

## Important Dates

January 23  
Last day to add a course without instructor permission

January 24  
Wait List is purged

January 30  
Instructor drops for non-attendance due to Enrollment Services

February 6  
Last day for 100% refund for a regular session course

February 10  
Last day to sign up for A/Pass/F grading option for a regular session course

February 13  
Midterm Grade Rosters available to Faculty

February 13  
Last day for 50% refund for a regular session course

February 21  
Summer/Fall 2017 enrollment appointments assigned in KSIS

February 21  
Last day to drop a regular session course without a W being recorded



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## Website Updated

The Office of the Registrar (OOTR) website has been updated and reformatted to reflect a more current look and feel. If you link directly to any information housed on the OOTR website, you should check to ensure the link is still working correctly.

<http://www.k-state.edu/registrar/>

## Attendance Policy

Beginning the first day of the term, an instructor may notify Enrollment Services if she/he would like to have students dropped from a course because of non-attendance.

Instructors should send a copy for the KSIS class roster with an asterisk next to the names of the students to be dropped to Enrollment Services, 118 Anderson Hall (or fax 2-3498). The KSIS class roster should be submitted **no later than** the end of the twelfth calendar day of the term. For Spring 2017, this is January 30, 2017. Non-Standard classes are pro-rated.

## Important Dates (cont.)

February 27  
Midterm Grade Rosters  
are due via KSIS at  
5:00pm

March 1  
Spring 2018 Class  
Schedule opens to  
Colleges for update

March 20-24  
Spring Break

March 27  
Summer/Fall 2017  
Enrollment begins

March 27  
Last day to drop a regular  
session course for Spring  
2017

April 18  
I/NR Reports distributed  
to colleges

May 5  
Grade Rosters created

May 8-12  
Term Final Examinations

May 16  
Spring 2017 Final Grades  
due

May 17  
Term Final Grades  
available in KSIS

## Credit for Prior Learning

Starting July 1, 2017, a number of changes will occur to credit for prior learning courses applied to the student record. Credit for prior learning includes: Advanced Placement, DANTES, International Baccalaureate (IB), Military Credit and College Level Educational Support (CLEP).

When reviewing a student's academic record, be aware that a new grading scheme will be seen on the student's transcript and in DARS. Credit for Prior Learning courses will use the following grading scheme:

A = EA

B = EB

C = EC

CR= EP

Also, these **courses will NOT figure into the student's KSU grade point average as they did previously.** Courses may be used for degree requirements, as approved by the college; however the number of hours applied will be limited to no more than 25% of the total hours required for graduation.

Additional information will be available to the campus community as implementation of these new policies approaches.



## Post-Enrollment Requisite Check

A Post Enrollment Requisite Check, also known as PERC, allows academic colleges to identify and drop students from courses, individually or in a batch process, if they do not meet the requisites for a pre-enrolled course. Communication can be sent to students to let them know they have been dropped for not meeting enrollment requirements through this process as well.

*Example: A student is currently enrolled in ACCTG 231 for F16. In October, the student pre-enrolls in ACCTG 241 for S17 which has ACCTG 231 as a prerequisite. KSIS allows this enrollment assuming satisfactory completion of ACCTG 231. When grades post in December, however, the student has failed ACCTG231. The PERC report that is generated will identify this student as not meeting the enrollment requirement for ACCTG 241, and the academic college will then make a decision regarding dropping the student from ACCTG 241.*

Currently, Shannon Castleberry, Assistant Registrar, provides PERC reports to five colleges (Agriculture, Arts & Sciences, Business Administration, Engineering, and Polytechnic Campus).

## Curriculog

Much progress has been made testing workflow and course forms in Curriculog. The pilot implementation team has been diligently working to go-live with course forms in Spring 2017. The KSU Curriculog website will be up and running soon to provide project status, information, dates of importance, help pages, and contact information. The pilot implementation team consists of Office of the Registrar, Faculty Senate, Academic Affairs, College of Agriculture, College of Architecture, Planning and Design, College of Human Ecology, Polytechnic Campus, and Graduate School. Please email any questions to [curriculog@ksu.edu](mailto:curriculog@ksu.edu).

## A New DARS Feature

DARS users now have the ability to choose the type of report run: PDF or HTML. The choice is made on the Audit Request screen in KSIS using this dropdown menu.



\*Report Type: HTML or PDF

HTML ▼

Submit Report

Run Current Plan(s) Listed: Find First 1 of 1 Last

This choice only needs to be made once; the system will remember what is chosen and will continue to run that type of report. The HTML report offers long-requested features such as the ability to click on a course within the report and go directly to the undergraduate online catalog to read its description. It is also possible to collapse requirements within the HTML report.

## Online Undergraduate Catalog Coordinator Retires



After 34 years employed by the State of Kansas, the last nine of which were in the Office of the Registrar, Ellen Watson has retired. As the Online Undergraduate Catalog Coordinator, Ellen communicated with individuals in all departments across the K-State campus. She will be missed on a personal and a professional level.

This position will remain vacant for the present time and the duties will be assumed by Assistant Registrar Shannon Castleberry. Please send all undergraduate catalog questions to [ugcatalog@k-state.edu](mailto:ugcatalog@k-state.edu).