Office of the Registrar Newsletter

Important Dates

- **September 2**
  Advisor flags applied to students in AG, AR, ED, EN, HE

- **September 2**
  Wait list purged at 9am

- **September 5**
  Instructor Drops for non-attendance due to Enrollment Services

- **September 15**
  Last day for 100% refund for regular session courses

- **September 19**
  Last day to sign up for A/P/F grade option Fall 2014

- **September 22**
  Last day for 50% refund for regular session courses

- **September 22**
  Midterm grade rosters available to faculty in iSIS

- **September 26**
  Spring 2015 course schedule available online

- **September 29**
  Last day to drop regular session courses without a "W"

- **September 29**
  Spring 2015 enrollment appointments assigned

- **October 6**
  Midterm grade rosters due via iSIS by 5pm

- **October 20**
  Advising survey opens & advising survey hold applied to students

- **Oct 27-Nov 21**
  Enrollments for Spring 2015

- **October 31**
  Last day to drop a regular session course for Fall 2014

From the Registrar

Welcome to the first issue of the Office of the Registrar newsletter. I trust that you will find it informative and useful as you conduct academic record, enrollment, and student information system business in your unit. The primary goal of this newsletter is to inform K-State faculty and staff of selected functions and services provided by the Office of the Registrar, and to discuss and present their importance to you and the work that you do. These functions and services are many and varied, including, but not limited to:

- Enrollment support (drop/add)
- Processing of tuition waivers
- Determine residency for tuition purposes for current undergraduate students
- Encoding of DARS program requirements
- Maintenance of student academic records
- Processing requests for K-State transcripts
- Certification of student athletes academic eligibility to compete
- Compilation of Census Day reports
- Maintenance and support of student information system (iSIS)
- Assignment of general use classrooms
- Support of course setup for Global Campus
- Maintenance of electronic catalog (Acalog)

Each issue of the newsletter will focus on a few topics that are timely and of potential interest. This first issue will address DARS 'what-if' audits; enrollment permissions; information on ordering transcripts, and important dates/deadlines for Fall 2014.

Please give us your thoughts on the value of this newsletter and its content to you. We strive to be relevant, and welcome your comments!

Thank you, and best wishes,

Monty Nielsen,
University Registrar

Important Dates (cont.)

- **November 18**
  I/NR reports distributed to colleges
- **December 12**
  Last day for Fall 2014 term
- **December 12**
  Grade Rosters created at 5:00 pm
- **December 12**
  Fall 2014 Graduation application closes
- **December 15-19**
  Final Exams
- **December 18**
  I/NR reports due back to Office of the Registrar
- **December 23**
  Deadline to submit Grades (11am KSOL; noon iSIS)
- **January 9**
  Fall 2014 degrees posted

Transcripts
Did You Know...

- All transcripts are ordered online. Current students can order transcripts without charge through their iSIS Student Center. Students need to check their iSIS Student Center to ensure that all expected grades have posted prior to placing their order.

- All transcripts are official. We recommend that, if students want to send an e-transcript, they confirm with the recipient that e-transcripts will be accepted prior to placing their order.

- Students who will graduate, or who will not continue enrollment, can order transcripts without charge for 14 days after the last day of finals.

- Students may order "Hold for Degree" transcripts at any time during the term in which they plan to graduate.

- If students have a form that needs to be mailed with the transcript, they need to put a note in "special instructions" that the form needs to go with the transcript. We are unable to attach forms to e-transcripts.

- For more information regarding ordering of transcripts, please refer to our website at www.ksu.edu/transcripts. If students need additional assistance, they may send an email to ksutrans@ksu.edu.

Permission

Electronic permission in iSIS is required for all courses that require instructor/department consent. Students should contact the instructor/ departmental office to obtain electronic permission in iSIS. Beginning September 1, 2014, students must obtain electronic permission in iSIS to add all regular session courses. Refer to the spreadsheet for non-standard course permission dates at http:// courses.k-state.edu/ fall2014/information/ deadlines.html
Note: Permission does not override a closed course.

Sharon Hauck Retires

On June 9, 2014, Sharon Hauck retired from her position as manager of the Enrollment Services unit of the Office of the Registrar. Sharon spent more than 40 years as an employee of K-State, with the majority of that time spent in the Office of the Registrar. We wish Sharon well as she begins this new chapter in her life. She plans to travel and spend a lot of time with her children and grandchildren.

If you used to contact Sharon with questions regarding enrollment-related activities such as room scheduling or course schedule setups, you may now contact Tammie Campbell, who was hired into the position vacated by Sharon on July 7, 2014. Tammie has worked in the Enrollment Services unit for 30 years.

DARS – "What If" Audits

An advisee is thinking about changing majors and asks you how her/his courses already taken will apply. You have a tool available to give the student the best advice possible – it's the "What If" audit!

Fall Transfer Test3   000510204

To view system generated or recently run audits, click the VIEW RESULTS button

After successfully submitting your audit request, click the REFRESH button on the Results screen

*Report Type: HTML or PDF   [PDF ▼]

Undergraduate General Education Requirement: **KSTATE8**

[Submit Report]   [VIEW RESULTS]

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

Program	Plan	Requirement Term
⦿ ASUDG	Undergraduate-Arts and Sciences-Open Option	Fall 2007

If you want to run a DARS report for a plan listed above, DO NOT click any of the boxes below. Simply select the plan and click the SUBMIT REPORT button.

Transfer Course Analysis and Planning

☐ Transfer Course Analysis   ☐ Transfer Course Analysis by Institution   ☐ Transfer Course Analysis (College of Business)

☐ Transfer Planning Report

Requirement Reporting and KSU Course Listing

☐ Incomplete Requirements Report   ☐ KSU Course List   ☐ KSTATE8 UGRD General Education Requirement ONLY

☐ Dean's Audit (with pseudo codes)   ☐ Full List Testing (REG OFFICE)   ☐ DARS Trace (REG OFFICE)

WHAT IF - Run Audits for Another Program and/or Plan

☑ "What If" Flag

Acad Career   [Undergraduate ▼]

Academic Program [ASUDG 🔍]

"What If" Plan   [🔍]

Requirement Term [2144 🔍]

Checking the "What If" flag box opens access to any career, program, plan and term offered by K-State. The down arrow and magnifying glass icons will show the available choices.

After choosing the career, program and plan, click [Submit Report] near the top of the screen. When the report returns, the student's classes will be applied according to the rules of the "What If" plan, giving both you and the student the information necessary for an informed discussion and decision.