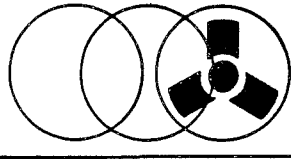


# the RECORD



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. IX, No. 1

January 1986

## ID EQUIPMENT REPLACED

New ID equipment was delivered to the Student Support Services ID Card Office December 5. The new Data Card 4300 Embossing System replaces equipment installed in 1963, when student identification cards were introduced to the University. The new equipment can emboss plastic cards, color tip the cards to enhance readability, and support on-line communications to Administrative Information Services. The system can also be upgraded to produce a machine-readable card with magnetic stripes, bar codes, or OCR codes.

A committee consisting of college office and administrative staff has been meeting to develop a more efficient student/staff ID system. The new equipment was purchased to help meet that objective. For more information, contact Mary Amundson, 110 Williamson (376-5340).

## FINANCIAL AID APPLICATIONS AVAILABLE

Financial aid application packets for the 1986-87 academic year, including Guaranteed Student Loan application materials, are now available in 210 Fraser and 197 Coffey. Although there is no specific deadline, students are encouraged to submit application materials as soon after January 1 as possible to be considered for National Direct Student Loans, College Work-Study, Supplemental Educational Opportunity Grants, and other sources of University aid. Applications will be processed as they become complete and until all funds have been awarded. International student financial aid application materials will be available after February 3.

## RSRS TO OFFER INFORMATION SESSIONS

College and department administrative support staff are invited to attend upcoming information sessions sponsored by Registration, Student Records, and Scheduling. "End of Term Concerns" will be the topic of the first two sessions: January 21, 1:30-3:00 p.m., in 120 Coffey and January 22, 2:30-4:00 p.m., in 55 Ford. Discussion topics will include production and distribution of grade reports, lost grade reports, processing of grade lists returned from departments, and the new Supplementary Grade Report form.

The next session, "Registration Activities," will be held 9:30-11:00 a.m., January 30, in 101 Fraser. Computer checks, registration reports, signature requirements, snapshot class lists, and course closure information will be discussed.

The February sessions listed below will cover early fall registration and are primarily for department staff:

Feb. 4, 8:30-10:00 a.m., 25 Architecture  
Feb. 6, 1:30-3:00 p.m., 335 Borlaug  
Feb. 10, 1:15-2:30 p.m., 230 Anderson  
Feb. 12, 3:30-4:30 p.m., 105 Murphy

Departments will receive additional information in mid-January.

## INFORMATION NETWORK UPDATE

The Information Network will meet on Wednesday, January 22 at 11:45 a.m. in 240k Williamson. Sue Kroeger, program director of the Office for Students with Disabilities, will lead the discussion.

## TRANSCRIPTS REVISED

The format of University transcripts will change under a new system that will be operational in late January or early February. Official transcripts will be printed in a vertical format on Burroughs safety paper. Grading policies will be described on the back. Unofficial records will also use the new format. Questions should be directed to Mary Koskan, 150 Williamson (376-1656).

## AID WORKSHOPS HIGHLIGHT AWARENESS WEEK

The University will offer three financial aid information sessions for students during Minnesota's Financial Aid Awareness Week, February 2-8. One session February 3 (8:30-11:30 a.m.) and two sessions February 4 (8:30-11:30 a.m. and 1:30-4:30 p.m.) in Coffman Union Theatre are open to all students applying for 1986-87 aid.

## REMINDER: USE NEW GRADE CHANGE FORM

Academic departments are reminded to use the new Supplementary Grade Report form to submit student grade changes to the Student Records Office. The new form, delivered to department offices in December, replaces the Miscellaneous Grade Report. Unused copies of the old form should be returned to the Student Records Office.

For more information, contact Data Management on the Minneapolis campus, 150 Williamson (376-1806 not 373-1806, as reported in the December RECORD), or Jenny Jacobs in the St. Paul Admissions and Records Office, 130 Coffey (373-0700).

## STUDENT SUPPORT SERVICES STAFF NEWS

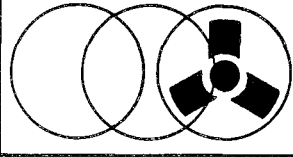
Jodie Berg began a new computer programmer position in Data and Reporting Services (DRS) last month. She formerly worked on the St. Paul campus in general services and the financial aid office. Terry Blom, admissions officer, will be resigning in February to join the National Association of College Admissions Counselors in Chicago and Washington as manager of college fairs. Kathy Hannaford, a scientist in DRS, is moving to Lewisburg, Pennsylvania, with her family January 20. George Hudachek, who previously worked on class schedule production, resigned to join Admissions and Prospective Student Services, where he will be working on the new admissions system as an SSS associate. Mary Swords, formerly a records supervisor, is now in charge of Certifications and Transcripts. She replaces Phil Graves, who died September 16. Manuel Woods, assistant director of admissions, will be working on special projects in Vice President Wilderson's office for the next six months. John Printz will assume Woods' duties for that time in addition to his own Prospective Student Services work.



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

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# the RECORD



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Student Financial Aid

STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. IX, No. 2

February 1986

## NEW TRANSCRIPT TO BE READY THIS MONTH

The revised University transcript will be ready for use by middle or late February. Colleges will receive the first microfiche in the new format at the same time. Transcripts will be printed in a vertical format on safety paper from Burroughs, a leader in fraud-prevention technology.

The new transcript paper will include these safety features: a blue background with the word "VOID" hidden beneath the surface tints ("VOID" becomes visible instantly on duplicated copies), a distinctive colored warning band along the right side, and artificial watermarks of the University seal, which cannot be reproduced on color copiers. Questions should be directed to Mary Koskan, 150 Williamson (376-1656).

## SPRING CLASS SCHEDULE OUT SOON

Spring 1986 Class Schedules will be delivered Thursday, February 6, to most college offices and Wednesday, February 12, to departments and remaining college offices. Distribution to students will begin Thursday, February 13; registration opens Wednesday, February 19.

CLA, IT, and University College students can pick up Class Schedules in 202 Fraser February 13 through 18 and again from March 15 on; from February 19 through March 14, schedules will be distributed at the Great Hall ticket booth in Coffman.

Information on registration this spring for fall quarter can be found on page 14 of the spring Class Schedule. Watch the RECORD for more information.

## NEW REGISTRATION SYMBOL USED

The spring Class Schedule includes a new prerequisite symbol to be used on the Twin Cities campus. The  $\Delta$  formerly stood for unit approval, which could be either department or college approval. The symbol was inadequate in cases where department and college approval were both required. The  $\Delta$  now signifies department approval and the new symbol,  $\square$ , specifies college approval. Colleges that want to use the new symbol should contact Scheduling, 150 Williamson (373-2838).

## SUMMER SESSION COMBINES BULLETIN, SCHEDULE

This year the Summer Session Office is putting out a single publication--an 8 1/2" x 11" redesigned book that replaces the previous bulletin and tabloid Class Schedule. With its colorful cover and new format, this publication should be easier for both students and staff to use. Copies will be available beginning Tuesday, February 18, at the registration centers (202 Fraser and 130 Coffey), the Information Center in Williamson, and the Summer Session Office, 135 Johnston.

## CAREER INFORMATION FAIR HELD THIS MONTH

Students are invited to attend the fifth annual Career Information Fair to be held Thursday, February 20, from 10:00 a.m. to 3:00 p.m. in the Coffman Union Great Hall. Students can discuss career opportunities with people in business, government, and nonprofit and professional associations. A variety of workshops will also be offered.

## WINTER QUARTER ENROLLMENT UP BY 369

Total winter 1986 day school enrollment in the University system is 53,433--an increase of 369 students over the winter 1985 total of 53,064. Small fluctuations occurred at all five campuses. At 42,124, the Twin Cities campus is down .4% or 209 students. Waseca has just one student fewer this winter than last, bringing its total to 1,279. Losses on the Twin Cities and Waseca campuses are offset by noteworthy gains at the other campuses: the Duluth campus reports 7,250--a jump of 5.7% or 390 students; the Crookston count is 1,160--up 16.1% or 161 students; and a 1.7% gain at Morris brings enrollment there to 1,620, up 28 students from last winter's total.

On the Twin Cities campus, most units show enrollments that are steady or declining slightly, but there are some notable increases. The College of Liberal Arts, the largest single unit of the University, shows an enrollment of 15,412--up 1% or 166 students. The School of Management numbers 1,389--up 9.1% or 116 students.

Overall new student enrollment this winter is 2,701, an increase of 13.6% (or 324 students) over the winter 1985 total of 2,377.

## SWITCH TO NEW GRADE REPORT GOES SMOOTHLY

The Student Records Office reports that the switch to the new Supplementary Grade Report form has gone smoothly, thanks to the cooperation of academic departments. The new form, which replaces the Miscellaneous Grade Report, should be used exclusively to report student grade changes to the Student Records Office.

## INFORMATION NETWORK UPDATE

The Information Network will meet on Wednesday, February 19, at 11:45 a.m. in 240k Williamson. Roger Huss from the University Transit Services Office will be the guest speaker.

## RSRS TO OFFER INFORMATION SESSIONS

Department administrative and academic support staff are encouraged to attend an upcoming session on the new early fall registration system. Registration, Student Records, and Scheduling already has held two sessions on the topic and will offer two more: Monday, February 10, from 1:15 p.m. to 2:30 p.m. in 230 Anderson (West Bank) and Wednesday, February 12, from 3:15 p.m. to 4:30 p.m. in 105 Murphy (East Bank). The sessions will provide information pertinent to advising students, scheduling courses, and modifying fall course offerings. RSRS urges departments to have at least one representative attend and report to staff and faculty. Registration is not required.

## NEWSLETTERS INTRODUCE NEW STUDENTS TO U

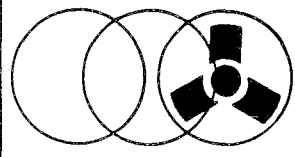
The first issue of New Student News, a new Publications Center newsletter, was mailed last month to the 2,000 high school students already admitted to the University for fall 1986. A new College of Liberal Arts newsletter was inserted in issues sent to CLA admits. The newsletters, to be published again in March and May, introduce students to the Twin Cities campus and promote programs and opportunities available here. For more information, contact Steve Baker, 150 Williamson (376-1666).

## FOR COURSE ENROLLMENT INFO...

To request registration enrollment information on specific courses, academic units should call the appropriate college offices listed below.

- CLA.....373-2894 (Carol Hondl)
- IT.....373-7536
- Education.....376-4951
- Management.....373-3701 (Mary Pechacek)
- Agriculture.....373-0940
- Home Ec.....373-0933
- Bio Sciences.....373-3648
- Forestry.....373-0842 (John Bell or  
Bill Ganzlin)

# the RECORD



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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. IX, No. 3

March 1986

## MOST STUDENTS HAPPY WITH SUPPORT SERVICES

In a Student Support Services "customer satisfaction survey" conducted last fall, most students said they get timely, satisfactory service at the primary student contact areas on the Twin Cities campus.

The survey, a simple evaluation card available at the service areas and distributed to control groups, asked students how long they had to wait before being served and whether they had come to the right office. It also asked their opinions of the courtesy and helpfulness of the staff and the quality of service received.

Nine student service areas participated in the survey: Admissions, Financial Aid, Registration, Student Relations, Certifications, and Transcripts on the Minneapolis campus; and Financial Aid, Registration, and Student Relations in St. Paul. To represent heavy, medium, and light student traffic periods, the forms were distributed during the second, fifth, and eighth weeks of fall quarter.

Most students gave high marks to most of the service areas most of the time. During all three weeks, the nine areas received average ratings between good and excellent for staff courtesy and helpfulness and service quality. Wait time, not as highly rated, varied considerably among areas and during the three time periods. Students reported waiting the longest at Financial Aid and Registration on the Minneapolis campus during the second week of the quarter. For all other areas, however, most students said they waited five minutes or less for service during all three weeks. Over 95% said they came to the right office.

The results will be used to develop a clearer picture of student satisfaction with Student Support Services and to help plan better ways to meet student needs. For more information or a summary of the results, contact Ron Matross, 260 Williamson (376-1820).

## NEW ADMISSIONS SYSTEM TO BE IMPLEMENTED

Phase I of the new Admissions/Prospective Student Services data base should be up and running April 7. Admissions and data entry staff on all campuses will be trained on the new system this month. College office staff who will be using the display capabilities will receive training in April.

Primary advantages of the new system include on-line access to prospective student and applicant data plus direct communication between the admissions and student data bases. For more information, contact Judy Howe or project director Leo Abbott, 240 Williamson (373-2144).

## SLIDE SHOW HELPS COLLEGES MARKET PROGRAMS

"Marketing College Programs" is the topic of a new slide show designed by John Printz, assistant director of Prospective Student Services, to help collegiate units develop their own marketing and recruitment plans. Printz led a workshop last month for the Health Sciences Advisory Board, featuring the slide show and discussions of marketing strategies. Colleges or departments interested in scheduling a similar session should contact John Printz, 240 Williamson (373-2144).

## FINANCIAL AID STAFF NEWS

Margaret Enger, who has been with the Office of Student Financial Aid for six years, is now an OSFA accountant working with University and federal scholarships. She replaces Greg Maltby, who resigned to join Hamline University as assistant director of financial aid. Rosalia O'Neill-Hedlund, previously a financial aid counselor and OSFA liaison to the Chicano/Latino Learning Resource Center, is now the manager of the OSFA Outside Loans Program Office. She replaces Marilyn Miller, who is now manager of the OSFA student contact/public relations unit. Assistant Director Susan Treinen was honored by the University Student Alumni Association at its second Annual Faculty Appreciation Reception February 26. She was recognized for her outstanding contributions to student organizations on campus and to "the student experience" at the University.

## SSS ANNUAL REPORT AVAILABLE

The 1984-85 Student Support Services Annual Report is now ready for distribution. The 23-page report, spiral bound with a blue cover, is divided into five main sections: an overview of the entire unit and individual summaries of the four subunits (Admissions and Prospective Student Services; Student Financial Aid; Registration, Student Records, and

Scheduling; and Information Systems and Services).

Each section highlights responsibilities, accomplishments, staffing changes, community service, and issues that were particularly important this past academic year.

## BULLETIN UPDATE

Covers of the new 1986-88 Forestry and Dentistry bulletins feature their own individualized full-color photo--an option now available to all colleges. The new bulletin series continues to follow the format suggested last year by the Madsen and Kuester design firm. Colleges may now choose their own photo or use the 1985-87 professional cover shot, which displays a generic study scene in the James Ford Bell Library. Colleges should contact their bulletin editor in the Publications Center about selecting a cover photo well in advance of their copy submission deadline.

## INFORMATION NETWORK UPDATE

The Information Network will meet on Wednesday, March 19, at 11:45 a.m. in 240K Williamson. Jan Morse from the Student Ombudsman Service will be the guest speaker.

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



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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. IX, No. 4

April 1986

### 1986-87 TUITION RATES ANNOUNCED

Below are the 1986-87 University of Minnesota tuition rates. Undergraduate non-resident rates are now 2.5 x resident rates (instead of 2.75). Nursing remains 2 x the resident rate, and nonresident rates for Dentistry and Veterinary Medicine are now the same as the resident rates. Student services fees, not yet set, will be reported in a later RECORD.

### TWIN CITIES UNDERGRADUATE RATES

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

College unit registered in	Resident	Nonresident
<b>Agriculture</b>		
Lower Division	\$40.08	\$100.20
Upper Division	55.57	138.93
<b>Biological Sciences</b>	53.38	133.45
<b>Dental Hygiene</b>		
Certificate	40.08	100.20
Baccalaureate	52.64	131.60
<b>Education</b>		
Lower Division	40.08	100.20
Upper Division	51.76	129.40
<b>Forestry</b>		
Lower Division	40.08	100.20
Upper Division	59.44	148.60
<b>General College</b>		
Lower Division	40.08	100.20
Upper Division	40.27	100.68
<b>Home Economics</b>		
Lower Division	40.08	100.20
Upper Division	54.39	135.98
<b>Liberal Arts</b>		
Lower Division	40.08	100.20
Upper Division	42.52	106.30
<b>Management</b>	49.55	123.88

Medical Technology	60.02	150.05
Mortuary Science	58.16	145.40
Nurse Anesthetist	60.02	150.05
Nursing	60.02	120.04
Occupational and Physical Therapy	60.02	150.05
Pharmacy		
B.S.	56.72	113.44
Pharm. D.	60.62	121.24
Extern (term)	121.00	121.00
Fellow specialist (term)	121.00	121.00
Public Health	54.66	109.32
Technology		
Lower Division	40.08	100.20
Upper Division	51.54	128.85
University College		
Lower Division	40.08	100.20
Upper Division	42.52	106.30
<u>Preparatory Instruction</u> (0000-level courses)		147.28 per course

### GRADUATE SCHOOL RATES

#### Part-Time Enrollment

1 credit	221.97	443.94
2 credits	221.97	443.94
3 credits	283.01	566.02
4 credits	377.35	754.70
5 credits	471.69	943.38
6 credits	566.03	1132.06

#### Full-Time Enrollment

7-15 credits	799.10	1598.20
Each cr over 15 (per cr)	66.59	133.18

#### M.B.A. Rates

Day (per cr)	116.54	188.68
Evening (per cr)	116.54	116.54

#### Minimum Fee Classifications

Continuous registration (term)	110.99	110.99
Doctoral candidates in final quarter	221.97	221.97
Student status	221.97	221.97

### 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	40.08	100.20
Duluth		
Business & Economics		
Lower Division	40.08	100.20
Upper Division	43.28	108.20
Education & Human Service Professions		
Lower Division	40.08	100.20
Upper Division	43.05	107.63
Fine Arts		
Lower Division	40.08	100.20
Upper Division	48.05	120.13
Liberal Arts		
Lower Division	40.08	100.20
Upper Division	45.61	114.03
Science & Engineering		
Lower Division	40.08	100.20
Upper Division	45.61	114.03

Morris		
Lower Division	40.08	100.20
Upper Division	47.34	118.35
Waseca	40.08	100.20

### PROFESSIONAL SCHOOL RATES

<u>College unit registered in</u>	<u>Resident</u>	<u>Nonresident</u>
Dentistry		
Per cr	139.69	139.69
Term (12+ cr)	1676.27	1676.27
Law (semester rates)		
Per cr	122.46	244.92
Term (12+ cr)	1469.49	2938.98
Medicine (Twin Cities and Duluth)		
1-5 cr	488.68	977.36
6-10 cr	977.37	1954.74
11-15 cr	1466.05	2932.10
16+ cr	1954.73	3909.46
Psychology fellow specialist (term)	121.00	121.00
Veterinary Medicine		
Per cr	124.50	124.50
Term (12+ cr)	1494.04	1494.04

### 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 18. 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).

### INFORMATION NETWORK UPDATE

The Information Network will tour the Hubert H. Humphrey Institute of Public Affairs Wednesday, April 23. Group members will meet in Room 300 (3rd floor of HHH Institute) at noon for a one-hour tour.

### UPDATE ON PSS ACTIVITIES

Prospective Student Services (PSS) and the Alumni office will be hosting receptions for top high school students April 12 in Evanston, IL; April 29 in Brookfield, WI; and April 30 in Green Bay, WI. For more information, contact Lou Branca, 240 Williamson (373-4474).

### INCLUDED WITH THIS MONTH'S RECORD...

Included with the April RECORD is a one-page Student Support Services directory, which lists key supervisors and administrators, their functions, and their phone numbers. The list includes both phone numbers now in use and new numbers, which should be in effect after May 24. A one-page summary of the University's new transcript system is also enclosed.





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Student Financial Aid

STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. IX, No. 5

May 1986

### SPRING QUARTER ENROLLMENT UP BY 334

Spring quarter 1986 enrollment at the University of Minnesota is 50,198--an increase of 334 students over the spring 1985 total of 49,864. Enrollment increased at all University campuses except the Twin Cities campus, which, at 39,742, is down .7% or 281 students. Crookston reports 1,077--a jump of 25.3% or 218 students; the Duluth campus has 6,944--a gain of 5.8% or 383 students. Morris enrollment is 1,561--up .5% or 8 students. Waseca is also up slightly; a .6% increase brings its enrollment to 874--a gain of 6 students.

Most of the individual college enrollments in the Twin Cities fell slightly, but there was a moderate gain in the School of Management and a notable increase in the College of Liberal Arts. CLA shows an enrollment of 14,391--up 2.0% or 294 students.

New student enrollment is 1,610--an increase of 18.6% (or 253 students) over the spring 1985 total of 1,357. New students entering from high school number 318--down 8.1% or 28 students. The total of new students with previous college experience is 572--up 2.5% or 14 students. The greatest increase is in new adult and high school special enrollment, which is 720--up 267 students; 164 are high school students enrolled under the Post Secondary Enrollment Options Act.

The number of continuing students is down slightly again this year; the 44,175 total reflects a drop of .1% or 51 students. That loss is more than made up for by the increase in readmitted students, which number 2,767--a gain of 3.0% or 81 students.

### EARLY FALL REGISTRATION STARTS THIS MONTH

Beginning this year, students will be able to register for fall quarter in May. Queued registration begins May 22 and ends June 6. Open registration will continue through June and close July 11. Registration will reopen August 28 for cancel/adding and for those students who have not yet registered. (New student registration begins August 21.) Students will receive a complete fee statement at the time of registration, although tuition will not be due until September.

Early Fall Class Schedules will be distributed May 12 to many college offices (Agriculture, Home Economics, CLA, IT, Education, General College, and Management). Remaining colleges and departments will receive Class Schedules May 15-16. The Early Fall Class Schedule, a 11 x 17 tabloid with two sections folded together, lists all fall courses and winter and spring courses for most departments. In August students will receive a Fall Quarter Update--a listing of all course changes since the beginning of registration as well as instructions for changing their programs.

### CALENDAR FOR EARLY FALL REGISTRATION

Early Fall Class Schedule out.....May 12  
Queued registration.....May 22-June 6  
Open registration.....June 9-July 11  
Fall registration closed....July 14-Aug. 27  
Fall Quarter Update mailed.....mid-Aug.  
Final Fall Class Schedule out.....Aug. 15  
New student registration begins.....Aug. 21  
Queued registration  
for cancel/adding.....Aug. 28-Sept. 17  
Open registration begins.....Sept. 18  
Fall quarter begins.....Sept. 25

## INFORMATION NETWORK UPDATE

Emma Goldman, coordinator of the Office for Special Learning Opportunities, 220 Johnston Hall, will be the guest speaker at the Information Network meeting Wednesday, May 21, at 11:45 a.m. in 240k Williamson.

## GRAD STUDENT LOAN DEFERMENT GUIDELINES

Graduate students, their advisers, and college offices should be aware of the following loan deferment guidelines:

- Graduate students must be registered for 8 credits each quarter to be considered full time.
- In the summer, a full-time graduate student must register for 4 credits each session.
- A graduate student registered for fewer than 8 credits but who is conducting full-time (or half-time) research toward a degree under the direction of an adviser may be certified by the Student Relations Unit as full or part time for loan deferment purposes. To be certified, each quarter the student must provide an official letter prepared and signed by his or her adviser on department letterhead and must officially register for thesis or course credits.

For more information, contact the Student Relations Unit, 150 Williamson (376-1683).

## SUMMER WORK-STUDY AWARDS

Students wishing to receive summer College Work-Study (CWS) funds should go to the Office of Student Financial Aid (OSFA), 210 Fraser, on May 15 to complete a Request for Summer College Work-Study Funds. Awards will be based on financial need and the availability of CWS funds. For more information, call OSFA (376-1552).

## DRS TO CONDUCT WORKSHOP

College and department administrative support staff are invited to attend a Data and Reporting Services (DRS) workshop Thursday, May 22, from 10 a.m. to noon in 240k Williamson. Topics include an overview of DRS services, a review of the new SYSTEM 2000 reporting data base, and a discussion of changes in the administrative computing environment. For more information, contact John Kellogg, 260 Williamson (376-1820).

## SSS PREPARES MINI-YELLOW PAGES

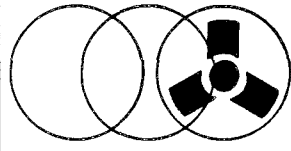
College offices and departments will receive a new Student Support Services (SSS) topical phone directory later this month. The directory, similar to a mini-Yellow Pages, lists new SSS phone numbers and is organized alphabetically by service and function.

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



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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. IX, No. 6

June 1986

## F GRADE APPROVED FOR FALL 1986

The Twin Cities Campus Assembly voted in May to change the campus-wide A-N grading system to an A-F grading system effective fall 1986. The F will represent performance that fails to meet basic course requirements and is unworthy of credit. The F will also be included in calculating students' grade point averages. The change will be effective for all courses taken fall quarter or later; it will not be retroactive to previous quarters. The S-N grading system remains unchanged.

Until changes can be made to the computer programs that print student documents, students' fall course confirmation forms will list courses taken under the A-F grading system as A-N. Students will, however, be graded under the A-F grading system for those courses. Advisers are urged to help students choose their grading systems carefully. Generally, grading systems cannot be changed after the second week of classes.

## ADMISSIONS OFFICE SHIFTS TO SUMMER HOURS

June 14, 1986, will be the last Saturday the Admissions Office will be open until next fall. Saturday hours (9:00 a.m.-noon) will resume September 6, 1986, the first Saturday after Labor Day. The Admissions Office will continue to be open Monday evenings until 6:30 for prospective students who cannot come to the office during regular workday hours.

The Admissions Office summer hours are:

Monday	8:00 a.m.-6:30 p.m.
Tuesday-Friday	8:00 a.m.-4:00 p.m.

## TWIN CITIES APPLICATIONS UP

Total applications received for the Twin Cities campus are up 11.5% over the same time last year, according to a May 23 Summary Report issued by Carol Cline of the Admissions Office. Most notable are gains in freshman applications in freshman-admitting colleges: CLA, 25%; IT, 4.9%; GC, 12.1%; Agriculture, 7.2%; Home Economics, 20.3%; Forestry, 23.5%. Overall freshman applications are up 16.3%. For more information on application and admission statistics, contact Carol Cline, 240 Williamson (625-2006).

## BULLETIN AWARDED SILVER MEDAL

The 1985-87 University of Minnesota bulletin design received a silver medal in a Council for Advancement and Support of Education (CASE) competition this spring. The bulletin was among materials submitted by Eric Madsen of Madsen and Kuester, Inc., creator of the bulletins' new design. That design enhances the readability and professional look of the bulletins, which are edited at the Publications Center, 150 Williamson. The 1986-88 bulletin series, now in production, follows the same format.

## SURVEY SENT TO SCHEDULING COORDINATORS

All scheduling coordinators on the Twin Cities campus should have received a Scheduling Office survey concerning the Early Fall 1986 Class Schedule. Coordinators are urged to fill out the survey and return it to Rich Goon, 150 Williamson (625-6089), by June 13.

Thirty-five counselors from 10 Minnesota community colleges attended the University's annual Community College Counselors' Conference, sponsored by Prospective Student Services at the Minnesota Landscape Arboretum May 9.

The counselors were joined by 25 Student Support Services and college office representatives. John Printz, assistant director of Prospective Student Services, chaired the conference, which enables community college and University staff to meet and share concerns about transfer policies and procedures and other issues.

The program included an address by Richard Heydinger, senior assistant to the president, who spoke on Commitment to Focus and its impact on the community colleges.

#### CLASS SCHEDULE AD-FREE FOR 1986-87

Student Support Services (SSS) has vetoed the inclusion of any advertising in the Class Schedule. The change was made in response to a plan by University Communications, the company that handled ads for the schedule, to include advertising-related material (e.g., articles on skin care, financing a new car) in the center of the book. SSS staff agreed that more advertising would further bury the registration material. Relatively low bids from outside printing firms allowed SSS to opt for an ad-free Class Schedule for the 1986-87 series.

#### INFORMATION NETWORK UPDATE

The Information Network will tour the new University Hospital Wednesday, June 18. Group members will meet at noon in the hospital's main lobby, located at the corner of Harvard Street S.E. and East River Road (next to Masonic Memorial Hospital). Emma Freeman, coordinator of the Office for Special Learning Opportunities, spoke at the last meeting.

Robert Misenko, director of the Office of Student Financial Aid (OSFA), was chosen president-elect of the Minnesota Association of Student Financial Aid Administrators for 1986-87. OSFA student personnel worker Jon Hachfeld was selected by the Minnesota Student Association to receive a 1986 Gordon L. Starr award for outstanding service to students. The award was presented at the President's Student Leadership and Service Recognition dinner May 20.

#### CHANGES MADE TO REGENTS' SCHOLARSHIPS

University employees eligible to apply for Regents' Scholarships should note the following changes:

- Federal tax law now requires that Regents' Scholarships for graduate students enrolled in a graduate program be treated as wages and taxed accordingly.

- The Regents' Scholarship application form has been revised, and the old forms are no longer being accepted. New forms are available by calling 624-7054.

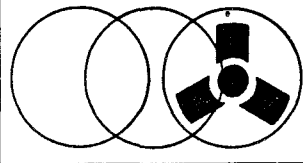
#### REMINDER: RETURN LOST ID CARDS

University staff are reminded to return lost student ID cards to Admissions and Records, 207 Williamson, immediately after finding them so students can be notified as quickly as possible.

#### INCLUDED WITH THIS MONTH'S RECORD...

A new Student Support Services (SSS) topical phone directory is enclosed with this month's RECORD. The directory, a mini-Yellow Pages, lists new SSS phone numbers and is organized alphabetically by service and function. Corrections and requests for additional copies should be directed to Caroline O'Hara, 150 Williamson (625-0552).

# the RECORD



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

STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. IX, No. 7

July 1986

## EARLY FALL REGISTRATION A SUCCESS

For the first time this spring, Twin Cities campus students were able to register for fall quarter beginning in May (see announcement in the May RECORD). So far, the process is working very well. As of July 3, a total of 17,527 students had already registered for fall--nearly 75% of the continuing undergraduates who had registered by the end of the regular fall 1985 queue. Colleges with the largest number of early fall registrations include:

<u>CLA</u>	8416, 79% of fall 1985
<u>IT</u>	3293, 82%
<u>GC</u>	1157, 68%
<u>Management</u>	1007, 71%
<u>Home Ec</u>	820, 81%
<u>Education</u>	806, 57%
<u>Grad School</u>	792, 20%
<u>Agriculture</u>	482, 60%

Tuition and fees for students who registered early are due beginning in mid-September. Early fall registration is not an option for students in Dentistry, Law, Medicine, Veterinary Medicine, and the evening M.B.A. program.

Early fall registration continues through July 11. New student registration opens August 21. A second queue for continuing students begins August 28.

For more information, contact Jeff von Munkwitz-Smith or Carol Stahlhut, System Control, B25 Fraser (625-1800).

## INFORMATION NETWORK RESUMES IN FALL

The Information Network will not meet during July and August. Details concerning the September meeting will be announced in the August RECORD.

## NEW ADMISSIONS SYSTEM UP

The new Admissions/Prospective Student Services computer system became operational on June 30. Final bugs are now being worked out. The new system provides on-line access to University offices that need prospective student and applicant data. College admissions and records staff will soon be notified about new procedures and training. For more information, contact Judy Howe, Admissions Office, 240 Williamson (625-2006).

## STUDENT SERVICES FEES TENTATIVELY SET

Although the 1986-87 University student services fees have not yet been approved by the Board of Regents, the anticipated figures for each campus are as follows:

### Twin Cities

\$ 95.42 per quarter  
143.13 per semester

### Duluth

69.00 per quarter plus  
10.75 for rec sports facilities

### Morris

72.00 per quarter

### Crookston

61.75 per quarter

### Waseca

49.40 per quarter

## PSS INVOLVED IN SUMMER EVENTS

Prospective Student Services is involved in several special events this summer, including a county fair exhibit in the Rochester area and a dinner for prospective students near Fairmont. For more information, contact Lou Branca, 230 Williamson (373-3030).

The annual Registration, Student Records, and Scheduling information sheet, mailed to current University students in June, is enclosed with this month's RECORD for the convenience of interested staff. The four-page handout, titled "University of Minnesota Fall Quarter 1986 Information," features details on registration and tuition.

Two corrections need to be made. On page 2, nonresident Graduate School tuition for 3 credits should be \$566.02 (not \$556.02). This figure was also wrong in the Early Fall Class Schedule, but will appear correctly in the Final Fall Class Schedule and the General Information Bulletin (both due in early August). On page 3, the opening date of winter quarter 1987 should be listed as Monday, January 5 (not January 7).

For more information or additional copies of the handout, contact Judith Shalaby, Registration, Student Records, and Scheduling, 150 Williamson (625-1530).

DENTISTRY, VET MED TUITION CHANGES

A change has been made to nonresident tuition for Dentistry and Veterinary Medicine as part of the negotiations involving reciprocity for these two programs. Nonresident rates, which had previously been approved to be the same as resident rates, are now as follows:

	<u>Resident</u>	<u>Nonresident</u>
Dentistry		
Per cr	\$ 139.69	\$ 209.54
Term (12+ cr)	1676.27	2514.41
Vet Med		
Per cr	124.50	186.75
Term (12+ cr)	1494.04	2241.06

The new nonresident rates are accurately listed in the "University of Minnesota Fall Quarter 1986 Information" sheet enclosed with this month's RECORD. But the change was made well after the tuition charts were published in the April RECORD.

Staff are reminded that the Student Support Services Yellow Pages directory, distributed with last month's RECORD, is intended for college and department office use only. In particular, the Student Relations number (625-9050)--listed under several headings--should not be given out to students.

The number listed under Academic Progress Monitoring for Financial Aid (repeated under Appeals and Financial Aid) is incorrect. The correct number is 624-3334 (not 624-5083).

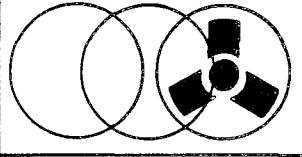
Questions, corrections, and requests for additional copies of the Yellow Pages should be directed to Caroline O'Hara, Publications Center, 150 Williamson (625-0552).

STAFF NEWS

Julie Loken, who gained extensive recruiting experience at the Duluth campus, joins Prospective Student Services as an admissions officer on July 14. After two years as an admissions assistant, Rudy Hernandez Jr. left Prospective Student Services in May to work in the Office of Student Financial Aid. His successor is Aloida Zaragoza, a Minnesota Upward Bound counselor and teacher, who will begin July 21 as a general and Hispanic student recruiter.

Meredith McNab, a Publications Center editor for the past year, began a new position on June 23 as director of publications at the Minnesota Medical Association in Minneapolis. Anne Aronson, a composition instructor and graduate student in the English Department, has been hired to work part-time in the Publications Center this summer, primarily on the college briefs. Mary Knatterud, a Publications Center editor for the past five years, will resign as of July 18 to become a documentation writer and training specialist at the Higher Education Assistance Foundation in St. Paul.

# the RECORD



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Student Financial Aid

STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. IX, No. 8

August 1986

## CLASS SCHEDULE DELIVERY DATES

Final Fall Class Schedules will be delivered to many college offices on August 5 and to remaining college offices and all department offices by August 12. Preliminary Winter/Spring Class Schedules are due on campus August 8, with all copies delivered by August 14. Distribution to students will begin August 14.

Departments are asked to review their listings on page 86 of the Final Fall Class Schedule and to report any changes to Judith Shalaby, 150 Williamson Hall (625-1530).

## FALL QUARTER UPDATE MAILING

Included in this month's RECORD is a copy of the "Fall Quarter 1986 Update," which is being mailed to students who have already registered for fall quarter. This update lists all course changes since fall registration began in May and includes general directions for cancel/adding. Also in the mailing to students is a postcard that may be used to cancel courses or request a duplicate fee statement. Students cannot add courses by mail, but must come to their registration center.

Cancel/adding will be queued for students who have already registered for fall, following the same August-September queue that will be used by returning students who have not yet registered. All students will receive registration status notices for this queue. Registration for new students will open August 21; the queue for returning students will begin August 28.

## SUMMER SESSION I ENROLLMENT UP BY 507

Summer session I 1986 enrollment at the University of Minnesota is 15,987--an increase of 507 (3.3%) over the 1985 total of 15,480. The Twin Cities campus, at 13,647, shows a rise of 3.5% (458 students) with notable increases in the following units: College of Liberal Arts up 12.4% or 579 students; Graduate School up 6.5% or 84 students; and College of Education up 5.0% or 72 students. Enrollment at Crookston rose to 345, an 100.6% increase over last year's total of 172. At 122, enrollment on the Morris campus remains relatively unchanged, while a drop of 6.3% brings the Duluth count to 1,873 (down 127 students). Because Waseca is on a summer quarter from June 30 through September 9, Waseca enrollment figures will be available with summer session II statistics.

There were gains in three categories of students: new students number 498 (up 24.2% or 97 students); the number of continuing students is up to 11,099 (3.1% or 332 students); and the number of summer-only students increased to 3,045 (up 3.3% or 96 students). These gains more than offset a slight decline in the number of readmitted students (at 1,726, down 2.5% or 45 students).

## STUDENT SERVICE FEE CLARIFICATION

The tentative student service fee for Crookston listed in the July RECORD was incorrect. The correct Crookston student service fee is \$58.00 per quarter; a \$3.75 annual yearbook fee is added fall quarter only, bringing the fall quarter fee to \$61.75, which is the amount quoted in the July RECORD.

## INFORMATION NETWORK UPDATE

After a two-month summer break, the Information Public Contact Network will resume on Wednesday, September 10, when guests Beverly Stewart, director of General College Student Services, and Alice Pacocha, director of Student Progress, will discuss changes within General College and its future direction. Group members will meet at 11:45 a.m. in 240k Williamson Hall.

## SSS YELLOW PAGES CORRECTIONS

Please make these telephone number changes in the SSS Yellow Pages. The number listed under Minnesota Part-Time Student Grants (repeated under Financial Aid) and Financial Aid Scholarships (repeated under Scholarships) is incorrect. The correct number is 624-1563 (not 624-9363). Please note that this number needs to be changed in four places in the Yellow Pages.

Questions and corrections to the Yellow Pages should be directed to Caroline O'Hara, Publications Center, 150 Williamson Hall (625-0552).

## ID CARD CHANGE

As of June 2, 1986, social security numbers are being embossed on student ID cards as the primary identifier, with student ID numbers serving as the secondary identifier. This change was implemented to accommodate central administration's plan to use the social security number as a common identifier for all University data systems.

## ID IMPRINTER PICKUP AVAILABLE

Any ID imprinters that are not being used or that need repair should be returned to the ID Office, 248 Williamson Hall. Call Valerie Meyer (625-9357) to arrange for a pickup from any Twin Cities campus location.

## BULLETIN UPDATE

The 1986-88 bulletin series is close to completion, with only three bulletins yet to be printed. Featuring individual four-color photos on their covers, the bulletins follow the Madsen and Kuester design chosen last year. Since January, the following bulletins have been published: Forestry, Dentistry, Education, Crookston, Home Economics, Management, Journalism, Liberal Arts, and General Information. The remaining bulletins include Graduate School (due September 3), University College (due October 6), and Public Health (due November 3).

## FALL FAIRS ANNOUNCED

The fall 1986 schedule of college fairs for prospective students has been announced. The University will participate in two national college fairs: Minneapolis (September 16-17; 20,000 people are expected to attend this fair) and Milwaukee (November 3-4). Mini-fairs will be held from September through November in various Minnesota and Wisconsin locations. In addition, numerous college nights have been scheduled, including the annual high school counselors' conference (tentatively scheduled for Friday, December 12, at the University Radisson). For a complete schedule, contact Lou Branca, 230 Williamson Hall (624-5555).

## STUDENT ACCOUNTS RECEIVABLE MOVES

On Friday, August 1, Student Accounts Receivable moved from 8-1 Fraser Hall to larger accommodations in 20 Fraser Hall. Only the location has changed; service hours and telephone numbers remain the same.

## 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 Caroline O'Hara, 150 Williamson Hall (625-0552). Thanks!





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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

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September 1986

#### SUMMER SESSION II ENROLLMENT UP BY 681

Total summer session II 1986 enrollment at the University of Minnesota is 9,561--an increase of 7.6% or 681 students over the summer session II 1985 total of 8,880 students. A 12% drop (147 students) on the Duluth campus was offset by gains on other campuses: Crookston is up by 68 students, Morris by 67 students, and the Twin Cities campus by 693 students. Enrollment on the Waseca campus remains unchanged.

The gain of 693 students on the Twin Cities campus brings the total to 7,697 compared with 7,004 in summer session II 1985. The College of Liberal Arts increased by 444 students and, at 3,363, remains the largest single unit at the University.

Gains are noted for all major categories of students. The number of new students increased from 156 in summer session II 1985 to 245 this summer session II--a gain of 89 students or 57.1%. Readmitted students number 824--an increase of 94 students or 12.9% over the 1985 figure of 730. The number of continuing students rose from 6,256 in 1985 to 6,622 in 1986--a significant increase of 366 students or 5.9%. A total of 1,804 summer-only students is reported--a gain of 134 students or 8% over the previous total of 1,670.

Please note that these figures do not include students who registered for courses that began summer session I and continued through summer session II (including students from the Crookston campus, the School of Medicine on the Duluth campus, and most units on the Twin Cities campus).

#### MAJOR/ADVISER REPORTS REVISED

Beginning fall quarter, a revised series of Major/Adviser Reports will be generated. These reports will run directly from the Student Data Base and will permit the reporting of multiple majors, minors, and advisers as well as the expanded program code (major/minor, subprogram, and degree sought). Numerous changes make the report layouts easier to read and use. A banner page listing campus, unit, address, report name, and number of copies has been added to the beginning of each report set to facilitate sorting and distribution. Another feature of the new programming permits collegiate units to specify the number of copies of each report. For additional information on the new Major/Adviser Reports, contact Don Meyers, B-25 Fraser Hall (625-1800).

#### 1986-87 FINANCIAL AID AVAILABILITY

Student financial aid is still available for the 1986-87 academic year. For undergraduate students, available aid includes the Guaranteed Student Loan,\* the Minnesota State Scholarship and Grant, the Pell Grant, and the Parent Loan for Undergraduate Students/Auxiliary Loan to Assist Students.\* Graduate students may apply for Guaranteed Student Loans,\* Auxiliary Loans to Assist Students,\* and other student loan programs. To obtain application materials, students should go to the Office of Student Financial Aid, 210 Fraser Hall in Minneapolis or 197 Coffey Hall in St. Paul.

\*For these programs, October 20, 1986, is the deadline for applications with loan periods ending fall term 1986.

## FINANCIAL AID CHECK DISBURSEMENT

For those students whose checks are disbursed at the Great Hall in Coffman Memorial Union, picking up their checks this fall will be easier than in the past. During check disbursement, financial aid staff will use temporarily installed computer terminals to answer students' questions about fall checks, avoiding referrals to the Office of Student Financial Aid in Fraser Hall. Student Accounts Receivable office staff will be available there too, making the check disbursement process simpler and less time-consuming.

The fall financial aid check disbursement schedule has been set as follows:

### Minneapolis--Great Hall, Coffman Union

<u>Date</u>	<u>Time</u>
Sept. 25 (M-Z only)	8:00-5:00
Sept. 26 (A-L only)	8:00-5:00
Sept. 29	8:00-5:00
Sept. 30-Oct. 6	8:00-3:30

### St. Paul--St. Paul Cashier, Coffey Hall

<u>Date</u>	<u>Time</u>
Sept. 25 (M-Z only)	8:00-11:30, 12:30-3:30
Sept. 26 (A-L only)	8:00-11:30, 12:30-3:30
Sept. 29	8:00-11:30, 12:30-3:30

After October 6, checks may be picked up from 8:00 a.m. to 3:30 p.m. in 140 Williamson Hall.

## UPDATE ON BRIEFS

By September 15, most of the 21 1986 college briefs will be printed. This year's briefs feature a color bar that extends across the inside (the color varies with each college or program). Unlike last year's briefs, which had a solid color back panel, the new briefs have more photographs, with the text extended onto the back panel. As a result, the briefs are more attractive and easier to read. They will be mailed first class. (Please note that the housing and financial aid briefs will be printed in January.)

## RSRS FALL WORKSHOPS PLANNED

Registration, Student Records, and Scheduling has planned three fall workshops. In October, Jeff von Munkwitz-Smith will lead the annual registration/computer check information session for colleges and academic departments. In November, a degree clearance workshop for college personnel will be given by Margo Mueller. The third workshop, which will be scheduled for some time after November, will deal with monitoring student academic activity. Specific dates will be reported in the October RECORD. Topics for future RSRS workshops are welcome; please call Elizabeth Grundner at 625-4094 (after September 15) with suggestions.

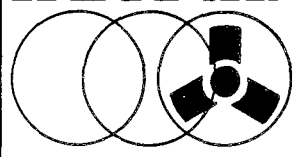
## NEW TRANSCRIPT SYSTEM IMPROVES SERVICE

On July 24, Registration, Student Records, and Scheduling implemented the new on-line transcript system. The system, now in use on all University campuses, enables staff to input transcript requests on-line; printers then produce up-to-date transcripts immediately. The transcripts reflect the information included on student records when the transcripts are printed. The transcripts produced by this fast and easy-to-use system are attractive, printed on safety paper that cannot be photocopied. Most importantly, the ability to generate up-to-date transcripts improves service to students.

## STUDENT NAMES MORE ACCURATELY ACCOMMODATED

The implementation of the new Admissions Data Base enables the student record system to more accurately accommodate names. The name field has been expanded from 22 to 30 characters; apostrophes, hyphens, and Roman numerals can now be included in last names (spaces, however, cannot). ID cards produced for students admitted since the Admissions Data Base was implemented reflect these changes. Other students may submit a Name Change Request and receive a replacement ID card for \$5. Colleges should be aware that these changes may alter student name locations in alphabetically sorted rosters.

# the RECORD



A Supplement to the September 1986  
Student Support Services Newsletter

STUDENT SUPPORT SERVICES

● UNIVERSITY OF MINNESOTA

## THE NEW ADMISSIONS COMPUTER SYSTEM: IMPROVED SERVICE FOR STUDENTS AND STAFF

On July 1, 1986, Student Support Services brought up a new Admissions/Prospective Student Services (ADM/PSS) computer system. With this system, units within the University will have increased access to undergraduate and graduate student information, improving service to students and the college and department offices that work with them.

### Immediate Transference of Data

The new Admissions/Prospective Student Services system is an on-line system that is in direct communication with the registration and records data bases. For example, when an admission decision is made and entered on the ADM/PSS system, that decision is immediately reflected on the Student Data Base; the data is immediately transferred. For a student, this means that once the admission decision has been made, he or she can register immediately, avoiding the several-day delay that occurred under the old system.

### Increased Access to Admissions Data

In addition, college office and department staff now have access (via CRTs) to a broad range of information about students, from initial contact through application for admission to final decision. Because of this increased access to Admissions/Prospective Student Services data, college office and department staff will be able to check on the status of a given application, noting whether

transcripts or test scores, for example, have been requested but not yet received. This should reduce student "runaround"; the first office a student approaches will be able to inform the student of his or her application's status and give advice. Although some students may still be sent to the Admissions Office for specific course transfer questions, far fewer students will be sent there to check their hard-copy files, saving time and avoiding frustration.

### Earlier Access to Prospective Student Data

In the ADM/PSS system, much more data will be entered electronically than in the past, reducing staff-intensive labor and clerical errors. Not only will staff have access to more admission information, but extensive prospective student information will be available also, starting with data from the beginning of the high school senior year instead of with the actual application data. By electronically transferring data from the PSPP (Post-High School Planning Program), ACT, and SAT test tapes, staff will have access to much information on Minnesota freshmen before they even apply to the University.

### Extensive Display Capabilities

Specific information available for display includes name, address, sex, ethnic background, and home location; prospective student information such as interests expressed, publications sent, and

prospective majors; and application information such as quarter of application, application major and college, and application decision. The new name search screen will make finding a student record easier where the social security number or the student ID number fail to pull up the correct record.

All of this information, as well as data on contacts by University staff, faculty, and alumni, will be used to track contacts and identify prospective students who should receive special attention. In addition, targeted mailings will be generated, and the distribution of publications will be tracked.

#### Ad Hoc and Operational Report Generation

These data will also be used to generate reports, lists, and labels, making identifying, tracking, and following student subgroups possible. This fall, a System 2000 reporting data base for

Admissions/Prospective Student Services will be available; using this data base, Student Support Services staff will be able to provide college staff with ad hoc reports containing information about their students (created from the ADM/PSS Data Base, System 2000 data bases are more efficient for ad hoc reporting). Operational reports will include the Student Admission Profile forms (similar to the former Freshman Data Summary Sheets), produced for all new high school, new advanced standing, transfer, and international students to support better advising, and the High School Summary Report, which provides data by high school.

Central to this new system is the immediate input of data, which enables central and collegiate units to use it with confidence and speed. With increased data and accessibility, the new Admissions/Prospective Student Services computer system will help Student Support Services and colleges improve their ability to serve the students of the University.

For more information on the new admissions system, contact John Printz (625-2006)



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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

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October 1986

#### SSS ADVERTISEMENTS INFORM STUDENTS

Beginning fall quarter 1986, Student Support Services is providing concise, readable advertisements in the Minnesota Daily. Printed each Monday, the ads inform the University community about important deadlines, policy changes, and other Student Support Services information. The ads are brief and direct, with a rounded border, the words "Student Support Services" at the bottom, and a changeable heading that identifies the content of each ad. By publishing updates on admissions, registration, records, and financial aid, Student Support Services hopes to improve communications with students and reduce runaround.

#### BUDGETING BULLETINS

Because of the high cost of publications, college advisers are asked to encourage students to focus on specific interests before requesting college bulletins at the Information Center in Williamson Hall. Although students are allowed to ask for up to three bulletins per visit, they should be encouraged to limit their choice to a specific bulletin. Reference copies are also available.

#### FINANCIAL AID REVISIONS

Requests for additional financial aid for the 1986-87 academic year can be made with revision request forms available October 15 in the Office of Student Financial Aid, 210 Fraser Hall, Minneapolis, or 197 Coffey Hall, St. Paul.

#### RSRS COMPUTER CHECK WORKSHOP SET

On Wednesday, October 22, Jeff von Munkwitz-Smith will lead the annual registration/computer check workshop for colleges and academic departments. The workshop will take place in 101 Fraser Hall from 2:15 to 4:00 p.m. Discussion topics will include computer checks, other signature requirements enforced at registration, registration reports, the snapshot class list, and calling for closure information. An optional tour of the Fraser Hall Registration Center and Computer Center will follow the workshop. For more information, contact Elizabeth Grundner at 625-4094.

#### DID YOU KNOW THAT . . .

- wait times in the Fraser Hall and Coffey Hall Registration Centers now average 6 minutes? (Before computerized registration, the wait averaged 73 minutes.)
- Prospective Student Services handled 18,197 telephone hotline contacts during the 1985-86 school year?
- the Office of Student Financial Aid serves approximately 35,000 students each year?
- 70% of returning undergraduates participated in early fall registration for fall quarter 1986?
- approximately 1,100 students use the financial aid telephone counseling service each month?
- total student employment for 1985-86 amounted to \$90,171,630?

## FORTY YEARS AT THE UNIVERSITY

Forty years ago, Dorothy Boehm, who celebrated her service anniversary on September 30, started her University career as a clerk in the Admissions and Records office while it was still located in Morrill Hall. She now works in Student Relations, helping students work through problems that may arise in pursuing an education. Of all the things she enjoys about working at the University, she says that 40 years of helping students has given her the greatest satisfaction.

Many changes have taken place since she began work in 1946. Of course, handwritten records have given way to computer data bases, and although she doesn't describe herself as a "computer person," she does think those changes have been for the best.

For all the changes she has seen, one aspect of University life stubbornly refuses to yield to the forces of progress. Trying to find a place to park on the first days of classes, she says, was not much different in 1946 than it is in 1986.

### ADMISSIONS OFFICE RETREAT SCHEDULED

An Admissions/Prospective Student Services staff retreat is scheduled for Friday, October 31, for training on the new admissions system. The Admissions Office will remain open during the retreat.

## INFORMATION NETWORK UPDATE

Greg Carlson, Clinical Services Coordinator for the University's Chemical Dependency Treatment Program, will speak at the Information Network session on Wednesday, October 22, at 11:45 a.m. in 240k Williamson.

### UPDATE ON MINNEAPOLIS FALL FAIR

On September 16-17, the University participated in the Minneapolis college fair, the largest in the nation. Over 24,500 students met with representatives to talk about educational opportunities.

### STAFF NEWS

After 16 years of dedicated service in Admissions and Records (now Student Support Services), Manual Woods has accepted the position of director of the Education Student Affairs Office in the College of Education. Caroline O'Hara recently resigned from her position as forms and manuals editor in the Publications Center to study in the College of Education; she will continue to edit forms as a student worker. Rick Bard was hired to fill the vacant editor II position. A recent graduate of the University's School of Journalism and Mass Communication, he spent two years at the Minnesota Daily. He will take over as editor of the RECORD in November.



Edited by Caroline O'Hara, Publications Center, 150 Williamson (625-3461)

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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

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November 1986

### Fall Enrollment Up By 367

Total fall 1986 day school enrollment at the University of Minnesota is 56,443—an increase of 367 students or 0.7% over the fall 1985 total of 56,076. Although Duluth enrollment dropped by 218 students or 2.9% (for a total of 7,301), gains were reported on all other campuses. Enrollment on the Twin Cities campus increased by 416 students or 0.9% (for a total of 45,006). Enrollment at Morris increased by 92 students or 5.4% (for a total of 1,774). Crookston showed an increase of 76 students or 6.6% (for a total of 1,213), and Waseca enrollment increased by just one student (for a total of 1,149).

On the Twin Cities campus, the College of Liberal Arts remains the largest unit at the University with an enrollment of 16,829—up 696 students or 4.3%. Graduate School enrollment rose to a record high of 7,972—an increase of 306 students or 3.9%. Enrollment in the Colleges of Education, Forestry, and Pharmacy also increased slightly. Most other units showed modest drops in enrollment.

All categories of new students were down this fall. The number of new high school students fell by 474 or 3.3% (for a total of 13,833). The number of new advanced standing students fell by 101 or 1.2% (for a total of 8,042), and new adult special and new high school special enrollment fell by 26 students or 2% (for a total 1,251).

These losses were more than offset by increases in the number of readmitted and continuing students. The number of readmitted students increased by 91 or 1.9% (for a total of 4,884), and the number of continuing students increased by 918 or 2.7% (for a total of 35,302).

### Registration Begins, New Stage Added

Winter quarter registration begins Monday, November 10. The queue, published in the Winter Class Schedule, now has a third stage. December 5, the last day of registration, is reserved for adult and high school specials. To ensure greater course access for degree-seeking students, all non-degree-seeking students (including those with Regents' Scholarships) must register on or after December 5. Students with Regents' Scholarships who are in degree programs will continue to register in either stage one or two of the queue according to their class standing.

### Part-Time Student Grants Available

Minnesota Part-Time Student Grants for winter quarter 1987 are available to resident undergraduates carrying from one to five day school or extension credits that apply toward a degree or certificate program. Income must not exceed:

- \$10,350 for one-person households;
- \$13,825 for two-person households;
- \$17,175 for three-person households; or
- \$21,300 for four-person households.

Dependent students must combine parent and student incomes. Additional income is allowed for larger households. Tuition, fees, books, supplies, transportation, and child care expenses will be considered in awarding the grants. Applications are available at Extension Counseling, 314 Nolte Center, or at the Office of Student Financial Aid, 210 Fraser Hall. For more information, call 625-4334.

## Transcript Information Line

On November 15, Registration, Student Records, and Scheduling will establish a 24-hour information hot line for individuals with general questions regarding transcript services. Interested parties can call 624-4115 to hear a taped message explaining procedures and office hours. This is an information line only, and no operators are available. The number for other RSRS inquiries continues to be 625-5333.

## Hold System Guide Updated

RSRS has prepared two inserts to update the Hold System Guide distributed last February. The hold processing schedule for the 1986-87 academic year and an updated hold code listing have been sent to all hold system users. Questions concerning the updates or requests for additional copies of the Hold System Guide should be directed to Marilyn Hofler, 150 Williamson Hall.

## RSRS Workshop Postponed

The RSRS degree clearance workshop scheduled for November (see September RECORD) has been postponed until January. The specific date will be published in the December RECORD.

## Fall Recruiting Visits Planned

Prospective Student Services has scheduled visits to six metropolitan-area community colleges.

Inver Hills	November 17
Anoka-Ramsey	November 18
Normandale	November 19
Lakewood	November 20
Minneapolis	November 24
North Hennepin	November 25

A number of college nights are also scheduled for November, as are the prime market high school and minority recruiting visits, which are taking place earlier this year than in the past. For more information, contact Lou Branca, 230 Williamson (624-5555).

## St. Paul Admissions Processing Moved

Admissions processing for all St. Paul colleges except veterinary medicine was moved from 130 Coffey Hall to 240 Williamson Hall on October 15. Students can still turn in application materials and get admissions counseling and referrals at 130 Coffey Hall. For more information, contact Sheila Berger, 130 Coffey (624-1794).

## Information Network

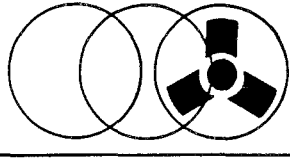
The Information Network will tour Ferguson Hall (the west bank School of Music building, 2106 4th Street South) on Wednesday, November 12. Interested staff should meet between 11:45 a.m. and 12:00 noon in the main lobby. Reine Shiffman, the public relations representative, will conduct a 30-45 minute tour.

## Staff News

Darlene Ayers-Lynch, an assistant director in the Office of Student Financial Aid for the past six years, left October 31 to begin work as internal operations manager for lender and school services with the Higher Education Assistance Foundation. Shelly Diers, an OSFA administrator, also left October 31 to complete her doctorate in educational administration. She began work with SSS in 1977. Joel Rosen is the new editor in OSFA. His background includes six years as an English teacher and two years as an editor. He replaces Gail Froncek, who is now an executive assistant involved with special projects, research, and information systems in OSFA. Elizabeth Spring began work as an editor in the Publications Center October 13. She will be working with college bulletins, brochures, and newsletters. Her experience includes nearly five years as director of public relations at the Minneapolis College of Art and Design. Bruce Piepho began work October 27 as a principal systems analyst in Systems Development and Operations. He will be working on the maintenance and continuing development of SSS office automation. His background includes six years as an information systems consultant with Control Data Corporation.



# the RECORD



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## Grade Report Deadline

The deadline for academic departments to submit fall quarter grade reports to Student Records is 8:30 a.m., Wednesday, December 17. Grades submitted after the deadline will not be posted to students' records in time to be reflected on fall quarter grade slips. Messenger pickup of grade reports is available by calling 625-3030.

Fall quarter grade slips for students in the College of Liberal Arts, Institute of Technology, College of Education, Graduate School, School of Nursing, and University College will be distributed in the Great Hall Annex of Coffman Memorial Union on January 5 from 8 a.m. to 4 p.m.

Grades not picked up at that time will be distributed in 202 Fraser Hall beginning January 12. Grade slips for students in all other colleges will be distributed through college offices. For more information, contact Kent Krueger, 150 Williamson Hall (625-5069).

## Grad Student Financial Aid Counseling

The Office of Student Financial Aid is offering additional counseling for graduate students. Interested students should call 625-7579 to schedule an appointment with Julie Root in 422 Johnston Hall.

Winter quarter service (January 5 through March 21) is available from 12:30 p.m. to 2:30 p.m. on Mondays and Wednesdays and from 12 noon to 2 p.m. on Tuesdays, Thursdays, and Fridays. Walk-in counseling is also available as staff time permits.

## Loan Deferment Procedures

Loan deferments must be completed by the Registrar. College offices and departments should refer students wanting to complete the forms to Student Relations, 150 Williamson Hall, or to St. Paul Admissions and Records, 130 Coffey Hall.

Students can also have the forms completed by mailing them to Certifications, 155 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455, or to St. Paul Admissions and Records, 130 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108.

## ID Office Hours Extended

The ID Office, 248 Williamson Hall, will now be open until 6:30 p.m. on the first two Mondays of every quarter. The new hours are intended to accommodate students finding it difficult to use the office during regular hours from 8 a.m. to 4 p.m., Monday through Friday. Extension students, however, are not required to have an ID card, and only those admitted to a degree program are eligible to receive one.

## Counselors' Conference Postponed

The Twin Cities campus 11th Annual High School Counselors' Conference has been postponed due to problems the postal service encountered delivering invitations to addresses in the seven-county metro area.

The conference, which was scheduled for Friday, December 12 at the University Radisson, has been tentatively rescheduled for spring. No specific date has been set. For more information, contact Lou Branca, 230 Williamson Hall (624-5555).

## Course Transfer Manual Being Developed

The Admissions Office is developing a course transfer manual that will include credit transfer policies, graduation requirements, and course transfer tables for undergraduate-admitting colleges on the Twin Cities campus.

The tables will show how credits from each of the 18 Minnesota community colleges transfer to colleges on the Twin Cities campus. They will include information on whether courses transfer, fulfill distribution or English composition/rhetoric requirements, have University equivalencies, or can be used to fulfill University course requirements.

Initial efforts are being directed at transfer tables for the College of Liberal Arts; the Institute of Technology; General College; the Colleges of Agriculture, Forestry, Home Economics, Biological Sciences, and Education; and the School of Management.

Work on course transfer information for colleges on the Duluth campus and any other coordinate campus that chooses to participate is also being planned. For more information, contact Carol Cline or Laurel Carroll, 240 Williamson Hall (625-2006).

## Department Name Change

The Department of Anatomy has changed its name to the Department of Cell Biology and Neuroanatomy. CBN is the new course designator. The change, which was effective July 1, 1986, will appear in the Class Schedule beginning Summer Session I 1987.

## Information Network

The Information Network will not meet in December. Theresa Robinson, acting associate director of Housing Services, will lead the discussion at the next meeting, Wednesday, January 21 at 11:45 a.m. in 240k Williamson Hall.

## Registration Report

Following completion of queued registration for winter quarter, Registration, Student Records, and Scheduling will run a report for Twin Cities colleges and academic departments showing enrollment by department through December 5 for all winter course offerings.

RSRS first ran the report last July notifying departments of course enrollment totals at the end of early fall registration.

In addition to the department totals, the December report will include complete sets of totals for all college units, which will be sent to the appropriate deans' offices. For more information, contact Elizabeth Grundner, 150 Williamson Hall (625-4094).

## Transcript Revisions

The information on grading policies found on the back of University transcripts is being revised.

The formula for determining grade point average will be updated to reflect the change to an A-F grading system on the Twin Cities campus. A statement regarding the grading change will also be included on the new transcripts. Grading definitions will be revised to include two discontinued symbols that still appear on some transcripts.

The new transcripts should be available in time to reflect fall quarter grades. For more information, contact Mary Koskan, 150 Williamson Hall (625-1530).

Included With This Month's RECORD. . .

The winter 1987 edition of the Student Support Services Directory is being circulated with this issue of The RECORD. Staff are reminded that the directory is for college and department use only. Questions, corrections, and requests for additional copies should be directed to Rick Bard, 150 Williamson Hall (625-0552).