

Meeting Minutes: October 1996

Present: Debra Basarich, Theresa Baultrippe, Bill Beyer, Judith Bonsignore, Steve Carnes, Laurel Carroll, Carol Cline, Diane Danov, Gail Fraser, Bill Ganzlin, Chris Gordon, Elizabeth Grundner, Susan Kallsen, Mary Koskan, Aileen Lively, Don Meyers, Katherine Murphy, Debbie Nelson, Katy Olson, Kelly Pearson, Terry Petek, Jan Reifsteck, Renee Rich, Alice Ross, Bonnie Samletzka, Jan Schlueter, Karen Starry, Kim Swanson Linner, Sue Van Voorhis, Phil Wagner, Doris Wiehe, Amy Winkel

June 3, 1996 minutes approved.

Announcements -

***** October 23, 1996 --- Fraser Hall is the only OPEN OTR location ***
Coffey Hall and Williamson Hall -- closed**

Web Registration Demo. Jill Tuttle from OTR gave a web registration demo. Testing began September 10th in 202 Fraser Hall. Survey responses have been very positive with over 1000 students testing the system to date.

OTR Hours. New hours in OTR are as follows for:

Fall quarter:

Coffey Hall 8:00 a.m. - 4:30 p.m. M-F

Fraser Hall 8:00 a.m. - 4:30 p.m. M-F **except**

8:00 a.m. - 5:30 p.m. Monday Nov. 18, 25 & Dec 2

Williamson Hall 8:00 a.m. - 5:30 p.m. Mondays

8:00 a.m. - 4:30 p.m. Tuesday - Friday

Winter quarter:

Coffey Hall 8:00 a.m. - 4:30 p.m. M-F

Fraser Hall 8:00 a.m. - 4:30 p.m. M-F **except**

8:00 a.m. - 5:30 p.m. M-Th Jan 6-9 & 13-16

Williamson Hall 8:00 a.m. - 4:30 p.m. M-F

This provides more consistent office hours between Admissions, Financial Aid, and Student Accounts Receivable.

Future Queue. Don Meyers asked the group if they would like to change the length of the queue for registration. It was determined by the group that students should only be queued during business hours

and the queue length should *not* be shortened. The group would like to see the queue information made available earlier if possible to help better advise students. Suggestions were made to put the queue information out on the web as soon as possible.

Four Year Graduation Plan. This is a legal contract between the student and the University. If the student does not graduate in four years, the University will cover the additional tuition cost if the student follows the criteria outlined in the contract. Currently there are 995 eligible students and 44 ineligible students who signed the contract. Colleges were given a list of ineligible students. A 46 tracking flag was placed on the eligible students and a 4I was placed on the ineligible students.

Retroactive Tuition Refunds. The procedure has changed for filing a Retroactive Tuition Refund Petition because of financial aid regulations. The petition form must be filed within one quarter of the term for which the student is requesting a refund and no later than June 30 for the current fiscal year. However, if for summer, petitions must be submitted by August 30 of the same year.

Please destroy all old forms and order new ones. The form number is OTR241 8/96.

Room Remodeling Update. Seven classrooms have been remodeled and/or upgraded with new equipment. These include:

Willey 125 & 175

Amundson B75

Civil Engineering 212 & 213

Vocational-Technical Engineering R280 &R285 (St. Paul)

The VoTech rooms are new general purpose classrooms in St. Paul that will be upgraded with computer equipment by winter quarter.

Reminder: October 23, 1996 --- Fraser Hall will be the only open OTR location.