronic permission for a requisite override

Where did my refund go?

I can't pay my bill.

International Students/GRA/GTA deferment

Third-party billing

What are all these extra fees?

Delayed financial aid deferment

K-State Dependent/Spouse Grant

My scholarship has not been applied

Global Campus tuition & fees

K-State Employee Assistance

Military deferments

International Health Insurance

Resources

KSIS Self-Service

Office of the Registrar, 2-6254

Student's Dean's Office

Academic Department

Cashiers Office, 2-6517

<http://www.k-state.edu/finsvcs/cashiers>

Student Financial Assistance, 2-6420

<http://global.k-state.edu>

Human Capital Services, 2-6277

Office of Veteran Affairs, 2-7091

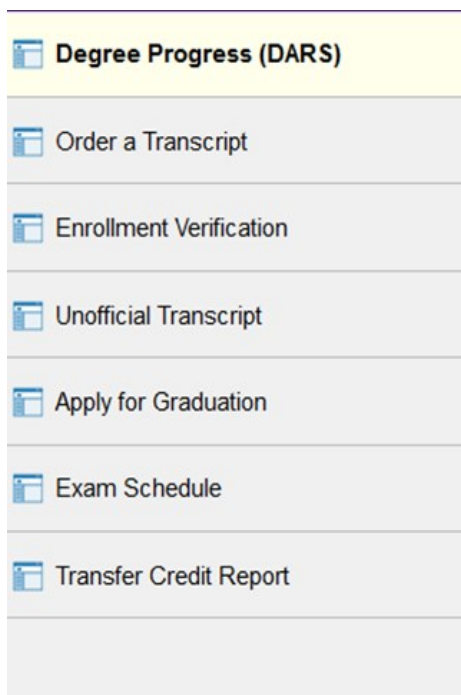
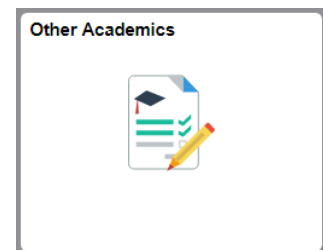
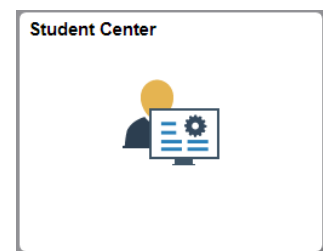
Int'l Student & Scholar Services, 2-6448

Assisting Students with the KSIS Upgrade

The KSIS upgrade may have created some additional questions from students about how to navigate the self-service options offered by the Office of the Registrar.

Students have a Student Homepage that will assist in directing them to core functions. For the Office of the Registrar, the most common tiles the student will select are the STUDENT CENTER or OTHER ACADEMICS.

When students select the STUDENT CENTER tile, they will be taken to a screen that looks like the student center prior to the upgrade. This is a classic view.



Selecting the OTHER ACADEMICS tile, students will be given options on the left side of the screen to navigate to different areas of KSIS.

Additional information on the upgrade may be found here:

http://www.k-state.edu/ksis/help/gettingstarted/KSIS_9.2_Quick_Start_Resources.html



Curriculog Update

Curriculog, K-State's online curriculum development and management software, will "go live" with the university's course change forms during the Fall 2017 semester. The next phase will be to implement the curriculum change forms. Like the course change phase, the curriculum change phase will begin with a pilot group and move on to a broader university constituency. For further information, visit <http://www.k-state.edu/curriculog>.

Intersessions & Terms

Here is a reminder of what term each intersession is connected to:

January Intersession	SPRING
May Intersession	SUMMER
August Intersession	SUMMER



2017 Employee of the Year

With over thirty years of dedicated service to the university, Kathy Fronce joined the Office of the Registrar in 2008 as Administrative Officer/Office Manager. She gently guides the staff in completing bi-weekly timesheets and countless other required administrative tasks. With unbounded patience, Kathy ensures that all those tasks are completed and done correctly.

