Office of the Registrar Newsletter

Important Dates

September 1
Wait List Purge
(approximately 9am)

September 4
Instructor Drops for
non-attendance are due

September 14
Last day for 100% refund
for regular session courses

September 18
Last day to sign up for A/
Pass/F grading option for a
regular session course

September 21
Midterm/Academic
Progress Report (APR)
Grade Rosters available

September 21
Last day for 50% refund for
a regular session course

September 28
Spring Enrollment
appointments assigned

September 28
Last day to drop a regular
session course without a W

October 26
Enrollment for Spring 2016
begins

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This Issue

Mid-Term Grades/Academic Progress Reports (APR)

The Fall 2015 mid-term grade rosters will be created, and available for instructor access, on Monday, September 21. The Fall 2015 mid-terms will no longer be available for update by the instructor, and students will be able to view mid-term grades, on Monday, October 5.

Mid-term grade rosters will be created for all freshmen at Kansas State University. To view a mid-term grade, students log into KSIS, navigate to their student center, choose 'Grades' in the 'Other Academic' drop down box, and click the button.

other academic... ▾ ≫
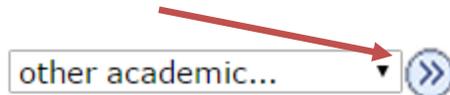
Mid-term grades are available for viewing until the end of the term, at which time view access is removed to facilitate viewing of final grades.

What in the World is Reserved Capacity?

The reserved capacity feature in KSIS can be utilized to save seats and control enrollment for a certain student population, such as honors, specific majors, classifications, etc. For example, a course with an enrollment capacity of 50 seats can have 20 seats reserved for seniors. In KSIS, department/college schedulers create enrollment requirement groups to identify the specific student population the seats are being reserved for.

Training sessions for department/college schedulers to create enrollment requirement groups will be offered later in the fall semester. Watch K-State Today for upcoming training sessions.

Transfer Courses and Pre-Requisites Q&A

Q: Can transfer courses be used to satisfy pre-requisites?

A: Yes, but only if they are directly equivalent to K-State courses. Transfer courses that look like UNKWN00001 or ENGL /1:01 in DARS will *not* satisfy pre-requisites.

Q: Can I take a non-equivalent course, place it into a student's record with a DARS Course Substitution exception and satisfy the pre-requisite that way?

A: No. Non-equivalent courses will not, even when placed into a student's program by the DARS Course Substitution exception, satisfy pre-requisites.

Evaluating Transfer Transcripts

Students should be directed to have all transfer transcripts sent directly to the Office of Admissions by mail, fax, or electronically from each external institution attended. Once received, transfer transcripts will either be processed by the Office of Admissions (for students who have not yet completed their first day of attendance) or by the Office of the Registrar (for continuing students or those who have completed at least one day of attendance).

Final Exams

- Effective Fall 2015, final exams for regular session, on-campus courses administered by Global Campus will be based on the university final exam schedule.
http://courses.k-state.edu/fall2015/information/xam.html

- Final Exam Information for Fall 2015 will be displayed in **Student Center & Faculty Center** in October, 2015. Faculty should compare the final exam information in their **Faculty Center** to the information in the final exam matrix. A statement is printed in **Student Center** reminding students to confirm the final exam date, time and location with the instructor.

> (i) **Please note: It is the responsibility of the student to verify this information with the instructor of the course.**

Changes to Final Exam location and/or times are coordinated through Mandy Christensen or Loleta Sump in Facilities. Errors regarding the final exam information in KSIS should be communicated to Shannon Castleberry in the Office of the Registrar.

Reinstatement Policy and Procedures

Normally, a student must wait at least two terms before being considered for reinstatement. To assist you in submitting your reinstatement forms to the appropriate office, our office has created the following decision chart. (Submission of reinstatement forms to the incorrect office may significantly delay a student's reinstatement and resulting enrollment.)

Did the student sit out at least one academic term, excluding summer?

If the answer is YES…	If the answer is NO…
The form should be sent to the **Office of Admissions**	The form should be sent to the **Office of the Registrar**
The effective date for the reinstatement should reflect the term in which the student is returning (this should be a future term)	The effective date for the reinstatement should reflect the students last term with active enrollment (past term)
The "Dismissed" notation will remain on the student's record	The "Dismissed" notation will be removed and the student's record will show "Reinstated" for the term in question
The student will need to submit an application for readmission through the Office of Admissions	The student should NOT submit an application for readmission through the Office of Admissions

Did You Know?

A **regular** session course meets for the first time during the first 7 calendar days of the semester and has its last class meeting during the final 7 calendar days of the semester. Deadline dates for dropping and refunds are calculated by calendar days.

A **non-standard** course meets for more or less calendar days than a regular session course. Deadline dates for dropping and refunds are prorated.

Students can view the deadline dates for regular and non-standard courses in their Student Center by clicking the Academic Calendar Deadlines icon for each course.

The refund and drop dates will be listed.

ASI 107 Section: **B** **Companion An/Horse**

Class Start Date: 08/24/2015 End Date: 12/18/2015

100% Refund:	09/14/2015	Last day for a "100%" refund
50% Refund:	09/21/2015	Last day for a "50%" refund
Drop without penalty:	09/28/2015	Last day to drop this course without a W being recorded. Classes dropped on or before this date will not appear on your transcript.
Drop with Penalty:	10/30/2015	Last day to drop course. A class dropped on or before this date will appear on your transcript and a "W" grade will be assigned to the class.

(Note: Academic Calendar dates are subject to change)

Who's New?

Anne Bridgewater supervises the Customer Support Services section. This section provides a one-stop approach to the Office of the Registrar for students, alumni and the community that come to our office. Anne and her staff can assist with a wide variety of questions including how to order a transcript, basic enrollment questions, records questions, and verifications of degrees and enrollment.

Roger Eaton, the Technical Support Consultant II, provides accurate and timely data from KSIS and other sources to faculty, staff and selected external requestors. He also attends various meetings as a representative of the Office of the Registrar and supervises the Technical Support Consultant I in the SIS section.

Janet Delong is the front-line person in charge of enrollment-related issues and tuition and fees calculations. She also provides support to the department/college schedulers in the preparation and maintenance of the KSIS Class Schedule.