

## Meeting Minutes: January 11, 1999

**Present:** Bill Beier, Larry Bjorklund, Mark Bultman, Don Chamberlain, Chuck Dahl, Anne Daly, Colleen Evans, Mike Galegher, Francine Garon, Caroline Gilbert, Chris Gordon, Susan Hunter Weir, Michelle Koker, Mary Koskan, Melva Lacher, Farzaneh Nabavian, Steve Pearthree, Peggy Phan, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Alice Ross, Cindy Salyers, Jan Schlueter, Ben Sharp, Karen Starry, Judy Swanson, Paula Swanson, Ruth Thielke, Sue Van Voorhis, Amy Winkel

**Graduation deadline** - Undergraduates must complete and submit to the Office of the Registrar the Application for Degree form by the end of the second week of the semester of expected graduation. The Intersession deadline is the end of the 10<sup>th</sup> week of spring term.

Graduation dates are the last day of the fall, spring and summer semesters and intersession.

<b>Term</b>	<b>Application Deadline</b>	<b>Graduation Date</b>
Fall 1999	September 17	December 23
Spring 2000	January 28	May 13
Intersession 2000	March 24	June 9
Summer 2000	June 23	August 18

Exceptions will continue to be handled on an individual basis.

**PSEO update** - Michelle Koker, the new PSEO coordinator, highlighted important aspects of this state program where high school students can enroll in college courses and have tuition paid by the state. All Minnesota high school juniors and seniors, including private school and home school students, are eligible to apply. The U of MN-Twin Cities currently has approximately 850 students taking courses on campus. Most of these are part time at the U (in UC) and part time in the high school. Most of the U's PSEO students are seniors in the upper 10%-15% of their class. The Advanced High School Student Services Office (UC) provides an orientation and advises the students to enroll in courses which are needed to complete high school requirements and start them on their college career. Finding appropriate open courses is a problem; these students register using the lower division queue, but have a one day delay. Several classes, like PE, are restricted. Most do well academically; the mean gpa for fall quarter 1997 was about 3.2; for winter and spring quarters 1998 it was about 3.1.

**Registration queue** - Sue distributed a proposed registration queue under semesters. This would start for fall 1999 registration.

**Stage 1 Would rotate alphabetically each term within parts**

**Part A** Graduate, Pharmacy, and Public Health students and degree seeking students with 75 or more semester credits (including courses in progress) who are taking 15 or more credits in the current term

**Part B** Other degree seeking students with 75 semester credits (including courses in progress) who are taking fewer than 15 credits in the current term

**Stage 2 Would rotate alphabetically each term within parts**

**Part A** Remaining Juniors, Sophomores, Freshmen and PSEO students who are taking 15 or more credits in the current term

**Part B** Remaining Juniors, Sophomores, Freshmen and PSEO students registered for fewer than 15 credits in the current term

**Stage 3 Open registration for admitted and non-degree students for any remaining non-restricted seats**

**Notes** Non-degree seeking students' access is limited to reserved spaces in UC evening classes until Open Registration when all remaining day and evening seats are available to degree and non-degree students. UC negotiates with colleges for these reserved spaces to ensure access for non-degree students until Open Registration begins.

Degree seeking students not registered in the current term automatically fall into Part B of stages 1 and 2.

All stages would be completed one week before the start of a term since late registration fees go into effect one week prior to the start of the term.

We need to convey the queue changes to students. OTR will develop a communication plan to notify the University of the changes. Colleges need to inform advisors.

**PSoft Training** - The training group sent email to many college staff. Training, to the extent possible, to be done just before it is needed. If you have staff who have not been notified of training dates, contact the OTR training team at [techteam@sossgw.stu.umn.edu](mailto:techteam@sossgw.stu.umn.edu).

Grade input needs to be changed for PSoft. We will proceed with developing op-scan (bubble sheet) grade entry.

**Change of College deadlines Fall 99** - Because of the earlier start next fall, admission application deadlines need to be moved up. RAC consensus was to move all IUT deadlines up one month. Individual adjustments will be made as needed.

**PSoft bracketing** - Currently course bracketing is not automated in PSoft. Colleges will need to continue to monitor and request brackets.