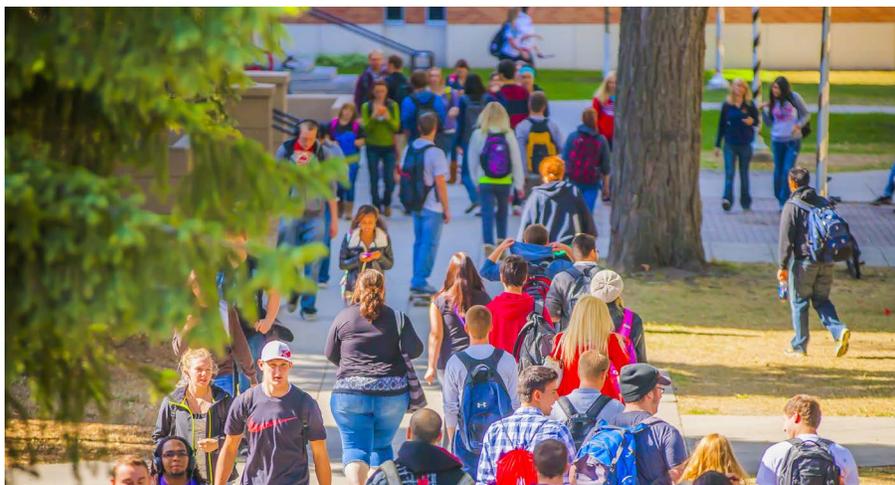


bossy BEATS

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AUGUST 2015



Hey You! This Stuff Down Here is Important!!

as you return to classes for the fall 2015 semester, please check your class lists on eServices under class management. Please be aware of the time and where your classes are meeting, as that can change after the semester begins. **Students are not allowed to sit in classes for which they are not registered.**

Drop/Add Deadline: The deadline for dropping and adding courses is **August 28, 2015, at 4 p.m.** No entry will be made in a student's record if a course is dropped before this date.

Class Permissions: After the **August 28th** deadline, a student can no longer add courses via eServices. A department issued 'registration permit' will be required to add any courses and must be processed in the Registrar's Office. The permit must be signed by the student and the instructor teaching the course.

Withdrawal Deadline: Students may continue to drop classes after **August 28th**, but will receive a 'W' on their academic record. Withdrawal deadlines vary for half term and full term sessions. Please check the course schedule in eServices for specific withdrawal deadlines for each course.

Waitlists: Waitlists for the 2015 fall semester courses will end on **August 28, 2015.**

Everything You Need to Know...Whether You Like It or Not ~

Ah, the mystery that is the Registrar's Office. What do these people do all day? And seriously, what the heck is a Registrar anyway?

We know we are bossy and can be pretty serious most of the time, but hey, we are in charge of enforcing a lot of the academic rules on campus. We have our hands in everything! Grades, curriculum, registration, transcripts, teaching licensure, transfer credit, graduation just to name a few.

Seriously we do actually know quite a bit of stuff!

So to get to know us more and to know what happens in our office that affects you, we have created a newsletter to be sent out at the beginning and end of each fall and spring semester.

We hope our newsletter is not only informational but also entertaining and will give you a glimpse into the humorous side of the staff in the Registrar's Office.

We welcome feedback and suggestions, but only if they are positive.

Have a great start to the fall semester!

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FEATURED BOSSY MEME:





Times are a'changin'...

We are excited to announce the Records Office has officially changed their department name to the **Registrar's Office**.

As an office, we felt a name change would reflect our mission better, which is to transform student lives by preserving the academic integrity and program excellence they deserve.

Please update any correspondence to reflect this name change.



> Pictured above: excellence at Harvard. Also pictured: Harvard's Office of the University Registrar.

History of the Registrar

the Registrar's profession is an ancient one that dates back to the medieval university where the beadle was considered an official or academic officer who proclaimed messages and executed the mandates of the university authorities.

In the United States, at the first institution of higher education (Harvard College, est. 1636), the registrar's academic record-keeping function was initially a part-time duty assigned to a faculty member. This status changed rapidly, however, as student enrollment in colleges grew. By 1880, 10% of the institutions of higher learning had full-time registrars, 42% by 1900, 76% by 1910, and over 90% by 1920.

On August 15, 1920, fifteen collegiate registrars assembled in Detroit, Michigan, to form a permanent national conference. In 1949, that organization added admission officers to its membership, to establish what is known today as the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

AACRAO, the parent organization of many state and regional organizations, provides support to the various services, roles, and responsibilities of the Registrar's profession. Today, the historical responsibilities for records management, registration, and institutional data have been broadened to include an expanded role as leader in enrollment planning, student information technology, and enrollment services.



**STAY TUNED FOR
VOLUME 1, ISSUE 2!**

Who are you and what do you do?

Cathy Faller

- > Tri-College Liaison
- > Grade Changes
- > Major Changes

Sarah Jegela

- > Curriculum/Communications Coordinator
- > DARs Expert

Gail Schmidt

- > Veteran's Benefits
- > Course Exceptions
- > DARs Expert

Shawn Soderberg

- > Undergraduate Graduation
- > DARs Expert

Heather Soleim

- > World Domination

Tara Spletstoser

- > Transfer Coordinator
- > Registration Windows/ Access Codes
- > DARs Expert

Joanne Strandlien

- > Course/Room Scheduling
- > Transcript Services
- > NCAA Compliance

Bonnie Thompson

- > Teaching Licensure
- > Residency/ Reciprocity

Ivy Tysver

- > Transfer Credit Processor
- > Name Change/ Duplicate Clean-Up
- > Continuing Education Registration

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