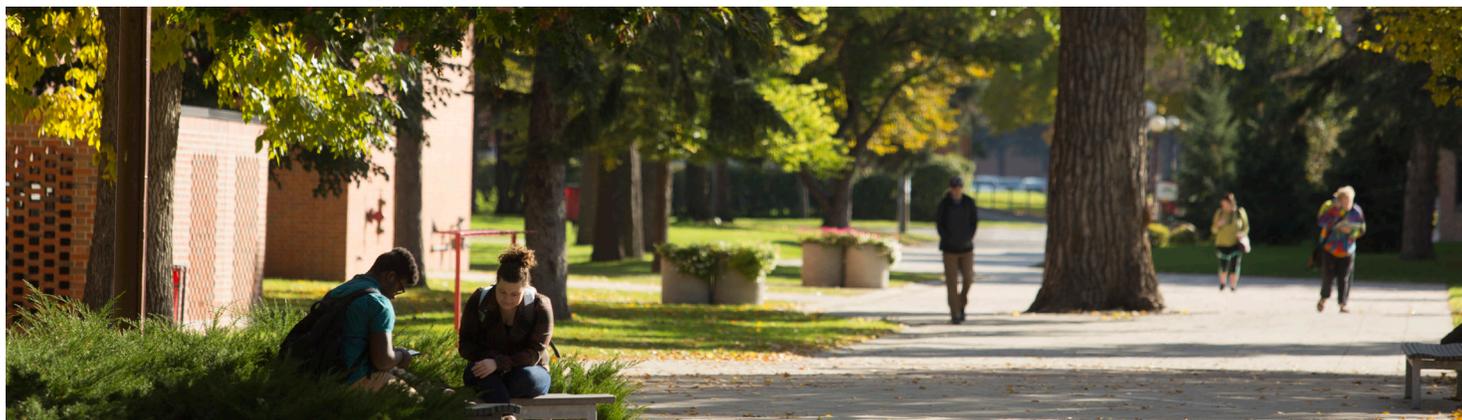


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What Happened to Summer?

As you return to classes for the fall 2018 semester, faculty should check their class lists on eServices under class management. Students are not allowed to sit in classes they are not registered for.

Drop/Add Deadline: The deadline for dropping and adding courses is August 31, 2018 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 31 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. Permits can be found in departments or on the Registrar's Office webpage under Forms.

Holds: If issues occur while a student is attempting to add or drop a course, it may be because of a hold or certain restriction on the course. More information can be found on the Registrar's Office website under Common Registration Problems.

Withdrawal Deadline: Students may continue to drop classes after **August 31**, but will receive a 'W' on their academic record and will remain financially responsible for tuition and fees. Withdrawal deadlines vary for half term and full term sessions. For most full-term sessions, the deadline is **November 26, 2018**; however, we advise checking the schedule in eServices for specific withdrawal deadlines for each course.

Waitlists: Waitlists for the 2018 fall semester courses will end on **August 31, 2018**. Waitlists are lists of students waiting to be registered for a course that is full. If a student is on a waitlist for a course, they will receive a notification sent to their mnstate.edu email account. The student will have 24 hours after being notified to go to eServices and register for the course.

Moving on up!

Many of you have seen our staff sweating profusely and hauling boxes up to the second floor. No, it isn't our new exercise program...we have moved! You can now find the Registrar's Office in Owens Hall 210. We look forward to providing the same exemplary customer service we always have, just at a higher altitude.

I'm so excited to hate my job in a new office space.



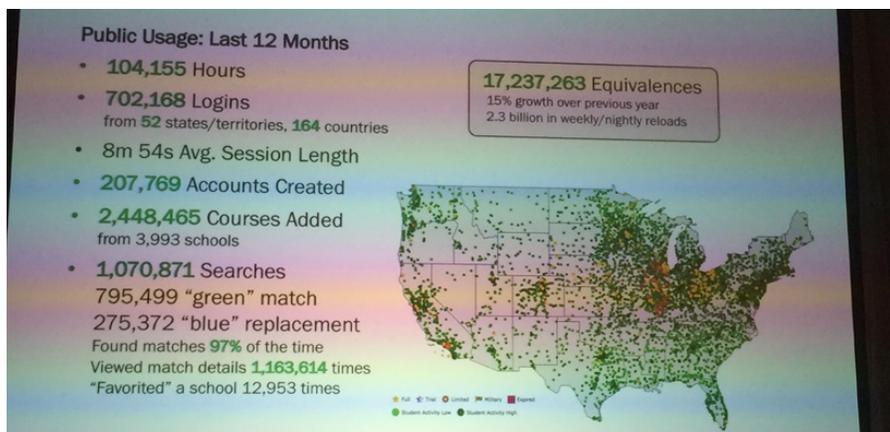
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CollegeSource Conference 2018

Pristine ocean views...Sandy beaches...and 260 higher education nerds—I mean “professionals”—participating in user training and networking! The 2018 Annual CollegeSource Conference was held June 2018 in beautiful San Diego, California. Conference sessions provide information on what's new, how to's, and the ability to connect with others to find out what other institutions are doing around the country. We found out new and exciting things about uAchieve (DARS), TES, and Transferology. Take a look!

Transferology and TES



The use of Transferology is booming in our neck of the woods. Just check out that map! The more direct equivalencies we can set in the degree audit, the better the results are in Transferology when a transfer student is searching for schools. Another benefit of more direct course equivalencies is less of those pesky course exceptions!

Self-Service – uAchieve

No, it's not a gas station. Self-service is a new way for a student to view their degree audit. Degree Audit Self-Service is a new product that the MN State institutions now have that can be used to view a student's current degree audit, or they can choose to run a “What-If” audit. With a What-If audit, a student can choose a program (other than the program they have declared) to see how their courses may be applied. Self-Service can be accessed through eServices under Academic Records and Degree Audit Portal.

Registrar's Office staff are also excited for the Self-Service product as it provides a web based area to enter course exceptions and transfer courses to a student's degree audit.

A View from Heather's Desk

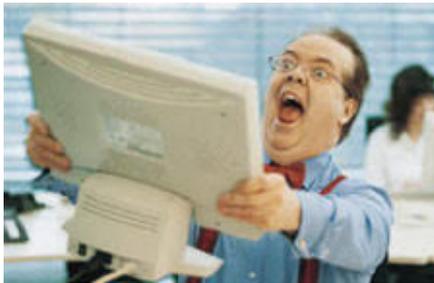
Hello, fellow Dragons! My name is Scott Westby, and I work in the Office of Undergraduate Admissions. I don't know if you've heard, but there's been some movement around Owens Hall. The Registrar's Office has migrated to Owens 210, leaving their offices to be occupied by members of the Admissions team, including myself! So if I may, I'd love to provide you, the loyal Bossy Beats listeners, with some improvements I've made to Registrar Heather Soleim's old office, 104C.

- ▶ A completely redone and totally electrifying paint job of grey and darker grey
- ▶ Using one window for appreciating the weather, the other for Tom Reburn to peer out of when feeling forlorn
- ▶ Replacing the coffee rings of Heather's desk with more aesthetically pleasing Gatorade bottle rings
- ▶ Moderating the temperature to a climate that wouldn't make the arctic fox shiver
- ▶ Shooing away the campus turkey that was nesting alongside Owens outside Heather's window. (I always said the Registrar Office was up to fowl activities...)

Slowly but surely the Registrar workspaces will become a brand new Admissions lobby, as well. So while renovations are still in-progress, come check out the new offices when you can!



Curriculum Proposal Timeline 2018-2019



As the school year begins, so do the curriculum changes. There were a few updates to Curriculum Navigator over the summer, but the most significant is the new area for writing intensive on the course proposal form. Any course being proposed as writing intensive will require additional information for the committee to review. Please see the new area below.

Zone 6: Writing Intensive

	Proposed Version
Writing Intensive Course (Yes or No):	<input type="checkbox"/> Yes <input type="checkbox"/> No
	All courses approved by the WI Committee must effectively address at least four of the following seven written communication competencies as articulated by MnTC. Check all that apply.
Writing Intensive Competencies:	<input checked="" type="checkbox"/> Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation. <input checked="" type="checkbox"/> Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding. <input checked="" type="checkbox"/> Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view. <input type="checkbox"/> Select appropriate communication choices for specific audiences. <input type="checkbox"/> Construct logical and coherent arguments. <input checked="" type="checkbox"/> Use authority, point-of-view, and individual voice and style in their writing and speaking. <input type="checkbox"/> Employ syntax and usage appropriate to academic disciplines and the professional world.
Explain how each WI competency chosen will be met:	Open in Editor <i>Many of the class participation assignments will require informal writing and group discussion to include listening and responding. These writings address two writing intensive competencies (for specific examples of the requirements for class participation, please see the explanations of instruction and assessment for the PELSB standards within the attached syllabus).</i> <ul style="list-style-type: none">o Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding. Open in Editor Writing Intensive Definitions and Guidelines

Courses effective for **SPRING 2019** must be approved by Sept. 25, 2018 (before schedule is published online and advising begins). This means it must go through ALL stages of the curriculum approval process AND be approved at Meet and Confer by Aug. 30, 2018. If the proposal is not approved by this date, the course cannot be effective for spring 2019, but can be effective for fall 2019 or later.

Courses effective for **FALL 2019** must be approved by March 6, 2019 (before schedule is published online and advising begins). This means it must go through ALL stages of the curriculum approval process AND be approved at Meet and Confer by Feb. 14, 2019. If the proposal is not approved by this date, the course cannot be effective for fall 2019, but can be effective for spring 2020 or later.

Programs effective for **FALL 2019** must be approved by the last Meet and Confer date of April 11, 2019. If it does not go through all stages of the approval process by this date, the program cannot be effective for fall 2019, but can be effective for fall 2020 or a **later fall term ONLY**. Please remember, after a new program and/or certificate is approved on campus, it still must go to the Minnesota State System Office for review and approval, which is not guaranteed.



Welcome Jolene!

Jolene Richardson has officially joined the Registrar's Office! She works with articulation agreements and transfer pathways, including coding in the degree audit reporting system. She also helps advise transfer students, particularly Operations Management, Project Management, and Global Supply Chain Management students. She is currently located in Flora Frick 154 but will eventually be moving to the new transfer center in Owens Hall 102. Jolene is excited to join the office and quotes "the Registrar's Office has picked up a stray!" Registrar Soleim is obviously pleased as she captures another follower in her quest for world domination.

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