Office of the Registrar Newsletter

Important Dates

- **January 26**
  Last day to add a course without instructor permission

- **January 26**
  Last day to add without electronic advisor permission for colleges of AG, AR, ED, EN and HE

- **January 27**
  Wait List Purged at 9:00am

- **February 2**
  Instructor drop for non-attendance due to Enrollment Services

- **February 9**
  Last day for 100% refund for a regular session course

- **February 13**
  Last day to sign up for A/Pass/F grading option for a regular session course

- **February 13**
  Summer/Fall Course Schedule on web

- **February 16**
  Midterm Grade Rosters available to Faculty in iSIS at 8:00am

- **February 16**
  Last day for 50% refund for a regular session course

- **February 24**
  Fall 2015 enrollment appointments assigned in iSIS

This Issue

Grade Changes in iSIS

As you are aware, the majority of grade changes are being completed in iSIS allowing for the student's academic record to be updated immediately upon successful submission of the new grade. Below please find a few helpful hints regarding the changing of grades in iSIS.

There are a few instances when a grade change cannot be submitted in iSIS and the grade change memorandum must be completed; these include:

- Course ended more than five years ago
- The instructor no longer has iSIS access
- Student has graduated
- Student did not appear on original grade roster
- Grade is a W or XF

Any students on the roster who have a grade of 'F' must have a participation value even if you are not updating their grade.

After the grade change is successfully submitted in iSIS, the student and instructor receive an email confirming the change.

If a grade needs changed prior to grades posting at the end of the semester, the instructor does not need to wait for grades to post and then complete a grade change. The grade roster can be changed from "Approved" back to "Ready to Review" so that changes can be made.

Student Self-Service Verifications

In an attempt to continue to offer students easy access to documents they need or want, the Office of the Registrar is happy to announce students can now print verification of their enrollment at Kansas State University at any time by logging into iSIS. Information on the verification includes:

- Current Program and Plan the student is pursuing
- Semesters and dates of the student's enrollment
- Student Status (example, full-time)
- Number of hours in which the student is enrolled
- Cumulative GPA
- Any completed degrees or plans

The student can access this information by simply logging into their student center and selecting 'Enrollment Verification' from the **"other academic"** drop-down menu. Students often request this information when traveling internationally, applying for scholarships, documentation is needed for health insurance, or for 'good student' discounts.

Waitlist: Did You Know…

A student waitlisted in a course with multiple components (e.g. phys 113, lecture, recitation, lab, quiz), must be #1 on all the waitlisted components to roll into the course. A student must enroll in all components of the course at the same time.

A student waitlisted in a course with reserved capacity does not automatically get enrolled from the waitlist based on the waitlist ranking. For example:
- Course has a room capacity of 20, with a reserved capacity of 10 seats for freshmen.
- The course is not full; but there are 10 non-freshmen enrolled.
- The student on the waitlist is NOT a freshman.
- The student is #1 on the waitlist.
- ***The student will not be automatically enrolled from the waitlist unless one of the enrolled non-freshmen drops the course.***

A student with a time conflict, or who does not meet the pre-requisites, will not roll into the course. The student will remain at the #1 position on the waitlist and the next student on the waitlist will roll into the course.

A student enrolled in a course and waitlisted for a different section of that course will never get enrolled in the waitlisted section.

FERPA Self-Assessment

Each year, the Office of the Registrar develops a short electronic FERPA (Family Educational Rights and Privacy Act of 1974) Self-Assessment that can be completed in approximately 15 minutes. Knowledge of FERPA is required for all faculty, staff, and student employees accessing student data as part of their work duties. The cohort identified for completion of the FERPA Self-Assessment includes staff with an instructor role in K-State Online and/or staff with a faculty/advisor/student services role in iSIS who have logged into the system within the past 12 months.

Members of the cohort will receive an initial email with a link to the FERPA Self-Assessment using the *Qualtrix* survey software. The survey link that is sent via email is designated specifically for the recipient of the email and should not be forwarded.

Since FERPA is a federal law that is directly applicable to educational institutions, it is in the best interests of faculty and staff to be aware of the typical, everyday situations that can have FERPA implications.

Please visit the Registrar's Office FERPA information either before or after completing the assessment for additional information about FERPA at Kansas State University.

http://www.k-state.edu/registrar/ferpa/ferpa.html

New Information in DARS

For students with more than one degree plan, DARS audits now show the advisor name for each individual plan.

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PREPARED:  12/10/14 - 09:41 AM                                      540
          , C.
Program Code: BA-30-ACCTG                          CATALOG YEAR:  F2011
                        Bachelor of Science - ACCOUNTING
                        College of Business Administration
_____
  Advisor:  Breana L Boger
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PREPARED:  12/10/14 - 09:41 AM                                      540
          , C.
Program Code: AS-20-ENGL-LT                        CATALOG YEAR:  F2014
                        Bachelor of Arts - ENGLISH
                    LITERATURE Track - College of Arts & Sciences
_____
  Advisor:  Anne K Phillips
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Because the advisor name is now linked to a specific program, when running a "What If" audit, a "Transfer Course Analysis" audit, or a "KSU Course List," the Advisor field will show "Advisor Not Found."

Who's New in the Office of the Registrar?

Pamela Steinmetz—In December, Pamela joined our office as the Administrative Officer in our Customer Support Services (CSS) area. Pamela supervises the CSS area and works alongside CSS staff assisting students, alumni, faculty, staff, and external constituents with a one-stop/one interaction experience for office functions.

Mary Cross—In October, Mary joined our office as the Administrative Officer in Enrollment Services. She is the front-line person in charge of enrollment-related issues and tuition and fees calculations.
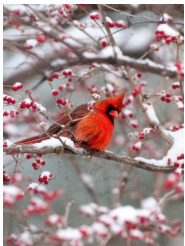
Nicole Marple—In August, Nicole was promoted within Enrollment Services to Public Service Administrator I. Nicole oversees the daily operations and activities of the Enrollment Services unit and administers the University's enrollment-related tuition and fees directives.

Shannon Castleberry—In October, Shannon was promoted to Assistant Registrar for Student Systems. Shannon provides functional and technical support for student information systems, supports on-line and batch transaction processing on operational databases and conducts analysis of customer requirements, project enhancements and system capabilities to recommend and implement effective technology solutions.
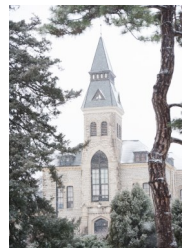
Robert Auten—In July, Robert was promoted to Associate Registrar for Student Systems. Robert will retain many of his former responsibilities along with the new responsibilities of providing leadership to those individuals who manage the Undergraduate Catalog, Office of the Registrar web presence and GoArmyEd, and also representing the office on various projects. Robert is excited about the opportunity afforded to him and looks forward to continuing to serve the K-State community.

Charlotte Pfaff—In July, Charlotte was promoted to Associate Registrar for Student Systems. Charlotte provides administrative and technical oversight for iSIS pertaining to enrollment and student records, manages and participates in the development and implementation of special projects, major system enhancements, and system software upgrades, and provides general problem-solving support.