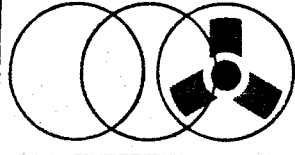


the RECORD



Published by the
Registration and Records Office
UNIVERSITY OF MINNESOTA

The Record



Morrill Hall
Minneapolis, MN 55455

February 17, 1977

Vol. I, No. 1

FICHE SCHEDULE CHANGED

Due to budgetary restrictions, the biweekly schedule for microfiche production is being changed. Student records will be updated only four times until July 1. Tentative dates for microfiche production are February 23, April 6, May 11, and June 29. Changes in this revised schedule are possible at a later date.

SENIOR CITIZEN PROGRAM

In its second year, the Senior Citizen Education Program has increased its enrollment for fall and winter quarters. This year 57 students have enrolled compared with 48 students one year ago. More women than men continue to register in the program.

Spring quarter registration for this program will be March 29, the second day of classes. For additional information, phone Gloria Shoals, coordinator of the program, at 373-2464.

MOVING DATE

April 15 is the expected date for the Office of Admissions and Records to move to the new Bookstore/Admissions and Records building.

The Registration and Records Office will be located on the second sublevel. Tours for OSA and college office staff members will be conducted shortly after the move.

NEW APPOINTMENT

Sarah Helene Seufert joined the R & R staff in early January as the editorial assistant for bulletin publications. A graduate of Mankato State University, she earned a master's degree in English and minored in journalism. Previously she taught high school English and worked as an editor for the Mesabi Daily News, a community newspaper in Virginia, MN.

WINTER ENROLLMENT

The University of Minnesota set an all-time record for enrollment for winter quarter with 53,792 students registered. Increases were seen in 15 of the 29 collegiate units. The Duluth campus showed a rise of 466 students. Other significant increases occurred in the Graduate School (245), Medical School (174), Waseca (153), Crookston (144), and Home Economics (113).

Women students increased by 1,367, continuing a trend for the past several years. The number of men enrolled increased by 111. Currently women comprise 42% of the total enrollment. A decade ago 35% of the U's enrollment was female.

Other winter quarter enrollment increases from one year ago include: new high school students--5.5%, prior college work students--3%, and adult special students--24%.

PHI BETA KAPPA APPLICATIONS

This year applications to Phi Beta Kappa will be accepted before winter quarter grades are placed on student records. Students who wish to apply for membership should submit a recent copy of their operational record and complete an application form in 105 Morrill Hall. The deadline for applications is April 20. Students will be notified about election after May 15.

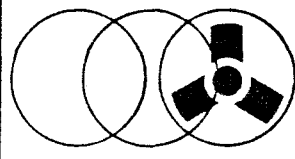
Published by the Registration and Records Office, Barbara Foster, college relations coordinator, and Sarah Helene Seufert.

Comments regarding this newsletter are encouraged. For additional copies or names to be added to the mailing list, phone 373-2113.

-CALENDAR OF EVENTS-

February 22	Spring quarter registration begins
March 19	Winter quarter ends
March 28	Spring quarter classes begin
April 20	Last day to apply and pay fees for spring quarter graduation

the RECORD



Published by the
Registration and Records Office
UNIVERSITY OF MINNESOTA



Morrill Hall
Minneapolis, MN 55455

March 17, 1977

Vol. I, No. 2

STUDENT RELATIONS UNIT ORGANIZED FOR STUDENTS' BENEFIT

Scores of queries voiced via phone and in person are being answered by the staff members in the newly organized Student Relations Unit of the Registration and Records Office. Established to provide trained problem solvers for the myriad questions from students, this unit operates for the benefit of University students.

Six contact people are available to assist individual students on a one-to-one basis for solving problems relating to their U records and registration. Mary Koskan supervises the staff of four problem solvers: Dorothy Boehm, Marilyn Posten, Marge Boyd, and Susan Larson (temporarily replacing Kathy Friedman who's on a leave of absence). Jean Craig-Casmer is the receptionist. Also there are five office specialists who are available when needed.

Frequent Queries

"When are fees due?" "What are the tuition rates?" "Can I get a late fee waiver?" This trio of questions is only a sampling of the numerous inquiries made every day to the Student Relations staff.

Actual phone calls average 70 per day with about 65 personal contacts with students daily for the unit.

In addition, requests are made for information on certification, attendance, graduation fees, loan deferment, diplomas, transcripts, scholarships and billing, and Extension grades. Banks and employers frequently phone to verify attendance records and degrees for a particular person.

Students conferring in person often ask for help in eliminating holds on their

records so that they can register, correcting errors on their records, and solving financial-related problems.

In the fall the staff members attended a series of eight training sessions focusing on team building and communications skills.

Former office supervisors, the student contact staff members possess a variety of work experience within the A & R Office.

Reactions

"I enjoy working with students," a comment offered by Marilyn Posten, is the concensus of the Student Relations Unit staff. Dorothy Boehm said, "I love student contact," and added that it was nothing new to her after many years of work in scholarships and fees and billings in the R & R Office.

"I like to be able to deal on a one-to-one basis with students and spend the necessary time," commented Marge Boyd. "Students feel they are getting personal attention now and this undivided attention shows that we are concerned," she added.

Mary Koskan's enthusiastic about the new reorganization and anticipated that the move to the new building will further aid in bettering the student service. "Students are much more understanding because our staff takes the time," she observed.

Jean Craig-Casmer's answer to the question of her personal reaction to her new job was "I like it." Susan Larson stated, "It's an exciting change and presents a challenge. And it's the best change I've seen in the system."

For assistance with problems concerning student records, phone 373-2114, for referral to one of the problem solvers in the Student Relations Unit.

GRADE SLIPS

Winter quarter grade slips for students in the College of Liberal Arts, Education, Graduate School, IT, Nursing, and General College will be available in the Armory gym from 8 a.m. -4 p.m. on Monday, March 28, only.

Grades not picked up on March 28 may be obtained at the record windows in Morrill Hall beginning April 4.

Winter quarter grades should be on the transcripts by April 12.

NEW PRINTER

A new printer has been installed in the Registration and Records Office.

Linked to the active student file, the printer provides immediate access to student records. The printer is being used by the Student Relations Unit in 105 Morrill Hall.

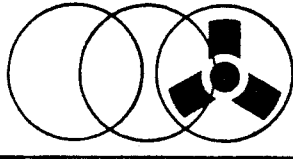
VETERANS' BENEFITS

For referrals on veterans' benefits, contact: Phil Graves (376-5468), Veterans' Academic Progress; Norm Heino (376-4566), Veterans' Assistance and Outreach; and Dave Kirsch (373-5609), Veterans' Educational Benefits.

IMPORTANT DATES

March 28	Spring quarter classes begin
April 1	Last day to register and pay fees for Graduate School and teachers in service
April 8	Last day to cancel-add without a "W"
April 20	Last day to apply and pay fees, except Graduate School, for spring quarter graduation
April 20	Phi Beta Kappa applications due

the RECORD



Published by the
Registration and Records Office
UNIVERSITY OF MINNESOTA



Morrill Hall
Minneapolis, MN 55455

April 19, 1977

Vol. I, No. 3

REGISTRATION AND STUDENT RECORDS OFFICE MOVES TO NEW BUILDING

On Wednesday, April 27 at 8:30 a.m., the Registration and Student Records Office opens its doors to students in new facilities, the Admissions and Records/Bookstore Building. Located at 231 Pillsbury Drive S.E. (near Jones and Folwell halls), the new building houses the Registration and Student Records units, all on the second sublevel. Registration continues at 106 Morrill Hall.

To improve student services, the Registration and Records Office has expanded hours--8:30 a.m. to 4:15 p.m., Monday through Friday.

Actual moving occurs on Saturday and Sunday, April 23-24. However, operations will be suspended on April 22, 25, and 26. Registration (including cancel-add) will be open

on Monday, April 25, at the present registration area on first floor of Morrill Hall.

Winner of a national architectural award, the Admissions and Records/Bookstore Building was designed by Myers and Bennett Architectural Studio of BRW Inc., Minneapolis. The unique design features roof decks used as courtyards with a diagonal pedestrian concourse that bisects the facility. Ninety-five percent of the building is below ground.

Constructed of board-formed architectural concrete, the building preserves campus space, is energy-efficient, and humane.

Information about tours and/or an open house will be available soon.

UNIT

PHONE

STUDENT RELATIONS -- Individual student record problems, questions	376-1680
COLLEGE RELATIONS -- College communications, policy questions, reports, bulletins	376-1656
OPERATIONS:	
Registration -- Registration, changes in registration	
Record Maintenance -- Updating student records	
Degree Clearance -- Graduation clearances, diplomas	
Certification -- Transcripts, certifications, billings, scholarships	
SYSTEMS MANAGEMENT -- Computerized systems, Data Processing liaison	376-1656
VETERANS ASSISTANCE -- Veterans' educational benefits	373-5609
Veterans' academic progress and attendance	376-1670

SPRING QUARTER REGISTRATION STATISTICS

The University of Minnesota's total academic enrollment for spring quarter 1977 is 49,511. Again a record spring quarter enrollment, this is an increase of 1.8% over spring quarter 1976.

Students new to the University for spring quarter increased by 3% over a year ago. The number of students returning after an absence was 2.8% more than a year ago, accounting for 95.6% of the increase in enrollment this quarter.

The percentage of women enrolled at the University increased again this quarter. Women currently comprise 42.5% of the total enrollment, compared to 42% last year.

The Crookston campus showed the largest percentage increase in enrollment followed by Waseca and Duluth. The Duluth campus had the largest net gain of 498 students. The Twin Cities campus had a gain of 177 students.

STUDENT REQUESTS FOR TRANSCRIPTS

Because of recent legislation to ensure privacy of student records, student requests for transcripts will no longer be accepted via phone.

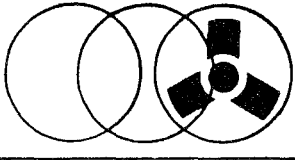
Students can write for a copy of their transcript to the Certification and Transcript Service, Registration and Student Records Office, 150 Admissions and Records/Bookstore Building, 231 Pillsbury Drive S.E., University of Minnesota, Minneapolis, Minnesota 55455.

Students can also complete a Transcript Request form available in the office. Or they can come in person to request a copy of their transcript.

BROCHURE FOR STUDENTS

Where it's at, a brochure for students, is being published to explain the Registration and Student Records Office's move to the Admissions and Records/Bookstore Building. It will be available at college offices to be distributed to students about the time of the move.

the RECORD



Published by the
Registration and Records Office
UNIVERSITY OF MINNESOTA



Minneapolis, MN 55455

May 17, 1977

Vol. I, No. 4

A & R/BKST TOURS SET MAY 19 FOR STAFF, FACULTY, PUBLIC

Tours of the Admissions and Records/Bookstore Building will be conducted from 3:30 to 4:00 p.m. Thursday, May 19, after the dedication of the building. The new building will be named Williamson Hall at the official dedication ceremony at 2:30 p.m.

Interested staff, faculty, and the public are invited to attend the guided tours, which will take about fifteen to thirty minutes. Lenora Taylor is in charge of this special tour service.

IMPORTANT DATES

- May 19 Dedication of Williamson Hall at 2:30 p.m. followed by guided tours of building.
- May 23-June 3 Registration period for summer session.
and June 13 Students may register for first term or second term or both terms at this time.
- May 31 Phi Beta Kappa initiation of new members at 7:30 p.m. in Great Hall, Coffman Memorial Union.
- June 6-10 Registration closed.
- June 10 Last day to pay graduation fees for summer session first term.
- June 13 Last day to register for summer session first term and to pay fees without incurring late fee. Late fees assessed according to following schedule:
- | | | |
|------------|------|------|
| June 14-17 | ---- | \$ 6 |
| June 20-24 | ---- | \$10 |
| Thereafter | ---- | \$20 |
- June 14 Summer session first term classes begin.
- July 15 Last day to pay graduation fees for summer session second term.

STUDENT GRADES NOT AVAILABLE
BY PHONE REQUESTS

University office personnel can no longer obtain information on student grades by phoning the Registration and Student Records Office. Any information regarding student grades or transcripts should be requested in writing on departmental stationery. Requests should be sent to the Student Relations Unit, 150 Admissions and Records/Bookstore Building.

Students can no longer obtain copies of their University transcript by phone requests either.

This change in policy was necessary due to the recent federal and state legislation concerning rights to privacy of student records.

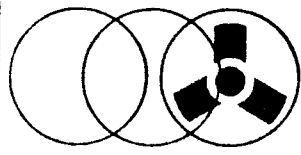
9 BULLETINS NOT DISTRIBUTED
AT INFORMATION BOOTH

Nine different college, school, or program bulletins are not distributed at the Information Booth located on the upper concourse of the Admissions and Records/Bookstore Building. They are Agriculture, Business Administration, Dentistry, Home Economics, Hospital Administration, Library, Medical Technology, Occupational Therapy/Physical Therapy, and Social Work.

Requests for these bulletins are referred to the appropriate college offices. This procedure is necessary when a specific college bulletin supply is low.

New bulletin editions that will be published within the next few months include Medical Technology and Occupational Therapy/Physical Therapy in late May, Agriculture in August, and Social Work in October.

the RECORD



Published by the
Registration and Student Records Office
UNIVERSITY OF MINNESOTA



150 Williamson Hall
Minneapolis, MN 55455

June 22, 1977

Vol. I, No. 5

APPLICATIONS FOR DEGREE AND GRADUATION FEE DEADLINES

Published deadlines for graduation fees are strictly enforced by the Registration and Student Records Office. Students failing to pay on, or before the due date do not graduate for the quarter applied. They are considered candidates for the following commencement.

Deadlines are published in the General Information Bulletin and the Class Schedule as well as in this newsletter. It is recommended that college offices also post the graduation fee deadlines to inform students of these very important dates.

Students may obtain application for degree forms in Williamson Hall or Morrill Hall. Many college offices also now have these forms available for students. To receive the new 8 1/2" by 11" forms, contact the Service Bureau, 110 Williamson Hall, telephone 373-2153.

Applications for Degree are submitted to the Registration Center in Morrill Hall where a fee of either \$10 or \$17.50 is assessed. Note that this change in location was made after R & R moved to Williamson. The fees are now due two weeks from the time the application is submitted (except in cases when the final deadline for the quarter applied is prior to the two week deadline). This change in procedure is intended to encourage students to pay earlier and thus avoid missing the deadlines.

Graduation fee deadlines in 1977-78 for undergraduates are November 2 (fall quarter), February 6 (winter quarter), and April 19 (spring quarter). Deadlines for students in the Graduate School are November 9, February 10, and May 5.

To repeat, students must pay graduation fees on time. Post the deadlines. Fee statements are obtained in Morrill Hall.

DO YOU KNOW....

-that the I.D. Office is temporarily located in B-4 Morrill Hall, but is expected to move before fall quarter orientation begins.

-that the Human Rights Statement has been revised. It's now called Equal Opportunity statement and is available in three versions (long, medium, and short forms) for various types of publications.

TELEPHONE NUMBER

FOR STUDENT PROBLEMS

One of the telephone lines in the Student Relations Unit is being designated for use by college office and OSA personnel only. The telephone number will be 376-1683 and is to be used for individual student problems. This change will be made in about two weeks.

TRANSCRIPT POLICY CHANGES

The University will adopt a single transcript system beginning fall quarter 1977. The official transcript from the University will include a complete record of a student's registrations after the end of the second week of classes each quarter (end of first 5 days of classes for each summer term) and grades or registration symbols assigned for those courses.

For a 5-year period, from fall 1972 to 1977, the University maintained a "dual transcript" system that included an operational record and an official transcript for each student. The operational transcript, used internally, listed all courses attempted and grades received in the University unit in which the student was enrolled.

The official or external official transcript, mailed by student request to other educational institutions,

prospective employers, and others, included only positive academic achievements. Courses in which the student received a grade of "N," "I," or "W" did not appear on this transcript.

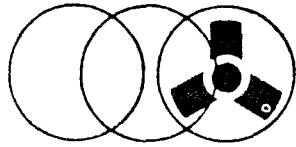
The change to the single transcript system will not be retroactive. Grades received through the second summer term 1977 will continue to be placed on both transcripts. Students enrolled prior to fall quarter 1977 will have two transcripts for work through second summer term 1977 and one transcript for academic work beginning fall quarter 1977. Incoming students for fall quarter 1977 will have one transcript that lists all courses attempted.

The return to the single transcript system will continue to allow students to withdraw from classes through the second week of any quarter without having the withdrawal registered.

IMPORTANT DATES

June 28	Operational Records to be delivered to college offices
June 29	Student record fiche to be delivered by Service Bureau
July 5	Record Maintenance to mail operational records and fall quarter registration instructions to students (approximate date listed)
July 15	Last date for payment of graduation fees, SSII

the RECORD



Published by the
Registration and Student Records Office
UNIVERSITY OF MINNESOTA



150 Williamson Hall
Minneapolis, MN 55455

July 12, 1977

Vol. II, No. 1

BUDGET CUTS AFFECT R & R SERVICES

Several changes in the Registration and Student Records Office have been necessitated by budget cuts for 1977-78.

Transcript Service

Beginning July 15, 1977, transcript service hours will be reduced to four hours daily (8:00 a.m. to 12:00 noon). Same day transcript service will be discontinued.

To obtain a transcript, a student completes a transcript request form and leaves the form in a designated box at the transcript service counter in 150 Williamson Hall. (Although the transcript service counter will have reduced hours, students can fill out and deposit forms until 4:15 daily.)

Transcripts can be mailed to the student (or a designated recipient) or can be picked up by the student the following day between 8:00 a.m. and 12:00 noon.

Registration

Effective fall quarter 1977 decentralized registration will be eliminated. All students will receive fee statements at the Registration Center in 106 Morrill Hall.

Microfiche

Microfiche will be produced monthly rather than biweekly. Tentative SMF updates are July 27, August 31, and September 21. Microfiche will be available five days after each update.

GRADE REPORTS

Grade reports are due in the Registration and Student Records Office within 72 hours after the examination. Do not send class grade reports by mail. Please call 373-2153 when grades are ready to be picked up.

UPDATE ON STUDENT RELATIONS

One of the telephone lines in the Student Relations Unit has been designated for use by college office and OSA personnel only. The telephone number is 376-1683.

The Student Relations Unit will be open for in-person service from 12:00 noon to 1:00 p.m., but staff members will not be answering phones during this time. Hours are 8:30 - 4:15.

Incidentally, when you call the Student Relations Unit about a student's record, please indicate the student's I.D. number. This will insure faster service.

DO YOU KNOW ...

-that registrations now are placed on operational records after the second week of the quarter, rather than at the end of the quarter.

-that beginning fall quarter students will have the right to withhold disclosure of information in the Student-Staff Directory. To do so, they fill out a Request to Prevent Disclosure of Directory Information form within the first two weeks of fall quarter.

FALL QUARTER 1977: GENERAL INFORMATION

For most colleges fall quarter registration begins August 8 with the alphabetical schedule ending August 26. Beginning August 29, students may register on an open alphabet. There will be no cancel/adding until August 29. Registration offices will be closed September 1-6.

Students will go to the Registration Center in Morrill Hall for a fee statement. Fees for students registered through September 9 are due September 15. Fees for students registered later are due September 23. Graduate students may register and pay fees through September 30.

Fall quarter classes begin September 26, 1977.

STAFF CHANGES

Gloria Scales-Shoals, C.E.E. office supervisor, and Sandy Britsch, office specialist in the Degree Clearance Unit, are new full-time staff members in the Student Relations Unit. Seven full-time staff now comprise the unit. Other R & R staff also assist when needed.

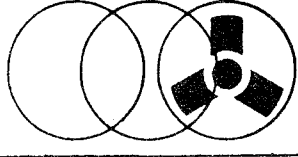
Phil Graves, community program assistant who monitors veterans' progress, has assumed additional responsibilities as supervisor of the Certification Unit.

NOTE: I.T. registration will be in 5 Lind Hall. Students obtain fee statements in the Registration Center in Morrill Hall.

IMPORTANT DATES

July 11	Summer transcript mailing to students completed
July 13, 14, 15, 18	Second term registration
July 15	End of first term Last date for payment of graduation fee, SSII
July 18	Second term fees due
July 19	Second term classes begin
August 19	End of second term

the RECORD



Published by the
Registration and Student Records Office
UNIVERSITY OF MINNESOTA



150 Williamson Hall
Minneapolis, MN 55455

September 26, 1977

Vol. II, No. 2

REGISTRATION PROJECT

Charles Liesenfelt and Barbara Olson have been appointed to a team composed of IBM, Data Processing, and Admissions and Records staff who are planning a computerized registration system for the University. While they spend the next three months on this project, their responsibilities in R & R will be assigned to other staff members.

At the present time, Mary Koskan is replacing Charles Liesenfelt as Assistant Director. Jeff vonMunkwitz-Smith has been assigned duties formerly handled by Barb Olson.

NEW STAFF APPOINTMENTS

Eugenia Klemz joined the College Relations Unit on September 1 as an editorial assistant. Her primary responsibility will be bulletin publications, but she will also assist in college-related projects. Eugenia has taught in the English Department and has served as editorial assistant in the Department of Independent Study. She is completing graduate work in the English Department.

Jeff vonMunkwitz-Smith has been promoted to Admissions and Records Assistant in the Systems Management Unit. He will replace Barb Olson while she is working on the computerized registration project. Jeff is completing graduate study in South Asian languages.

NEW BROCHURES

You may expect to receive copies of two new publications shortly. One explains the Senior Citizen Education Program and replaces the bulletin printed in 1975 when the program began. The other outlines Veterans Programs available at the University. This brochure attempts to answer questions veterans and others may have about certification, benefits, requirements, and other matters.

HAVE YOU HEARD. . . .

-that credits transferred from Extension Division to a day school record are now included in the computation of the grade point average. In addition, these credits are included in "Total Credits" rather than the "Credits Transferred" figure.

-that after December 1 only records for currently enrolled students will appear on the microfiche. When changes are made to non-current records, these records will also appear on current fiche. The complete file of all students with computerized records will be produced on microfiche annually.

-that tentative dates for microfiche production are October 24, December 5, and January 3.

-that if you are in a college or O.S.A. office, you should call 376-1683 for help with individual student problems.

TRANSCRIPT SERVICE

Budget cuts as well as increased volume of requests for 1977-78 have necessitated changes in transcript service. Service hours have been reduced to four hours daily (8 a.m. to noon) and same day transcript service has been discontinued.

To obtain a transcript, a student now completes a transcript request form and leaves it at the transcript service counter in 150 Williamson Hall. The transcript can be picked up the following day between 8 a.m. and 12 noon. If the transcript is mailed, a delay of seven to ten working days can be expected.

PROXY REGISTRATION

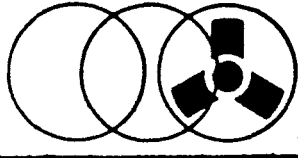
Beginning November 14 regulations concerning proxy registration will be enforced more strictly at the Registration Center in Morrill Hall. Proxies will be allowed only with the student's written permission and ID card.

Have you noticed the new organization of the Fall Quarter Class Schedule? You may anticipate more changes in the Winter Schedule.

IMPORTANT DATES

October 7	Last day to cancel-add without "w"
November 2	Last day to pay graduation fees for fall quarter
November 9	Last day for students in Graduate School to pay graduation fees for fall quarter
November 14 - December 30	Winter quarter registration

the RECORD



Published by the
Registration and Student Records Office
UNIVERSITY OF MINNESOTA



150 Williamson Hall
Minneapolis, MN 55455

December 22, 1977

Vol. II, No. 3

FICHE UPDATES

Expected dates for receiving microfiche for winter quarter are December 30, January 30, February 27, and March 27.

CHANGES IN TRANSCRIPT SERVICE

There apparently has been some confusion about the waiting period for transcript requests. Since July 15, 1977, the transcript service has been open for only one-half day (8-12), with no same-day service for transcript requests. A request submitted before noon will be processed by the following morning; a request submitted after the noon deadline will not be processed until the morning after the following day.

New transcript request forms were issued December 5, 1977, resulting in discontinuation of "Hold for Grades," "Hold for Degree," and "Hold for Update" service. (Formerly, students could file transcript requests and ask that their records be held by this office for late grades, grade changes, and granting of degrees.) This change has been made necessary by recent staff cutbacks and by the buildup of a considerable backlog of transcripts awaiting grades and updates.

TRANSCRIPTS, NEW AND OLD

A number of questions have come to our office concerning the change this fall from a dual transcript system back to a single transcript system. What the change means is that any student registered between fall 1972 (when the dual system became effective) and SSII 1977 will have both an operational (internal) record and an official transcript

(external record) for that period of time, but any student registering for the first time fall quarter 1977 will have only one record, an official transcript, which records all courses attempted and grades received after the second week of the quarter. The change is not retroactive; thus any student registered both prior to and during/after fall 1977 will have two separate records for work completed before fall 1977 and one record for work completed thereafter.

This change is of little consequence to the college offices, since they will continue to receive microfiche carrying the records of all courses attempted and all grades received by students. In other words, they will receive what they have received in the past--their students' complete, unexpurgated records.

Because of the privacy law, when students request that their records be sent to outside agencies, only official transcripts may be sent. It is University policy that internal (operational) records may be issued only to the student and to his or her college office. No internal records may be forwarded to any outside agency. Students who wish to have such records sent outside their college must pick up and send those records themselves.

STAFF CHANGES

Lou Clapp, supervisor of the Certification Unit, retired in June. All communications relating to certification, transcripts, and fees and billings should be directed to Phil Graves, who is the present supervisor.

NEW FEE PAYMENT SCHEDULE

As you no doubt know, the fee payment schedule has been revised, in hopes of distributing fee payments evenly over the registration period and thus shortening the long lines at the Bursar's Office during peak fee payment periods. Briefly, instead of only two due dates, as before, there are now different due dates for different registration dates. The brochure "Hold that Line" explains the winter quarter system. The spring system is less complicated, partly because of the shorter registration period and partly because of some minor adjustments.

For spring quarter, fee payment due dates are as follows:

SPRING QUARTER FEE PAYMENT SCHEDULE							
Registration Date	2/20-3/9	3/10	3/13	3/14	3/15	3/16	3/17-3/24*
Continuing Student Due Date	3/16	3/17	3/20	3/21	3/22	3/23	3/24
New or Previously Registered Student Due Date	3/16	3/17	3/20	3/21	3/22	3/23	3/24

*Any student in residence winter quarter who fails to register (have a fee statement written) by March 16 will automatically incur a \$6 late registration fee. New and returning students may register and pay fees until March 24 without incurring a late fee.

For any student who fails to pay by the indicated due date, a \$6 late fee will be assessed beginning the following working day, with one exception: for students in residence winter quarter (continuing students) and registering on or after March 17, 3/24 is not the actual due date; this date will appear on the fee statements of these students, but only to encourage them to pay by March 24. Since these students have already incurred a late registration fee (March 16 is the last day for them to register without penalty), they technically have until March 31 to pay their fees plus a \$6 late fee and they will incur no additional penalty for failing to pay by March 24; the late fee does not increase to \$10 until April 3. (Late fees are \$6 through March 31, increasing to \$10 through April 7, and \$20 thereafter.)

If you have any questions about the new fee payment schedule, you should contact either Barbara Foster or Eugenia Klemz at 6-1656.

BULLETINS

Recently we held a seminar for bulletin coordinators from colleges whose bulletins will be published during this coming year. At this meeting, Eugenia Klemz, the editorial assistant in the Records Office, announced that she would be available to assist with bulletin copy preparation and to make recommendations for improvements in bulletins. It is never too late to start thinking about your bulletin, because it is perhaps your most important public relations

document, recruiting instrument, and student resource manual. If you want any information about preparation of your bulletin or ideas about improvements, you may contact Eugenia at 6-1656.

HAPPY HOLIDAYS!

You'll be hearing from us again in January.