

January
2018

Important Dates

January 16
Spring Semester begins

January 22
Last day to add a course
without instructor
permission

January 23
Wait List is purged

January 29
Instructor drops for
non-attendance due to
Enrollment Services

February 5
Last day for 100%
refund for a regular
session course

February 9
Last day to sign up for
A/Pass/F grading
option for a regular
session course

February 12
Midterm Grade Rosters
available to Faculty

February 12
Last day for 50% refund
for a regular session
course

February 20
Summer/Fall 2018
enrollment dates



This Issue

- | | |
|--|---|
| P.1 FERPA: Did you know? | P.3 HTML Audits in DARS |
| P.2 DARS Exceptions Reminders | P.4 Helpful Graduation Hints |
| P.2 Dean's Office Drop/Add Form | P.4 Diploma Express Mail Service |

FERPA: Did you know?

A photograph or likeness is designated as 'Directory Information' and can be disclosed without student consent.

BUT, such disclosure must not reveal any other information about the student that is not also directory information.

Examples:

The College of Human Ecology publishes a photo identifying 3 students in the Athletic Training program in their online newsletter.

This complies with FERPA, because major (Athletic Training) is also directory information.

The College of Human Ecology publishes a photo identifying 3 students sitting in their KIN 101 class in their online newsletter.

This does not comply with FERPA, because course schedule (KIN 101) is not directory information.

Tip: Obtain written consent from the student (compliant with FERPA) prior to publishing a photo of the student, if disclosure would reveal any information about the student that is not also directory information.

DARS Exceptions Reminders

Moving courses around within the DARS audit is done using the DARS exception process. When this needs to be done, there are two things advisors should remember:

1. If the exception is to be done for a student's major program, please contact the Dean's Office in your college with the relevant information.
2. If the exception is to be done for a student's minor or undergraduate certificate, advisors should contact the minor/certificate coordinator. **Please do not send the student to the Office of the Registrar.**



Dean's Office Drop/Add Form

The Office of the Registrar has successfully implemented an electronic Dean's Office Drop/Add Form using imaging. Deans' Offices complete the electronic form and submit to the Enrollment Services' review queue in imaging.

Processing issues can be addressed quickly and simply by routing the form back to the sender's queue.

Once the issues are addressed, the sender simply re-routes the form back to Enrollment Services and the request is processed in KSIS.

Drop/Add forms are linked to the student's record and other offices can view the forms. This approach eliminates a paper document and saves the time of scanning, faxing and mailing.

Important Dates (cont.)

February 20
Last day to drop a regular session course without a W being recorded

February 26
Midterm Grade Rosters are due via KSIS at 5:00pm

March 1
Spring 2019 Class Schedule opens to Colleges for update

March 19-23
Spring Break

March 26
Summer/Fall 2018 Enrollment begins

March 26
Last day to drop a regular session course for Spring 2018

April 17
I/NR Reports distributed to colleges

May 4
Grade Rosters created

May 7-11
Term Final Examinations

May 15
Spring 2018 Final Grades due

May 16
Term Final Grades available in KSIS

HTML Audits in DARS

When requesting a DARS audit, did you know that there is more than one audit type from which to choose? On the Request Audit screen, there is a small dropdown menu with these choices:

REQUEST AUDIT

Select the plan or option and click the **Submit Report Button**

After successfully submitting your audit request, click the **REFRESH** button above

*Report Type: HTML or PDF

Run Current Plan(s) Listed:

You are probably familiar with the PDF audit; it is plain text and is currently used for all system-run audits. These run quickly and are a good resource.

During Spring 2018, system-run audits will switch to the html format, which is an even better resource when working with students. They run just as quickly and provide additional information, including the ability to link to the undergraduate course catalog descriptions from the hyperlinked courses in the Course List as shown below.

International Studies Overlay

1) Needs: 1 Course

Course List: [ANTH.200, 204, 210, 220, 260, 305, 505, 506, 508, 509, 512, 515, 516, 525, 605, 606, 616, 618,](#)
[ANTH.663, 665, 710, 720, ARAB.301, 501, 502, 540, CHINE.301, 501, 502, 599, COMM.480,](#)
[COMM.756, 780, DAS.507, 525, ECON.505, 507, 536, 681, 682, ENGL.280, 590](#)

Once you choose a Report Type, any subsequent audits you request will be run in that Report Type unless/until you change it.

We hope you will try the HTML audit when you next speak with a student.



Helpful Graduation Hints

Students apply for graduation in their KSIS accounts during the semester they plan on graduating. Below is some basic information to answer common graduation questions:

Does a student need to apply to graduate?

Yes, all students must apply for graduation for each major, minor, secondary major and certificate by filling out the application in KSIS.

The student is saying their plan isn't listed on the application

Minors and Majors the student is pursuing will have an application available. If the application is not there, the student will visit the College (for majors) or Department (for minors) to have the major/minor added to their record. Once this is done, the student can apply.

How does transfer work impact graduation?

Undergraduate students send their transcript to the Office of Admissions to be entered into KSIS. Each semester a deadline is given for when transcripts must be received by Admissions; this date can be found on the academic calendar. On the graduation application students are given the opportunity to list any transfer work still anticipated to be received by K-State, but it is not official until the transcript is received.



Diploma Express Mail Service

Students receive a complimentary diploma after graduation from K-State that will be mailed standard postage to the address the student provided on the graduation application. Once the diploma mails from campus, it can take anywhere from a couple of days to a couple of weeks to be received with no ability to track the document. Undergraduate students may elect to pay to have their diploma sent FedEx/DHL to ensure their diploma arrives quickly or to have the ability to track the diploma. Information on this Express Mail option can be found on the Office of the Registrar's website under graduation information. Master's students should contact the Graduate School for alternate mailing options.