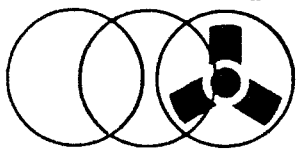


the RECORD



Published by the
Registration and Student Records Office
UNIVERSITY OF MINNESOTA



150 Williamson Hall
Minneapolis, MN 55455
Volume 3, Number 1

July 5, 1979

AUGUST WORKSHOP

In early August, we will be conducting another in our series of Records Office workshops. The subject of this workshop will be grade processing--how grade slips and transcripts are produced; what happens to the Quarterly Grade Report from the time it leaves the department office until the grades reported appear on the students' records; how maintenance and release of students' academic records is affected by privacy laws and by Records Office policy; and how problems can be avoided in the reporting and recording of grades.

If you are interested in attending such a workshop, please contact Eugenia Smith or Barbara Foster at 6-1656 by July 18. Once we know how many people wish to attend, we will establish an exact time and location.

SPRING TRANSCRIPT MAILING

Record Maintenance staff have started mailing operational records to all students who have registered during the past year. Students with financial holds on their records are not sent transcripts.

In addition to receiving a transcript, each student is mailed the fall quarter 1979 registration instructions and information on tuition for 1979-80. These documents are being included with this newsletter for your information. Please note that the tuition rates are still subject to approval by the Board of Regents.

SCHEDULING OFFICE MOVE

The Scheduling Office, administratively a part of the Office of Registration and Student Records, has recently joined the Records staff in 150 Williamson Hall. The move from Johnston to Williamson makes possible better coordination of registration functions, which in turn will facilitate progress toward implementation of the computer registration system by 1981.

After a few days of unpacking and settling in, the Scheduling staff was ready to resume business as usual, suspending their routine business for only one day. The staff may be reached as before at the numbers listed in the Student/Staff Directory.

The new official name for our office is the Office of Registration, Student Records, and Scheduling.

MICROFICHE UPDATES

Microfiche updates of students records through fall quarter are as follows: July 25, August 15, August 29, September 19, October 10, October 24, November 14, December 5, and December 26. The historical set of microfiche will be produced based on the October 24 update.

You may expect to receive microfiche approximately five days after each update.

AUDIT REGISTRATIONS

We have been receiving questions about audit registrations. Auditors (visitors) must complete the formal registration process just as they would if they were registering for credit; all regular college registration procedures and regulations apply. (They must, for example, obtain the necessary signatures and obtain controlled class entry permits for reserved courses.) Moreover, students who audit pay regular tuition and fees, not reduced rates. Only senior citizens may audit classes without charge, through the Senior Citizen Education Program. Auditors do not receive grades; a symbol of V will be entered on a student's record for any audit registration, with one exception: an instructor may submit an N for an auditor who never attends class.

DO YOU KNOW. . .

. . . That the Assembly Committee on Academic Standing approved the development of a grade point average on the official transcripts of Twin Cities campus students. It is anticipated that the cumulative g.p.a. will begin appearing on transcripts during fall quarter 1979.

. . . Effective Spring Quarter 1979, the Student Credit Hours Report will be distributed only at the end of each quarter (rather than at the end of the second week and at the end of the term).

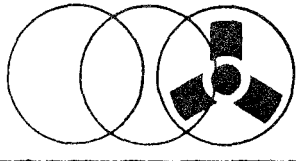
. . . That the orientation fee for all new undergraduates is \$7.50. The fee for new students in the Graduate School is \$5.00.

. . . That the first term of summer session 1980 begins on Tuesday, June 17, and the second term of summer session 1980 begins on Monday, July 21.

IMPORTANT DATES

July 12, 13, 16	Second term registration
July 13	End of first term; last date for payment of graduation fee, SSII
July 16	Second term fees due
July 17	Second term begins
August 13- September 21	Registration for fall quarter
August 17	End of second term

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November 1, 1979

Volume 3, Number 2

EXPANDED SERVICES IN STUDENT RELATIONS

The Student Relations unit has recently added new staff and more telephone lines in an attempt to improve services to students, faculty, University staff, and others who require information or assistance with records or registration. The unit added a full-time senior office assistant and a part-time office assistant about one month ago. According to Mary Koskan, head of the unit, these positions were added specifically to assist in answering telephone calls. The new part-time staff member works from 10 a.m. - 3 p.m., the peak hours of activity in Student Relations.

In addition to new staff, two rotating telephone lines have been added to the three other rotating lines. The private telephone line for college and department staff (6-1683) should continue to be used. The staff member in Student Relations who answers 6-1683 will not cover any other lines. Mary states that the college number is now receiving "top priority" coverage.

These improvements will be augmented by still one other change. Within one month an automatic call sequencer will be installed to streamline the handling of incoming calls. This device will answer calls with a prerecorded message, and the caller will be put on hold. The call sequencer will indicate the priority line by blinking the light on each key telephone at a rate twice the normal rate on hold. After the priority call has been taken, the next oldest call in memory immediately starts blinking at the rapid rate. While the caller is on hold, he or she will hear announcements and important information.

The call sequencer will not be used for the college line. By the way, after the device has been installed, Mary Koskan states that she will be available to demonstrate and discuss the new system. This information should be particularly beneficial for offices handling a large volume of telephone calls.

The hours for phone service in Student Relations will remain the same: 8:30 - 12:00 and 1:00 - 4:15. The walk-in service hours are 8:30 - 4:15, with limited service from 12:00 - 1:00.

DO YOU KNOW . . .

. . .that SMF updates have been scheduled for November 14, December 5, December 26, January 23, February 13, March 12, and March 26. Microfiche arrive in the Records Office five days after each update and are then distributed to college offices.

. . .that Susan Grieger, administrative fellow in College Relations, has accepted the position of Research Associate in Vice President Kegler's office. Replacing Sue is Dene Trageser, graduate student in the Department of English.

. . .that when students change colleges within the University, their records do not transfer immediately to the new college. The fiche changes to the new college with the first update after these dates: June 30 (SSI), August 5 (SSII), October 15 (fall), January 20 (winter), and April 15 (spring).

. . .that classes begin on Tuesday, June 17 for first summer term 1980, but on Monday, July 21 for the second summer term 1980.

. . .or that the first summer session with two terms was in 1922?

GRADING WORKSHOP

In late August, over 30 college and OSA staff attended a workshop on grading policies and procedures. This was the fourth in a series of workshops designed to improve understanding of operations in the Registration, Student Records, and Scheduling Office.

The session on grading consisted of brief presentations followed by a lively question and answer period. Carol White, office specialist in Record Maintenance, described the processing of quarterly grade reports. Judy Madsen, office supervisor of Record Maintenance, explained the processing of miscellaneous grade reports. Eugenia Smith from College Relations described some of the key policies regarding grade reporting.

Another workshop will be announced soon. One subject being considered is the policy on access to student records, or the so-called "privacy act." If this or another subject interests you, please contact Barbara Foster (6-1656). More information will appear in the next newsletter.

REPORTS REFORMATED

Several records and registration reports have been changed recently. Although some of the revisions have created difficulties, these problems should be cleared up by the time the next report is issued.

The Course Inventory Report is one report that is being completely re-programmed. The fall quarter report contains three newly formatted parts. By winter quarter all five parts of the Course Inventory Report will have been revised.

Another report that has been revised for fall quarter is the Class Enrollment Report. This report has been completely reformatted, creating some unanticipated problems. The Class Enrollment Report for winter quarter will be changed to reflect suggestions that have been made.

The Grade Average Report was greatly expanded during spring quarter. The first part of the new report shows distribution of grades earned by students enrolled in each unit by campus, unit, class level, and sex; another section summarizes distribution of grade point averages earned by students enrolled in each unit by campus, unit, and class level.

IMPORTANT DATES

November 12	Winter quarter registration begins
December 4	Cancel-adding begins
December 12	End of fall quarter
January 3 (Thursday)	Winter classes begin
February 11	Last day to pay graduation fees for winter quarter
February 15	Last day for students in Graduate School to pay graduation fees for winter quarter

NOTE: THE ADDRESS FOR THE CERTIFICATION SERVICE IS NOW 155 WILLIAMSON HALL.