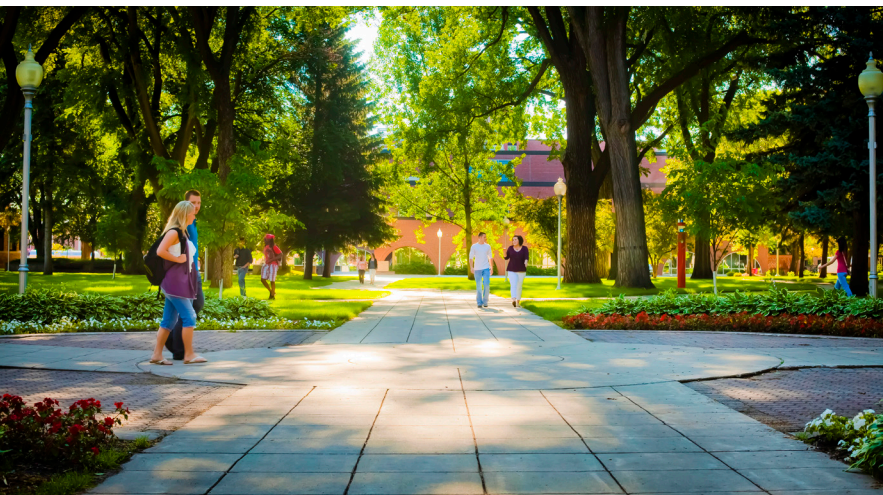


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Welcome Back!

Here are your Fall 2017 Start of Semester Reminders

Drop/Add Deadline: The deadline for dropping and adding courses is **August 25, 2017, 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 25** 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 trying to add or drop a course, it maybe 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 [Common Registration Problems](#).

Withdrawal Deadline: Students may continue to drop classes after **August 25**, 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 20, 2017**; however, we advise checking the schedule in eServices for specific withdrawal deadlines for each course.

Waitlists: Waitlists for the 2016 fall semester courses will end on **August 26, 2016**. 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.

Curriculum Approval Changes

We have been working hard over the summer to reconfigure and upgrade Curriculum Navigator to support the new curriculum approval process that begins this fall. Here are some highlights of what has changed.

New Workflow Design

- ▶ Initiator
- ▶ Department Chair
- ▶ Dean
- ▶ Registrar
- ▶ LASC Committee NEW
- ▶ Writing Intensive Committee NEW
- ▶ Teacher Prep Committee
- ▶ Grad Council
- ▶ University Curriculum Committee NEW
- ▶ Faculty Senate
- ▶ Meet and Confer

Form Updates

The new course proposal form now includes LASC information. There are no longer two separate forms for a new course and a new LASC course.

The new program proposal form includes additional questions that are needed to provide to the MnState System Office for review and approval of new programs and certificates.

Curriculum Proposal Timeline 2017-2018

Courses effective for **spring 2018** must be approved by Sept. 27, 2017. This means the proposal must go through all stages of the curriculum approval process and be approved at Meet and Confer by Sept. 21, 2017.

Courses effective for **fall 2018** must be approved by March 2, 2018. This means the proposal must go through all stages of the curriculum approval process and be approved at Meet and Confer by Feb. 15, 2018.

Programs effective for **fall 2018** must be approved by the last Meet and Confer date of April 19, 2018.

WHEN YOU HEAR THIS:



YOU KNOW YOU'RE IN A SOFTWARE PROJECT

Faculty Overrides

Here is a refresher on how to do overrides in the system for both instructors and department chairs.

► If you are the instructor of the course, you will provide the override through the faculty application in eServices.

Faculty Override

Student ID
 Year/Term
 Edit Code
 Parm
 Course ID

Override Date Range
Note: If Begin Date and End Date are not entered, override is effective from now until the end of the semester.

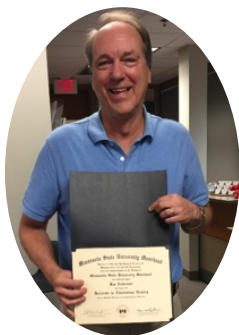
► If you are the department chair, you cannot do overrides through eServices. You need to login to the MnSCU ARSA application. It would be a great idea to bookmark this site on your computer.

<https://webproc.mnscu.edu/ession/authentication.do?viewLoginForwardName=employeeLogin&campusId=&postAuthUrl=http%3A%2F%2Fadmin.mnscu.edu%2Farsa%2Flogin.html>

Sign in with your star id and password and click ARSA>Registration>Student in the upper left corner. Enter student id and term (20183). On next screen click on override edits tab and click add. Enter edit code, course id, and end date for override and click on submit overrides.

Edit Code	Course ID	Course	Campus	Mult. Use	Parm	Begin Date/Time	End Date/Time
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>	07/06/2016 13.03	07/06/2016 23.59

Welcome Jim!



We would like to introduce our new staff member, Jim Anderson! We decided in order to get to know him more, we would ask him some questions. Enjoy!

After 29 years in Admissions, Jim Anderson has become an official new member of the Registrar's Office. As readmission and transfer coordinator, Jim will continue to provide services to our readmitted and transfer student population. In addition, Jim will also

be coordinating all Admissions/Registrar Office potlucks and events.

When we asked Jim what he was most excited about working for the Registrar's Office? "Well see, I didn't have much choice. It's all a part of Registrar Soleim's plan for world domination. Soon we will all be "registrar" staff. Very soon..."

If at First you don't succeed, try try again

The university repeat policy has been updated. Please note the changes below effective this fall.

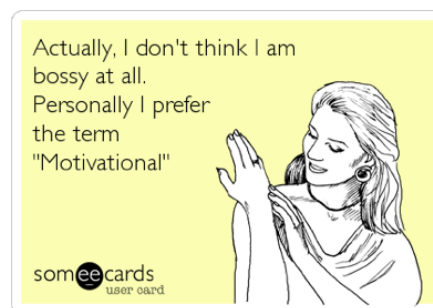
Old Policy:

When a course is repeated, only the higher grade will be used to compute the GPA. Repeating a course more than once will result in the removal of only one previous grade from the GPA computation. The subsequent grades will be averaged in the GPA computation.

New Policy:

When a course is repeated at MSUM, all attempts remain on the academic record but only the credits, grades, and related honor points for the most recent attempt will now be used in calculating the cumulative GPA and credits for graduation. Students will forfeit the previous grade no matter what grade is earned when the course is repeated. This policy does NOT apply to courses that are repeatable for credit in curriculum (ex: practicums, music ensembles, etc.) It is also not retroactive. It begins fall 2017 moving forward.

FEATURED BOSSY MEME:



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