Office of the Registrar Newsletter

Important Dates

August 20
Fall Semester begins

August 26
Last day to add a course without instructor permission

August 27
Wait List is purged

August 31
Instructor drops for non-attendance due to Enrollment Services

September 10
Last day for 100% refund for a regular session course

September 14
Last day to sign up for A/Pass/F grading option for a regular session course

September 14
Summer/Fall 2019 Class Schedule opens to Colleges for update

September 17
Midterm Grade Rosters available to Faculty

September 17
Last day for 50% refund for a regular session course

September 24
Last day to drop a regular session course without a W being recorded

This Issue

Revised Incomplete Grade Policy (Effective Fall 2018)

On May 8, 2018, Faculty Senate approved revisions to the Incomplete Grade Policy, F83-University Handbook.

http://www.k-state.edu/provost/universityhb/fhsecf.html

The new policy will be effective for incomplete (I) grades earned Fall 2018 and later. Some changes associated with this revision include:

An incomplete grade, earned Fall 2018 or later, will convert to a grade of F at the end of the next regular term or graduation term, regardless of enrollment status. Previously, an incomplete grade would not convert to a grade of F during a term in which a student was not enrolled.

A student will not graduate with an incomplete grade, earned Fall 2018 or later, on his/her record. Previously, a student could graduate with an incomplete grade on his/her record, if the course was not required to meet degree requirements.

Processes and procedures are being examined and revised in preparation for implementation of this policy during the Fall 2018 term.

Data Requests

The Office of the Registrar provides KSIS data reports and information. University staff with legitimate educational interests can submit a student data request. Requests are submitted through the Office of the Registrar web page. The address for the data request form is:

http://www.k-state.edu/registrar/ksis/forms/datarequest/

A self-service tool, Master Extract, is also provided to enable university staff to access data. Many people find that the Master Extract can provide most of their student data needs. Training for the Master Extract is available through the HRIS portal. You can register for a class in the Learning and Development section. If you are using the Master Extract and need some assistance, contact the Office of the Registrar.

Another source of student information is the Enrollment Statistic reports. The Office of the Registrar prepares these reports from enrollment census data. The address is:

http://www.k-state.edu/registrar/statistics/

Before requesting data, please review the FERPA guidelines for faculty and staff at the following web site:

http://www.k-state.edu/registrar/faculty-staff/ferpa/

Where Do I Send My Student?

This list of questions/situations/actions, and the offices/web pages where those can be answered/accomplished, may help you assist the students visiting your office.

Questions/situations/actions	Resources
Enrollment Verification	KSIS Self-Service
Official K-State Transcript	
My fee waiver is not on my account.	Office of the Registrar, 2-6254
DARS Questions	Student's Dean's Office
Program/Plan Changes	
Graduation Application Status	
Withdraw from all courses	
Electronic permission for a course	Academic Department
Electronic permission for a requisite override	
Where did my refund go?	Cashiers Office, 2-6317
I can't pay my bill.	
International Students/GRA/GTA deferment	
Third-party billing	
What are these extra fees?	http://www.k-state.edu/finsvcs/cashiers
Delayed financial aid deferment	Student Financial Assistance, 2-6420
K-State Dependent/Spouse Grant	
My scholarship has not been applied	
Global Campus tuition & fees	http://global.k-state.edu
K-State Employee Assistance	Student Financial Aid Office, 2-6420
Military deferments	Office of Veteran Affairs, 2-7091
International Health Insurance	Student Int'l & Scholar Services, 2-6448

Did You Know?

When talking to graduating seniors, advise them to submit their Graduation Applications early. They should not wait for transfer work to arrive before applying.

Also, have graduating seniors order their transcripts **"Hold for degree"** while they can still order transcripts with no cost. Do not have them wait until degrees post because, by that time, the "at no charge" period will have passed.

The Office of the Registrar provides degree and enrollment verification services for the university. If you receive such a request from a student or third party, please direct them to this office for assistance.

Staff Changes

After seven years in the Enrollment Services section of the Office of the Registrar, Nicole Marple has accepted a position with the Food Science Institute. We wish her well as she begins a new career path.

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We welcome Marisa Stahl into the Enrollment Services section. She will be the front-line person assisting customers across the University with their enrollment-related questions.