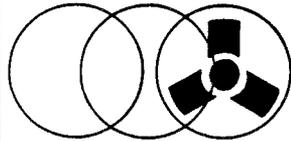


# the RECORD



Published jointly by:

Admissions, Prospective Student Services, & Orientation  
Information Systems & Services  
Registration, Student Records, & Scheduling  
Student Financial Aid

STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VI, No. 1

January 1983

## INTERNATIONAL STUDENTS NEED ISAO INTERVIEW

College and department staff are asked to remind international students new to the Twin Cities campus--even those who have transferred from coordinate campuses or other institutions--to contact the International Student Adviser's Office (ISAO) for an interview. It is important that ISAO personnel have an opportunity to go over immigration documents and credit loads. For more information, contact ISAO, 717 East River Road, 373-4094.

## WORKSHOP ON TRANSFER POLICIES SCHEDULED

For the past several months, the Admissions Office has been reviewing policies regarding transfer of credits within the University. These policies are of major concern to students transferring from one college or campus of the University to another, particularly from the coordinate campuses to the Twin Cities campus. In a series of meetings and conversations with college and campus representatives, admissions staff members have gathered information and prepared documentation on transfer policies and procedures. An informational workshop, scheduled for January 19, will give University staff from admitting colleges and programs an opportunity to exchange information about transfer of credits and to learn about and respond to what other units are doing. For more information, contact Carol Cline, M. E. Kendall, or Manuel Woods, 240 Williamson, 373-2144.

## DOROTHY KIRSCH RETIRES

Dorothy Kirsch, Office Manager of Registration, Student Records, and Scheduling, retired on January 4 after over 30 years of service to the University. Kirsch's primary responsibilities included coordinating grade capture and distribution, the annual transcript mailing, athletic eligibility, work flow sheets, distribution of registration materials, and supervision of part-time employees in Williamson.

## OVER 43,000 REGISTERED

As of Wednesday, January 5, an unofficial total of 43,543 students had registered for Twin Cities courses for winter quarter. Official enrollment statistics will not be available until after the second week of the quarter.

## FINANCIAL AID MATERIALS READY IN MID-JANUARY

The Office of Student Financial Aid, Twin Cities campus, is in the process of completing 1983-84 application materials, including an eight-page "How to Apply" booklet and related forms. It is hoped that students will be able to pick up all needed materials beginning Monday, January 17, in either 210 Fraser, Minneapolis, or 199 Coffey, St. Paul.

## 1982-83 GSL APPLICATION DEADLINE: JANUARY 31

Guaranteed Student Loan (GSL) applications for fall, winter, and spring quarters of 1982-83 at the Twin Cities campus will be accepted through Monday, January 31, 1983. Applications received in the Office of Student Financial Aid after January 31 will not be approved, but will instead be returned to the applicant. The only exception will be for students new to the University as of spring quarter 1983, who may submit GSL applications through Friday, April 15, 1983.

## GRADUATE APPLICATIONS AVAILABLE IN DEPARTMENTS

Graduate School application materials should be obtained in the proposed department office. For a specific department address and phone number, contact the Graduate School at 373-5542.

CHART ON INSTALLMENT OPTION AND LATE PAYMENT FEES REPRINTED

The following chart illustrates which fees Twin Cities campus students will owe if they pay winter 1983 tuition in installments and/or after due dates. A full-page instruction sheet featuring this chart has been distributed with the student's first fee statement in the registration centers. For more information, contact Student Accounts Receivable, B1 Fraser, Minneapolis (376-8057) or 130 Coffey, St. Paul (373-1617).

IF YOU:	THEN YOU ALSO PAY:		
	\$10 Installment Option Fee	\$20 Late Payment Fee	Total
Pay total amount by due date(s).			\$ 0
Pay 1st installment by due date(s). Pay 2nd installment by February 4.	✓		\$10
Do <i>not</i> pay 1st installment by due date(s). Pay total amount by January 19.		✓	\$20
Do <i>not</i> pay 1st installment by due date(s). Pay total amount by February 4.	✓	✓	\$30
Pay 1st installment by due date(s). Do <i>not</i> pay 2nd installment by February 4.	✓	✓	\$30
Do <i>not</i> pay 1st installment by due date(s). Do <i>not</i> pay total amount by February 4.	✓	✓ ✓	\$50

FICHE SCHEDULE REMINDER

Transcript microfiche will arrive in college offices about a week after the following dates: Wednesday, January 26; Friday, February 11; Thursday, March 3; Friday, March 25; Wednesday, April 20; Wednesday, May 11; Friday, June 3; and Friday, June 24.

FINANCIAL AID STAFF NEWS

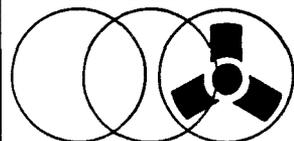
Terry Smith is now a Principal Student Personnel Worker in charge of the Student Contact area. Raul Gonzalez, who is responsible for the Health Professions Programs, was recently promoted to Senior Student Personnel Worker. Both work in the Minneapolis Office of Student Financial Aid.



Edited by Mary Knatterud, 150 Williamson, 376-1666

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Student Financial Aid

STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VI, No. 2

February 1983

## CAMPUS-BASED AID DEADLINE CHANGED

The Office of Student Financial Aid (OSFA), Twin Cities, has instituted a major change in the application deadline for campus-based aid (National Direct Student Loans, College Work Study, Supplemental Educational Opportunity Grants, and University scholarships, grants, and loans). In past years, March 1 has been designated the deadline for mailing in the American College Testing (ACT) application. But students must now make sure their complete and accurate application plus all required documents (e.g., financial aid transcripts, various supporting forms) are received by OSFA no later than Friday, April 22, 1983. Since it may take 8-10 weeks for the application and documents to reach OSFA from ACT and other sources, students are urged to apply well before March 1 to be assured consideration. The April 22 receipt date is being publicized in the "How to Apply" booklet, a poster, the Daily, and a special letter to high school and community college counselors. For more information, contact OSFA, 210 Fraser, 376-2424.

## WINTER ENROLLMENT DOWN SLIGHTLY

Total University enrollment for winter quarter 1983 is 55,712--a slight drop of .7% (379 students) from last winter's record enrollment of 56,091. The current figure reflects little fluctuation at all five campuses, ranging from an increase of 2.3% (25 students) at Crookston to a decrease of 5.6% (92 students) at Morris. Enrollment at Waseca rose by .5% (7 students), while Duluth declined by 1% (79 students).

The number of students on the Twin Cities campus fell by .5% (240 students). Despite the small drop in total campus enrollment, impressive gains continue for the Institute of Technology (up 250 students, or 4.4%), the School of Management (up 148 students, or 12.1%), and the Graduate School (up 136 students, or 1.8%). With an enrollment of 16,659 (down 260 students, or 1.5%), the College of Liberal Arts remains the largest single unit at the University.

At 2,346, enrollment of students new to the University is up slightly from last winter, but the number of new high school students continues to slide (down to 693 from 744 a year ago) as does the number of new students with previous college experience (down to 895 from 1,274 a year ago). These losses are offset by a dramatic rise in the number of new adult special students (up to 758 from 282 a year ago).

The counts of continuing students (49,572), readmitted students (3,029), and intra-University transfers (1,055) vary little from winter 1982.

## SPRING REGISTRATION INFORMATION (TWIN CITIES)

Stage 1 and 2 Dates--Spring quarter 1983 registration for Stage 1--for graduate, pharmacy, and public health students, and seniors (135 or more completed credits)--is slated for February 14, 15, 16, and the morning of February 17. Stage 2--for juniors, sophomores, freshmen, and adult specials--runs from the afternoon of February 17 through March 11.

Queue Sheets--Because of budget restraints, registration status notices for spring quarter will not be sent to students in the Graduate School, College of Liberal Arts, or Institute of Technology. To inform these students of their specific registration date and time, the two-stage alphabetical queue will be reproduced in limited quantities on a two-sided 8 1/2-by-11 sheet. Titled "Registration Queue--Spring Quarter 1983," the sheets will be sent by February 9 to individual departments for handing out to graduate students and to 101 Fraser for CLA and IT students. Other Twin Cities college offices will receive a small supply (approximately 50) for informational purposes.

Class Schedule--Featuring a bright green cover, the spring Class Schedule should arrive in most college registration offices on February 2 and in department offices on February 7. Distribution to students should not begin before February 10.

## MORE WORKSHOPS ON TRANSFER POLICIES POSSIBLE

The informational workshop on intra-University course transfer policies (held on the Minneapolis campus on January 19) drew over 50 college office staff members, who gave high marks to the draft versions of transfer policies and to the workshop itself. Participants saw a need for greater flexibility in transfer policies; better articulation of policies both within the University and to feeder schools and prospective students; computerization of course evaluations and course equivalency tables; and development of student appeal procedures. Additional workshops are planned to address these and other suggestions. For more information, contact M. E. Kendall (373-5126) or Carol Cline (373-2144), Admissions Office, 240 Williamson.

## "DATALINES" TO BE PRODUCED

Data and Reporting Services, a subunit of Information Systems and Services, is in the process of developing a periodic series of fact sheets titled "Datalines." Designed to go beyond the basic reporting and archival function of standard statistical reports, "Datalines" will focus on student characteristics and feature lively graphics accompanied by analysis and commentary. The subject chosen for the first issue--scheduled for release sometime this winter to deans, department heads, and others in the University community (as well as to interested outside parties)--is the age of University students. Other topics and trends that future issues may delve into include enrollments of women, minorities, international stu-

dents, commuters, and part-timers; retention/attrition; shifts in majors; time taken to complete degrees; and employment. For more information, contact Ron Matross, Assistant Director, Data and Reporting Services, 260 Williamson, 376-1820.

## INTERNATIONAL STUDENT BROCHURE AVAILABLE

In cooperation with the International Student Adviser's Office, the Admissions Office has developed a brochure on the Twin Cities campus for prospective undergraduate international students. The brochure provides information about application and admission, housing, expenses and financial aid, and other matters of concern. It will be mailed with an application for admission to any undergraduate international student expressing an interest in the University. If you wish to receive an office copy for reference, contact Karen Lukas or M. E. Kendall, 240 Williamson, 373-5285.

## ADMISSIONS STAFF NEWS

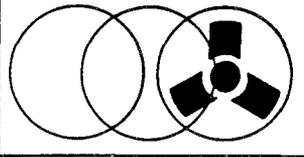
Carol Cline has been appointed to serve on the Undergraduate Admissions Committee of the American Association of Collegiate Registrars and Admissions Officers (AACRAO). She was also named the inter-associational representative to the National Association of College Admissions Counselors. Manuel Woods, a current member of the Postsecondary Education Articulation Committee, has been asked to take over as committee chair. Both Cline and Woods plan to attend the annual AACRAO convention in April as part of their committee responsibilities.



Edited by Mary Knatterud, 150 Williamson, 376-1666

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Student Financial Aid

STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VI, No. 3

March 1983

## 1983-84 COURSE OFFERINGS DUE MARCH 11

Deans, directors, and department chairs are reminded that March 11 is the deadline for submitting their 1983-84 course offerings to the Scheduling Office, 150 Williamson. All three quarters for next year must be ready by this date since the fall Class Schedule is accompanied by a Preliminary Class Schedule for winter/spring (excluding clinical departments in Medicine and Dentistry).

Instructions, A80B forms, and Course Offering Turn-around Documents were sent out at the beginning of February. For more information, contact George Hudachek, Admissions and Records Assistant, 373-2838.

## RECORD AND TRANSCRIPT FEES TO CHANGE

The Tuition and Fees committee (the new name for the recently reorganized Administrative Fees committee), which is chaired by budget officer Chet Grygar, has approved two changes regarding record and transcript fees. The Record Service Fee, required of all new students, will remain \$6 but will now be used to provide only unofficial (operational) copies of student records. The new Transcript Service Fee will require both day and extension students to pay \$2 for each official certified copy of their transcript. These changes become effective as of fall 1983. For more information, contact Sam Lewis, Director, Office of Registration, Student Records, and Scheduling, 150 Williamson, 376-1656.

## RECENT CHANGES NOTED IN CLASS SCHEDULE

Twin Cities students and staff should consult the "👉 RECENT CHANGES 👈" feature on page 6 of the spring Class Schedule, where the following items are referred to:

Maximum credit load, School of Management.....	page 12
Graduate courses, School of Management.....	page 12
Maximum credit load, Institute of Technology.....	page 14
Health clearance for non-citizens.....	page 128
ID card replacement.....	page 128
International student aid fee.....	page 131

## FINANCIAL AID PACKETS AT INFORMATION BOOTH

The Admissions and Records Information Booth, located on the upper concourse of Williamson, now distributes financial aid application packets upon request. Previously available only at 210 Fraser or 199 Coffey, the packets contain the American College Testing Family Financial Statement (ACT-FFS) form, the Minnesota Student Data Form (SDF), and a student/parent guide to Minnesota State Scholarship and Grant-in-Aid Programs.

## FINANCIAL AID INSTRUCTIONS ON TAPE

Instructions for the 1983-84 financial aid application process are now available on tape for blind students. Locations and contact persons are as follows:

- \* DVR Liaison Counselor, 7 Morrill--Barbara Blacklock
- \* Student Counseling Bureau, 106 Elliott--Bob Seybold
- \* Learning Resource Ctr., 204a Walter--Irma Peterson

## SUMMER AND FALL GSL ACCEPTANCE DATES

Students whose loan period will begin with summer 1983 may submit their Guaranteed Student Loan (GSL) applications on or after April 4, 1983. Students whose loan period will begin with fall 1983 may submit their GSL applications on or after June 3, 1983.

## DISTRIBUTION OF BULLETINS AND BRIEFS EXPLAINED

Bulletins--Students or staff who need their own personal copy of a bulletin should visit the Admissions and Records Information Booth, Williamson Hall, Minneapolis (open from 7:45 a.m. to 4:30 p.m.). During non-registration periods, bulletins are distributed upon request at the booth (except for Agriculture, at 277 Coffey, St. Paul; Management, at 225 Management/Economics, West Bank; and Social Work, at 400 Ford, East Bank). Most bulletins are also available at the reception area, 130 Coffey, St. Paul.

Bulletins will be mailed to persons who are unable to pick up a copy on campus. All requests may be relayed by mail or phone to the Service Bureau, 110 Williamson, 373-2153; hours are from 7:45 a.m. to 12:00 noon and from 12:45 p.m. to 4:30 p.m. (However, for quicker service, anyone interested in an Extension, Independent Study, Summer Session, Graduate School, or coordinate campus bulletin is advised to contact the appropriate unit directly.)

Bulletins are mailed second-class. Processing in-state requests typically takes about two to three weeks.

Briefs--These brochures, which present concise overviews of individual colleges and services, are often substituted for the more detailed and costly bulletins. Designed to impart such preliminary information as application procedures and basic curricular requirements, briefs are an ideal alternative for prospective students who do not yet need the specific course offerings and degree criteria outlined in bulletins. In-person requests are generally handled by college or service offices, since briefs are not given out at the Information Booth. In fielding requests by mail or phone for publications, the Service Bureau elicits enough information to know whether sending a bulletin or a brief is more suitable.

Briefs are mailed third-class bulk--200 or more of the same size at a time. Only two briefs depart from the standard three-panel, 9" x 12" size: College of Liberal Arts, which opens up to a 12" x 18" roster of major programs, and Financial Aid, which consists of four panels. The most frequently requested briefs are sent out the most quickly. However, if a week passes and accumulated requests remain below 200, those briefs will then be mailed first-class rather than held any longer.

Processing for both bulletins and briefs involves entering each request in the computer (for tracking purposes), preparing and affixing mailing labels, and sorting for branch post offices.

For More Information--College bulletins and briefs are published by the Office of Admissions and Records, Student Support Services. For large orders or more information, contact Barbara Foster, Assistant Director, Publications Center, 150 Williamson, 376-1666.

APPLY NOW FOR 1983-84 AID!

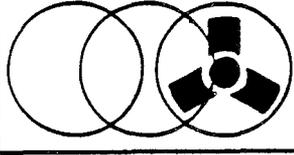
College and department staff are reminded to urge Twin Cities students to apply now for 1983-84 campus-based aid (National Direct Student Loans, College Work Study, Supplemental Educational Opportunity Grants, and University scholarships, grants, and loans). Complete and accurate applications plus all required documents must be received by the Office of Student Financial Aid (OSFA), 210 Fraser or 199 Coffey, no later than Friday, April 22, 1983. Since it may take 8-10 weeks for applications and documents to reach OSFA from American College Testing (ACT) and other sources, students should ideally apply before March 1 (the benchmark publicized in past years) to be assured consideration.



Edited by Mary Knatterud, 150 Williamson, 376-1666

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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VI, No. 4

April 1983

## SYSTEMS DEVELOPMENT TEMPORARY HEAD NAMED

Mark Powell will be assuming duties as temporary head of the Student Support Services (SSS) Systems Development/Systems Operations Management area beginning April 15, 1983. Over the coming months he will continue working part-time in the Records and Registration Systems Control Unit. His new responsibilities will include monitoring SSS computer hardware, systems security, day-to-day systems operations, and problem solving. Mark will continue to have an office and phone in Fraser Hall (373-7900) and will also be housed in 260 Williamson Hall (373-2106).

Units will receive clarification on changing roles in this area over the coming months.

## SUMMER FINANCIAL AID APPLICATIONS AVAILABLE

Applications for summer session financial aid will be available in the Office of Student Financial Aid (OSFA) as of April 4, 1983. Students whose 1983-84 financial aid file is complete, accurate, and in OSFA by April 22, 1983, and who will be attending summer school for at least 6 credits (4 credits for graduate students) over both 1983 sessions, may apply for summer aid. Summer applications must be submitted to OSFA no later than Monday, May 2, 1983.

College Work-Study will be the only financial aid available this summer. Students attending summer session who will graduate before spring quarter 1984 and are eligible may receive summer Pell Grants. However, summer Pell Grant checks will be disbursed with fall quarter checks in September.

## NEW RECORD CONTACT

Steve Baker, Publications Center editor, will be interim editor for the Record beginning with this issue. Mary Knatterud is home with her new twin boys, Joshua and Nathan.

## STUDENT RELATIONS' HOURS EXTENDED

Student Relations' in-person contact hours changed February 22, 1983, on an experimental basis and will continue indefinitely. New hours are 8:00 a.m. to 4:15 p.m. The old hours were 9:00 a.m. to 3:30 p.m.

Head of Student Relations Mary Koskan said the extended hours will enable staff to assist students with general questions about admissions and residency as well as carry out their regular duties. Student Relations phone hours are still 9:00 a.m. to 12:00 noon and 1:00 to 3:30 p.m.

## APPLICATION FEES TO INCREASE

New freshman and advanced standing application fees will be increased to \$20 effective for fall 1984 and subsequent applications. Fees for adult special applications will also be \$20. These changes were recently approved by the Budget Executive.

More information on application fees will appear in the May Record.

## CAREER INFORMATION FAIR

A campus-wide Career Information Fair for students interested in nontechnical employment will be held on Thursday, April 21, 1983, from 10 a.m. to 3 p.m. in the Great Hall of Coffman Memorial Union.

Representatives from business and industry, social service agencies, government offices, and professional organizations will gather to answer students' questions about career and job opportunities. A variety of programs will be held in conjunction with the fair including workshops on resume writing, career alternatives, preparing for job interviews, and identifying career interests. College representatives from the University will be present to answer questions about the career outlook and requirements for a variety of fields.

The event is sponsored by the Career Development Network and the Coffman Union Programming Council. For more information, call 373-2818 or 373-4193.

BULLETIN TIMETABLE ANNOUNCED

The tentative 1983-85 bulletin publication schedule is set. The series includes these bulletins and their printing dates:

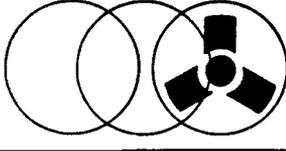
Institute of Technology . . . . .	April 11
Morris General . . . . .	April 15
Biological Sciences . . . . .	April 22
Pharmacy . . . . .	April 25
General College . . . . .	May 5
Undergraduate Health Sciences . . . . . (Medical Technology, Mortuary Science, Nursing, Physical and Occupational Therapy)	June 9
Medical School . . . . .	June 24
Duluth General . . . . .	July 20
Agriculture . . . . .	July 27
Waseca General . . . . .	August 1
General Information . . . . .	August 5
Duluth Medical School . . . . .	August 10
Veterinary Medicine . . . . .	September 7
ROTC . . . . .	September 16
Social Work . . . . .	September 20
Graduate Programs in Health Sciences . . . . .	October 3



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VI, No. 5

May 1983

## SPRING ENROLLMENT DOWN SLIGHTLY

Total University enrollment for spring quarter 1983 is 52,415--down 1% (566 students) from last spring's record enrollment of 52,981. The drop follows a similar decline in winter quarter. A .5% (37 students) increase on the Duluth campus and 1.5% (13 students) boost at Waseca did not offset declines of 10.4% (111 students) at Crookston and 5.9% (91 students) at Morris.

The Twin Cities campus enrollment dropped .9% (414 students) despite continued gains of 2.2% (120 students) in the Institute of Technology and 7.1% (99 students) in the School of Management. The College of Liberal Arts, the largest single unit at the University, was down 2.9% (471 students) with an enrollment of 15,300.

At 1,461, enrollment of all students new to the University was down 4.9% (471 students) from spring 1982, but the number of readmitted students continued to rise (8.5% or 246 students). The number of continuing students dipped 1.3% (587 students) this quarter.

Totals for spring enrollment by campus are Twin Cities, 42,451; Duluth, 6,732; Morris, 1,434; Crookston, 947; and Waseca, 851.

## DIPLOMA REPLACEMENT FEES INCREASE

The cost of replacement diplomas will be \$17 for a small and \$20 for a large diploma effective May 10, 1983. The fee increase covers the rise in printer's charges since April 1, 1983. Replacement diplomas are replicas of originals lost by graduates.

Sam Lewis, director of Registration, Student Records, and Scheduling, reported that printing costs have recently increased 30%. He said consideration is being given to increasing the graduation fee or printing the diplomas more economically. Changing to a standard size diploma is also a possibility.

## NEW ORIENTATION FEE

The Budget Executive has approved an increase in the orientation fee from \$12 to \$15 for the Twin Cities campus, effective fall quarter 1983.

The new fee covers the increased cost of running the orientation-registration programs for new students at the University. Students new to campus this fall will be invited to attend programs from mid-August through September. Orientation-registration dates for new students are assigned by colleges according to the order of admission.

Orientation events are scheduled for small groups of students. Activities include campus tours, small group discussion of students' questions, sessions on how to register, and individual conferences with faculty advisers to plan the student's first-quarter schedule. Students who attend orientation are also invited to stay overnight in a University residence hall to get a feel for the campus.

## NEW BULLETIN LOOK

The new cover design for the 1983-85 and 1984-86 bulletin series features one strong photo of a campus scene ruled in black and bordered in white on the front and a smaller people-oriented shot that epitomizes a college's mission on the back. "University of Minnesota Bulletin" is centered on two lines in black above the photo on the front, with the college name in white (reversed) and the date in black underneath, flush right.

Rotation boldface type is used against solid, rich cover colors.

Because bulletins are now self-mailed rather than enclosed in envelopes, the back cover includes the return address, postal permit, and space for a label.

## APPLICATION FEES UPDATE

Freshman, advanced standing, and professional school application fees will be increased to \$20 for fall 1984 and subsequent applications, effective July 1, 1983. Fees for adult special applications will also be \$20.

A fee for undergraduate transfers within the University is under review with the Budget Executive.

Graduate School application fees are \$25 effective for fall 1983 and subsequent applications received after February 1, 1983. All applicants, including current University of Minnesota students, pay a \$25 fee for each program to which they apply.

## QUICK TRANSCRIPT SERVICE MOVED

The quick transcript service has been moved from the upper concourse of Williamson Hall to 155 Williamson Hall, Certification and Transcript Service.

As before, a student may pick up one unofficial copy of her/his transcript by presenting a University ID between 10 a.m. and 2 p.m., Monday through Friday.

Official transcripts, specially certified and embossed with the University's seal, cannot be distributed over the counter, but are sent by mail, stamped "Issued to Student" if that is the case.

Written requests by Minneapolis students may be submitted in person or sent to the Certification and Transcript Service, 155 Williamson Hall, which also handles extension and pre-1972 records. St. Paul students should submit transcript requests to 130 Coffey Hall.

Requests should include the student's full name, University ID number, college, dates of enrollment, and the complete address(es) to send the transcript(s) to.

Effective fall 1983, the new Transcript Fee will require both day and extension students to pay \$2 for each official certified copy of their complete transcript.

## OFFICE OF STUDENT FINANCIAL AID SUMMER HOURS

The Office of Student Financial Aid (OSFA) will have limited service June 13 through September 9 on Monday mornings until 1:00 p.m., and all day Tuesdays and Thursdays. There will be no counseling services (appointments or walk-in counseling) available at these times.

Staff will be available in the OSFA Information Center to answer general inquiries and to distribute forms and application materials. During other days of the week, the office will offer full service from 8:30 a.m. to 3:30 p.m., with limited service from 12:00 noon to 1:00 p.m.



Edited by Steve Baker, 150 Williamson, 376-1666

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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. VI, No. 6

June 1983

PREUS TO SERVE AS ACTING ASSISTANT VP

Effective July 1, James B. Preus, Coordinator, Student Support Services, will begin serving a one-year appointment as Acting Assistant Vice President for Student Affairs. Dr. Preus will assume general administrative responsibilities and serve on the central office staff.

In his absence, Roberta A. Armstrong has been named Acting Coordinator. She may be reached at 373-2106, 260 Williamson Hall.

STAFF AND FACULTY IDs TERMINATED

The staff and faculty ID card service will be terminated June 30, 1983. This decision is caused by the retrenchment mandated for the 1983-84 year.

NEW GSL INTEREST RATES

The Office of Student Financial Aid (OSFA) anticipates that a new Guaranteed Student Loan (GSL) interest rate of 8% will be introduced in June to become effective sometime in September. New, first-time borrowers will be eligible to take out loans at the new 8% rate.

Borrowers who currently have a GSL at 7% interest will be able to continue to borrow at 7%. Others who are currently borrowing at 9% will continue at 9%. OSFA stresses that the new 8% rate will not receive final approval until sometime in June and that it does not become effective until September.

GSL application processing for loan periods beginning this fall quarter began June 3. All students eligible for the new interest rate will have their promissory note adjusted accordingly by the Higher Education Assistance Foundation (HEAF) at the time the new rate becomes effective in September. Students do not need to contact OSFA; their rates will be adjusted automatically.

GENERAL REGISTRATION QUEUE

The dates listed below are general guidelines for the two-stage alphabetical queue for fall quarter registration. Students use them to determine what day to register. This information is being sent in a transcript mailing late in June or early in July to all University of Minnesota, Twin Cities students (who were enrolled last year). Academic departments and student personnel offices will receive copies of this information as well. Please post it in your student services areas as soon as it is available.

The complete queue will be published in the fall quarter Class Schedule.

STAGE 1--Returning Professional School Students, Graduate Students, and Seniors (135 or more completed credits)

August 22 or later . . . . . Olsf-Trescony, P  
 August 23 or later . . . . . Trescony, Q-Class, Kim  
 August 24 or later . . . . . Class, Kin-Jaeger, Mic  
 August 25 or later . . . . . Jaeger, Mid-Olsez

STAGE 2--All Other Returning Students

August 26 or later . . . . . Kelb-Lindamood  
 August 29 or later . . . . . Lindamooe-Mitzel, Pat  
 August 30 or later . . . . . Mitzel, Pau-Parnell, Co  
 August 31 or later . . . . . Parnell, Cp-Robinson, J  
 September 1 or later . . . . . Robinson, K-Silverman  
 September 2 or later . . . . . Silvermao-Timm, Donna  
 September 5 . . . . . Holiday, University closed  
 September 6 or later . . . . . Timm, Donn-Wilcox, Mal  
 September 7 or later . . . . . Wilcox, Mam-Asad, Daoud  
 September 8 or later . . . . . Asad, Daoue-Brant, Juli  
 September 9 or later . . . . . Brant, Julj-Corazzo, Pa  
 September 12 or later . . . . . Corazzo, Pb-Ellsworth  
 September 13 or later . . . . . Ellswortl-Giacomini  
 September 14 or later . . . . . Giacominj-Hasbrook, M  
 September 15 or later . . . . . Hasbrook, N-Iwen, Matth  
 September 16 or later . . . . . Iwen, Matti-Kelaz

## CERTIFICATION FUNCTIONS MOVED

The credit and assessment functions of the Certifications Unit will be moved to the Registration Center, 202 Fraser Hall, beginning June 27, 1983. The Records Office can save roughly \$20,000 by eliminating computer hardware in Williamson Hall, according to Mary Koskan, head of Student Relations. Two staff members who work with credit and assessment will also move to Fraser Hall.

Students who are having their tuition and fees paid by various agencies should send authorizations to the University before the beginning of registration so that the University can bill the donor(s). Send authorizations to: Maureen Leonhardi, Supervisor, Registration Center, 202 Fraser Hall. If students are unable to send an authorization before the beginning of registration, they should bring it with them when registering.

### DEFINITION OF "STUDENT" UPDATED

Since fall quarter, 1982, the Records Office has defined an official University student as one who has registered for classes. In the past, a student was defined as one who registered and paid tuition and fees.

The Records Office reminds departments that students should be allowed access to needed services (e.g., at the University libraries) upon presentation of their registration fee statement, paid or unpaid.

A number of developments, including implementation of the installment payment system and mid-quarter distribution of financial aid checks, have made this change necessary. Questions on this policy should be addressed to Sam Lewis, Director of Registration, Student Records, and Scheduling (376-1656).

## STUDENT RELATIONS TAKES ON NEW DUTIES

Student Relations, 150 Williamson Hall, will begin handling some of the functions formerly carried out at windows A and B of the Certification Unit, 155 Williamson Hall, beginning Monday, June 20, 1983. These functions involve: I-538 and I-20 forms for international students, loan deferment and Social Security forms, "good" student discounts, and name and address changes.

Student veterans will continue to be certified for the G.I. Bill at the certification window. Certification letters will also be issued upon request at that window.

### REGISTRATION FOR REGENTS' SCHOLARSHIPS

University employees registering for a day school course with a Regents' Scholarship should bring an authorization to the Registration Center when registering. Furthermore, they must return to the Registration Center for an adjusted fee statement if they receive an authorization after registering. Regents' Scholarship authorizations should never be mailed to the Bursar.

Individuals who fail to receive authorization by the due date on their first (or 01) fee statement will be assessed a \$20 late payment fee. Regents' Scholarships cover only tuition for approved courses. Individuals with Regents' Scholarships are responsible for all course fees and special fees. Failure to pay these fees by the due date on the first (or 01) fee statement makes a person with a Regents' Scholarship liable for a \$20 late payment fee.



Edited by Steve Baker, 150 Williamson, 376-1666

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10 Walter Library  
Minneapolis



Published jointly by:  
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 Information Systems & Services  
 Registration, Student Records, & Scheduling  
 Student Financial Aid

STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VI, No. 7

July 1983

Following are the 1983-84 per-credit tuition figures, approved by the regents on July 8, for the Twin Cities campus. An asterisk (\*) indicates units that have a plateau from 14 to 18 credits (which locks in tuition charges at the 14-credit level, with the per-credit rate resuming at 19 credits and above).

<u>Students registering in</u>	<u>Resident</u>	<u>Nonresident</u>
Agriculture, College of*		
Lower Division	\$ 33.67	\$ 92.59
Upper Division	41.38	113.79
Biological Sciences, College of*	41.71	114.70
Dentistry, School of	110.91	221.82
Dental Hygiene (Baccalaureate Program)*	38.99	107.22
Education, College of*		
Lower Division	33.67	92.59
Upper Division	41.16	113.19
Forestry, College of*		
Lower Division	33.67	92.59
Upper Division	44.96	123.64
General College*		
Lower Division	33.67	92.59
Upper Division	33.95	93.36
Graduate School	70.89	141.78
Thesis Credits	70.89	70.89
Dentistry, Clinical Fields in	110.91	221.82
Law	91.94	183.88
M.B.A., Day Program	98.00	196.00
M.B.A., Evening Program	98.00	98.00
Veterinary Medicine, Clinical Fields in	98.83	197.66
Home Economics*		
Lower Division	33.67	92.59
Upper Division	40.79	112.17
Law School	91.94	183.88
Liberal Arts*		
Lower Division	33.67	92.59
Upper Division	34.64	95.26
Management, School of*	39.40	108.35
Medical Technology, Program in*	52.92	145.53
Mortuary Science, Department of*	45.02	123.80
Nurse Anesthetist (Medical School Program)*	52.92	145.53
Nursing, School of*	50.29	100.58
Occupational/Physical Therapy, Courses in*	54.52	149.93
Pharmacy, College of*	45.00	90.00
Public Health, School of*	44.38	88.76
Technology, Institute of*		
Lower Division	33.67	92.59
Upper Division	40.99	112.72
University College*		
Lower Division	33.67	92.59
Upper Division	35.22	96.85
Veterinary Medicine, College of	98.83	197.66

## LOWER DIVISION AND NONRESIDENT POLICIES CHANGED

Again this fall, tuition will be assessed on a per-credit basis for most University students (except for certain professional and graduate students who pay term rates). Per-credit rates will still vary according to college of registration and residency status. However, effective this fall, two important changes will be implemented:

Lower Division Rates--Only lower division students (those with 90 or fewer completed credits) in General College, the Institute of Technology, University College, and the colleges of Agriculture, Education, Forestry, Home Economics, and Liberal Arts will pay a lower division rate. Lower division students who have been admitted to and are registering in the colleges of Biological Sciences and Pharmacy, schools of Management and Nursing, and programs in Dental Hygiene (baccalaureate), Medical Technology, Mortuary Science, Occupational Therapy, and Physical Therapy--all of which usually admit only upper division students--will now pay the per-credit rate for that college, school, or program.

Nonresident Rates--Graduate and professional nonresident rates, in general, will now be only 2 times the corresponding resident rate (a drop from the previous 2.75 times). Most undergraduate nonresident rates will remain 2.75 times the corresponding resident rate.

## STAFF AND FACULTY IDs TO CONTINUE

In response to concerns raised by the University community about terminating staff and faculty ID cards (see June RECORD), Student Support Services has been asked to reverse its earlier decision. The ID cards will continue to be produced during the 1983-84 academic year. To cover the annual operating cost of \$10,000, funds originally intended for replacing archaic card punching equipment are being diverted.

During the next year, a study group will begin looking at the entire ID card system, with an eye toward computer support. Units interested in being

involved in this process should contact Roberta A. Armstrong, Director, Information Systems and Services, 260 Williamson (373-2106).

## DRAFT REGISTRATION STATEMENTS REQUIRED

On June 29, 1983, the U.S. Supreme Court ruled that amendments to the Military Service Registration Act are enforceable effective July 1, 1983 for the 1983-84 academic year. All students applying for federal financial aid must sign a statement of registration compliance (with women checking a box that shows they did not register because of their sex).

Students who refuse to sign the statement are ineligible for aid provided under Title IV of the Higher Education Act (which includes Guaranteed Student Loans, Supplemental Educational Opportunity Grants, Pell Grants, National Direct Student Loans, PLUS parent loans, Minnesota State Grants and Scholarships, and College Work-Study). Anyone who knowingly provides false information may be subject to criminal prosecution by the federal government.

Beginning July 1, students on the Twin Cities campus are required to sign the compliance statement in order to receive checks. The Office of Student Financial Aid is working on procedures for collecting the statement from students who have already received 1983-84 aid for summer session, but will delay final action until the government publishes revised regulations or instructions.

## LIESENFELT RETIRES

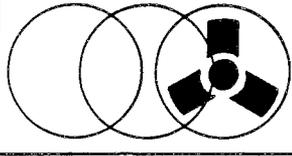
Charles Liesenfelt, after 23 years of service to the University, retired on July 5. As head of Registration, Student Records, and Scheduling from 1972 to 1981, he guided the development of computerized registration. More recently, he was in charge of special projects for Information Systems and Services. He and his spouse plan to leave in August to sail around the world.

Edited by Mary Knatterud, 150 Williamson, 376-1666



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# the RECORD



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Student Financial Aid

STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VI, No. 8

August 1983

## SPECIAL DOUBLE ISSUE

Because of a large number of news items related to fall registration, this issue only of the RECORD consists of two sheets instead of the usual one and is enclosed in envelopes.

### CLASS SCHEDULE AVAILABLE IN MID-AUGUST

The fall 1983 Class Schedule for the Twin Cities campus is slated for delivery to college offices on August 10 and department offices on August 17. Distribution to students should begin on August 18.

Again this fall, a Preliminary Winter/Spring Class Schedule will be available to students interested in yearly program planning. Done in newsprint throughout, it consists entirely of course listings. (In contrast, the fall Class Schedule features a glossy red cover, detailed sections on registration, codes & maps, tuition & fees, and exams & grades, and various national and local ads in addition to course listings.)

### RECENT CHANGES NOTED IN CLASS SCHEDULE

Twin Cities students and staff should consult the "[RECENT CHANGES]" feature on page 8 of the fall Class Schedule, where the following items are referred to:

Registration queue, fall quarter.....p.	6
Holds, instructions for clearing.....p.	9
Student status, graduate registration for...p.	13
Thesis credits.....p.	13
1983-84 tuition rates.....p.	119
Per-credit tuition, upper division assessment of.....p.	119
Tuition and fees paid by various agencies...p.	121
Regents' scholarships, registration with...p.	121
Payroll deduction procedures.....p.	121
Refund policies.....p.	122
Financial aid refund policy.....p.	122
Graduate Assistant authorization for resident tuition.....p.	124
Fall quarter grades.....p.	126

### MOBILITY-IMPAIRED REGISTRATION CHANGED

Beginning July 1, 1983, mobility-impaired students may register in Williamson (a fully accessible building, unlike Fraser) as follows: Student Relations, 150 Williamson, will phone Registration Systems Control in Fraser to register the student, who may talk directly to Systems Control in case alternative courses or other details need to be discussed. When the registration process is completed, Student Relations will inform the student that the fee statement will be mailed that day from the Registration Center. But if the student needs the fee statement immediately, then either a Fraser staff member will take it to Williamson, or a Williamson staff member will go to Fraser to pick it up. In the past, registration for mobility-impaired students was done by direct computer link-up, but several terminals were recently removed from Williamson due to retrenchment. For more information, contact Mary Koskan, Head, Student Relations, 150 Williamson (376-1656).

### STUDENT SERVICES FEE RISES

The student services fee for the 1983-84 academic year at the Twin Cities campus will be \$79.40 per quarter (up from \$74.57 last year).

### FINANCIAL AID NOTICES SENT

As of July 22, 1983, financial aid for 1983-84 has been awarded to 14,293 Twin Cities campus students (not including GSL-only applicants). The bulk of the award notices were sent out the last week of July.

DAY M.B.A. TUITION REVISED

COLLEGE/DEPARTMENT TRANSCRIPT FEES INCREASED

For the Graduate School's M.B.A. Day Program, the July RECORD printed a 1983-84 per-credit tuition rate of \$98 (resident) and \$196 (nonresident). Since then, however, a change in the nonresident rate from \$196 to \$141.78 has been authorized by Vice President Keller in accordance with the School of Management's original intentions. Apparently, the nonresident rate was presented incorrectly to the regents when they approved tuition on July 8. The discrepancy was caught in time to be published accurately in the fall Class Schedule and General Information Bulletin.

Unofficial Transcripts--As of July 1, 1983, colleges and departments who order unofficial or operational transcripts from the Registration, Student Records, and Scheduling Office will be charged \$.25 per copy (up from \$.20). The Certifications Unit will keep track of requests and bill colleges and departments on a monthly basis (unless fewer than 10 copies are requested). When ordering transcripts, colleges and departments are asked to please list students' names alphabetically and include their University student ID numbers. Requests that are not alphabetized or do not include ID numbers will be charged \$.40 per copy.

The revised rate of \$141.78--twice the Graduate School resident rate of \$70.89--represents an exception to the rule of graduate/professional nonresident rates being twice the corresponding resident rate. The resident rate for the M.B.A. Day Program remains \$98.

Official Transcripts--Colleges and departments should alert their former, as well as current, students to the new fee for official transcripts (those that are specially certified and embossed with the University's seal). As of fall 1983, official transcripts will be \$2 each. The one fee covers a student's day as well as extension records. It is charged not only to students but also to colleges and departments.

TERM TUITION RATES APPROVED

Following are the 1983-84 term tuition rates, for 12 or more credits unless otherwise indicated, for the Twin Cities campus. (The front page of the July RECORD displayed the per-credit rates. Both per-credit and term rates also appear in the fall Class Schedule and General Information Bulletin, along with a third breakdown titled "Special Fee Categories.")

Before requesting either unofficial or official transcripts, colleges and departments are urged to make sure grades have already been posted (see fiche schedule below).

<u>Students registering in</u>	<u>Resident</u>	<u>Nonresident</u>
Dentistry, School of	\$1331	\$2662
Graduate School		
Clinical Fields in Dentistry	1331	2662
Clinical Fields in Medicine		
1-5 credits	375	750
6-10 credits	749	1498
11-15 credits	1124	2248
16 or more credits	1498	2996
Clinical Fields in Veterinary		
Medicine	1186	2372
Law School (semester rate)	1103	2206
Medical School		
1-5 credits	375	750
6-10 credits	749	1498
11-15 credits	1124	2248
16 or more credits	1498	2996
Veterinary Medicine	1186	2372

1983-84 FICHE SCHEDULE ANNOUNCED

The 1983-84 transcript microfiche production schedule has been established. Fiche will arrive in college offices about a week after the following dates:

- August 1, 1983
- August 26, 1983
- September 19, 1983
- October 10, 1983
- November 4, 1983---annual historical set
- December 2, 1983
- December 21, 1983
- January 27, 1984
- March 2, 1984
- March 23, 1984
- April 20, 1984
- June 6, 1984
- June 22, 1984

LATE PAYMENT FEE POLICY CHANGED

WHERE TO PAY

On President Magrath's recommendation, the regents have approved a reduction from \$20 to \$10 in any late payment fee assessed before the end of the fifth week of the quarter. However, any late payment fee assessed after the fifth week remains \$20. This change, effective fall 1983, closes last year's loophole allowing students to pay off tuition balances after their due date(s) at no charge. The installment payment fee remains \$10.

A full-page instruction sheet featuring a detailed table(see below) will be at the Registration Centers, 202 Fraser or 130 Coffey; Student Accounts Receivable, B1 Fraser or 130 Coffey; Student Relations, 150 Williamson; and the Information Booth, upper concourse of Williamson. Instruction sheets will also be forwarded for posting to all academic departments and student personnel workers. For more information, contact Student Accounts Receivable, B1 Fraser (376-8057).

- East Bank Bursar's Office  
145 Williamson Hall (window or drop box)  
231 Pillsbury Drive S.E.  
Minneapolis, MN 55455
- East Bank Registration Center  
202 Fraser Hall (drop box)
- West Bank Bursar's Office  
Blegen Hall (window or drop box)  
269 19th Avenue S.  
Minneapolis, MN 55455
- St. Paul Cashier's Office  
107 Coffey Hall (window or drop box)  
1420 Eckles Avenue  
St. Paul, MN 55108

IF YOU:	THEN YOU ALSO PAY:			
	\$10 Late Payment Fee	\$10 Installment Payment Fee	\$20 Late Payment Fee	Total
Pay 100% by due date(s).				\$ 0
Pay less than 100% by due date(s). Pay balance by October 7.	✓			\$10
Pay 50% by due date(s). Pay balance by October 28.		✓		\$10
Pay less than 50% by due date(s). Pay balance after October 7 but by October 28.	✓	✓		\$20
Pay 50% by due date(s). Do <i>not</i> pay balance by October 28.		✓	✓	\$30
Pay less than 50% by due date(s). Do <i>not</i> pay balance by October 28.	✓	✓	✓	\$40



Edited by Mary Knatterud, 150 Williamson, 376-1666

#### NEW REGISTRATION HOLDS PLANNED

Sponsoring Agency--Effective fall 1983, students who have authorization for the University to bill a sponsoring agency for their tuition and fees will incur a registration hold if the agency falls behind in payment for more than two quarters. Students will ultimately be held responsible for all unpaid tuition and fees if the agency does not fulfill its obligations.

ISAO Interview--Students with a non-immigrant visa (designated F, J, or H) who are new to the Twin Cities campus must go to the International Student Adviser's Office (ISAO), 717 East River Road, before attempting to register. ISAO needs to conduct an initial interview, appraise English language requirements, and go over various documents and credit loads. Students who do not report to ISAO will incur a registration hold.

Health Clearance--Non-U.S. citizens (including permanent residents) who wish to register for the first time at the University must present proof of health clearance to avoid a hold on their record. Health clearance most often requires two visits to Boynton Health Service, 410 Church Street--once for a skin test for tuberculosis and then for evaluation 48 hours later. If test results are positive, a chest x-ray is necessary. Non-citizens who have been tested elsewhere during the past year and can bring proof of test results to Boynton may not need to repeat the test.

#### NEW COURSE DESIGNATOR ADDED

Middle Eastern Studies and South and Southwest Asian Studies have been combined. Their new course designator is MESA (replacing the old MidE and SoAS).

#### FINANCIAL AID ASSISTANT NAMED

Kathryn Lange has been appointed Assistant Administrator to the Director of Student Financial Aid. Formerly a Student Personnel Worker, Lange will now assist Director Robert Misenko with research activities and special projects.

#### SSS FORMS EDITOR HIRED

On July 18, Ann Klauda began a new 75% position as Editor I with the Student Support Services (SSS) forms management program. Her primary responsibilities involve streamlining and proofing office manuals and forms, following them from initial revision stages through final printing. Klauda holds a B.A. in English from Morris, and has done editorial and word processing work for University Personnel. She may be reached through the Publications Center, 150 Williamson (376-1666).

#### OLSON LEAVES PROSPECTIVE STUDENT SERVICES

Ruth E. Olson, an Admissions Assistant who conducted information sessions at high schools and community colleges and on campus this past year, left Prospective Student Services on June 30 due to retrenchment. She began a position on July 1 in the Student Affairs Office of the Institute of Technology, where she will work on degree clearance, petitions, and prospective student events.

#### WINTER AND SPRING REGISTRATION DATES

Registration for winter quarter will begin on November 14.

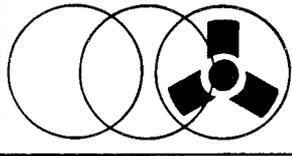
Registration for spring quarter will begin on February 17.

#### MAILING LABEL CHANGES, NEWS WELCOME

Colleges and departments are urged to send in any staff or address changes so that the RECORD mailing list can be kept as up-to-date as possible. Any comments on past articles or suggestions for future issues would also be appreciated. News items should be submitted no later than the third week of each month.

Mailing label changes and news ideas should be relayed to Mary Knatterud, 150 Williamson (376-1666).

# the RECORD



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VI, No. 9

September 1983

## FINANCIAL AID CHECK DISBURSEMENT ANNOUNCED

Minneapolis campus students who submitted the financial aid award letter by Friday, August 26 may pick up their fall quarter checks in the Armory gym (8:30 a.m.-3:30 p.m.) as follows:

<u>Last Initial</u>	<u>Pickup Date</u>
A - L	September 21
M - Z	September 22
A - Z	September 23, 26, 27, 28

St. Paul campus students who submitted the award letter by August 26 may pick up their checks at the Bursar's Office, 107 Coffey (8:30 a.m.-12:00 noon, 1:00-3:30 p.m.) as follows:

<u>Last Initial</u>	<u>Pickup Date</u>
A - L	September 21
M - Z	September 22
A - Z	September 26, 27

Checks for St. Paul as well as Minneapolis students will be available at the Armory gym on September 28. After that time, students should go to the Bursar's Office, 140 Williamson (8:30 a.m.-3:30 p.m., Monday-Friday).

This year, all students receiving federal financial aid must sign a statement of draft registration compliance when they pick up their checks. The statement is required as a result of last June's Supreme Court decision to enforce amendments to the Military Service Registration Act.

## NEW VIEWBOOK DUE SEPTEMBER 9

The 1983-84 edition of "Introductions," the University viewbook for prospective students, is scheduled for publication on September 9. The cover last year was maroon with white lettering; this year, it is silver with maroon print and a thin maroon border around the front and back cover photos. Inside headings are also maroon. Campus maps, previously on separate pages in the back, are now featured on a large tear-out poster in the

center. The west and east banks of the Minneapolis campus are combined, and information on getting to the University and parking has been added. The application is still bound in the center as well. The 40-page text places more emphasis this time on the University's history, Twin Cities attractions, and weather.

## COMPLETE REGISTRATION CANCELLATION TO BE NOTED

A change in how complete registration cancellation is handled on a student's transcript took effect on August 15. In the past (since the onset of computerized registration), if students completely cancelled out before the beginning of a quarter, no record was kept that they had ever registered. But now, the affected quarter will be listed as a heading for an explanatory memo, although the cancelled classes will still be omitted. The quarter heading and memo will be included regardless of the date of cancellation (or the effective date if retroactive). This change will more accurately reflect registration activity and help trace information when records are audited (e.g., for financial aid purposes).

## TRANSCRIPT SERVICE HOURS EXPANDED

Current and former students may pick up one free unofficial copy of their record at 155 Williamson or 190 Coffey between 9:00 a.m. and 2:30 p.m., Monday through Friday, beginning September 15. Previous hours were 10:00 a.m. to 2:00 p.m.

Official transcripts, specially certified and embossed with the University's seal, cannot be given over the counter but are mailed (stamped "Issued to Student" if that is the case). Written requests should be dropped off or mailed; no phone orders are accepted. Beginning fall quarter, a \$2 check, money order, or bursar card must be included for each request. The one fee covers a student's day as well as extension records, and is charged to colleges and departments as well if they request an official transcript.

## UPDATE ON BULLETINS

New Bulletins--The latest college bulletins in the new 1983-85 series include Duluth General (July 19), Agriculture (July 27), Waseca (August 1), Duluth School of Medicine (August 15), and Veterinary Medicine (September 7). The 16-page annual General Information Bulletin for the Twin Cities campus was printed August 18. Due later this month are ROTC (September 16) and Social Work (September 20).

Graduate Programs in the Health Sciences will be published for the last time on October 3 and then incorporated into the main Graduate School bulletin next spring. With the omission of Mayo listings, duplicate general information and course descriptions, and numerous cross-references, the new consolidated bulletin will actually decrease the overall number of bulletin pages for the Graduate School. The cost and inconvenience of having to prepare, mail, and use two overlapping publications rather than a single comprehensive one will also be eliminated.

Streamlining--Recent bulletins continue to reflect an ongoing concern for concise, attractive, and economical publications. The first page, virtually blank in the past, now features the college name between two decorative lines across the top. A shaded box includes a skeletal table of contents and information on other helpful resources. Three University policy statements (Bulletin Use, Equal Opportunity, and Access to Student Educational Records) are in fine print at the bottom.

Sections now begin on left-hand pages if need be. Every effort is being made to reduce the number and length of headings and subsections and to use smaller print for setting off lists of requirements. Savings are typified by the Duluth General Bulletin, which dropped from 392 to 308 pages; Undergraduate Health Sciences, from 92 to 72 pages; and Pharmacy, from 24 to 16 pages.

The present cover design calls for a large photo of a campus scene on front and a smaller, more people-oriented one on back. Colors chosen so far have included rich shades of tan, red, green, blue, brown, and gray. All bulletins are now self-mailed rather than enclosed in envelopes.

## UPDATE ON BRIEFS

9" X 12" Format--Introduced last summer, these three-panel, 9" X 12" glossy brochures about college offerings are in the midst of annual updating. To save press time and costs, they are being run during August and September in batches of the same color, as follows: Green--Forestry, Agriculture, Occupational/Physical Therapy, Medical School, Management; Red/Maroon--General College, Nursing, Biological Sciences, Home Economics; Gold--Veterinary Medicine, Pharmacy, Medical Technology, Institute of Technology, Education; Turquoise--Dentistry, Law, Mortuary Science, Dental Hygiene.

Larger Size--The College of Liberal Arts brief, which opens to an 18" X 12" poster of major fields, is medium blue this year. A newly developed brief of the same style for the Graduate School is pewter blue. This year's Financial Aid brief will switch to this same size. The 1983-84 "Highlights" has been transformed from a 12-page pocket guide to a unique 18" X 16" fold-up brief--at greatly reduced cost. Its maroon cover sports a handwritten title.

## REGISTRATION STATUS NOTICES TO BE MAILED

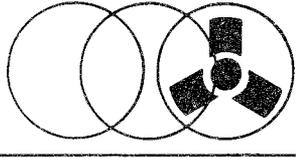
The Office of Registration, Student Records, & Scheduling has decided that Registration Status Notices will be mailed to students for winter and spring quarters--unless the college prefers to distribute them individually to its own students.



Edited by Mary Knatterud, 150 Williamson, 376-1666

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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VI, No. 10

October 1983

## WINTER CLASS SCHEDULE DUE IN NOVEMBER

The winter quarter Class Schedule (with a blue cover) will arrive in most college offices on November 2, and in all department and remaining college offices on November 9. Distribution to students should not begin until November 10. Queued registration runs from November 14 through December 9.

The complete registration queue appears on pages 6 and 7 of the Class Schedule. Stage 1, scheduled for November 14-17, is for graduate, pharmacy, and public health students and seniors (124 or more completed credits). Stage 2, from November 18 through December 9, is for juniors, sophomores, freshmen, and adult specials. Within each stage are name ranges--listing last names (up to 10 letters) and sometimes partial first names. To determine their assigned registration date and time, students need to locate the name range for their last name. For example, a junior named Chris R. Student would fall under "Storberg, Q-Stuelke, Ro" in stage 2 and thus register on or after 11:45 a.m. on December 7.

## STUDENT EMPLOYMENT SERVICES ENHANCED

Job Location and Development--The Student Employment Office recently launched the new Job Location and Development (JLD) program, designed to actively help students find off-campus, career-oriented work in the Twin Cities business community. The program is available free of charge to prospective employers and to students (freshman through graduate) carrying a minimum number of credits. A two-panel, 8" X 9" brochure describing the program was printed last month. For more information, contact Kathy Miller, JLD Program Coordinator, 120 Fraser (376-4790).

Student Emergency Service--The Student Employment Office now handles Student Emergency Service (SES) requests during morning as well as afternoon hours. Students who need a temporary job and departments that have a vacancy may call Dana Rustad, 373-4403, between 8:00 a.m. and 3:30 p.m., Monday-Friday.

## PHI BETA KAPPA MOVES

Administrative responsibility for the local Alpha chapter of Phi Beta Kappa, the national liberal arts honor society, was recently transferred from the CLA Honors Program, 115 Johnston, to the Student Relations unit of the Office of Registration, Student Records, and Scheduling, 150 Williamson. A brochure is being developed to describe the society and requirements for election, and a new application form is being designed. Students may apply for membership after winter quarter grades are on their transcripts. For more information, contact Student Relations (376-1680).

## 1984-85 AID APPLICATION RECEIPT DATE: APRIL 27

The receipt date for 1984-85 financial aid applications is Friday, April 27, 1984. Students must make sure their complete and accurate applications and all required documents (e.g., financial aid transcripts, various supporting forms) are received by the Office of Student Financial Aid by this date. Since it may take at least 6-8 weeks for the application and documents to reach OSFA from the American College Testing (ACT) program and other sources, students are urged to apply well before March 1 to be assured consideration. The April 27 receipt date and other requirements will be further explained in the instructions accompanying the application packets (available in January).

## MARIE JONES RESIGNS

Marie Jones, who was appointed Registration Center Manager a year ago and also assumed system control duties last spring, resigned to move to Richmond, Virginia. Her last day of work at the University was September 30.

Jeff von Munkwitz-Smith, of the Office of Registration, Student Records, and Scheduling, is now responsible for registration supervision on an interim basis.

FALL FINANCIAL AID DISBURSEMENT ANNOUNCED

COLLEGE FAIR TURNOUT HIGHEST IN NATION

Students may pick up their fall quarter financial aid checks in the Bursar's Office, 140 Williamson (8:30 a.m.-3:30 p.m., Monday-Friday) as follows:

<u>Date Completed Award</u>	<u>Pickup Date</u>
<u>Letter Returned</u>	
By Aug. 26	Sept. 29-Oct. 7
Aug. 30-Sept. 16	Oct. 10-21
Sept. 19-30	Oct. 24-Nov. 4
Oct. 3-19	Nov. 7-18
Oct. 20-Nov. 2	Nov. 21-Dec. 9

This year, all students receiving federal financial aid must sign a statement of draft registration compliance when they pick up their checks, as required by the Military Service Registration Act.

FINANCIAL AID CANCELLED IF NOT PICKED UP

All financial aid checks that remain unclaimed from the Bursar's Office, 140 Williamson, for 15 days after the available date will be cancelled. Students should refer to the check disbursement schedule they received with their award letter to find out when to pick up their checks. A schedule is also posted outside 140 Williamson and is summarized in this month's RECORD.

UPDATE ON GUARANTEED STUDENT LOANS

The Office of Student Financial Aid, 210 Fraser and 199 Coffey, is accepting applications for guaranteed student loans for winter quarter on or after October 17, 1983. Applications for the 1983-84 academic year must be submitted by January 31, 1984. Those received after January 31 will not be processed except for students new to the University as of spring 1984, who may submit applications through April 13, 1984.

Graduate students who enroll under student status (which replaced the old thesis-only and examination-only categories) or any program for fewer than 6 credits per quarter will qualify for guaranteed student loans for no more than 6 quarters. Those involved in work for which 0 credits are granted must still register each quarter of the loan period. Guaranteed student loan checks will not be disbursed unless students have fee statements for each quarter.

The number of people attending the National College Fair in Minneapolis last month--over 20,000--was the highest in the nation. Each fall, the National Association of College Admissions Counselors (NACAC) co-sponsors a dozen National College Fairs in major cities throughout the United States. (Host cities this year were Baltimore; Chicago; Long Island; Milwaukee; Minneapolis-St. Paul; New York City; Philadelphia; Portland, Oregon; St. Louis; San Antonio; Seattle; and Washington, D.C.) The fairs give students, parents, and other interested adults an opportunity to talk with school representatives and look over various publications and displays.

Held September 20 and 21 in the Minneapolis Auditorium, the ninth annual Minnesota fair featured over 280 information booths. Counselors and printed materials were available from approximately 265 postsecondary institutions, ranging from the Academy of Accountancy to Yankton College. Although Minnesota and Wisconsin colleges predominated, 35 states were represented.

The University of Minnesota also, which included separate set-ups for each campus, attracted huge crowds. At the five Twin Cities booths (two for general information and one each for Agriculture, Forestry, and IT), over 10,000 "Highlights" and other brochures were distributed, with 6,000 requests for more information filled out. Site chair for this year's fair was Terry Blom, president of the local co-sponsor, MASSCCAO (Minnesota Association of Secondary School Counselors and College Admissions Officers). University booth coordinator was Lou Branca. Both Blom and Branca are on the staff of Prospective Student Services, 230 Williamson.

STAFF NEWS

The September/October issue of MINNESOTA, the University Alumni Association magazine, features an article titled "Burton Hall: A Treasure Uncovered." It was written by Steve Baker, one of the Publications Center editors.

The Katherine Nash Gallery in Willey Hall will present an exhibition of paintings from October 17 through November 4 by Neal Cuthbert, a Student Support Services Assistant in St. Paul.

## SPECIAL SUPPLEMENT: QUALITY AND ROLE OF PUBLICATIONS EVALUATED

The Publications Center, the Information Systems and Services unit that coordinates funding and production of the University bulletins, briefs, viewbook, and class schedules, has recently been involved in four diverse evaluation projects. Highlights are presented below:

Focus Groups--Last winter, the Publications Center organized various focus groups (informal topical discussions) to evaluate the 1982-83 viewbook and briefs and selected 1981-83 and 1982-84 bulletins. A cross-section of prospective and current University students participated:

- \* urban and suburban high schools, both public and private (6 Edison High School students, 7 Southwest High School seniors, 17 Robbinsdale Armstrong High School economics students, 5 Highland Park High School seniors, 5 Cretin High School seniors, 6 Breck School seniors)
- \* a small outstate high school (10 Glenwood High School students)
- \* a community college (6 Normandale Community College students)
- \* University freshmen, both Minneapolis and St. Paul (22 Composition 1011 students, 20 Rhetoric 1102 students, 5 CLA Honors Program students)

Responses were perceptive and, for the most part, positive. Although it is difficult to generalize, useful patterns of opinion did emerge--giving a fairly good idea of what is most important to most students about the University and its publications:

(1) Purpose--Students understood the specific function and audience of each publication and the sequence in which one would normally receive them: viewbook, brief, bulletin. Although high quality, professional publications are expected, a typical remark was that they don't need flashy graphics or hyped-up text because the University is so good it sells itself. Publications are rarely the main reason students choose a particular institution, but they play a crucial role in dispensing specific information, strengthening favorable impressions, and combatting apprehensions.

(2) Design--Focus groups liked the easy-to-handle sizes; attractive layouts; readable type; bright, attention-attracting colors on covers; the understated look; and charts and maps where appropriate. They suggested highlighting the University's unifying symbols, such as the logo, gopher, or school colors, to boost a sense of pride and spirit.

(3) Photos--Preferences were for sharp black-and-white photos showing campus buildings and ordinary activities; sensitivity to female/male and ethnic

balance; and positive images of students and faculty at work. These changes were suggested: don't overemphasize summer; show interesting winter views; use captions, especially to identify buildings; include more realistic study scenes and fewer partying shots and smiling closeups. Students considered one large photo more captivating than several small ones on a page.

(4) Content--Students urged the following: keep clear, concise language and direct, honest wording, but make style warmer where possible; maintain upbeat factual tone without overselling; stress need to take initiative; point out national rankings of programs; sustain clearcut order of topics; give more specifics on careers, cultural environment, and typical schedules; and mention expenses in all publications. Two of the most popular features were the viewbook's discussion of the University's size and the bulletins' detailed course descriptions.

Students proposed adding comments or greetings from the president, well-known alumni, and other students; capitalizing on the University's history, traditions, and Big Ten status; emphasizing that the University treats students like independent adults but also cares about them; clarifying the ease with which one can get around campus; and defining terms that may be unfamiliar ("union," "tool courses").

Many of these ideas support current policies and standards, some have already been instituted since completion of the focus groups, and still others will be considered in the future.

CLA Transfer Survey--A report titled "Transferring to the University of Minnesota: A Survey of Admitted CLA Transfer Students" was completed last spring by Ron Matross and Jon Roesler of Data and Reporting Services. A total of 384 students who applied for fall 1982 transfer to the College of Liberal Arts (285 of whom enrolled) were sent four-page forms probing their characteristics and attitudes toward the University. The survey was conceived and coordinated by Lou Branca of Prospective Student Services.

Some of the survey questions dealt directly with the impact of publications. For example, students were asked how strongly bulletins, briefs, and the viewbook affected their desire to attend the University. In a factor analysis of information sources, these publications were the second greatest influence next to personal impressions (which

included conversations with faculty and staff as well as visits to campus). Non-enrollees, in fact, rated publications slightly higher. The report declared that "for most students the University's basic publications were an attractive and reassuring statement of the prestige and quality of the institution" and "should continue to emphasize the quality and diversity of the University's academic programs."

In addition, several key findings of the survey have clear implications for publications. First, environmental factors (finding jobs, housing, financial aid, child care, parking, commuter services, friendships, small classes) worried enrollees and to a significant extent dissuaded non-enrollees. Fear of red tape, runaround, and impersonal treatment was quite evident. Second, many non-enrollees were less traditional students who had more outside commitments and thus even more concern about the possible hassles of attending the University. Since they are also less likely to be able to visit campus or talk with current students, faculty, and staff, these less traditional non-enrollees rely even more heavily on publications for information on coping with the University environment.

Brief Questionnaires--Last spring, college coordinators and student services personnel received one-page questionnaires soliciting their reactions to the new bulletin briefs. On a 5-point scale (5=Excellent, 4=Very Good, 3=Average, 2=Fair, 1=Poor), the briefs earned the following average ratings in the specified categories: Content, 4.59; Organization, 4.82; Design, 4.53; Usefulness, 3.88; and Adequacy of Supplies, 3.81.

The Publications Center will continue to evaluate its printed materials on an ongoing basis. Questions on specific publications will again be incorporated into upcoming statistical research, and additional focus groups are planned during this academic year.

Class Schedule Findings--Last spring quarter, a study was conducted at the Twin Cities campus registration centers to determine student perceptions of the computerized system. One major component of the survey was devoted to the Class Schedule, which explains the registration process as well as provides course information each quarter. Of the 413 students surveyed, 305 registered in Minneapolis and 108 in St. Paul, representing 14 separate academic units. Class breakdown was as follows: 56 freshmen, 70 sophomores, 122 juniors, 57 seniors, 14 adult specials, and 92 graduate students.

In response to the five yes-or-no questions on the Class Schedule, students indicated that, for the most part, they are familiar with its text and find it helpful. Following are the specific questions and the percent of yes answers for each:

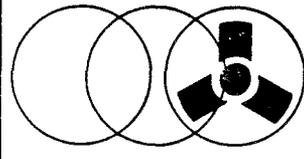
Question	Yes
"Before now, did you know that registration information was in the Class Schedule?"	94.4%
"So far this year, have you read the registration information in the Class Schedule?"	78.7%
"Is the Class Schedule your main source of information about registration?"	80.7%
"Did you find the registration information in the Class Schedule understandable?"	86.2%
"Did you find the Class Schedule information on course entry requirements clear?"	83.3%

Edited by Mary Knatterud, Publications Center, 150 Williamson, 376-1666



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# the RECORD



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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## FALL ENROLLMENT DOWN SLIGHTLY

A total University day school enrollment of 57,831--a slight decrease of 1.9%, or 1,131 students, from last year's record high--is reported for fall 1983. The figures reflect little fluctuation at all five campuses, ranging from a gain of 1.2%, or 20 students, at Morris (for a total of 1,603) to a decline of 2.6%, or 204 students, at Duluth (for a total of 7,530). Enrollment at Crookston was down .5%, or 6 students (for a total of 1,143), while Waseca experienced a similar drop of .2%, or 3 students (for a total of 1,110).

At the Twin Cities campus, enrollment fell by 938 students to 46,445--just 1.9% below last fall. Most Twin Cities college enrollments dipped slightly, although Education showed an impressive increase of 9.6%, or 198 students. Agriculture's loss of 15.8%, or 244 students, as well as Forestry's gain of 26.2%, or 83 students, may be partially explained by the transfer of Fisheries and Wildlife from the former to latter college. The transfer of Social Work from CLA to Home Economics may also account for enrollment variations in those two colleges.

In the entire University system, the overall number of new students again dwindled--from 14,880 a year ago to 14,131 this fall. New students entering from high school numbered 8,151--down 3.7%, or 311 students. New students with previous college experience declined to 4,796--down 6.1%, or 310 students. But the number of continuing and readmitted students--41,097--dropped a mere .36%, or 150 students.

## FINANCIAL AID CHECKS RETURNED

Minnesota State Scholarship and Grant checks that were ready on September 21 but not claimed were returned to the State on October 20.

## SAM DEVELOPMENT WELL UNDERWAY

Development of the Student Aid Management (SAM) system, a comprehensive package of computer programs designed to support administration of financial aid, continues. The Office of Student Financial Aid (OSFA) plans to use the system in the 1984-85 processing and awarding year. Staff training and the revision of application materials are now underway, and on-line software should be available soon. The SAM system will help OSFA track, evaluate, package, notify, disburse, and report more efficiently and effectively.

## STUDENT EMPLOYMENT UP

Student Employment Office figures for September 1983 show a healthy increase over 1982 in all areas of student employment. Vacancies increased 62% (from 1,127 to 1,814), with the biggest jump in on-campus non-work study. Job referrals were up 102% (from 2,924 to 5,907). Total hours logged by student employees rose about 49% over last year. The gains are attributed to increased efficiency and growing recognition that it pays to hire students.

## TWO NEW STAFF MEMBERS HIRED

Two new Student Support Services Assistants joined the System Development/Operations unit of Information Systems and Services in late October. Patricia Quealy, after nearly nine years at the Office of Student Financial Aid, has assumed responsibility for the Student Support Services operational schedule, among other projects. Carolyn Davidson, formerly of Central Technical Services at Wilson Library, now handles communications with the Administrative Data Processing Department, including request control and problem solving. Quealy and Davidson are both located in 260 Williamson (373-2106) and report to assistant director Mark Powell.

NEW REGISTRATION HOLDS ADDED

The following new registration holds have been added to the system for immediate use:

<u>Campus</u>	<u>Code</u>	<u>Office Placing Hold</u>	<u>Clearance Address</u>
Twin Cities	RA	Management Adult Special	225 Management/Economics
Twin Cities	AJ	Transcript Payment	155 Williamson
Twin Cities	AK	University Computer Center	227 Experimental Engineering
Duluth	RB	College of Education	113 Bohannon

For more information, contact Registration System Control, B-25 Fraser (373-7900).

RECENT CHANGES NOTED IN CLASS SCHEDULE

Twin Cities students and staff should consult the "☞ RECENT CHANGES ☞" feature on page 8 of the winter Class Schedule, where the following items are referred to:

Registration queue, winter quarter.....page 6

Grades, fall quarter.....page 12

Installment Payment chart.....page 117

Installment Payment plan.....page 117

Late fees.....page 118

Payroll deduction for graduate assistants.....page 118

Retroactive cancellation, refunds for.....page 119

Transcript fee.....page 120

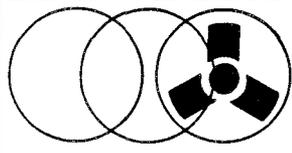
Resident tuition for graduate and professional fellows/trainees.....page 122



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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## STUDENT PUBLICATIONS NETWORK PLANNED

The Student Support Services Publications Center, 150 Williamson, and University Relations, 6 Morrill, are discussing plans to co-sponsor a Student Publications Network. Beginning early winter quarter, informal informational meetings would be set up for college, department, and other University staff whose work involves publications for prospective or enrolled students. The purpose would be to build awareness and share concerns about the quality and quantity of the array of materials printed throughout the University for students. Specific topics might include distribution policies, marketing strategies, cost-saving mechanisms, design ideas, and overall coordination of effort. Meetings would be held either monthly or quarterly, depending on interest, with the exact time and place announced in the RECORD. If you or your colleagues would like to participate in the Student Publications Network, contact Barbara Foster, Publications Center head, 150 Williamson (376-1666).

## NEW COLLEGE BULLETIN TIMETABLE SET

The schedule for the 1984-86 college bulletin series has been cleared with the Printing Department. Colleges and departments are reminded that it is crucially important to adhere to all deadlines and standards for copy, galleys, page proofs, and photos. Following is the list of upcoming college bulletins edited at the Publications Center along with their 1984 publication dates:

Forestry.....	January 16
Dentistry.....	March 4
Crookston.....	March 9
Law.....	March 15
Journalism.....	July 9
Education.....	July 20
Liberal Arts.....	July 31
Home Economics.....	August 7
Management.....	August 9
Graduate School.....	September 4
Public Health.....	November 1

## FINANCIAL AID APPLICATION PACKETS AVAILABLE JAN. 3

The 1984-85 Office of Student Financial Aid application packets will be distributed beginning Tuesday, January 3, 1984. A complete and accurate application is described in the packet's "Financial Aid Information and Instructions" booklet. Students who wish to be considered for campus-based aid (National Direct Student Loans, College Work-Study, Supplemental Educational Opportunity Grants, and some University scholarships, grants, and loans) must make sure their complete and accurate application, including all required documents, is received by the Office of Student Financial Aid on or before Friday, April 27, 1984.

## ADMISSIONS STAFF VISIT COMMUNITY COLLEGES

Admissions representatives from Prospective Student Services and various Twin Cities colleges and programs have recently visited community college students and staff in both the metropolitan area and northern Minnesota. Visits involve presentations on the University and question-and-answer sessions. The community college schedule included North Hennepin, Inver Hills, Anoka-Ramsey, Lakewood, Minneapolis, and Normandale in mid-November, and Itasca, Rainy River, Mesabi, Vermillion, Hibbing, and Brainerd in early December.

## NEW BULLETIN GUIDE PREPARED

The Publications Center has prepared a new 28-page BULLETIN GUIDE FOR COLLEGE COORDINATORS. It supersedes the outdated 33-page COPY PREPARATION MANUAL FOR COLLEGE BULLETINS, which was printed in January 1977 and bound in a brown notebook. The new BULLETIN GUIDE, cerlox bound with a blue self-cover, features detailed information and step-by-step instructions in three main sections: Bulletin Style, Bulletin Organization, and Bulletin Revision Process. Copies will be distributed within the next month to interested college staff. To place orders or obtain more information, contact Mary Knatterud, 150 Williamson (376-1666).

## FINANCIAL AID STAFF CHANGES

Gail Froncek is now an Editor I, responsible for Office of Student Financial Aid forms, publications, and manuals. University staff who need financial aid updates for their materials should contact her, 210 Fraser (376-8080).

Mary Trandem joined the Financial Aid staff on November 21 as a Senior Accounts Specialist.

Gary Bush joined Student Employment on October 26 as a Senior Employment Representative.

## PUBLICATIONS ADVISORY BOARD MEETS

The Publications Advisory Board, a group of college and other University representatives that provides input on Student Support Services publications, recently held its fall quarter meeting. Chaired by Publications Center head Barbara Foster, the December 6 meeting included the following agenda items: review of 1983 publications, plans for 1984 publications, the new BULLETIN GUIDE, future topics for focus groups, and the proposed Student Publications Network. Current board members, listed by their unit and term, are:

Barbara Becker, CLA (Continuing)  
Frances Dunning, Nursing (Through Summer 1985)  
Natalie Gallagher, Home Economics (Through Summer 1985)  
Bruce Hixson, General College (Through Summer 1985)  
Lynn Marasco, University Relations (Continuing)  
Les Metz, Printing and Graphic Arts (Continuing)  
John Printz, Prospective Student Services (Continuing)  
Jerry Rinehart, Management (Through Summer 1984)  
Tom Yuzer, Waseca (Through Summer 1984)  
Ken Zimmerman, Graduate School (Continuing)

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## QUESTION BOX

Beginning winter quarter on an experimental basis, a QUESTION BOX will appear from time to time in the RECORD. Readers are invited to submit questions to the editor concerning policies and procedures in Student Support Services--which encompasses Admissions, Prospective Student Services, and Orientation; Information Systems and Services; Registration, Student Records, and Scheduling; and Student Financial Aid. All questions will be forwarded to appropriate contact persons, and some will be answered in this space as interest warrants.

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