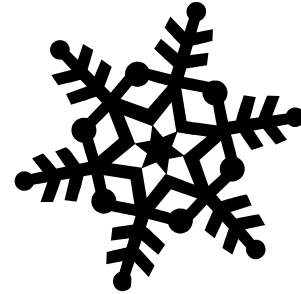


Registrar Times

Welcome to a New Year!!



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Special points of interest:

- COWS and Events Update
- College of Law Centennial
- Fall 2009 Production Calendar

General Requirements and Academic Procedures Update

General Requirement B-12 "Registration for Fewer Credits than Authorized", will be struck from the requirements beginning with the 2009—2010 academic year. The proposal passed the Faculty Council on October 17, 2008, and was approved at the General Faculty Meeting on November 17, 2008. The proposal has also been signed by the President.

The Curriculum Council discussed and proposed the striking of General Requirement B-12 to Faculty Council due to the unusual industry practice and the lack of catalog history the requirement created. The practice of allowing students and departments to participate/offer a course with fewer credits than identified in the catalog is confusing to our colleagues across the country. The integrity of the catalog becomes compromised as the course cannot be verified.

Does this mean you are limited in course offerings? No it does not. Departments still have the option to offer courses or parts of courses as directed study or special topics to meet a student's specific needs or the student may audit the course. We encourage all departments to review their course offerings and make any adjustments to courses or to variable credit ranges through the curriculum update process.

You are encouraged to contact our office with any questions or assistance you may need in reviewing your course offerings.

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Important Dates:

<http://www.registrar.uidaho.edu/registration/academic-calendar-2008-09.html>

March 16th—Midterm Grades are due

March 16th-20th—Spring Recess

March 30th—Fall Advising begins, Summer registration opens

April 3rd—Last day to withdraw from a full semester course

Lay day to change a classes from credit to audit

Last day to add a full semester course

April 20th—Fall registration opens

May 11th - 15th—Finals Week

If you would, please take a moment to let us know what you think of this newsletter.

Email comments to jlogan@uidaho.edu

Idaho Falls Student Service Office

Hello from the Idaho Falls Student Services Office. Our office is jointly managed by Idaho State University and University of Idaho and we are housed in the Student Union Building at University Place in Idaho Falls. Students are advised, register, receive financial aid and pay fees for UI and ISU classes on a shared database. Students can earn entire University of Idaho undergraduate and graduate degrees in South East Idaho. The programs offered are mainly focused in the science and engineering disciplines, however, there are a few exceptions.

UI Idaho Falls is also a partner in CAES, the Center for Advanced Energy Studies. CAES is a public/private partnership between the State of Idaho through its academic research institutions, Boise State University (BSU), Idaho State University (ISU), the University of Idaho (UI), and the federal government through the Department of Energy and its Idaho National Laboratory (INL), which is managed by a private entity, Battelle Energy Alliance (BEA). Through its collaborative structure, CAES combines the efforts of these four research institutions to provide timely research support on both technical and policy issues.

Our Idaho Student Services staff includes: Dr. Carol Baldwin - Associate Registrar, Alice Allen – Academic Program Coordinator, Debbie Caudle – Undergraduate Advisor, Don Patterson – Student Services Assistant and Carol Manwill – Student Services Assistant.

For a more complete look at what is going on in Idaho Falls, take a look at our website – www.if.uidaho.edu.

Jamie Garlinghouse

Graduation &
Commencement
Services
Specialist

Staff Biography

Jamie Garlinghouse graduated in 2005 from the University of Idaho with double majors in psychology and communication studies. After serving a year on campus with AmeriCorps, she secured her first full-time, professional position as a Graduation Specialist in the Office of the Registrar.

Jamie's primary tasks are checking and awarding degrees in the summer, fall, and spring semesters. On a regular basis, she works with college representatives and advisors to

resolve outstanding degree issues and helps students track down their diploma after graduating. Each winter and spring she assists with preparing the commencement program and the degrees conferred book in the summer.

Originally from western Colorado, Jamie has called Moscow home since 1997. She enjoys traveling and has been coast-to-coast. One travel highlight was spending two semesters on National Student Exchange at the College of

Charleston in South Carolina. Other hobbies include hanging out with family and friends, going to the theatre (Phantom of the Opera rocked Spokane in October), reading, and off-and-on scrapbooking.



FERPA Lesson: Directory Information

FERPA permits disclosure of certain information about the student without the student's consent. This information is known as directory information. Each institution defines what items will be included in directory information. The University of Idaho has defined directory information in the Faculty Staff Handbook section 2600 B5. Unless the student has specifically requested nondisclosure of this information it may be released without the student's consent. Students who have requested nondisclosure will be identified by the word **CONFIDENTIAL** when reviewing Banner forms or VandalWeb.

Items to take special note of that require student permission to release to others are:

- Class assignments and grades: grades are never part of directory information and therefore cannot be displayed in public areas or passed by classmates as a distribution method. This also includes electronic environments and email.
- Course web sites: Course web sites and/or discussion groups should be limited to class members and instructors only. Class participation is not part of directory information.

- Student ID number/Vandal number: The student ID or Vandal number is not directory information. The number is personally identifiable like a SSN and protected under FERPA
- Parent or guardian inquiry: Unless specified by the student, non-directory information cannot be released to parents or guardians. Non-releasable information includes class performance, grades, academic standing, or anything personally related to the student record.
- Requests for Student information and Subpoenas: All requests for student information including subpoenas should be directed to the Office of the Registrar as soon as received.
- College
- Full- or part-time status
- Academic and other honors
- Heights and weights of athletic team members
- Specific athletic achievements
- Letters of commendation
- High schools and other academic institutions
- Scholarships awarded
- Withdrawal date
- Degree earned and date conferred
- Dates of attendance
- Leadership positions in UI organizations.

University of Idaho has defined directory information as:

- Student's name
- Permanent and local address and telephone number
- Electronic mail address
- Class
- Academic major

When in doubt—do not release.

A student may have very important reasons to shield his/her information.

How to Schedule an event update!

There is a new tool in place to assist in scheduling academic and departmental events. We have recently established an Event Template that provides us with all of the necessary information in one simple email to schedule almost any event.

Please visit this new web page below for important information and the new Event Template!!!!

<http://www.registrar.uidaho.edu/faculty-staff/RequestClassroom.pdf>

Schedule your fall courses now in COWS!

The fall 2009 schedule is now open for your input. Did you know that several of our foundation courses schedule early so you can schedule your courses around them to avoid time conflicts for your students? Foundation courses include courses that all students participate in to complete degree requirements such as Math, English, and many other.

Take advantage of this opportunity to review your offerings and compile your fall schedule today.



Why can't I see my final grades?

Spring 2008 brought a request from Faculty Council to prohibit the display of final grades until after the course evaluations have been completed. This resolution went into effect this past fall semester.

In an effort to gain a higher response rate on course evaluations and to gather unbiased results it was resolved that the best way to gain this result was to prohibit students from viewing their final grades.

Students still have access to their midterm grades through VandalWeb prior to the evaluation deadline. Final grades will be made viewable on VandalWeb beginning finals week of any given semester.

Please note that final grades are due Tuesday at noon, following finals week spring semester and Monday at noon, following finals week fall semester. Summer grades are due at the end of each session. We thank you all for posting grades on or prior to the deadlines. This assists the students and university in completing all processing and meeting students needs.

WOW FACT

College of Law:

Founded: 1909

Original Degree was called a Bachelor of Laws and was offered from 1909 to 1965. The current Jurist Doctorate program started in 1966.

The first class in 1912 was a total of 9 students. A total of 4004 degrees have been awarded through Spring 2008.

Happy Centennial,
College of Law!!

WOW FACT

Fall 2009 Class Schedule Production Calendar

March 13 All Fall 2009 Sections Due into COWS

March 25 Fall 2009 Class Schedule Available

April 1 - 15 Faculty review of classroom assignments

May 8 Common and Online Finals Requests Due

Other Important Semester Dates

March 9-13 Midterms

March 16-20 Spring Break

March 27 Vandal Friday

March 30 Fall Advising Begins

April 20 Registration for Fall 2009

View the new Fall 2009 COWS and Class Production Calendar at:

<http://www.registrar.uidaho.edu/faculty-staff/FallCOWSCalendar.pdf>

Who does what?

University Registrar	Nancy Krogh
Associate Registrar: Scheduling, Dual Credit, Summer Session	Cindy Leonhart
Associate Registrar: Records, Registration, Transcripts, Graduation	Heather Chermak
Articulation, Transfer Credit	Misty Weber
Athletic Eligibility	Dave Putensen
Banner Programming and Technical Support	Sharon James, Geeta Menon
Banner Programming and Student Reports	Debby Lawson
Catalog	Charles Tibbals
Catalog, Degree Audit and Transfer Credit	Dwayne Hubbard
Dual Credit, Summer Session, Scheduling	Linda Strong Gollberg
Graduation and Commencement	Jamie Garlinghouse, Donna Germer
Records, Banner Training/Access Web Coordinator	Chris Menter
Registration, Enrollment, Student Records	Dennis Lincks, Frances Burrow
Registration, Records and Events Scheduling	James Logan
Scheduling, Class Schedule, COWS	Erin Hollandsworth
Transcripts and Records	Mary Lyon, Diane Yates
Transfer Credit	Sherri Brood
R25 Program	Tammy Miller, Ousmane Loum

New Tools in the Degree Audit

An updated version of the Degree Audit was successfully rolled out on Friday February 13th. This new version has some exciting new features including the ability for graduate students to enter their graduate study plans directly into the Degree Audit Planner, the plan can then be reviewed in an electronic format by the major professor and then forwarded onto the College Of Graduate Studies. Once a study plan had been completely approved an audit will be produced by the Office of the Registrar so the student can track their progress towards their degree. Paper forms will still be utilized for signatures; however, later this year the goal is go 100% electronic. For complete instructions and details please visit

<http://www.registrar.uidaho.edu/transcripts-and-records/student-degreeaudit.html>

Contact Us

The Office of the Registrar's website contains a wealth of information to assist with Student, Faculty, and Staff needs. Important deadlines are highlighted and links to specific pieces of information are provided.

www.registrar.uidaho.edu