

Important Dates

August 29
Instructor permission needed to add a course

August 30
Wait List is purged

September 2
Instructor drops for non-attendance due to Enrollment Services

September 5
Summer/Fall 2017 Class Schedule opens to Colleges for update

September 12
Last day for 100% refund for a regular session course

September 16
Last day to sign up for A/Pass/F grading option for a regular session course

September 19
Midterm Grade Rosters available to Faculty

September 19
Last day for 50% refund for a regular session course

September 27
Spring 2017 enrollment appointments assigned in KSIS



This Issue

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Preferred Name

KSIS has the functionality to allow students to have both a **primary** and **preferred** name. A student can now make this change in the KSIS student center.

A student's **primary name** is his/her legal name. A student's **preferred name** is different than the student's legal name. Typically, preferred names are middle names or nicknames.

Common places where each of these names are used:

Name Type	Common Display Places
Primary Name	<ul style="list-style-type: none">• Wildcat ID card• Transcripts• Verifications of Enrollment• Searching in KSIS• KSIS Administrative functions
Preferred Name	<ul style="list-style-type: none">• KSIS Student Center• KSIS Class Roster• KSIS Grade Roster• University Email system• CANVAS

Space Migration

The Office of the Registrar acquired additional space in Anderson Hall during the second phase of the University Space Migration plan. This additional space will house Records, Graduation and Transcript staff in proximity to the academic records and documents they use regularly. Space will also be used to move graduation processing from the Foundation building to Anderson Hall, allowing for more convenient access to supplies. The move will take place during Fall 2016.



Check Out New Features in HTML DARS

The latest version of DARS was released in July, 2016. New features include a combination audit request/results screen and the ability to choose the audit format (PDF or HTML). The HTML format allows the user to link directly from a DARS audit's course list to course descriptions in the online catalog (ACALOG) and the ability to expand or collapse DARS requirements within the audit.

Important Dates (cont.)

- September 27
Last day to drop a regular session course without a W being recorded
- October 3
Midterm Grade Rosters are due via KSIS at 5:00pm
- October 24
Spring 2017 Enrollment begins
- October 28
Last day to drop a regular session course
- November 15
i/NR Reports distributed to colleges
- November 21-23
Student Holiday
- November 24-25
University Holiday
- December 9
Grade Rosters created
- December 9
Fall Term Ends
- December 12-16
Term Final Examinations
- December 20
Spring 2016 Final Grades due
- December 21
Term Final Grades available in KSIS



Where Do I Refer a Student?

To better assist students in successfully accomplishing their various tasks, following is a chart of common student questions and/or tasks as well as where the students should be referred.

QUESTIONS/TASKS	OFFICE OF THE REGISTRAR	DEAN'S OFFICE	KSIS STUDENT CENTER	DEPARTMENT
DARS Questions		X		
Electronic Permission for a Course				X
Electronic Permissions for a Requisite Override				X
Enrollment Verification	X		X	
Graduation Application Status		X		
Official K-State Transcript			X	
Program Plan Change		X		
Withdrawal from All Courses (Fall & Spring, after first day of term)		X		
Withdrawal from All Courses (Summer)			X	

What is Reverse Transfer?

A student who transfers to K-State from a Kansas public community college or technical college may be eligible for **Reverse Transfer**, a Kansas Board of Regents initiative, which allows the student to complete an associate degree from that college using K-State courses.

An advisor can see the Reverse Transfer status for an advisee in the [Common Area](#) of the KSU Advisor Center.

- **Eligible:** Student is eligible to participate in Reverse Transfer but has not opted-in. Initial term at K-State is Fall 2014 or later and has earned at least 45 transfer credit hours with at least 15 of those hours from a single 2-year public Kansas college.
- **Opted-in:** Student is eligible and has elected to opt-in to Reverse Transfer.
- **NA:** Student does not meet Reverse Transfer eligibility criteria.



The screenshot displays a student's profile with the following information:

Photo Unavailable	Undergraduate: Yes	KSU GPA:	Acad. Standing:	Scores
	Graduate: No	KSU Hours: 0.00	Holds: Yes	
	Level: Senior	Transfer Hours: 202.72	Athlete: No	No ACT or SAT test scores available
	Primary Program: HE Undergraduate Degree	First Semester: 2016S	First Gen: Yes	
	Primary Plan: Dietetics-B	Last Enrolled: 2016S	Transfer Student: Yes	
	Primary Subplan:	Future Enrolled:	Reverse Transfer: Eligible	Math Placement Scores
	Multiple Plans: No			No math placement scores available
@ksu.edu				

A student can check Reverse Transfer status in KSIS at: **Main Menu > Self Service > Student Success > Reverse Transfer.**

If a student misses the opt-in deadline or would like to opt-out, he/she should contact the Office of the Registrar (registrar@k-state.edu).

Unofficial Transcripts Available in KSIS

Current students now have the option of viewing, printing and/or saving an electronic copy of their unofficial transcript. This is available, at no charge, through the KSIS student center. It is not impacted by transcript holds and is a quick and easy way to view or share the complete academic record when an official transcript is not required.

KANSAS STATE UNIVERSITY		Unofficial Transcript																																																																																																							
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Curriculog

In order to bring greater efficiency to course and curriculum changes, Kansas State University will be implementing Curriculog, a product of Digital Architecture, during the Spring 2017 semester. Curriculog will replace the manual course and curriculum approval process. It should allow for the initiation of new courses and curricula, or changes to existing courses and curricula, to be done more easily and effectively. Through partnerships with various departments and colleges on campus, Curriculog at K-State currently has an implementation team led by the Office of the Registrar and a pilot group who are working hard to bring a campus-wide release this upcoming year.



New Employee

Nancy Berges is a Technology Support Consultant I for the Office of the Registrar. Nancy provides accurate, timely data from KSIS and other sources to faculty, staff and external requestors. Other duties include: developing and maintaining the Office of the Registrar website and creating web-based interactive forms to collect and disseminate information.

Retirement

On August 4, 2016, Janet Delong retired from the Office of the Registrar after working on campus for nearly 27 years. She served students, departments, and deans' offices in a variety of roles during her time at K-State, including her most recent time spent in Enrollment Services. We wish Janet well as she begins this new chapter in her life. She plans to travel and spend time with her grandchildren.

