Kansas State University

Office of the Registrar Newsletter

Issue 4 January 2016

Important Dates

January 19
Spring Semester begins

January 25
Last day to add a course without instructor permission

January 26
Wait List is purged

February 1
Instructor drops for non-attendance sent to Enrollment Services

February 8
Last day for 100% refund for a regular session course

February 12
Last day to sign up for A/Pass/F grading option for a regular session course

February 15
Midterm Grade Rosters available to Faculty

February 15
Last day for 50% refund for a regular session course

February 23
Summer/Fall 2016 enrollment appointments assigned in KSIS

This Issue

What is an apostille document?

An apostille diploma or transcript is requested by a student when the document is to be presented for use in a country outside the United States. It is necessary for this document to be notarized to prove authenticity. The Office of the Registrar (OOTR) has procedures in place to accommodate this request and fulfill the necessary requirements.

Once this document has been notarized in the OOTR, the student sends it to the Secretary of State's Office in Topeka, Kansas to complete the apostille process. The Secretary of State will validate the authority of the notary public.

The student will provide a brief description to the Office of the Secretary of State detailing the documents to be validated for the apostille process and for which country. Payment to the Secretary of State must be included with these documents.

Further instructions are on the OOTR website using the following links:

Diplomas: http://www.k-state.edu/registrar/c_d/diplomas.html#apostille

Transcripts:
http://www.k-state.edu/registrar/t_v/authentications.html

Withdrawing from All Classes

Fall and Spring:

Beginning the first day of the term, dropping all classes requires the student to contact her/his academic dean's office.

Summer:

A withdrawal requires no approval from the student's academic dean's office. Students drop their courses in KSIS.

Refresh Your FERPA Knowledge

Q: Can student grades be displayed publicly in association with the students' names, Social Security numbers or other personal identifiers?

A: No. Grades may only be posted publicly if they are linked to a unique code known only to the instructor and the individual student.

Q: Can grades or GPA be shared with a student's parent?

A: Grades and GPA are designated as non-directory information at K-State. In general, non-directory information cannot be shared without express written permission from the student. However, there is an exception to this within FERPA, allowing non-directory information to be shared with parents of a student who is a dependent for tax purposes. A copy of the parent's most recent tax return showing the student as a dependent is required before this information is sent to the parent.

If you want to take the FERPA Self-Assessment, or you have student employees who work with confidential student information who you want to take the assessment, please email registrar@ksu.edu.

Incomplete Grades in DARS

The Office of the Registrar (OOTR) has recently changed the way that credit hours associated with incomplete grades, I, are reported in DARS. Before this change was made at the end of October, 2015, one could not tell how many credit hours were associated with the grade of I. This was problematic for some students and advisors resulting in the need for this enhancement, i.e., the grades of I in DARS are now reported with the grades of IP/RG. See examples below:

BEFORE:

Course with grade of I (incomplete) does not display credit hours associated with course and is not listed in the 'Currently Enrolled/Pre-Enrolled Courses' area of the audit.

S15   MATH 205   0.0 I   GEN CALC & LINR ALG

Currently Enrolled/Pre-Enrolled Courses

In-Progress: 13.00 Hours

Term	Course	Credits	Grade		Title
F15	AVT 410	3.0	IP	>-	AVIATION MAINTENANCE MGMT
F15	AVT 445	3.0	IP	>-	AVIATION LAW
F15	HIST 320	3.0	IP	>-	HIST OF TECHNOLOGY
F15	PHYS 113	4.0	IP	>-	GENERAL PHYSICS 1

AFTER:

Course with grade of I (incomplete) display credit hours associated with course and is listed in the 'Currently Enrolled/Pre-Enrolled Courses' area of the audit.

Currently Enrolled/Pre-Enrolled Courses

In-Progress/Incomplete: 16.00 Hours

Term	Course	Credits	Grade		Title
S15	MATH 205	3.0	I	>-	GEN CALC & LINR ALG
F15	AVT 410	3.0	IP	>-	AVIATION MAINTENANCE MGMT
F15	AVT 445	3.0	IP	>-	AVIATION LAW
F15	HIST 320	3.0	IP	>-	HIST OF TECHNOLOGY
F15	PHYS 113	4.0	IP	>-	GENERAL PHYSICS 1

What is the Impact of a Hold?

Student holds (negative service indicators) can have multiple impacts that affect a student's ability to enroll/ drop/add, order transcripts, receive their diploma, etc. For example, a cashiers hold may allow a student to drop a course, but not add. To view the impact of the hold, click on the negative service indicator icon.

Quick Enrollment

| Request ID: | 0000000000 | | | ID: | | | ⊘ ★ |
| Career: | Undergrad | Institution: | K-State | Term: | S2016 | | Submit |

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides		
	*Action		Class Nbr	Section		Related 1	Related 2
➕ ➖	Enroll ⌄			🔍	Pending	🔍	🔍

Click on the Code value to view the impact of the Service Indicator. Note the term and start date of the hold.

Manage Service Indicators

| Display: | Effect | Negative ⌄ | Institution | Kansas State University ⌄ | Refresh ↻ |

➕ Add Service Indicator

Service Indicator Summary — Personalize | Find | View All | 🔲 | ▦ — First ◀ 1 of 1 ▶ Last

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
C11	Cashiers-No Enrollment or Add	Past Due	KSUNV	0000	Begin Term			11/14/2015	

➕ Add Service Indicator

Scroll to the bottom of the page. "Services Impacted" indicates the student can only drop courses. Enrollment and adding courses are not allowed. Click on the impact value for additional information about the hold.

Services Impacted — Personalize | Find | View All | 🔲 | ▦ — First ◀ 1-3 of 3 ▶ Last

|	Impact	Description	Basis - Date	Basis - Term	Term Category
1	AENR	Drop Only	✓	✓	
2	DIPL	Hold on Diploma	✓	✓	
3	TRAN	Transcript Hold	✓	✓	

Service Indicator Date Time: 11/14/2015 6:49:50AM

Instructions

Contact the University Cashiers Office, 211 Anderson Hall, 785-532-3350 if questions.

Staff News

The Office of the Registrar welcomes Hallie Alaniz to Customer Support Services. In this role, Hallie assists the University community in a wide variety of ways, including verifying enrollment and degrees, providing transcript ordering support and answering general records and enrollment questions.
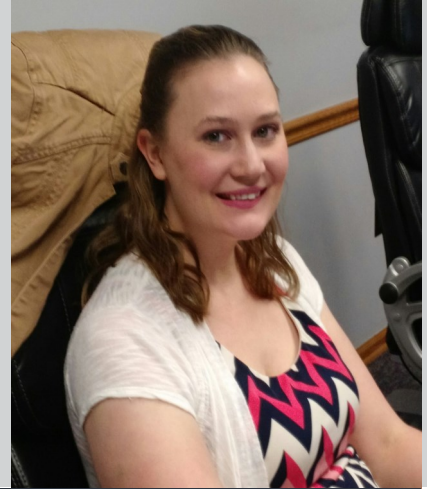
Rosemarie Alexander joined the Office of the Registrar during the fall semester as the Graduation Officer. In this position, Rosemarie orders all diplomas and assists colleges and departments with the graduation process. She ensures that the ability to award degrees in KSIS works smoothly and that students receive their diplomas in a timely manner upon graduation.

Barb Watt retired from the Office of the Registrar in December, 2015, after working on campus for 27 years. She served students in a variety of roles during her time here, including front desk receptionist and as part of the initial employee group in our Customer Support Services (CSS) unit. Barb will be truly missed as she was always there to greet the students coming into the office with a smile and a genuine concern for their situation.