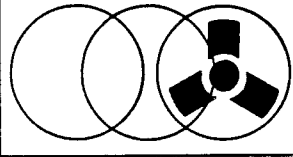


# the RECORD



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. VIII, No. 1

January 1985

## 1985 BULLETIN SCHEDULE SET

The schedule for the 1985-87 bulletin series has been cleared with the Printing Department and the Postal Service. Colleges and departments are reminded that it is crucially important to adhere to all deadlines and standards for copy, galleys, and page proofs. Following is the list of upcoming bulletins edited at the Publications Center, 150 Williamson, along with their 1985 publication dates:

Itasca Summer Session.....	January 11
Duluth Summer Session.....	February 5
Twin Cities Summer Session.....	March 22
Biological Sciences.....	April 22
General College.....	May 1
Institute of Technology.....	May 10
Morris.....	May 15
Duluth Medicine.....	June 3
Undergraduate Health Sciences.....	June 7
Medical School.....	June 24
Pharmacy.....	June 25
Duluth Extension.....	July 1
Duluth.....	July 18
Social Work.....	July 26
Agriculture.....	July 30
Waseca.....	August 1
General Information.....	August 8
Law.....	August 15
Veterinary Medicine.....	September 7
ROTC.....	September 16

Any major departures from the above schedule will be reported in future issues of the RECORD.

## WORK-STUDY OFFICE MOVES

The College Work-Study Program of the Office of Student Financial Aid will be moving from 210 Fraser to 120 Fraser as of January 15, with expanded service and hours. The phone number will remain 373-4159.

## NEW STUDENT REFERRAL FORM AVAILABLE

Student Relations staff in 150 Williamson and 130 Coffey announce the printing of a new "Student Referral" form. It will help students who need detailed, written instructions about where to clear holds or take care of other records problems. The single-sheet, two-sided form features an extensive list of addresses and phone numbers for various college and student service offices. Ample space is also provided for a Comments section. For more information, contact Mary Koskan, 150 Williamson (376-1680).

## STUDENT ZIP CODES OMITTED

Zip codes are missing in the student portion of the recently published "Student/Staff Directory." The problem occurred at the vendor during production; the zip codes were on the tape supplied by the Administrative Data Processing Department. For more information, contact Jeff von Munkwitz-Smith, B-25 Fraser (373-7900).

## NETWORK REMINDERS

The Student Publications Network will meet at 10:00 a.m. on Wednesday, January 16 in 240k Williamson. The guest speaker is Tom Foley, senior photographer at University Relations.

The Information Public Contact Network will meet at 11:45 a.m. on Wednesday, January 16 in 10 Walter Library. Penny Krosch, assistant archivist, will describe the University Archives.

Progress continues to be made on developing the new Admissions/Prospective Student Services system. The goal for having phase one of the system up and running has been changed from August 15 to December 1, 1985. So far, the conversion program is ready and user-tested, the high school screens are being programmed, the prospective student screens and reports are in the specification review stage, and most of the phase one reports are underway.

Primary advantages of the new system will include on-line access to prospective student and applicant data along with quick response rates. Periodic updates will be included in future issues of the RECORD.

An information session on computer checks is scheduled for Thursday afternoon, January 24 in 240k Williamson. Basically a repeat of a successful workshop held last July, it is aimed at academic staff who need to know what a computer check is, how it is put on, and how it is used in registration.

An information session on end-of-term concerns (final exam schedule rotation, forms, grade runs) is planned for late February. It is aimed at administrative staff in academic departments.

For more information on either workshop, contact Elizabeth Grundner, 150 Williamson (373-7867).

#### PHONE SURVEY ON THE RECORD CONDUCTED

To help define ways of enhancing the effectiveness of the RECORD, a brief telephone survey was conducted in mid-December. A total of 44 readers (randomly selected from the mailing list of approximately 575 college and department student service staff members, primarily on the Twin Cities campus) were asked these four questions:

#1 What information in the newsletter is most useful to you and your office?

#2 What information in the newsletter is least useful to you and your office?

#3 What information do you need or want in the newsletter that isn't now included?

#4 Would you recommend any changes in the appearance or style of the newsletter? If so, what?

Answers to Question #1 indicate that a great variety of RECORD information is considered important. Several respondents said they read and save "everything" for future reference; others noted specific topics as most applicable to their areas.

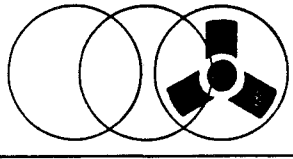
Of the 44 readers who answered Question #2, 30 said they "don't know" or "can't say" what information is least useful; a typical response was "it's all pretty helpful." Of the 14 who did cite items, 10 said "staff changes."

Half of the readers surveyed provided answers to Question #3, as follows: 11 want more information on the "calendar" (quarter start and end dates, holidays, deadlines, graduation timelines, registration, publications); 6 on "statistics" (enrollment, admissions data, demographic breakdowns, procedures); 2 on "computer developments and new systems"; and 1 each on "tuition rates," "developments in other units," and "updated general information numbers."

The overwhelming response to Question #4 was to leave the basic design as is. The "pleasant, identifiable" yellow color was specifically mentioned by 11 respondents. They also like the "economical" look; the "short, handy" single sheet; the "concise, easy-to-cut-and-save" block paragraphs; and the "streamlined, recognizable" logo. Out of 44 readers, only 6 recommended any changes, namely, a larger type style and bolder headlines. (Coincidentally, this issue of the RECORD marks the first use of the Wang office automation system and its more readable type.)

The helpful participation of the 44 respondents is much appreciated, and all ideas will be carefully taken into account. Any RECORD readers who would like to add their comments and suggestions are encouraged to contact Mary Knatterud, Publications Center, 150 Williamson (376-1666).

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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. VIII, No. 2

February 1985

## SPRING CLASS SCHEDULES OUT SOON

Spring 1985 Class Schedules will be delivered Monday, February 11 to college offices and Monday, February 18 to department offices. Distribution to students will begin on Wednesday, February 20; registration opens Friday, February 22.

The location of spring Class Schedule distribution will be changed for CLA, IT, and University College students. The previous site, 101 Fraser, is now a classroom. Instead, 202 Fraser will be used on February 20 and 21 (the two days before registration) and again from March 18 on; 40 Coffman, next to the MSA student store, will be used from February 22 to March 15 (the queued registration period).

CLA, IT, and University College students will be notified of this change on their Registration Information and Record Update (RIRU) form. They are strongly urged to pick up their Class Schedule as early as possible (on February 20 and 21 in 202 Fraser). Class Schedule distribution for other students remains the same.

## WINTER ENROLLMENT DOWN 2.4%

Total University day school enrollment for winter quarter 1985 is 53,064--a decrease of 2.4% from last winter's 54,377. Enrollment is up by 3.3% at Morris; up by .3% at Waseca; down by 7.0% at Crookston; down by 3.5% at Duluth; and down by 2.4% at the Twin Cities.

The number of new students rose in all categories--those entering from high school, from 691 last winter to 710; those with previous college experience, from 819 to 884; and adult specials, from 732 to

782. Readmitted students also increased, from 2,747 to 2,957. These gains in new and readmitted students, however, were more than offset by a 3.6% dip in continuing students--from 48,612 last winter to 46,881.

Twin Cities campus enrollment fell from 43,377 last winter to 42,333. Most colleges declined slightly, although Education showed another impressive increase of 7.7%, or 151 students.



## INFORMATION "BOOTH" RENAMED "CENTER"

Effective immediately, the Information Booth in Williamson Hall will be known as the "Williamson Hall Information Center." The term "booth," a carryover from Morrill Hall days, is not an accurate reflection of the current location. Staff members are asked to please incorporate the new name into publications, signs, and all other interactions with the University community.

## WINTER REGISTRATION STUDY CONDUCTED

According to a study conducted during winter quarter registration at Fraser and Coffey, the overall average amount of time it took to wait in line and complete registration was 8 minutes per student (compared to 13 minutes during fall quarter registration). The improved time can be attributed to several factors: during the winter queue, nearly 6,000 fewer registrations were processed; computer problems with the Administrative Data Processing Department were less severe and less frequent; and there were fewer new students and thus fewer large groups registering at a time.

## RECENT CHANGES NOTED IN CLASS SCHEDULE

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

Mandatory attendance  
for first class meeting.....p. 14  
Preliminary schedule  
for fall 1985.....p. 17  
Department phone numbers.....p. 104  
Drop boxes for  
tuition payment.....p. 110  
Spring quarter grades.....p. 117

The above item on department phone numbers refers to the Directory for Department Offices in Section 3. In the past, only buildings and main offices were included, but phone numbers have now been added.

## PRELIMINARY FALL SCHEDULE DATES SET

On January 30, academic departments were mailed the 1985-86 scheduling documents for the fall 1985 Preliminary Class Schedule. Updated documents are due back in the Scheduling Office, 150 Williamson, no later than March 12. The projected publication date of the preliminary fall schedule is May 15. For more information, contact George Hudachek, 150 Williamson (373-2838).

## MAJOR/ADVISER REPORTS DELAYED

Progress continues to be made on the rewrite of the major/adviser reports at the Administrative Data Processing Department. However, they will not be ready for winter quarter, as previously hoped. Colleges will be kept informed of any possible delays beyond spring quarter.

## NEW TCE ELEMENT OPERATIONAL

A new element, called Registration Status or REG STA, has been added to the Transfer Credit Evaluation (TCE) form. It will appear in the upper right section on the line between COLLEGE and CAMPUS. The three allowable values for the new REG STA

element are NEW TRANSFER (which refers to both new high school students and new advanced standing students), INTRA-U TRANS, and PREV REG. Any problems with the new element or other aspects of the TCE should be reported to Carol Cline, 240 Williamson (373-2144).

## DRS WORKSHOP FEB. 13

Data and Reporting Services will conduct a workshop on Wednesday, February 13 from 10:00 a.m. to 12:00 noon in 240k Williamson. The first hour will acquaint potential clients with the various data retrieval services available. The second hour will focus on new developments in student data reporting, including a major redesign of the DRS data base. For more information, contact John Kellogg, 260 Williamson (376-1820).

## NETWORK REMINDERS

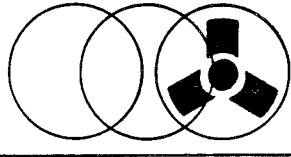
The Student Publications Network will meet at 10:00 a.m. on Wednesday, February 13 in 8-12 Morrill. Steve Baker of the Publications Center will illustrate practical applications of photography in publications. Network participants are reminded to bring along examples for discussion.

The Information Public Contact Network will meet at 11:45 a.m. on Wednesday, February 20 in 240k Williamson. Staff members from the Orientation Office, 324 Coffman, will be featured guests.

## END-OF-TERM WORKSHOP FEB. 26

The information session on end-of-term concerns has been scheduled for Tuesday, February 26 from 1:00 to 2:45 p.m. in 240k Williamson. Topics include final exam schedules and forms, grade lists (what happens after departments submit them), grade runs, and miscellaneous grade forms (how and when grades are added to students' records). For more information, contact Elizabeth Grundner, 150 Williamson (373-7867).

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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. VIII, No. 3

March 1985

## BULLETINS PROFESSIONALLY REDESIGNED

## 206 FOLWELL TO CLOSE

A color photo on the cover and increased type size inside hallmark a significant redesign of the new bulletin series. Beginning with the College of Biological Sciences Bulletin, due at the end of April, upcoming bulletins edited at the Publications Center, 150 Williamson, will show an increased emphasis on quality.

The new design, created by Madsen and Kuester, Inc., enhances the readability and professional look as well as the uniqueness of each bulletin. Slightly larger in size (6" X 9"), the bulletins will feature color bands on the cover to distinguish each college or campus (with a solid color coverage on the inside front and back covers). For added warmth and academic feeling, Bookman Condensed and Century Schoolbook type styles will be used. The 6" X 9" size provides for a 2-column format inside the bulletins, which will further improve readability.

Increased emphasis on quality will necessitate more careful planning of each bulletin from cover to cover. The Publications Center is not anticipating radical changes in the publications schedule due to these design changes, but some minimal variation from the previously published due dates may occur (see January 1985 Record for upcoming bulletins).

## 109 EDDY HOURS EXTENDED

The Student Counseling Bureau, 109 Eddy, has extended its hours of service to include Monday evenings. The new hours are: 8:00 a.m.-6:30 p.m., Monday  
8:00 a.m.-4:30 p.m., Tuesday-Friday

Effective Wednesday, April 24, CLA will close its Upper Division College Office in 206 Folwell. Beginning Monday, April 29, all CLA majors whose departments are located or will be located on the West Bank (including Music, Studio Arts, International Relations, and Theatre Arts) will receive Upper Division College Office advising and degree clearance services in 122 Social Sciences. All majors whose departments are on the East Bank will receive these services, effective April 29, in 114 Johnston.

## UPDATE ON HOLDS

The following new holds have been added to the student data base and the registration systems:

BL - Returned Check, W220 Boynton  
BM - Medical Cancel, W220 Boynton  
RF - School of Management Admissions,  
225 Management/Economics  
RD - Prejournalism, 18c Murphy  
AZ - ESL Program, 719 E. River Road

Contact Registration Systems Control, B-25 Fraser (373-7900), for a complete hold list.

## SNAPSHOT CLASS LISTS AVAILABLE

An up-to-date class list for a single section may be requested from Stephanie Gruber, Registration Systems Control (373-7900). Lists requested before 4:00 p.m. will be available for pick-up in B-25 Fraser after 9:00 a.m. on the following working day (or they can be sent via campus mail).

## REGISTRATION POLICY CHANGES

Registration staff at the Fraser Registration Center will no longer enforce the instructor signature for students adding a course after the first week of a quarter. Effective spring quarter 1985, this change results from an unsuccessful trial period of enforcement during the previous fall and winter quarters.

## CLASS SCHEDULE CORRECTION

Several dates in the third paragraph of the Installment Payment Plan section of the spring 1985 Class Schedule (page 110) are incorrect. The correct dates are found in the Installment Payment Chart at the top of page 110.

## NETWORK REMINDERS

The Student Publications Network will meet at 10:00 a.m. on Wednesday, March 13 in 240k Williamson. Lynn Marasco from University Relations will lead a session on writing and editing.

The Information Public Contact Network will meet at 11:45 a.m. on Wednesday, March 20 in 240k Williamson. Linda Bick from Student Support Services will discuss tuition reciprocity.

## FINANCIAL AID UPDATE

Application processing for 1985-86 in the Office of Student Financial Aid (OSFA) is five months ahead of 1984-85 processing. Data is currently being entered on the Student Aid Management (SAM) system.

OSFA has already processed more Guaranteed Student Loan applications for 1984-85 than in all of 1983-84. As of January 1, 1985, 16,192 applications had been processed.

The OSFA Appeal Committee meets weekly to consider student appeals of staff decisions (in the public contact area) and OSFA policy. Through the committee, the appeal process will be shortened and decisions will be more consistent.

## SPRING RECRUITMENT PROGRAMS PLANNED

As part of the President's Recruitment Project, the Alumni Association and Prospective Student Services will coordinate all-University information programs for out-of-state high-ability high school juniors. Four programs are scheduled this May for locations in Wisconsin and Illinois. Students and their parents will be invited to informal gatherings with University alumni and staff.

This year's president's letter will be sent in early May to high-ability juniors in an effort to step up the recruiting process.

Edited by Steve Baker, Publications Center, 150 Williamson (376-1666)



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Minneapolis



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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. VIII, No. 4

April 1985

#### PHI BETA KAPPA APPLICATIONS DUE

The University's Alpha chapter of Phi Beta Kappa (the national liberal arts honor society) invites qualified students to apply for membership by Friday, April 19. A limited number of students will be chosen on the basis of grade point average and certain other academic requirements. For applications and more information, contact Heather McIver, Student Relations, 150 Williamson (376-1680).

#### FOREIGN CREDENTIALS WORKSHOP PLANNED

A foreign credentials evaluation workshop, sponsored by the Admissions Office and the National Association for Foreign Student Affairs (NAFSA), will be held in Coffman Union on May 9. The workshop facilitator is Dr. James S. Frey, president and executive director of Educational Credential Evaluators, Inc., in Milwaukee.

Most of the workshop expenses are covered by the University and NAFSA. The fee of \$5.50 includes lunch and morning coffee. For more information, contact Karen Lukas, 240 Williamson (373-2144).

#### APPLICATION/TRANSCRIPT DEADLINES SET

The deadline for students to apply for fall 1985 admission and submit required transcripts has been set for most Twin Cities campus undergraduate units. The chart below uses these abbreviations: app (application deadline), tx (transcript deadline), Frad (freshman applicants), NAS (new advanced standing applicants), and TW (applicants for transfer within the University).

	<u>App</u>	<u>Tx</u>
General College		
Frad	7-26	7-26
NAS, TW	7-19	7-19
College of Liberal Arts		
Frad, NAS, TW	7-15	8-1
School of Management		
NAS, TW	7-15	7-19
Institute of Technology		
Frad, NAS, TW	7-15	7-15

International students must submit applications and transcripts by 7-15 (except for IT, which has an earlier deadline of 4-1).

For more information, contact Carol Cline (373-2144) for Minneapolis units and Chuck Dahl (373-0708) for St. Paul units.

#### UPDATE ON PSS ACTIVITIES

Prospective Student Services (PSS) is hosting two all-day events on campus: a Minnesota High School Counselors conference (for all University campuses) on April 29 and a Community College Counselors conference (for the Twin Cities campus) on May 1. PSS staff will also be attending the American Association of University Women Career Fair on April 17 and the Milwaukee Minority Fair on April 30-May 1. For more information, contact Lou Branca, 230 Williamson (373-4474).

#### NETWORK REMINDER

The Student Publications Network will meet at 10:00 a.m. on Wednesday, April 10 in 240k Williamson. Mary Knatterud, an editor in the Publications Center, will illustrate the typical process involved in editing for conciseness and readability and marking up copy.

PROPOSED REGISTRATION DATES

Following are the proposed registration dates for the Twin Cities campus for both 1985-86 and 1986-87. Only holidays that fall during the registration periods are listed. Final registration dates will be published in the appropriate Class Schedule.

Quarter            Start-End Dates    No. of Days

FOR FALL 1985

Queued	Aug. 22-Sept. 18	19
Open	Sept. 19-25	5
Holiday	Sept. 2	
1st class	Sept. 26	

FOR WINTER 1986

Queued	Nov. 11-Dec. 6	18
Open	Dec. 9-Jan. 3	16
Holidays	Nov. 28-29	
	Dec. 24-26, Jan. 1	
1st class	Jan. 6	

FOR SPRING 1986

Queued	Feb. 19-March 14	18
Open	March 17-28	9
Holiday	March 24	
1st class	March 31	

FOR FALL 1986

Queued	Aug. 21-Sept. 17	19
Open	Sept. 18-24	5
Holiday	Sept. 1	
1st class	Sept. 25	

FOR WINTER 1987

Queued	Nov. 10-Dec. 5	18
Open	Dec. 8-31	16
Holidays	Nov. 27-28	
	Dec. 25-26, Jan. 1-2	
1st class	Jan. 5	

FOR SPRING 1987

Queued	Feb. 18-March 13	18
Open	March 16-27	9
Holiday	March 23	
1st class	March 30	

UPCOMING SYSTEMS DEADLINES

April 10	Last day for undergraduates and professional students to pay graduation fee for spring
April 15	\$20 fee for late registration begins 2nd week class lists run
April 22	2nd week class list (fiche) due from vendor

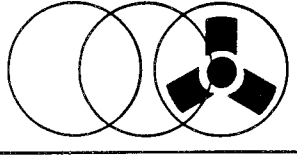


Edited by Mary Knatterud, Publications Center, 150 Williamson (376-1666)

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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. VIII, No. 5

May 1985

## GRADUATION FEE TO INCREASE

The graduation fee on the Twin Cities campus will increase from \$15 to \$16, effective for fall quarter 1985. Students who apply for graduation as of July 22, 1985 will be charged the higher fee.

## SPRING ENROLLMENT DROPS 1.9%

Total University day school enrollment for spring quarter 1985 is 49,864--a drop of 1.9% from last spring's 50,812. The Twin Cities and Duluth campuses are each down by 2.1%. Crookston is down--and Morris up--by 5.5%. Waseca is up by .8%.

Twin Cities campus enrollment decreased to 40,023. Most colleges fell slightly, although moderate gains occurred in the School of Management (up 3.7%), School of Public Health (up 8.8%), and Graduate School (up 1.5%). CLA remains the largest unit in the University system with 14,097 students (down 4.4%).

## JOINT SUMMER REGISTRATION POSSIBLE

This summer, for the first time, all University students will be able to register for both summer terms at the same time. (Previously, they could only register in May or June for the first term, and then had to return in July to register for the second term.) Beginning May 23, students will be able to register for both terms at once or for the second term alone (or the first alone). They will use separate course enrollment forms for each term and receive separate fee statements with different due dates.

## ADMISSIONS OFFICE EXPANDS HOURS

The Twin Cities Admissions/Prospective Student Services office has expanded service hours for prospective students and their parents. As of May 4, the office will be open on Saturday mornings from 9:00 a.m. to 12:00 noon. Individual counseling appointments will be available from 9:00 to 11:00; a General Information Session will be held from 11:00 to 12:00; and an optional campus tour will begin at 12:00. (Ideally, counseling appointments should be made by 4:00 p.m. on the preceding Thursday to allow time for staff to review any student files and prepare necessary program materials.)

In addition to regular weekday hours, walk-in assistance is now available between 4:00 and 6:30 p.m. on Monday evenings. Special group advising sessions for students touring campus are held at 3:15 p.m. on Mondays, Tuesdays, and Thursdays. Requests for individual appointments at other times will be honored with two weeks' advance notice. For more information, call 373-3030.

## DIRECTORY TO BE UPDATED

Department office staff are asked to review the "Directory for Department Offices" on page 104 of the spring Class Schedule to make sure their building address and phone number are listed correctly. As announced in the February RECORD, phone numbers were added to make the directory more complete and convenient for students to use as a first contact point. Any changes for the fall Class Schedule should be reported by May 15 to Judith Shalaby, 150 Williamson (376-1656).

## UPDATE ON REGISTRATION DATES

The proposed 1985-86 and 1986-87 registration dates that were printed on the back of last month's RECORD have changed slightly. In late April, the Twin Cities Campus Assembly replaced the first Monday of spring break in March with a new floating holiday, the third Monday in January (Martin Luther King's birthday). March 24, 1986 and March 23, 1987 were previously listed as holidays that fell during the open registration period for spring; the open period will now simply include one more day. The new holidays (January 20, 1986 and January 19, 1987) do not fall during any registration period.

Another change to last month's chart involves the holidays listed under registration for winter 1987. The line designating "Dec. 25-26, Jan. 1-2" as the late 1986 and early 1987 holidays should be corrected to "Dec. 24, 25, 26, Jan. 1."

Yet another change is possible if the Twin Cities campus institutes registration in the spring for the following fall. Registration periods would probably be added in May and retained, in compressed form, in September. This change is not envisioned before spring-fall 1986 at the earliest.

## STAFF NEWS

Carol Stahlhut began work on April 16 as a Student Support Services Associate in Registration System Control, filling the position vacated by Barbara Olson. Stahlhut was formerly the Coordinator of Advanced Placement and Transfer Evaluation at the University of Pennsylvania.

Regents' Scholarships are available, by arrangement with individual supervisors, to civil service staff members taking University classes, especially if job- or degree-related. Thanks to this employee benefit, one Student Support Services Assistant--Pat Schlosser of Office Services--is graduating this June with a bachelor of science degree in family relations. Taking one course per quarter while working full-time, she completed her senior year in seven years.

## PRELIMINARY SCHEDULE ARRIVES MID-MAY

The Preliminary Class Schedule for fall 1985 will be available in many college offices on May 16, with remaining college and department distribution completed by May 22. Students should be encouraged to take advantage of this publication and confer now with their adviser to plan their fall program.

## FALL SCHEDULE COPY DUE MAY 24

On May 6, the Scheduling Office mailed the 1985-86 scheduling documents for the fall Class Schedule to academic departments for their review. Updated copy and A-96 forms must be turned in by May 24, although changes can be phoned in through June 21. For more information, contact George Hudachek, 150 Williamson (373-2838).

## DRS WORKSHOP MAY 21

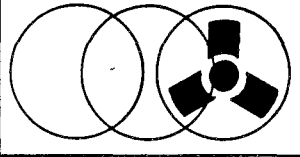
Data and Reporting Services (DRS) will conduct a workshop on Tuesday, May 21 from 10:00 to 11:30 a.m. in 240k Williamson. The workshop will include an introduction to the various data retrieval services available and an overview of the student record system. For more information, contact John Kellogg, 260 Williamson (376-1820).

## NETWORK REMINDERS

The Student Publications Network will meet in 240k Williamson on Wednesday, May 8 at 10:00 a.m. Kent Warren, University Without Walls admissions coordinator, will describe the preparation of the UWW brochure "A Degree of Imagination" and ask for feedback on its text, design, and overall effectiveness.

The Information Public Contact Network will meet in 240k Williamson on Wednesday, May 22 at 11:45 a.m. Attorney Michael Sullivan will provide information about the University Student Legal Service.

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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. VIII, No. 6

June 1985

## IN-PERSON TRANSCRIPTS TO COST \$6

Beginning July 1, students may request official transcripts in person and receive same-day service. A \$6 check or three \$2 bursar cards are required; cash is not accepted. The official transcript (specially certified and embossed with the University's seal) may be picked up or mailed that same day. Requests should be made at 155 Williamson or 130 Coffey.

Regular service is still available: for \$2, an official transcript will be mailed within two workdays to the student or any location requested. Also unchanged is the procedure for obtaining unofficial copies of a record: students may pick up one free copy per visit, having already paid the required \$6 record service fee their first quarter of enrollment.

## ID CARDS TO ADD SSN

Beginning June 1, all newly issued identification cards will carry the student's social security number (SSN) in addition to the University ID number (file number). Using both numbers will enhance access to the various student computer systems (admissions, financial aid, registration/student records) and help coordinate data.

To accommodate this change on the ID card, smaller numbers will be used and the file number will be eliminated from the picture on the back. For cost and staff reasons, new cards will not be reissued to all students, but over time a large percentage will end up with the new format.

For more information, contact Mary Amundson, 110 Williamson (376-5340).

## REGISTRATION IN SPRING FOR FALL APPROVED

Registration in spring for fall quarter, one of the recommendations of the Task Force on the Student Experience, has been given final administrative approval. Beginning in 1986, students on the Twin Cities campus will be able to register in May for the following fall. (Morris, Crookston, and Waseca are currently testing the process.)

Next spring, a more complete Class Schedule will replace the current preliminary fall publication. Students will receive a course confirmation form at the time of early registration; a fee statement with updated course information will be mailed to them during the summer. Course enrollment data will be available to academic departments in early summer.

Details about this new computer capability were sent to deans, directors, department chairs, and college curriculum committee heads in a May 20 memo from Sam Lewis. More information from the implementation group in the Office of Registration, Student Records, and Scheduling will be published in future issues of the RECORD.

## UPDATE ON NETWORKS

The Student Publications Network will meet in 240k Williamson on Wednesday, June 12 at 10:00 a.m. Participants will exchange ideas on recent projects and discuss future plans. Meetings will not be held in July or August, but will resume in September.

The Information Network has already begun its summer break. Meetings will not be held in June or July, but will resume in mid-August before fall registration opens.

## RETROACTIVE REFUND POLICY TO CHANGE

A new retroactive refund policy takes effect fall quarter on the Twin Cities campus (and possibly on the coordinate campuses). In the past, students wishing to cancel retroactively needed to obtain attendance verification forms or last date slips signed by their instructors. But now, they will be asked to use a Retroactive Refund Petition, which lists certain categories of students eligible for retroactive refunds and includes space for college officials to make special recommendations under "other."

A complete or partial refund of tuition and course fees through retroactive cancellation is only possible for one calendar year after the end of the quarter involved. Late fees, installment option fees, and collection costs may be assessed for the period in question. Certain fees (such as the record service fee, the orientation fee, and sometimes the student services fee) are nonrefundable.

Although retroactive cancellation of course work may still be approved after the end of the calendar year, no refunds will be issued.

Students are still urged to complete a course request form to officially cancel any classes as soon as they stop attending.

## COURSE DESIGNATORS CHANGED

Several changes involving course designators (also known as department abbreviations, codes, or prefixes) have recently been made--in time to appear correctly in the just-issued Preliminary Fall Class Schedule. The Dance program is now under the jurisdiction of the Theatre Arts Department, though courses are still listed under the DNCE designator. Undergraduate Pharmacy courses are now separated into these multiple designators:

MCHP--Medicinal Chemistry and  
Pharmacognosy  
Phar--Pharmacy Practice  
PHMC--Pharmaceutics for undergraduates  
SHCE--Social, Hospital, and Continuing  
Pharmacy Education

## FINANCIAL HOLD MINIMUM TO INCREASE

Effective July 1, the minimum dollar amount for placing financial holds on students' records will be increased from \$5 to \$25. Approved by the Registrar's Advisory Committee, the increase is in line with the Task Force on the Student Experience recommendation to separate the hold system from registration, except for significant financial holds.

Departments wishing to place financial holds that are lower than the minimum should direct their concerns to Sam Lewis, 150 Williamson (376-1656). A manual outlining hold procedures will soon be sent to all users of the hold system.

## ADVANCED PLACEMENT CONFERENCE HELD

The Advanced Placement Conference held at the Earle Brown Center on April 15 attracted 138 high school teachers to nine subject area sessions. Dr. Robert McDonough of the College Board was a featured speaker. The University is interested in hosting a similar conference again next spring. For more information, contact Newton Smith, 240 Williamson (373-2144).

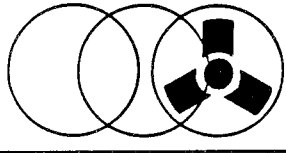
## EXTENSION/DAY RECORD REMINDER

College and department staff are reminded that the policy on transferring extension work to day school records changed over a year ago. Dated May 24, 1984, the revised policy allows all students--including degree holders, adult specials, and summer-only registrants--to transfer extension work to their day school record by filling out a "Request for Transfer of Credits from Extension to Day Record."

## MAILING LIST TO BE UPDATED

The Publications Center is in the process of overhauling its mailing list for the RECORD. Please take a moment to check the label on your copy, and relay any staff or address changes to Mary Knatterud, 150 Williamson (376-1666). Thanks!

# 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. VIII, No. 7

July 1985

## 1985-86 TUITION RATES ANNOUNCED

Following are the 1985-86 tuition rates for the University of Minnesota system. They reflect the 5.5% increase recently approved by the regents. The fall 1985 Class Schedule and 1985-86 General Information Bulletin, both due in mid-August, will also publish these new figures.

## TWIN CITIES UNDERGRADUATE RATES

Undergraduate and some professional Twin Cities campus rates are on a per-credit basis, with a 14-18 credit plateau.

Medical Technology	58.10	159.78
Mortuary Science	53.36	146.74
Nurse Anesthetist	58.10	159.78
Nursing	58.10	116.20
Occupational and Physical Therapy	58.10	159.78
Pharmacy	55.61	111.22
Public Health Technology	52.44	104.88
Lower Division	38.90	106.98
Upper Division	48.99	134.72
University College Lower Division	38.90	106.98
Upper Division	40.54	111.49
<u>Preparatory Instruction</u> (0000-level courses)	140.00	per course

College unit registered in	<u>Resident</u>	<u>Nonresident</u>
Agriculture		
Lower Division	\$38.90	\$106.98
Upper Division	50.98	140.20
Biological Sciences	49.74	136.79
Dental Hygiene		
Certificate	38.90	106.98
Baccalaureate	48.29	132.80
Education		
Lower Division	38.90	106.98
Upper Division	49.73	136.76
Forestry		
Lower Division	38.90	106.98
Upper Division	54.53	149.96
General College		
Lower Division	38.90	106.98
Upper Division	39.44	108.46
Home Economics		
Lower Division	38.90	106.98
Upper Division	51.64	142.01
Liberal Arts		
Lower Division	38.90	106.98
Upper Division	40.54	111.49
Management	47.10	129.53

## GRADUATE SCHOOL RATES

### Part-Time Enrollment

1 credit	211.00	422.00
2 credits	211.00	422.00
3 credits	269.03	538.06
4 credits	358.71	717.41
5 credits	448.39	896.76
6 credits	538.07	1076.11

### Full-Time Enrollment

7-15 credits	759.60	1519.20
Each cr over 15 (per cr)	63.30	126.60

### M.B.A. Rates

Day (per cr)	110.78	179.36
Evening (per cr)	110.78	110.78
Managers	4950.00	per year

### Minimum Fee Classifications

Continuous regis- tration (term)	105.50	105.50
Doctoral candidates in final quarter	211.00	211.00
Student status	211.00	211.00

PROFESSIONAL SCHOOL RATES

<u>College unit registered in</u>	<u>Resident</u>	<u>Nonresident</u>
Dentistry		
Per cr	128.16	256.32
Term (12+ cr)	1537.86	3075.72
Law (semester rates)		
Per cr	116.40	232.80
Term (12+ cr)	1396.85	2793.70
Twin Cities Medical		
1-5 cr	457.11	914.22
6-10 cr	914.22	1828.44
11-15 cr	1371.32	2742.64
16+ cr	1828.43	3656.86
Duluth Medicine		
Term	1828.43	3656.86
Veterinary Medicine		
Per cr	114.22	228.44
Term (12+ cr)	1370.68	2741.36

COORDINATE CAMPUS UNDERGRADUATE RATES

Undergraduate coordinate campus rates are on a per-credit basis, with a 14-18 credit plateau at Crookston, Duluth, and Waseca and a 14-20 credit plateau at Morris.

<u>College unit registered in</u>	<u>Resident</u>	<u>Nonresident</u>
Crookston	38.90	106.98
Duluth		
Business & Economics		
Lower Division	38.90	106.98
Upper Division	40.80	112.20

Education & Human Service Professions		
Lower Division	38.90	106.98
Upper Division	42.21	116.08
Fine Arts		
Lower Division	38.90	106.98
Upper Division	44.87	123.39
Liberal Arts		
Lower Division	38.90	106.98
Upper Division	42.54	116.99
Science & Engineering		
Lower Division	38.90	106.98
Upper Division	42.54	116.99
Morris		
Lower Division	38.90	106.98
Upper Division	44.46	122.27
Waseca	38.90	106.98

1985-86 STUDENT SERVICES FEES

Crookston	56.50
Duluth	65.60
Morris	70.00
Twin Cities	91.10
(includes health service fee of 45.85)	
Waseca	48.75

ADDITIONAL 1985-86 TWIN CITIES FEES

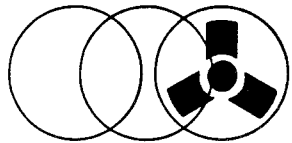
MPIRG (optional)	2.25
Board of Publications (IT only)	2.00
10K Review (Management only)	1.45
COGS (Graduate School only)	.90



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

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August 1985

## STUDENTS URGED TO LIST ALTERNATE COURSES

Staff in the Fraser registration center have this request for faculty advisers: please have students registering for multi-section courses list at least one alternate section and call number in the Second Choice column of the course request form. Doing so would minimize confusion and time delays whenever students discover that their First Choice section is filled.

## DIRECTORY INFORMATION EXPANDED

In order to permit the posting of Dean's Lists, the regents recently added "academic awards and honors received" to the list of student identification items considered to be public or directory information. The complete list now includes a student's "name, address, telephone number, dates of enrollment and enrollment termination, college and class, major, adviser, academic awards and honors received, and degrees earned." The list is featured in the official Access to Student Educational Records statement printed in every bulletin and class schedule.

There are two situations in which the public or directory information listed above cannot be released to a third party outside the University: (1) when students individually notify their records and/or college office that they do not want such information released--not even in computer-produced reports--and (2) when such information is sorted by non-public information, for example, the names and addresses of students sorted by specific ethnic identity codes.

For more information, contact Bob Hammel, 150 Williamson (376-1656).

## TWIN CITIES APPLICATIONS UP

According to a July 19 Summary Report issued by Carol Cline of the Admissions Office, total applications received for the Twin Cities campus are up 1.3% over the same time last year. Three units show strong gains in freshman applications: CLA, up 5.1%; IT, up 6.9%; Home Economics, up 33.6%. Overall freshman applications are up 3.1%; advanced standing, up 3.4%.

These figures are particularly interesting in light of a recent Chronicle of Higher Education survey of 331 four-year campuses throughout the country. The survey (done in June and summarized in the July 10 edition) shows that overall applications are up 4.2% over last year. Applications are up at 100% of public institutions with 20,000 or more students (an average 8.7%) and at 80% of public, doctorate-granting universities (an average 6.8%).

A telephone survey of the Big 10 (conducted by Cline in June) revealed that freshman applications are up at each of the six institutions she reached, ranging from an increase of 1% at Iowa to 11% at Michigan. Wisconsin reported an increase of 4%.

## FALL CLASS SCHEDULES OUT SOON

Fall 1985 Class Schedules (red and white cover) for the Twin Cities campus will be delivered to many college offices on Tuesday, August 6; to department offices, on August 13. Preliminary Winter/Spring Class Schedules (brown and white cover) will be delivered to college offices on Friday, August 9; to department offices, on August 15. Both publications should be distributed to students four days before queued registration opens on August 22.

REMAINING BULLETINS RESCHEDULED

ALL-CAMPUS 1985-86 CALENDAR

The 1985-87 bulletin schedule that was announced in the January issue of the RECORD has undergone a few changes. Bulletins already published include Itasca (January); Duluth Summer (February); Twin Cities Summer (March); Twin Cities Summer Extension (April); Biological Sciences, General College, Morris (May); Institute of Technology, Undergraduate Health Sciences, Twin Cities Extension (June); the main Duluth bulletin, Duluth CEE, Medical School, and Independent Study (July). Publication dates for the remaining 1985 bulletins are as follows:

Noncredit Informal Courses.....August 6  
 Agriculture.....August 7  
 Waseca.....August 8  
 Social Work.....August 14  
 Duluth Medicine.....August 16  
 General Information.....August 19  
 Pharmacy.....August 30  
 Veterinary Medicine.....September 4  
 ROTC.....September 16  
 Law.....September 27

INFORMATION NETWORK REMINDER

After a two-month summer break, the Information Network will resume a monthly schedule. Its next meeting will be in 240k Williamson on Wednesday, August 21 at 11:45 a.m. Staff from University Counseling Services (which changed its name from the Student Counseling Bureau on July 1) will discuss a recent student needs survey.

Campus	First Day of Class	Last Day of Class
<b>TWIN CITIES</b>		
Fall	Sept. 26	Dec. 6
Winter	Jan. 6	March 14
Spring	March 31	June 6
<b>DULUTH</b>		
Fall	Sept. 9	Nov. 15
Winter	Dec. 2	Feb. 21
Spring	March 10	May 16
<b>MORRIS</b>		
Fall	Sept. 30	Dec. 11
Winter	Jan. 6	March 14
Spring	March 31	June 6
<b>CROOKSTON</b>		
Fall	Sept. 9	Nov. 15
Winter	Dec. 2	Feb. 21
Spring	March 10	May 19
<b>WASECA</b>		
Fall	Sept. 26	Dec. 6
Winter	Jan. 6	March 15
Spring	March 27	June 5

FALL FAIRS ANNOUNCED

The fall 1985 schedule of college fairs for prospective students has been announced. The University will participate in three national college fairs: Minneapolis (September 17-18); Milwaukee (October 1-2); and Chicago (October 20-21). In addition, mini-fairs will be held in September and October in various Minnesota and Wisconsin locations. For a complete schedule, contact Lou Branca, 230 Williamson (373-4474).

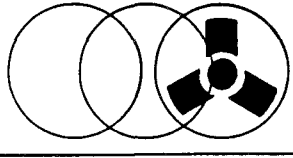
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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. VIII, No. 9

September 1985

## NEW ID EQUIPMENT TO BE INSTALLED

At the urging of central administration, all student ID cards issued after June 1 carry the social security number in addition to the University ID number (see June RECORD). In order to add the social security number without modifying the existing ID card format or equipment, Student Support Services had to switch to smaller numerals and use an uppercase "I" for the number "1."

But because of the confusion this has created, a new ID embossing machine will be installed after all. The new machine will be upgraded to feature on-line communications with the student data base to support the embossing process and such possible options as magnetic stripe encoding, OCR-A indent printing, or bar coding. Cards that have an "I" in the social security or University ID number will eventually be replaced at no charge to the student.

For more information, contact Mary Amundson, 110 Williamson (376-5340).

## HEALTH SERVICE EXEMPTION FIGURES CHANGED

On page 105 of the fall 1985 Class Schedule, the figures given for partial exemption of the health service fee should be corrected as follows:

\$21.35 (not \$21.00) per quarter  
\$32.02 (not \$31.50) per semester

Partial exemption is available to students who belong to a health maintenance organization or who have insurance that duplicates Boynton Health Service's prepaid benefits.

## ADMISSIONS OFFICE TOLL-FREE NUMBERS

As of September 11, the Admissions Office has new toll-free numbers, which will be answered weekdays from 8 a.m. to 4 p.m. (central time):

Out-of-state calls: 1-800-826-0750  
Minnesota calls: 1-800-752-1000

For Twin Cities calls, the number remains 373-3030.

## NEW RETROACTIVE REFUND POLICY IN EFFECT

Staff are reminded that the new retroactive tuition refund policy (described in the June RECORD) takes effect fall quarter. Under the new policy, if students drop a course, any tuition refund they might get is based on the date they officially cancel--not the date they stopped attending class. To officially cancel, students must take a Course Request to the registration center.

Students who don't officially cancel, even if they never attended much or any of the class, are not eligible for a retroactive refund. Exceptions would be granted only in a limited number of circumstances (e.g., active military duty, scholastic drop) and only within one calendar year after the quarter in question. A Retroactive Tuition Refund Petition (available from college offices, 150 Williamson, 202 Fraser, and 130 Coffey) and supporting documentation would be required.

All four coordinate campuses have approved the new policy. For more information, contact Mary Koskan, 150 Williamson (376-1656).

## LOAN CHECKS AVAILABLE FIRST DAY

Checks for GSL, ALAS, and SELF recipients with loan periods beginning fall quarter will not be available till the first day of classes at the earliest, in accordance with federal regulations. All other financial aid checks will be available according to the check disbursement schedule published in the Financial Aid Information Guide.

## FINANCIAL AID NUMBERS PUBLICIZED

Phone numbers for various subunits of the Office of Student Financial Aid are available for students and staff to use. The list below will also be publicized in a Daily ad and the Student-Staff Directory.

### Administration

Director Robert Misenko	6-8080
Administrator Shelly Diers	6-8080
Assistant Directors	
Darlene Ayers-Lynch,	
Fiscal and Operations	6-2778
Terry Smith, Programs	3-3927
Susan Treinen, Student Employment	3-4484

### Assistance and Information

Appointments, Inquiries,	
General Information	6-2424
Application Status,	
Telephone Counseling	6-1552

### Program Information

Academic Progress	6-2568
Allied Health Sciences (Technical Schools)	6-3243
Graduate Students	6-3243
Health Professions, HEAL	3-3927
International Students	3-3927
Law	6-3243
OMSSA	3-3927
Outside Loans: GSL, ALAS, PLUS, SELF	6-2688
Pell Grants, Verification	6-3243
Study Abroad	3-3927

### Student Employment Center

General Information	3-3674
College Work Study	3-4159
Job Location and Development	6-4790
Payroll Document Audits	6-8027
Student Emergency Service	3-4403
Senior Employment Representatives	
Mary Maxwell	3-3527
Mary Stafford	3-4489

## STUDENT RELATIONS EVALUATION CONDUCTED

An evaluation was recently conducted to determine student satisfaction with the in-person service delivered by Student Relations in 150 Williamson. The evaluation was developed and analyzed by staff member Gail Carlson for a graduate course. Student Relations--a unit of the Office of Registration, Student Records, and Scheduling--encompasses such areas as student certification, degree application, correction of record problems, and appeals.

A one-page questionnaire, distributed to every other student who came into Student Relations during the week of May 20, featured a 4-point scale (with 4 the highest score). Students were asked to rate their satisfaction with service in four categories: the time they had to wait, the information they received, the helpfulness of the staff, and how well their needs were met.

Of 148 students who completed the questionnaire, 114 were undergraduates (51 CLA, 34 IT, 29 other); 31 were graduate students; and 3 were professional students. A full 79% of the students had been to Student Relations before. Reasons for their current visit included certification (46%), extension/day problems (19%), and degree concerns (16%).

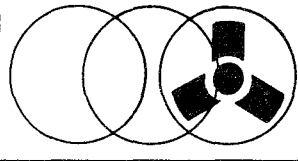
The mean satisfaction score was 3.36 out of a possible 4, with 97% of the respondents either satisfied or very satisfied with the overall service they received. Three of the four category questions elicited the same 97% satisfaction rating; the only exception was a still high 95% on the time waited. And 98% would recommend Student Relations to others.

For more information, contact Marilyn Hofler, 150 Williamson (376-1683).

## ORIENTATION FEE \$16

The orientation fee for new incoming undergraduate and Graduate School students is \$16 (up from \$15), effective fall 1985.

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STUDENT SUPPORT SERVICES

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## WINTER CLASS SCHEDULES OUT SOON

Winter 1986 Class Schedules for the Twin Cities campus will be distributed to many college offices by October 29; to remaining college and department offices, November 4; to students, November 5. Queued registration opens November 11.

## OPTIONS ACT IN EFFECT

Under the Postsecondary Enrollment Options Act passed by the state legislature in June, high school juniors and seniors can now take some courses at the University, with tuition and books paid for by state aid money. Although the program is the first of its kind in the nation, the Twin Cities campus has had its own special programs for high school students for many years, including Early Admission (full-time enrollment at the University) and High School Special (part-time enrollment at the University with concurrent registration in high school classes).

Most students admitted under the Options Act will follow the High School Special route. They must have exhausted options for a particular course (e.g., math, foreign language) at their own school. Because they are not guaranteed a spot in the classes they want or need, Options Act students are urged to apply early--by late October for winter quarter, late January for spring quarter, and May or June for fall quarter. For more information, contact Newton Smith, 230 Williamson (373-2144) or Sheila Berger, 130 Coffey (373-0706).

## MEA/WEA ACTIVITIES SET

Special information sessions and campus tours for prospective students will be offered during the Minnesota Education Association conference (October 17-18) and Wisconsin Education Association conference (October 24-25). Information sessions in 240 Williamson begin on the hour between 9 a.m. and 2 p.m.; tours leave every half hour between 9:30 a.m. and 2:30 p.m.

## PUBLICATIONS MAILINGS IMPROVED

Because of slight increases in the postage budget, Student Support Services has instituted better organized and more timely procedures for mailing publications to prospective students. In the past, various publications were sent piece by piece at bulk rates, which often took three weeks or more. Now, requesters will receive one package containing a viewbook, application for admission, and any pertinent briefs or brochures--all sent first class within five days. The new procedure means that requests are entered daily on the computer, labels produced nightly, and packages prepared for mailing the next day. Bulletins, however, will still go out separately, second class.

## INFORMATION NETWORK UPDATE

The Information Network will meet on Wednesday, October 23 at 11:45 a.m. in B-12 Morrill. Gary McGrath, director of CLA's Career Development Office, will lead discussion.

## UPDATE ON NEW BULLETIN DESIGN

All 16 of the newly redesigned 1985-87 bulletins have now been edited at the Publications Center and published. From Biological Sciences on May 15 through Law on September 27, the recent college and campus bulletins have incorporated enhancements suggested by the nationally acclaimed design firm of Madsen and Kuester.

Color Photo on Cover--Now slightly larger (6" x 9" instead of 5 1/2" x 8 1/2"), the bulletins boast a four-color photo along with color bars and type on a glossy white cover. Each bulletin has its own distinct color for the outside and inside covers, such as IT's olive green, Agriculture's bright red, and Veterinary Medicine's rich brown. The Twin Cities covers display a generic study scene in the James Ford Bell Library; Morris, Duluth, and Waseca were able to provide their own cover shots.

Double Columns, Section Breaks Inside--The new inside format uses double columns with ragged right margins (instead of large, justified blocks of text) and the livelier Century Schoolbook typeface (instead of Helvetica). Main sections are introduced by a gray title page replicating the front cover, with a black-and-white photo and black bars. Page 1 also uses black bars to set off an uncluttered table of contents. An Introduction starting on page 2 combines tips on other resources with policy and postal statements. University regents and administrators were moved to an expanded Administration and Faculty section in back.

Length of Bulletins Similar--Even with section break pages added and text removed from the inside covers, the overall number of pages for the new series did not significantly increase. In fact, the largest bulletins either stayed the same (Duluth, 308 pages; IT, 128) or actually decreased (Morris, 144 to 136; Agriculture, 128 to 112). The intermediate bulletins showed slight, if any, changes in length (Medical School remained 80 pages; Waseca went from 80 to 84, Undergraduate Health Sciences, 72 to 80, and GC, 64 to 72). The smaller bulletins (Duluth Medicine, Social Work, General Information, ROTC, Pharmacy, Veterinary Medicine, Law, Biological Sciences) grew by just 4 to 16 pages apiece.

In all, the previous editions of these bulletins contained 1,192 pages, compared with 1,264 for their redesigned 1985-87 counterparts--a net gain of merely 72 pages. (The number of pages is crucial, since a large increase would have multiplied ongoing paper costs--the single highest factor in the printing budget.)

Survey Results Largely Favorable--A page-long survey, distributed this summer to bulletin coordinators and other interested University staff, called for ratings of various aspects of the new design. Space was provided for open-ended comments and suggestions for improvement.

A total of 107 surveys were returned and then analyzed by Data and Reporting Services. Based on a 5-point scale (5=Excellent, 4=Very Good, 3=Average, 2=Fair, 1=Poor), results were as follows: cover design, 4.1; inside format, 4.4; organization and content, 4.2; and overall impact, 4.3. Over 93% of the respondents deemed the new series considerably or somewhat better than the old.

Some downgraded the inside front cover, thinking it should contain text rather than serve as a solid-color accent to the facing contents page. A few preferred the plainer Helvetica typeface to the new. But almost everyone lauded the front cover design, the sleeker table of contents, the airier double columns, and the easy-to-spot section breaks.

The most controversial element was the Twin Cities cover photo. (This first year, the Publications Center did not have the resources to take or process separate photos for each college, so a single University library scene was professionally photographed and pre-printed.) Many hailed the photo as sharp, classy, warm, and scholarly, but others criticized it as golden, staged, and unrepresentative.

Plans for 1986-88 Bulletins--If financially feasible, more cover photo choices might be available for Twin Cities colleges. A four-page insert of color photos and text showcasing the Twin Cities campus and surrounding area is also being considered. Efforts to eliminate wordiness and improve black-and-white photos will continue.

## STUDENT SUPPORT SERVICES STAFF NEWS

Dorothy Abts, previously an assistant director at the Administrative Data Processing Department, is now a systems analyst based in B-25 Fraser. Ahmad Azzahir handles special projects, correspondence, and counseling in Admissions; he replaced Pamela Price Baker, who resigned to become assistant dean of admissions at Carleton College. Peter Chandy recently left Systems Development to work at Intercollegiate Athletics. Shelly Diers, formerly the manager of the operations unit, was promoted to administrator for the Office of Student Financial Aid; she replaced John Selbo, who returned to financial aid work at the University of Wisconsin at Madison. Phil Graves, supervisor of Certifications and Transcripts for the past seven years, died on September 16 of heart failure at the age of 44. George Laskaris recently began as an admissions counselor, working with both American and international prospective students. Aileen Lively has transferred from B-25 Fraser to System Operations in 260 Williamson. Karen Lukas of Admissions is in Austria this month (with funding approved through the U.S. Information Agency) to write a book for AACRAO's world education series. Meredith McNab, a Journalism master's candidate, began a new part-time editor position in the Publications Center in late July; she is in charge of the reformatted "Counselors' Quarterly" newsletter, numerous briefs, and other publications. Caroline O'Hara, after three years as an editor at Butterworth Legal Publishers in St. Paul, replaced Cecilia Dingley in late September as the Publications Center forms and manuals editor. Katherine Wrucke, after 18 years in Admissions, resigned in early October to become a systems analyst at Administrative Information Services.

## STUDENT SURVEY UNDERWAY

At the beginning of fall quarter, Student Support Services initiated a "customer satisfaction survey," available at all primary student contact areas. Results should provide valuable feedback on waiting

time, staff helpfulness, and other aspects of service. For more information, contact Ron Matross, 260 Williamson (376-1820).

## SUMMER ORIENTATION PROGRAMS HELD

"It isn't THAT big."

"It IS big but not that big a deal."

"It won't be half as confusing as I thought."

"It" is the Twin Cities campus of the University of Minnesota. Again this past summer, a month before classes began, nearly 8,000 incoming freshmen and 5,000 transfer students began coming in for their 1- to 2-day Orientation/Registration program. On a given morning, about 400 of them checked in at the union to check out the University. Many hours, meetings, and publications later, they left with their head and arms full of information--and left behind at least a few of the myths and fears they came with.

Orientation/Registration program evaluations consistently show that students' perceptions of the University improve a remarkable 4 points on a 10-point scale (where 1=cold and impersonal, 10=inviting and comfortable). One recent high school graduate was pleasantly shocked that "people really seem to want to help me fit in." Another was impressed and intrigued by "the overall atmosphere and all the options everybody has."

Planned activities included a walking tour of campus, led by one of the 19 student orientation leaders; small-group registration planning sessions; an individual 45-minute adviser appointment; free time to complete computer registration, obtain a picture ID card, arrange payment of tuition and fees, and buy course books and other supplies; a video profile of three outstanding professors; a slide show narrated by veteran news anchor Dave Moore; testimonials on some of the 500 student organizations to join; a slide show extolling recreational sports; a barbecue and dance; an evening program of skits and songs; and an overnight stay in a residence hall.

New Student Reporting Data Base Planned--

Work is in progress in Data and Reporting Services (DRS) and Administrative Information Services (AIS) to replace the current SYSTEM 2000 reporting file with a new one that more closely parallels data in the student data base. The new file, which should be available late fall quarter, will feature a number of improvements such as double majors and all transfer work. In addition, the file will include any student registered during the last two years and will be created at least twice each quarter, offering more timely data to users. For more information, contact Ron Matross, 260 Williamson (376-1820).

Hardware Task Force Formed--

A Student Support Services (SSS) study group has been reviewing use of Administrative Information Services hardware it leases in its own and various college and campus offices. The group will report to SSS directors in mid-November with any recommendations for change. For more information, contact the task force chair, Mark Powell, 260 Williamson (373-2106).

New UMD Admissions System Tested--

Several Admissions/Prospective Student Services system development staff members spent October 4 on the UMD campus. They had an

opportunity to view new screens in operation and test them with "live" Duluth data. While a final implementation date has not yet been scheduled, the system is expected to be on line in mid-winter. College personnel will soon receive a memo from project team leader Leo Abbott (373-2144) summarizing the project's status.

Registration Computer Down Recently--

A power and hardware failure shut down the Administrative Information Services computer on September 4, preventing registration and disrupting course closure procedures. Resolution of the problem was delayed because the damaged disk drive part had to be ordered from Chicago. The registration center in 202 Fraser experienced long lines for the next several days. While the average CLA student needed only 5 minutes to register on September 3, the time jumped to 54 minutes on September 5 before subsiding to 32 minutes on September 6.

Another less major power failure occurred on October 2. Registration was interrupted for only three hours. The main inconvenience was to students attempting to cancel-add.

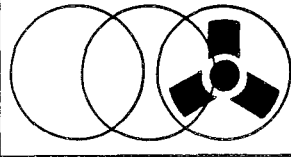
For more information, contact Jeff von Munkwitz-Smith, B-25 Fraser (373-7900).



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

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# the RECORD



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

STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. VIII, No. 11

November 1985

## FALL ENROLLMENT UP BY 26

Total fall 1985 day school enrollment in the University system is 56,076--an increase of 26 students over the fall 1984 total of 56,050. Small fluctuations occurred at all five campuses. Twin Cities campus enrollment dropped by .1% or 69 students (for a total of 44,590). Crookston is also down slightly--by .7% or 8 students (for a total of 1,137). Enrollment at the other three campuses increased: Duluth by .8% or 58 students (for a total of 7,519); Waseca by 2.5% or 28 students (for a total of 1,148); and Morris by 1% or 17 students (for a total of 1,682).

The overall number of new students increased by 5.1%--from 13,611 a year ago to 14,307 this fall. New high school students number 8,143--an increase of 4.1% or 324 students. New advanced standing students increased to 4,883--up 6% or 276 students. New adult special and new high school special enrollment is 1,277--up 8.1% or 96 students. The number of readmitted students held steady at 4,793, just 4 more than the fall 1984 total. Continuing student enrollment is down again this year; the 34,384 total reflects a drop of 1.4% or 484 students from last year's 34,868.

On the Twin Cities campus, enrollment in many units remains constant or has dropped slightly, but there are some notable gains. The College of Liberal Arts, the largest single unit at the University, shows an enrollment of 16,133--up 1.1% or 182 students. Enrollment in the Graduate School is up 2.6% to 7,666, 201 more than the fall 1984 total of 7,465. The School of Management numbers 1,571--up 6.3% or 94 students.

## OPTIONS ACT BRINGS 169 STUDENTS TO U

Day--Fifty-three high school students registered for University day school courses this fall at the Twin Cities campus under the Postsecondary Enrollment Options Act, passed by the state legislature in June (see October RECORD). The students came from 32 different high schools; 9 came from St. Paul Central and 8 from Minneapolis South.

Students registered for classes in 32 different departments. Math and physics were the most popular, with 17 and 14 registrations, respectively. (Overall, students registered for 26 science courses.) The most frequently chosen courses were Pol 1001 and Math 1211 with 6 registrations each, followed by Russ 1101 with 5. Other languages selected were Chinese, French, Hebrew, Latin, Spanish, and Swedish.

Of the 42 seniors and 11 juniors, 37 are enrolled in the College of Liberal Arts, 13 in the Institute of Technology, 2 in General College, and 1 in Home Economics. Twelve are full-time students, taking 12 or more credits, and 41 are part-time students.

CEE--About 85 high school students registered in Extension, taking an average of two courses each. Languages were the most popular. Roughly 65% of the classes meet during the day, usually in the late afternoon. Minneapolis South sent by far the most students, with a surprisingly low turnout from the outer suburbs.

Another 31 high school students, so far, have opted for Independent Study, primarily courses in biology, math, psychology, and history.

## NEW NEWSLETTERS PROMOTE U PROGRAMS

The first issue of Counselors' Quarterly, a new Publications Center newsletter, was mailed last month to high school and community college counselors in Minnesota and neighboring states. The newsletter, which replaces Report to Counselors (last published fall quarter 1984), is designed to keep counselors informed about the University and its programs. It will be published again in January, April, and late summer.

Another new newsletter, New Student News, will be mailed in January, March, and May to high school students admitted for fall 1986. New Student News will promote facilities, programs, and opportunities available on the Twin Cities campus.

Announcements must be submitted by November 22 to be included in the January issue of either newsletter. For more information, contact Steve Baker or Meredith McNab, 150 Williamson (376-1666).

## DRS TO OFFER WORKSHOP

Data and Reporting Services (DRS) will conduct a workshop from 10 a.m. to noon in 240k Williamson Tuesday, November 19 that will include an introduction to available data retrieval services, a preview of the new DRS System 2000 student data base, and an overview of the student record system. For more information, contact John Kellogg, 260 Williamson (376-1820).

## METRO COMMUNITY COLLEGE VISITS SET

The Prospective Student Services schedule of visits to metropolitan-area community colleges is as follows:

Inver Hills	November 13
Lakewood	November 14
Minneapolis	November 15
North Hennepin	November 18
Anoka-Ramsey	November 20
Normandale	November 21

For more information, contact Lou Branca, 230 Williamson (373-4474).

## INFORMATION NETWORK UPDATE

The Information Network will meet on Wednesday, November 20 at 11:45 a.m. in 240k Williamson. Jacquelyn Henning, program adviser from Continuing Education and Extension Counseling, will be the guest speaker.

## REGISTRATION WAIT TIME DROPS SLIGHTLY

According to a study conducted during fall quarter registration at Fraser and Coffey, the overall average amount of time it took to wait in line and complete registration was 12 minutes per student, down 1 minute from fall 1984. Average daily waits ranged from 4 to 54 minutes. Students in the College of Liberal Arts waited an average of 17 minutes; in Education and Graduate School, 8 minutes; in other Minneapolis colleges, 10 minutes; and in St. Paul colleges, 9 minutes. Average registration time was consistently shorter before 11 a.m. and after 2 p.m.

September 4th figures were excluded from the study because a power loss in St. Paul damaged the main computer at Administrative Information Services. For more information, contact Don Meyers or Jeff von Munkwitz-Smith, 825 Fraser (373-7900).

## DIRECTORY TO BE UPDATED

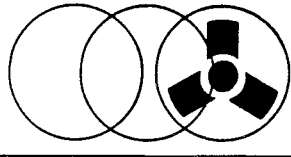
Department office staff are asked to review the "Directory for Department Offices" on page 104 of the winter Class Schedule to make sure their building address and phone number are listed correctly. Any changes should be reported by November 20 to Judith Shalaby, 150 Williamson (376-1656).

## WINTER CLASS SCHEDULE CORRECTION

On page 118 of the winter Class Schedule, the first sentence under "Graduation" incorrectly refers to "fall quarter graduation" when "winter quarter graduation" is actually meant.



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## EDITORIAL STAFF CHANGES

Starting with this issue, Meredith McNab replaces Mary Knatterud as editor of the RECORD. Knatterud, who edited the RECORD for 4 1/2 years, will be devoting more time to college bulletins and new publications.

## RECRUITMENT PACKAGE TO GO TO TOP STUDENTS

About 2,500 Minnesota high school seniors ranked in the top 5% of their class will receive a holiday package from the University this month. Inside they will find a Twin Cities viewbook, information request cards from the five campuses, and a cover letter from President Keller promising a \$1,000 scholarship award to those who enroll at the University fall quarter 1986.

Unlike most other University scholarships, this one will be awarded automatically to qualified students; no application is necessary. Recipients may, however, also apply for other types of financial awards, both merit-based and need-based.

The package, which is intended to draw greater numbers of Minnesota's best students to the University, will be mailed by Office Services December 16.

## ONE MILLIONTH FEE STATEMENT PRODUCED

The one millionth fee statement for a Twin Cities campus student was produced Friday, November 1, for a CLA sophomore who was cancelling a fall quarter class. The computerized registration system was first used on this campus in spring 1982.

## GRADE CHANGE FORM TO BE REPLACED

On Monday, December 9, the Student Records Office will deliver a new grade change form to academic department offices. The new document, the Supplementary Grade Report, replaces the Miscellaneous Grade Report form now used by departments to report student grade changes.

The new form was prepared after an extensive evaluation of the Miscellaneous Grade Report raised concerns about the inability of Records staff to verify the authenticity of submitted grade changes. The evaluation also showed there was no standard way of letting departments know that a document had been received and processed by the Student Records Office.

Departments are asked to return all unused Miscellaneous Grade Report forms to the Student Records Office when they receive the new Supplementary Grade Report forms. After that, only the new form should be used to report grade changes to the Student Records Office.

For more information, contact Data Management on the Minneapolis campus, 150 Williamson (373-1806), or Jenny Jacobs in the St. Paul Admissions and Records Office, 130 Coffey Hall (373-0700).

## U TO HOST COUNSELORS' CONFERENCE

The Twin Cities campus will hold its 10th Annual High School Counselors' Conference from 8:30 a.m. to 3:00 p.m., December 12, at the University Radisson, 615 Washington Avenue S.E., Minneapolis. For more information, contact Lou Branca, 240 Williamson (373-4474).

## U IS FOCUS OF CABLE TV SERIES

University Media Resources and Minneapolis TV Network have joined forces to produce "Campus Close-Up," a weekly series of 52 cable TV programs about the Twin Cities campus. The series began in November and will be aired until next October.

Each program focuses on a person involved in unusual and interesting work at the University and is cablecast several times in one week: channel 54 airs the programs Tuesdays and Thursdays at 9 p.m. and Saturdays at 9 a.m. and 9 p.m.; channel 8 airs them Tuesdays, Thursdays, and Saturdays at 5:30 p.m.

The fifth program, "What Students Should Know About the University," was aired the week of December 2. Assistant Director of Admissions John Printz discusses what the University is looking for in applicants, examines changing admission requirements, and suggests ways students can plan for their college education.

Shows this fall included such topics as "The Changing Role of Women in Athletics," with guest Merrily D. Baker, director of Women's Intercollegiate Athletics; and "Treating Depression with Light Therapy," featuring University psychiatrist William Sonis.

To purchase a tape or acquire a schedule of programs, contact David Sleeper, University Media Resources (612/373-2846).

## NETWORK WILL NOT MEET UNTIL JANUARY

The Information Network will not meet in December. Sue Kroeger, program director of the Office for Students with Disabilities, will lead the discussion at the next meeting, January 22 at 11:45 a.m. in 240k Williamson.

## 1986 BULLETIN SCHEDULE SET

The schedule for the 1986-88 bulletin series has been cleared with the Printing Department and Postal Service. Following is the list of upcoming bulletins edited at the Publications Center, 150 Williamson, along with their 1986 publication dates:

Forestry.....	January 6
Dentistry.....	January 20
Twin Cities Summer Session.....	February 17
Education.....	June 16
Crookston.....	June 19
Home Economics.....	June 23
Management.....	July 8
Journalism.....	July 9
CLA.....	July 31
General Information.....	August 11
Graduate School.....	September 15
University College.....	October 6
Public Health.....	November 3

Any major departures from the above schedule will be reported in future issues of the RECORD.

Edited by Meredith McNab, Publications Center, 150 Williamson (376-1666)



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