

## Important Dates

**January 21**

- Spring Semester begins

**January 27**

- Last day to add a course without instructor permission

**February 3**

- Instructor drops for non-attendance due to Enrollment Services

**February 10**

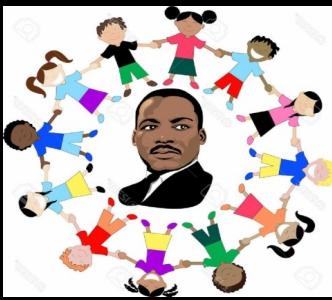
- Last day for 100% refund for a regular session course

**February 14**

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

**February 17**

- Midterm Grade Rosters available to Faculty
- Last day for 50% refund for a regular session course



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## New University Registrar



We are excited to welcome Kelley Brundage to K-State as the new University Registrar. Kelley comes to K-State from the University of West Florida where she served as the University Registrar from June 2016. In addition to West Florida, she served as the Associate Registrar at Colorado State University and as the Assistant Registrar at Arizona State University.

Ms. Brundage replaces Dr. Monty Nielsen, who retired in June, 2019.



## Important Dates (cont.)

### February 21

- Fall 2020 Class Schedule available on the web

### February 25

- Last day to drop a regular session course without a W being recorded
- Summer/Fall 2020 enrollment appointments assigned in KSIS

### March 2

- Midterm Grade Rosters due via KSIS at 5:00pm
- Spring 2021 Class Schedulers updating access begins

### March 9-March 15

- Spring Break

### March 23

- Summer/Fall 2020 Enrollment begins

### March 30

- Last day to drop Regular Session course

### April 15

- I/NR Reports distributed to colleges

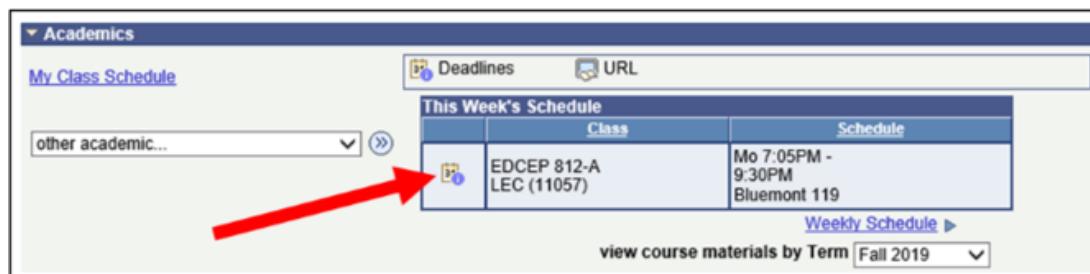
### May 8

- Grade rosters created
- Spring 2020 term ends

## How to Find Refund Dates

Each semester, the Office of the Registrar sends out reminder emails to all enrolled students notifying them of the 100% and 50% refund deadlines for dropping a standard class. In addition to these emails, students also have access to view the drop dates for both their standard and non-standard classes in their KSIS Student Center. A non-standard class is defined as any class that does not meet for the regular 16-week session, and has drop and refund dates that are calculated on a pro-rated basis. These dates are specific to the class, so it is important that students are aware of the shortened timelines of non-standard classes.

Once logged in to their Student Center, they can view their official KSIS schedule at the top of the page. There is a calendar icon next to each individual class. By selecting this icon, students will be able to see the refund periods and drop dates specific to that class. A complete list of all non-standard classes and their deadlines can be found at [courses.k-state.edu/courses](http://courses.k-state.edu/courses) under the desired term. Drops must be completed before midnight on the date listed for each period. It's a good idea for students to check these dates at the beginning of the semester, so they can properly plan for any potential enrollment changes.



## Important Dates (cont.)

**May 11-May 15**

- Term Final Examinations

**May 19**

- Spring 2020 Final Grades due in the Office of the Registrar by 5 p.m.

**May 20**

- Term final Grades available in KSIS

**May 29**

- Last day to order transcripts at no charge for current students who graduated Spring 2020 or who will not be enrolled in Fall 2020



## Finding Courses in DARS

If you are looking for a transfer course or test credit (AP, CLEP, etc) in DARS and don't see it where you would expect it to apply, check the bottom of the audit in the Unrestricted Electives or Courses Not Specifically Applied areas. Non-equivalent transfer courses, and courses with grades of CR/EP may fall here. Don't assume that these courses CAN'T apply to degree requirements. Check with the Dean's Office regarding the possibility of a DARS exception.



## Full-time Status Change

**change  
ahead.**

Effective with the Summer 2020 term, the definition of undergraduate full-time status for summer will be 12 credit hours.

## Requests for Enrollment Changes

When submitting the electronic requests for enrollment changes, such as adding or dropping courses or withdrawing students from all courses in ImageNow, please make sure to check for time conflicts, pre- and co-requisites, and student holds. If there is any missing or incorrect information on the form, it will be routed back to the Dean's Office for editing and moved to the back of the queue for processing. Questions relating to this can be directed to [enrollmentservices@ksu.edu](mailto:enrollmentservices@ksu.edu).



## Assigning a grade of Incomplete

If an instructor decides to assign a grade of Incomplete (I) for a student, the instructor should consider using the 'Incomplete Agreement' form, available on the Office of the Registrar website. Completion of this form, which should include a conversation with the student, will ensure that the student has a written description of exactly what the instructor's expectations are for completion of the course. The student and the instructor should both retain a copy of this agreement. This form could also provide essential information to the department head, should the instructor leave K-State prior to the student's completion of the course.

<https://www.k-state.edu/registrar/faculty-staff/forms/> (Incomplete agreement form)

**NOTE: A student should not re-enroll in a course in which the student received an 'I' grade. When the work is completed, the instructor should make a grade change to the original course in KSIS.**