Office of the Registrar Newsletter

Important Dates

August 26
Fall Semester begins

September 1
Last day to add a course without instructor permission

September 3
Last day to add a course without electronic advisor permission for AG, AR, ED, EN, and HE

September 6
Instructor drops for non-attendance due to Enrollment Services

September 16
Last day for 100% refund for a regular session course

September 20
Last day to sign up for A/Pass/F grading option for a regular session course

September 23
Midterm Grade Rosters available to Faculty

September 23
Last day for 50% refund for a regular session course

September 30
Last day to drop a regular session course without a W being recorded

This Issue

Office of the Registrar moves from Division of Student Life to Provost's Office

Effective July 1, the Office of the Registrar joined the K-State Strategic Enrollment Management structure, led by Provost Charles Taber. Under this new structure, the Registrar reports to the Vice Provost for Enrollment Management. These positions are currently filled on an interim basis by Susan Cooper and Dr. Emily Lehning respectively. It is expected that both the Registrar and Vice Provost for Enrollment Management positions will be filled by the end of the fall term.

Other units now reporting to the Interim VP for Enrollment Management include Undergraduate Admissions, New Student Services, Student Financial Assistance, International Admissions & Recruiting, and Powercat Financial.

PARTNERS for
STUDENT SUCCESS

Repeatable Courses

As Course and Curriculum proposals are created through Curriculog, an often-overlooked component of setting up a course is determining if that course is, or is not, repeatable. Repeatable courses are those that can be taken more than once but will not connect as retakes on the student's record. Most courses are non-repeatable and will connect as retakes when taken more than once.

As proposals are submitted, please remember to enter "Yes" or "No" in the Repeat for Credit Field in Curriculog. "Yes" means the course is repeatable for credit and not subject to the retake policy; "No" means the course is not repeatable for credit and is subject to the retake policy.

For reference, the Repeat for Credit field is located after the Note field in the Appendix A: Course Form—New. Questions regarding the Repeat for Credit field should be directed to **curriculog@k-state.edu**

Projected Term	2195 Fall 2019
Note	
Repeat for Credit	

'Advisor Resources' Offered by the Office of the Registrar

Academic Advisors are cordially invited to sign up for 'Advisor Resources' in HRIS. In these sessions, the Office of the Registrar will provide clarity and guidance on academic policies and procedures to assist advisors when working with students. Samples of topics include:

> Changes to the Incomplete Policy
> Reverse Transfer
> Graduation Honors
> Credit for Prior Learning

Advisor Resources Pillar 1, will be offered on the following dates this fall:

Thursday, September 26th 2:30pm – 4:00pm: Room 127, Leadership Studies

Tuesday, October 1st 9:30am – 11:00am: Room 209, Student Union

Thursday, October 3rd 12:30pm – 2:00pm; Room 209, Student Union

October 1
Spring 2020 enrollment appointments assigned in KSIS

October 7
Midterm Grade Rosters due via KSIS at 5:00pm

October 28
Spring 2020 Enrollment begins

November 1
Last day to drop Regular Session course

November 14
I/NR Reports distributed to colleges

November 25-December 1
Student Holiday

December 2
Summer and Fall 2020 Class Schedulers updating access ends

December 13
Grade rosters created

December 13
Fall 2019 term ends

December 16-20
Term Final Examinations

December 2020
Summer 2020 Class Schedule available on the web

December 23
Fall 2019 Final Grades due in the Office of the Registrar by 4 p.m.

December 24
Term final Grades available in KSIS

Variable Title Courses

Topics, problems, and independent study courses may have class sections that can vary specific areas of study based on the needs of the department or student. Variable title classes allow each student to be assigned a unique title that will appear on their academic record.

Each term the Dean's Office run their Variable Sec Title by Stu Form Report and distribute to departments to assign a title for each student enrolled in the class. For fall and spring terms, the Variable Sec Title by Stu Form Report should be run the 6th week of class and due in the Registrar's Office at the end of the 8th week of class. For summer terms, the Variable Sec Title by Stu Form Report should be run 4th week of class and due in the Registrar's Office at the beginning of the 6th week of class.

New Staff

The Office of the Registrar welcomed Tracey Hurt to our office Spring 2019 to supervise Customer Support Services. This area serves as the initial point of contact for the Office of the Registrar by answering telephone calls, email messages, and assisting walk-in customers. In addition, Customer Support Services handles verifications of enrollment and degrees.

Staff Farewells

Monty Nielsen, University Registrar, retired June 30. Monty served as the Kansas State University Registrar for the last 16 years. His 48-year career was dedicated to the service and support of students, staff and faculty in higher education. His many accomplishments at K-State include the implementation of a curriculum management system, electronic catalogs and an electronic transcript service for students. Monty served as chair of the University Calendar Committee and the Out-of-State Fee Appeals Committee. He was also an active member of many other university committees including the Committee on Academic Policy and Procedures (CAPP), the Academic Records, Processes & Systems Committee (ARPS) and Academic Affairs to name a few. The Office of the Registrar staff wish him a happy and healthy retirement.

A national search for a new University Registrar is underway. The position is expected to be filled by the end of the fall term. Susan Cooper, Associate Registrar for Operations, will serve as Interim University Registrar until the new University Registrar is in place.

Ivy Popovich retired on March 30th, 2019 after 16 years in the Office of the Registrar and Global Campus. The majority of Ivy's time in the office has been in the role of a Registration Specialist where she collected and analyzed reports, courses, and entered classes into KSIS. As part of this position, Ivy communicated with a wide variety of campus constituents and will be missed.