



## Student Financial Services

### FAFSA or Institutional Student Information Record

Financial Aid Services will be in full swing importing the FAFSAs in the next few weeks for Fall 2012 and Spring 2013 terms. FAFSAs are imported daily for either current year or the next school year.

The majority of the FAFSAs are imported without any difficulty, however, there are many that are rejected or suspended for required additional information. Students are notified by e-mail from Federal Student Aid Programs and mailed a Student Aid Report (SAR) indicating the errors that need to be resolved.

Many of the rejected or suspended FAFSAs are those with missing signatures for either student and/or parent. Other reasons for an incomplete FAFSA would be an invalid social security number, date of birth, student name, missing initials of parent's first name, marital status, missing citizenship information, student is dependent but is missing parental information, missing assets, or taxes paid are equal or greater than the adjusted gross income (AGI). A FAFSA may also suspend because of missing or mismatched information

on the NDSU system vs. the FAFSA information. These issues must also be resolved.

Once the completed FAFSA is processed and loaded, some students may need additional documentation such as citizenship, selective service, veteran status, active duty status, drug related issues, and various problems with previous student loans and bankruptcy. These all must be resolved before federal aid can be disbursed to the student.

*Submitted by Lynn Brekke*



#### inService Session

### Student Athletes & Academic Standards

*Please join us for one of the sessions on*

**Thursday, March 1, 2012**

Information will be provided on Student Athletes and their academic standards.

9:00 a.m. or 2:00 p.m.

*Memorial Union - Arikara Room*

#### Division of Student Affairs Philosophical Statement

*To promote an environment built on collaboration and relationships which models servant leadership and principle-centered leadership in all aspects of our service delivery.*

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# Registration & Records

## College Liaisons - Mysterious & Necessary

The elusive and often misunderstood position of College Liaison has been somewhat of a mystery to other members of the Enrollment Management unit since its inception in the 1980's. In the next few paragraphs, we hope to inform others on the good work liaisons do for students, faculty, staff and the university as we plan for and track undergraduate students in their pursuit of a baccalaureate degree.

College liaisons provide advising support and information to current students (domestic, international, returning and transfer), faculty and staff regarding enrollment, interpretation of academic policies and procedures, academic standing, record updates and changes, degree progress and graduation eligibility. Liaisons create, maintain and evaluate student records for accuracy and completeness as undergraduate students' progress toward a baccalaureate degree. With this said, liaisons are not advisers and should not be confused with department faculty or professional advisers who help students make sense of their major program of study, including program and course requirements; determining program options; course sequencing and scheduling; and career skill development and preparation.

The Office of Registration and Records has six [college liaisons](#)

managing the eight academic colleges on campus. The work of a liaison is recurrent and continuous as each semester brings a new set of graduates, prospective graduates, progressing students (official degree audits), and transfer students.

**Graduates** - Liaisons certify that each degree posted to a student's record is accurate and final. In order to do this, we review each student's record to ensure he/she did not drop, fail or repeat a course in the final semester which impacts minimum graduation requirements. In spring 2011, the College of Engineering and Architecture graduated the highest number of undergraduates with 275 and each record was reviewed to ensure minimum graduation requirements are satisfactorily met.

**Potential Graduates** - Liaisons prepare the degree candidate list every semester. The list begins with approximately 250-350 student names and is adjusted based on the individual review of these records for meeting minimum graduation requirements. Before the published last date to add classes via Campus Connection, we notify students and their advisers with missing requirements. A few students are added to the graduation lists throughout the semester that had previously not communicated their graduation intent. Better late than never!

There are currently 361 pending graduates in the College of Engineering and Architecture for spring 2012 – each record was individually reviewed.

**Progressing Students** - Liaisons provide students (and advisers) an official degree audit of their academic progress approximately two/three semesters before their intended semester of graduation. The audit allows R&R to capture the students' full degree intent, complete with expected term of graduation. The audit may result in students requesting a substitution or waiver of required department or college courses with their academic adviser or the addition of a second major or a minor. Most official audits are done once a student has completed 75 credits. Students are notified each semester via their NDSU email account if a request for audit goes unanswered and Registration and Records fails to receive the audit request form. Last semester, 1,472 students received the request for official audit email.

**Transfer Students** – Throughout the academic year liaisons review the advisement reports to ensure that transfer credit with NDSU equivalencies is accurately populating the report and appropriately satisfying general education, college/department, and major requirements. Students are notified when their transfer credit evaluation is complete. During

the 2010-11 academic year, approximately 1,500 students transferred credit to NDSU. Some students presented one transcript for evaluation while others presented multiple transcripts. This figure does not include those who transferred credit via the Post-Secondary Education Option (PSEO) or Dual Credit which added another 1050 students.

In addition to tracking various student populations toward their degree progress, liaisons assist with new student registration, transfer student events, commencement activities each semester. We also collaborate with Student Financial Services in providing financial aid audits for students reaching financial aid limits, with Athletic Academic in determining student-athlete progress while meeting NCAA requirements, and with academic departments in understanding the new academic advisement reports in Campus Connection.

We hope that we were able to offer you a glimpse into the work we do for students, faculty and staff to ensure students stay on track to graduate and achieve their academic goals.

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*Submitted by Debby Wichmann & RaNelle Ingalls*

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## Orientation and Student Success

### Kick-Off Leaders

The Welcome Week Committee is accepting applications for 2012 Kick-Off Leaders. Kick-Off Leaders are some of the first contacts incoming students have at NDSU. They serve as resources and guides during Welcome Week, thereby helping new students make a positive transition to campus. The Kick-Off Leader position is an excellent way to gain leadership skills and to contribute to the

NDSU community without a huge time commitment because the role concludes at the end of Welcome Week. The position description and online application is at [www.ndsu.edu/studentssuccess](http://www.ndsu.edu/studentssuccess). Please encourage students to apply. The application deadline is March 2.

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*Submitted by Angela Seewald -Marquardt*

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### Division of Student Affairs Vision Statement

*"Connecting students with  
people who care"*

### *Did You Know?*

Research has found that regular **chocolate** consumption was associated with a **37 percent** decrease in heart disease risk and **29 percent** decrease in risk of stroke.

It's true, chocolate is loaded with antioxidants and can **lower one's blood pressure**, but that doesn't mean more is better. By eating *small* amounts of chocolate, it does benefit the blood vessels. Now you don't have to feel too guilty when you get a sweet tooth and reach for that 'heart-shaped' box of chocolates. It's every chocolate lover's **DREAM COME TRUE!**



*British Medical Journal*

## Admission

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### Spring Twin Cities Ask Me about NDSU

The spring Ask Me about NDSU programs are an important part of the Office of Admission's recruiting efforts aimed at informing admitted students in the Twin Cities region. Admitted students and their families are invited to join representatives from the Office of Admission, Residence Life, and Student Financial Services/Bison Connection for pizza and soda at six various locations. At each event departments will share information on what's next and answer any questions students may have. At least one current NDSU student will also be present at each event to share their stories

on their experience as a Bison.

This year the events will be held on March 11 and 12 in Eden Prairie, Maple Grove, Bloomington, Apple Valley, Woodbury, and Plymouth. Not only are invitations sent out directly to students through mail and email, but student callers in the Office of Admission also inform admitted students about these off-campus special events. In spring 2011, a total of 424 students and their families were able to meet with the NDSU staff.

In an effort to recognize the efforts of the high

school counselors promoting NDSU in the Twin Cities, the Office of Admission staff will be visiting 9 high schools the morning of March 12. Traditionally, each of these high school counselors may have only made contact with the Twin Cities Regional Admission Counselor, but during this visit the counselors will have the opportunity to chat with other NDSU staff as well as receive a bag of NDSU "goodies."

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*Submitted by Doug Zelinger*

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## Bison Connection

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### Important Dates & Deadlines

Bison Connection will be closing at 5 p.m. on Friday, February 17 and will remain closed Saturday and Sunday. The office will be open Monday, February 20 (President's Day) from 3 p.m. – 7 p.m.

'Ask Me about NDSU' event will be held in the Twin Cities area March 11 and 12. Bison Connection will be sending a representative, along with the Office of Student Financial Services, to answer any financial aid questions students may have. For more information please contact the Office of Admission.

College Goal Sunday is March 25 from 1 p.m. – 4 p.m. at Rasmussen College in Fargo, ND. College Goal Sunday is a program that helps college-bound students and their families, complete the [Free Application for Federal Student Aid \(FAFSA\)](#) and [help students](#) apply for the money they need for college. For more information contact Tara Spletstoser at 701-231-7535 in the NDSU Office of Student Financial Services.

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*Submitted by Larissa Kunde*

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## Career Center

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### Annual Employment Report

The Career Center gathered employment data from 84% of the baccalaureate degreed graduates in 2011. That data was compiled and published in the NDSU Career Center Annual Employment Report. The 2011 report gave less than encouraging information about the success of our baccalaureate degreed graduates in securing employment. The report indicated that 55% of respondents were employed and that 20% went on to post-baccalaureate and professional education within five months of graduation. That compares to 54% and 24% respectively from the 2010 report. This data reflects the continuing stagnation of the American labor

market.

The Career Center has seen an uptick in employer participation in all career fairs and on-campus recruiting this year which could be an indication of increased hiring of our students for internships and graduates for full-time jobs.

The 2011 Annual Employment Report can be accessed online at:

[www.ndsu.edu/career/about\\_us/employment\\_report/](http://www.ndsu.edu/career/about_us/employment_report/)

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*Submitted by Jill Wilkey*

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### WE'RE ON THE WEB!

[www.ndsu.edu/enrollmentmanagement](http://www.ndsu.edu/enrollmentmanagement)

If you have suggestions for future inService articles please submit them online:

<http://www.ndsu.edu/enrollmentmanagement/inservice/suggestions/>