

# bossy BEATS

SEPTEMBER 2020



## We're BACK!

Did you miss us? Wait, don't answer that. We know you did! With all of the craziness of spring semester, unfortunately, we did not have the time to create and publish an end of semester edition of the beats. We hate disappointing our beloved audience, but it has been hard, even for us, to be funny while in the middle of a pandemic. We are hoping this edition is extra funny, extra informative, and will bring you all some joy to start the fall semester. And don't worry, we won't use the words "unprecedented" or "new normal".

## Welcome Our New Registrar Staff

We sadly had to say our goodbyes to Cathy and Ivy via Zoom back in May, but are happy to report they are both enjoying retirement! And now let's give a big welcome to Wendy Olsgard and Denise Peck (pictures below)!



Wendy moved from the School of Communication and Journalism to the Registrar's Office. She will be in charge of processing major/minor/advisor changes; grading and grade changes; enrollment verifications; Tri-College registration; release of student information requests. She does a lot of stuff.



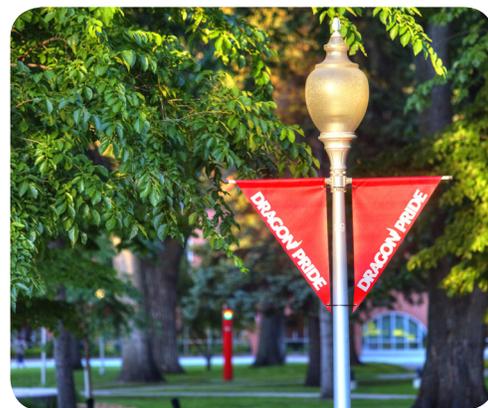
Denise moved it on up from the Office of Scholarship and Financial Aid to the Penthouse Suite in Owens AKA the Registrar's Office! She will be in charge of transfer and test credit evaluations. When asked about the transition, Denise said "Wow. I'm overwhelmed but in a very good way. Fun people to work with, so it was a great move!"

## 2020-21 Academic Undergraduate/ Graduate Bulletins Now Available



The 2020-21 Academic Undergraduate and Graduate Bulletins have been published and can be accessed on the website. The links to the bulletin can be found on the Registrar's Office webpage.

While it probably isn't as interesting or intriguing as Heather's *new book*, it still has very important information.



## Important Fall 2020 Dates

- Sept. 11** Spring 21 schedule due back to Registrar's Office
- Sept. 17** Meet and Confer (spring courses proposed through curriculum process must be approved by this date)
- Sept. 18** Registration Windows and Access Codes loaded into ISRS for spring 21
- Sept. 24** Spring 21 schedule published online
- Sept. 28** Spring Advising Begins
- Oct. 9** Midterms
- Oct. 12** Faculty Development Day
- Oct. 13** Meet and Confer
- Oct. 19** Spring Registration Begins
- Nov. 11** Veteran's Day
- Nov. 19** Meet and Confer
- Nov. 25-27** Fall Break
- Dec. 9** Study Day
- Dec. 10** Meet and Confer
- Dec. 10** Final Exams Begin
- Dec. 17** Commencement (TBD)
- Dec. 18** Grades Due
- Dec. 31** Ring in 2021...it has to be better right?

## New Process for Registration Permits

In an effort to move our forms online and to better serve our students, we are discontinuing the use of the paper registration permits. Registration permits are used to add a course after the free add/drop period the first five days of the semester.

The new process is as follows:

- ▶ A student who wants to register for a course after the semester's free add/drop period (first five days of the semester) will need to contact the instructor, but will do so by email. The email will need to include the student's name, student id, semester, course subject and number, course id, and # of credits (if variable credit course).
- ▶ If the instructor grants the approval, they will reply to the student's email and copy in the Registrar's Office ([registrar@mnstate.edu](mailto:registrar@mnstate.edu)).
- ▶ The Registrar's Office will process the registration and email both the student and instructor to confirm.



## The Graduation Planner

We are excited to announce that MSUM has been chosen to be a pilot phase 2 school for the new graduation planner. We wanted to be in the first phase but you can't win them all. The team at MSUM that will be working on the planning, building, training and implementation of the planner includes Heather Soleim, Registrar; Sarah Jegela, Associate Registrar; Erika Beseler-Thompson, Director of the Academic Support Center; and Laura Kiemele, Academic Advisor/Program Coordinator.

The Graduation Planner

- ▶ Is integrated with the degree audit (DARS) and will be accessed through eServices
- ▶ Will allow our institution to create interactive roadmaps that more clearly define a path to graduation
- ▶ Encourages students to use these roadmaps to build their own personal plans, helping them stay on track to meet their educational goals
- ▶ Allows for the creation of term by term plans which will provide institutions with valuable aggregate data needed for demand analysis and classroom scheduling

Our office will be reaching out to all academic departments on campus to get information on their 4-year plans for their degrees. We will also be sending out a list of all active courses offered in each department to get information on the offering schedules. All of this information will be vital for building these interactive roadmaps. We are very excited to take on this project to increase student success and timely graduation, and because registrars love technology!

## Faculty Resources on Website

Since the new website redesign, we wanted to make sure you all know the link to faculty resources can be found here: <https://www2.mnstate.edu/registrar/faculty-resources.aspx>

This includes information on approved times for classes, bulletin, calendars, curriculum, schedule building calendar, LASC/WI courses and guidelines, and registrar forms.

## My Favorite Things... Sound of Music Registrar Edition

Working from home on the couch in my jammies,  
March until August, 24/7 with families,  
Learning technology all through the spring,  
These are a few of my favorite things.

Face to face classes, how big is the room?  
Let's have a meeting and discuss it on Zoom,  
Course schedule changes and emails to Deans,  
These are a few of my favorite things.

Asynch and synchronous,  
those words they delight me,  
Registration changes oh how they excite me!  
SOAR and commencement,  
the joy that they bring,  
These are a few of my favorite things.

When the pandemic hits  
When it's the pits  
When I'm feeling sad...  
I simply remember my favorite things  
And then I don't feel so bad

### FEATURED BOSSY MEME

I finally remember what Zoom meetings remind me of.



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