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Registrar's Office Newsletters

Registrar's Office

8-2021

Bossy Beats, August, 2021

Minnesota State University moorhead, Registrar's Office

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bossy BEATS

AUG 2021



Happy Academic New Year Dragons!

Before classes begin on **Monday, August 23, 2021**, please take a look at the following reminders:

Faculty: As you return to classes for the fall 2021 semester, please check your class lists on eServices. 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 they are not registered for.**

Drop/Add Deadline: The deadline for dropping a course(s) without financial penalty and/or adding a course(s) is **August 27, 2021, 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 27** deadline, a student can no longer add courses via eServices. 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 via email. The email needs 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).
- ▶ The Registrar's Office will process the registration and email both the student and instructor to confirm.

Holds: If students have an issue while trying to add or drop a course, it may be because of a hold or certain restriction on the course. To see a list of common reasons along with the error message and possible solution, go to the following link: [Common Registration Problems](#)

Withdrawal Deadline: Students may continue to drop classes after August 27, 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 22, 2021; however we advise students to check their eServices for specific withdrawal deadlines for each course.

Waitlists: Waitlists for the 2021 fall semester courses will end on August 27. Waitlists are lists of students waiting to get 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.

If you have questions, please visit the [Registrar's Office Webpage](#) or contact the Registrar's Office at registrar@mnstate.edu.

Summer 2022 Registration

The decision has been made for students to register for Summer 2022 at the same time they register for Spring 2022. The Spring and Summer course schedules will be due back to the Registrar's Office for review on September 9.



Dearly Departed

**Disclaimer – none of the following have passed on, just left the office.*

The Registrar's Office has had to say our farewells to three of our cherished staff this summer. The first to retire was Jim Anderson, a well-known figure and historian of MSUM. Jim retired in June after 32 years of service to the institution. When asked about retirement plans, he told us he plans to lower his golf handicap and his blood pressure. We wish him well!

Since Jim is gone, the Admissions Office has taken over the readmission process for MSUM. Any students who wish to return to the university will work with their office.

Second up on the list is Jill Helm. As much as she wishes she could retire, she moved onto greener pastures. That would be across the hallway to Human Resources. She has always wanted to work for HR and has now achieved her goal. And we still let her in the door sometimes to visit.

In the interim while we look to replace Jill's position, questions on the following topics can be directed to:

- Residency and Reciprocity – Shawn Soderberg
- Continuing Studies Registrations – Sarah Jegela
- Academic Appeals – Heather Soleim
- Immunizations and Name Changes – Joanne Strandlien
- Senior Citizen Registrations – Wendy Olsgard

Last but certainly not least is Jolene Richardson. Jolene retired at the beginning of this month. She plans to spend a lot more time with her daughter Elsa, and also may start an Etsy shop of her own. We celebrated her retirement on August 13..

Curriculum Approval Deadlines and Updates

Spring 2022 Approval

- ▶ **Courses** effective for **SPRING 2022** must be approved by **Sept. 22, 2021**. (*this is the date schedule is published online and before advising begins on September 27*).
- ▶ This means it must go through all stages of the curriculum approval process **AND** be approved at Meet and Confer by **Sept. 16, 2021**. If the proposal is not approved by this date, the course cannot be effective for spring 2022, but can be effective for fall 2022 or later.

Fall 2022 Approval

- ▶ **Courses** effective for **FALL 2022** must be approved by **March 2, 2022**. (*this is the date schedule is published online and before advising begins on March 7*).
- ▶ This means it must go through all stages of the curriculum approval process **AND** be approved at Meet and Confer by **Feb 17, 2022**. If the proposal is not approved by this date, the course cannot be effective for fall 2022, but can be effective for spring 2023 or later.
- ▶ **Programs** effective for **FALL 2022** must be approved by the last Meet and Confer date of **May 12, 2022**. If it does not go through all stages of the approval process by this date, the program cannot be effective fall 2022, but can be effective for fall 2023 or a later fall term.

NEW effective Fall 2021:

Library Consultation

- ▶ This consultation piece has always been a part of the curriculum approval process; however now the library is a part of the workflow in Navigator. The library consultation workflow is between the department chair and the dean. All new courses and programs require library consultation, along with significant course/program updates. A box will need to be checked on the change request form in order for the proposal to go to the library workflow for review and approval.

Library Consultation

	Check the box below to send the proposal to the library workflow for consultation. All new courses and programs require library consultation, along with significant course/program updates.
<input type="checkbox"/>	Library

4-Year Graduation Plans

- ▶ We have added 4-year graduation plans for each major on the MSUM website. If there are significant changes being proposed to a program, an updated 4-year plan is required and will need to be attached as documentation on the proposal.

Equity Curriculum Design Elements

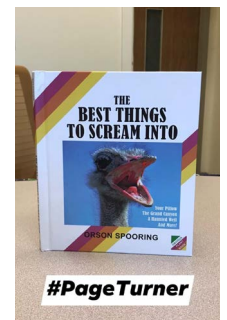
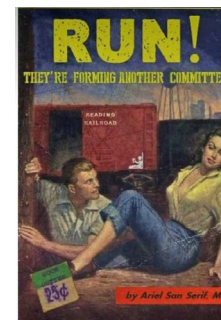
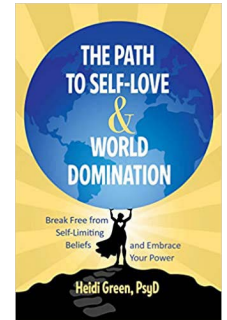
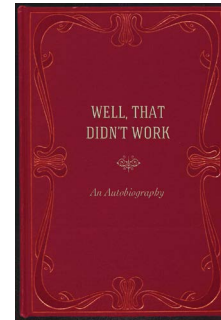
- ▶ This is a new question on the program proposal form which addressed how your program addresses diversity and inclusion. You will need to explain how the curriculum of the program reflects culturally relevant elements addressing the needs of a growing diverse student body. This question is required on both new programs and program revisions and is mandated by the MN State System Office.

Differential Tuition

- ▶ The differential tuition area on the course and program proposals has been removed. Any formal requests for extra tuition/fees must go to the dean of your college.

Registrar Bookclub

The Registrar staff decided to hold a summer book club to get us geared up for the upcoming fall semester. Here are some of our top picks we wanted to share with you all.



NEW Online Graduation Application & Commencement System

The following are instructions and updates for the online graduation application. If you have questions, please contact Shawn Soderberg in the Registrar's Office at soderbrg@mnstate.edu.

Faculty Instructions

- ▶ Login to the [Advising and Early Alert System](#) with your star id and password.
- ▶ The system will bring up a list of all your currently enrolled advisees.
- ▶ From the main dashboard page, advisors will select **Advising Home**.
- ▶ The advisor will mark the advisee(s) that are eligible to graduate by clicking on the box next to the advisees name in the **Grad App** column. This step is **REQUIRED** before a student can complete the graduation application online.
- ▶ Once you mark the student as eligible, a system generated email will be sent to the student that includes a link to the graduation application.

If the student has more than one declared major, only the PRIMARY advisor will be able to mark the student as eligible to graduate in the system.

If students need the email with the link sent again, you can unclick the box by their name and re-click. This will trigger an email to send again.

Student Instructions

- ▶ Student will receive email and click on link to complete graduation application. They must sign in with star id and password.
- ▶ Most of the required information will pre-populate for them (name, ID, major, etc.)
- ▶ Student will verify all information, confirm if they are participating in the commencement ceremony and if they are, pay the commencement participation fee of \$30 (this is non-refundable).
- ▶ Student will submit form and Registrar's Office will begin the graduation review process to confirm all university and program requirements are met. It may take 2-4 weeks for a student to hear back from our office (via email) after receiving their graduation application.

If the student checks the box in the graduation application that says they are commencing, the application is **NOT** submitted until the commencement participation fee is paid online. Students can sign back in to complete the payment and submit the application.

EMS scheduling system update

The updated state wide EMS room scheduling system is back up and running.

While the system is up and running, not everything is the same as before. Please make sure to update your bookmarked link for the EMS Web App used to make space requests. The new link is:

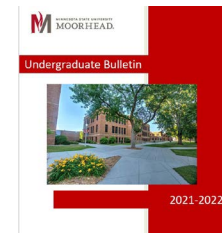
- ▶ <https://minnstate.bookitadmin.minnstate.edu/>

If you find issues or have questions about the EMS Web App, please send your questions to schedulehelp@mnstate.edu.

If you are planning an event and would prefer to talk to a to ensure the appropriate maintenance, hvac, door scheduling and security are scheduled, please contact one of the areas below.

- ▶ Scheduling Services, scheduling@mnstate.edu or 218.477.2400
- ▶ Course/Class Scheduling, Joanne Strandlien, strandln@mnstate.edu or 218.477.2557
- ▶ CMU Scheduling, cmu@mnstate.edu or 218.477.2261

2021-22 Academic Undergraduate/Graduate Bulletins and 4 Year Plans Now Available



The 2021-22 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. We were going to make this a summer book club read, but unfortunately Sarah didn't get it done on time. It's a real page turner though, so check it out!

We are also happy to announce 4-year graduation plans can now be found on each of the departmental webpages.

FEATURED BOSSY MEME

Boss: "How good are you at PowerPoint?"
Me: "I Excel at it."
Boss: "Was that a Microsoft Office pun?"
Me: "Word."



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