Addendum A – Registrar Updates
Registrar's Office Updates (Pfaff)

a) Office moves/remodeling
--new carpet; some staff relocated temporarily
--Pfaff and staff located in A118
--Auten and staff located in A001
--Asst Reg vacancy announcement: http://www.k-state.edu/registrar/staff/ar/

b) Prepare for start of fall term
--Aug 25 (Monday): Classes begin
--Aug 31 (Sunday): Last day for Waitlist for regular session classes
        Last day to add course without "Instructor" permission for regular session class
--Sept 2 (Tues): Last day to add course without electronic advisor permission for colleges of
        AG, AR, ED, EN, HE
        --Deans/Depts should run waitlist report WSRCM020
        --At 9am: Registrar runs Wait List Report and Wait List Purge for regular session classes
        --NST Wait List purged on continual basis based on class start dates
--Sept 3 (Wed): Add Advising SI back to all students except AS and BA
--Sept 5 (Fri): Instructor drops for non-attendance are due in Enrollment Services

c) K-State 8 tags for 1-2 hour classes
-- June 10, 2014 FS Meeting-Attachment 3 noting changes to K-State 8
        --tags for courses taken for 1-2 credit hours
        --Registrar interpreted "Term" column as effective dates (Fall 2013/Spring 2014)
        --when questioned obtained clarification from Andy Bennett
        "Retroactive removal is not necessary or appropriate. The task force (KS8?) specifically
        discussed this and everyone agreed that if courses had a tag when a student took the
        class, it would count for that student."
        --Registrar will change all to reflect effective date of Summer 2014
--Variable Credit Courses
        --two tags for 3+ credits; one tag for 1-2 credits
        --need to update Section tags as appropriate if credit maximum on section is not 3+
        --in addition, students may be enrolled in variable number of credits in same section
        --update Student tags as appropriate if enrolled in 1-2 credits (one tag only)
--additional situations where tags may differ:
        -- Allow course tagging to vary by specific course sections and by focus; where a
        particular course allows the instructor the flexibility to strategically direct course
        content/course assignments to satisfy the proposed criteria for a critically needed tag
        --AAC allowed third course in a series to be tagged because the first two courses were
        prerequisites to the third course; the first two courses were not allowed to be tagged (ex 3-cr
        split into three 1-cr)
--ACTION (Proposal):
        --use Course Attribute field to store an "alternate tag" for situations described above
        --create edits, reports, and processes to assign the alternate tags in iSIS when
        appropriate at class section and student enrollment levels
        --to keep tag changes in sync at all levels and improve accuracy of assigned tags
        --investigate possibility of noting in Acalog when an alternate tag value may apply

--investigate if there are links students are finding somewhere that have old info

d) Summer Withdrawals
   In conjunction with Financial Aid Office:
   --will standardize and publish summer procedure differentiating it from fall/spring
   --For Summer only:
   --student will drop all summer classes in iSIS
   --towards end of summer term, registrar will report students who dropped all classes
   --will record university withdrawal using new logic
   --new logic: withdrawal recorded if drop date is greater than class start date

e) Summer End of Semester
   --Discussion as to when to run the repeat processing and other summer grade processes
         --based on feedback the earlier date was selected (Aug 22)
   --Aug 15 (Fri): Last day of Summer term; Summer Census Day
   --Aug 22 (Fri): Grades due for all summer classes
         Beginning at 5pm:
         Insert NR grades for non-submitted grades
         Grade posting
         Repeats processing
         Academic Standing for GRAD only
         Create EOS snapshot
   --Sept 5 (Fri): Post August 2014 degrees
   --Note for August Intersession:
         --Last day of August Intersession classes is Aug 22
         --Shannon Castleberry contacts instructors with classes ending week of Aug 18-22
         --Grade sheet generated for class when instructor indicates they will grade by Aug 22
         and these are posted on 8-22
         --If instructor will not submit grades by Aug 22, then grade sheet will be generated
         AFTER Aug 22 and will be due by Aug 29
         --will investigate identifying additional repeats resulting from this later posting

f) Veterinary Medicine Academic Load Rules
   --requested by CVM and SFA to change student status rules for VETM students
   --in April changed to make 12 hours FT and 6 hours HT (like UGRD)
   --change again to make 9 hours FT and 5 hours HT (like GRAD)
   OTHER Financial Aid related projects:
    150% Direct Subsidized Loan Limit to NSC/NSLDS
         --added program length to every Plan (in years)
         --added ThreeQuartersTime to NSC processing
         --Program (major) Level Enrollment Reporting to NSC/NSLDS
         --report enrollment status for each major; based on courses apply to each major
               --this could be a challenge
         --to implement by Oct 1 for Summer/Fall 2014 NSC files
         --Oracle delivering in Bundle 34 and special patches

g) Deans Calendar
--does everyone useit? (YES)

--other things to add or delete (Drop/Refund Dates)
--could we use special notations on Academic Calendar (too much for public calendar)
--concern with too many calendars to keep up-to-date
ACTION: To explore other options of publishing dates; possibly provide levels to pick type of dates wanting to include

h) Midterms for all Freshmen in all classes (including all MCE and SCE classes)
  --all Freshmen for all classes (includes MCE and SCE students/classes) are included in midterms
  --Auten resolving issue where midterms generated for NST classes that have not started yet
  --begins Fall 2014
  RELATED TOPIC:
  --Global campus students with two specific advisors required to take advising survey in future
  --300-400 additional students

i)   Moving PRLAW from Arts and Sciences
  --NPRLAW plan will not be tied to ASUND program
  --tied to a new UGND program
  --changes in iSIS underway