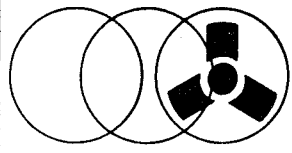


# the RECORD



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

STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. X, No. 1

January 1987

## Scholarship Tax Alert

Students receiving a scholarship, fellowship, or other grant aid could be affected by the 1986 Tax Reform Act.

Under the new law, all degree-seeking students who receive a scholarship, fellowship, or other grant aid will have to include in their gross income any aid they receive that exceeds tuition and related expenses.

Determining tax liability will require a record of all sources of grant aid (including state and federal aid, scholarships, fellowships, and waivers of tuition) as well as a record of tuition and related expenses such as books, supplies, and equipment required for courses.

Scholarships, fellowships, and other grant aid awarded after August 16, 1986 are subject to the new law except to the extent that the award covers 1986 expenses.

Effective January 1, 1987, the University will be required to report scholarship, fellowship, and other grant aid to the Internal Revenue Service. In most cases, the full amount will be reported, and it is up to the student to determine what portion exceeds actual expenses and must be included in gross income. For individuals on an F-1 or J-1 visa, 14% must be withheld.

The Tax Reform Act is still being interpreted by the U.S. Treasury Department. The limited information available to the University regarding effects of the new law is contained in a one-page handout being distributed through University information centers and college offices. For more information, students can contact the IRS at 291-1422 or 1-800-424-1040.

## Class Schedules & Summer Bulletins Due Soon

Spring Class Schedules will arrive in many college offices February 3 and in all department and remaining college offices by February 10. Distribution to students begins February 11. Queued registration for spring quarter opens Wednesday, February 18. The complete queue for spring will be on pages 10-11 of the spring schedule.

Summer session bulletins are due on campus February 16, allowing students to plan their spring and summer program at the same time. Copies of the bulletin will be available at the registration centers (202 Fraser Hall, Minneapolis, or 130 Coffey Hall, St. Paul); the Information Center in Williamson Hall; and the Summer Session Office, 135 Johnston Hall. Summer registration for academic-year students begins May 11, and registration for summer-only students opens May 22.

## Survey Confirms Early Registration Success

Most students who took advantage of early registration in 1986 (73% of all eligible undergraduates) plan on doing so again, according to a survey of students registering for winter quarter classes.

Surveyed students indicated that early registration helped them get into more courses they needed, facilitated planning, and allowed better preparation for fall quarter.

Results of the survey also indicate early registration increased motivation to return to the University in the fall. For more information, contact Jeff von Munkwitz-Smith, B-25 Fraser Hall (625-1800).

## Early Fall Registration Moved Up

Early fall registration is scheduled to begin a week earlier this year than in 1986 with queued registration ending on the Wednesday preceding finals week. The final day for open registration has also been moved up from mid-July to June 19.

The changes came at the request of college student personnel officers because of the difficulty some faculty advisers had accommodating demands for student advisement along with traditional end-of-quarter activities.

Early fall queued registration will run from May 14 to June 3. Open registration runs from June 4 to June 19. Registration will reopen August 27 for cancel/adding and for those students who have not yet registered. (New student registration begins August 20.)

An 8½-by-11-inch Fall Class Schedule will be distributed in May marking a change from the tabloid version distributed for early registration in 1986. A supplement, recapping changes in course information and including tuition and fee information not available in May, will be issued in August.

Students registering early will get a course confirmation, but fee statements will not be mailed until early August after the regents have set fees. Fees will be due in mid-September.

## Registration Calendar

Spring 1987 registration begins . . .	Feb. 18
Summer 1987 registration begins . . .	May 11
Early fall 1987 (queued) begins . . .	May 14
Early fall 1987 (open) begins . . .	June 4
Fall registration closed . . .	June 22-Aug. 26
New student registration begins . . .	Aug. 20
Fall 1987 registration reopens . . .	Aug. 27
Fall quarter classes begin . . .	Sept. 28
Winter 1988 registration begins . . .	Nov. 9
Winter quarter classes begin . . .	Jan. 4
Spring 1988 registration begins . . .	Feb. 17
Spring quarter classes begin . . .	March 28

## Outside Loan Program Update

As a result of recent legislation, students applying for an Auxiliary Loan to Assist Students (ALAS) or a Parent Loan for Undergraduate Students (PLUS) on or after January 1, 1987 must complete an ACT Family Financial Statement application.

Students applying for an ALAS, PLUS, or Guaranteed Student Loan with the loan period ending winter term 1987 must apply by February 9, 1987.

## 1987-88 Aid Applications Available

Students should apply now for 1987-88 aid from the following programs:

- Pell Grant
- Minnesota State Scholarship and Grant
- Guaranteed Student Loan
- Perkins Loan
- Supplemental Educational Opportunity Grant
- University grants, scholarships, and loans
- College Work-Study
- Health Professions Loan

Students can obtain application materials from the Office of Student Financial Aid, 210 Fraser Hall, Minneapolis, or 197 Coffey Hall, St. Paul.

## 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 is available January 5 through March 21 on:

- Monday 12:30-2:30
- Tuesday 12:00-2:00
- Wednesday 12:30-2:30
- Thursday 12:00-2:00
- Friday 12:00-2:00

Walk-in counseling is also available as staff time permits.

## Winter Quarter Aid Available in Coffman

Winter financial aid checks are being disbursed in the Great Hall Annex of Coffman Memorial Union from 8:00 a.m. to 3:30 p.m. until January 14. After January 14, checks may be picked up from 8:00 a.m. to 3:30 p.m. in 140 Williamson Hall.

Computer terminals have been temporarily installed in the Great Hall enabling Office of Student Financial Aid, Student Accounts Receivable, and Extension staff to answer questions in the Great Hall during check disbursement days.

### Important Upcoming Dates

- |            |  |
|------------|--|
| January 16 | Last day to cancel courses without transcript record.  |
| January 19 | Martin Luther King's birthday observed. Classes excused and University offices closed.                                   |
| February 9 | Last day for most undergraduates and students in professional degree programs to pay graduation fees for winter quarter. |

### Staff News

Aileen Lively is the new contact person for questions regarding RSRS reports. Lively's office is in B-25 Fraser Hall (625-1800). This change allows Judith Shalaby, the previous contact, to spend more time on Class Schedules and other writing projects. Kathy Paschke took over Office of Student Financial Aid administrator Shelly Diers' position on January 2. Diers left October 31 to complete her doctorate in educational administration. Paschke has been with the University since 1974, most recently as a materials management specialist in Property Accounting. Barbara Pillinger, director of Academic Honors Programs, now has an office in 308 Walter Library. Her telephone number remains 625-0091.

## Community College Visits Planned

Prospective Student Services will be making visits to northern Minnesota community colleges during the second half of January.

Scheduled visits include Rainy River, Vermilion, Mesabi, Hibbing, Itasca, Brainerd, and possibly Fergus Falls and Northland community colleges. For more information, contact Lou Branca, 150 Williamson Hall (624-5555).

## Degree Clearance Workshop Planned

Registration, Student Records, and Scheduling is planning a degree clearance workshop for Monday, February 2 from 8 a.m. to 10 a.m. in 240k Williamson Hall. For more information, contact Elizabeth Grundner, 150 Williamson Hall (625-4094).

## Information Network

The Information Network will meet on Wednesday, January 21 at 11:45 a.m. in 240k Williamson Hall to participate in a discussion led by acting associate director of housing services, Theresa Robinson.

## Included with this Month's RECORD. . .

An updated edition of the Student Support Services Yellow Pages is enclosed with this month's RECORD. The directory lists SSS phone numbers alphabetically by service and function.

Staff are reminded that the directory is intended for college and department use only.

Questions, corrections, and requests for additional copies of the Yellow Pages should be directed to Rick Bard, 150 Williamson Hall (625-0552).

## Merit-Based Scholarships Multiply

Tuition awards for outstanding students are on the increase at the University. More scholarships are being targeted for freshmen and sophomores, and those with financial need are likely to receive higher dollar awards than ever before.

This marks a change from last year with merit-based programs replacing the guaranteed \$1,000 award to Minnesota high school students in the top 5%.

Three merit-based programs form the core of the University effort to reward academic excellence. All three scholarship programs include a financial award range. Each recipient's award amount is based on financial need as determined by an American College Testing needs analysis (Family Financial Statement). Applicants to any campus of the University may apply for these programs:

### Elmer L. Andersen National Merit Scholarships

In 1986-87, the University welcomed 83 incoming National Merit Scholars, the largest number in its history and a 34% increase over the 1985-86 academic year.

National Merit Finalists will be awarded \$750-\$2,000 per year for four years. Scholars must list one of the University's campuses as their first choice on the National Merit Scholarship application form to be eligible. According to National Merit guidelines, students have until February 2, 1987 to change their first choice in writing.

### Presidential Scholars

Previously a one-year scholarship limited to \$1,000, the Presidential Scholarship has been expanded to award recipients in their first two years at the University and to provide more money to those with documented

financial need. Each year, 275 new Presidential Scholars are honored.

Minnesota high school seniors with outstanding academic records (upper 5%) are invited to apply for awards from \$500 to full tuition for each of their first two years. Exceptional school and community leadership is also considered. Applicants must submit a personal essay and teacher recommendations and be Minnesota residents or graduates of Minnesota high schools.

### Morton S. Katz and President's Outstanding Minority Scholarships

This year, the University will more than double the number of minority scholarships available and increase the financial awards for recipients with documented financial need.

Fifty scholarships ranging from \$1,000 to \$3,000 will be given to racial or ethnic minority students with excellent academic records (upper 15%). Awards are renewable for four years. Leadership qualities and potential will be considered. Applicants must submit a personal essay and teacher recommendations.

Presidential and Outstanding Minority Scholarship applicants should apply by February 1, 1987.

Financial awards are only a part of the scholarship programs. Each University Scholar will have the opportunity to participate in a four-year enrichment program of special activities, including academic retreats, breakfast seminars with faculty, and trips to cultural events. Minority scholars will also have the opportunity to participate in the President's Distinguished Faculty Mentor Program.

For more information, contact Dr. Barbara Pillinger, director of the University's Academic Honors Programs, 308 Walter Library (625-0091).



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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. X, No. 2

February 1987

### Registration Wait Time Drops

The average time students spent registering for fall quarter 1986 classes was down more than 30 percent from fall 1985, according to a study conducted in Fraser and Coffey halls.

Students, on average, spent 8 minutes registering for fall classes during the late summer queue, a decrease of 4 minutes from 1985. Average daily waits in Fraser Hall ranged from 4 to 15 minutes, whereas average daily waits for St. Paul students ranged from 3 to 7 minutes.

Before 1986, wait times generally ran 5 or 6 minutes longer in fall than in other quarters mainly because of the number of new students registering fall quarter.

The change this year can be largely attributed to early fall quarter registration when roughly 70 percent of the continuing undergraduates registered.

The average wait time during winter 1982 (prior to on-line registration) was 73 minutes. During the first quarter of on-line registration in spring 1982, the average wait was 35 minutes. Spring 1986 holds the record low of 6 minutes.

The decrease in wait time since spring 1982 can be attributed to greater familiarity with the system on the part of students and staff, several adjustments to fine tune the system, procedural changes in the registration centers, and adjustments in the registration queue to spread the load more evenly over the entire period.

There was no change from last year in the 9-minute average wait for queued winter quarter 1987 registration.

### RSRS End-of-Term Workshops Offered

Registration, Student Records, and Scheduling is offering two end-of-term workshops in early March. The workshop for St. Paul departments will be held March 3 from 10:00 a.m. to 12:00 noon in 365 Borlaug Hall. The workshop for Minneapolis departments will be held March 5 from 10:15 a.m. to 12:00 noon in 105 Murphy Hall.

Topics will include final examination schedules, grade forms, and grading procedures. There will also be an opportunity to cover any associated concerns or questions departments might have. For more information, contact Kent Krueger at 625-5069 or Elizabeth Grundner at 625-4094.

### High-Ability Student Survey Done

Data and Reporting Services conducted a telephone survey of high-ability freshman applicants to the College of Liberal Arts last November and December.

The study, commissioned by Prospective Student Services, contrasted characteristics and attitudes of applicants who attended the University with those who did not.

The data are currently being analyzed, and more information regarding results of the survey will be published in future issues of The RECORD.

### Inside The RECORD. . .

- From pen and ink to on-line production: a brief first-person history of the transcript system. Page 3.

## 1987 Bulletin Schedule Set

The schedule for the 1987-89 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.

Copies of the 1986 Bulletin Guide for Coordinators are still available. The Bulletin Guide is an essential tool in the revision process, offering step-by-step instructions, style tips, copy preparation reminders, and a chronological worksheet outlining major steps in the process.

Following is the list of upcoming bulletins edited at the Publications Center, 150 Williamson Hall, along with their 1987 publication dates:

Twin Cities Summer Session. . .	Feb. 18
General College . . . . .	April 15
Biological Sciences . . . . .	April 23
Institute of Technology . . . .	April 28
Morris. . . . .	May 15
Duluth Medicine . . . . .	June 1
Undergraduate Health Sciences .	June 9
Twin Cities Medical School. . .	June 23
Pharmacy. . . . .	June 24
Duluth General. . . . .	July 1
Agriculture . . . . .	July 24
Waseca. . . . .	Aug. 3
General Information . . . . .	Aug. 10
Law School. . . . .	Aug. 18
Veterinary Medicine . . . . .	Sept. 8
ROTC. . . . .	Sept. 16
Nursing . . . . .	Nov. 11

The Social Work Bulletin has been discontinued, and the information will now appear in a brief.

A bulletin for the School of Nursing will be produced this fall. Information on the school had been included in the Undergraduate Health Sciences Bulletin.

Any major departures from this schedule as well as any design modifications, survey results, course designator changes, and related news will appear in future issues of The RECORD. For more information, contact Barbara Foster, 150 Williamson (625-3884).

## Financial Aid Offers Brown Bag Series

The Office of Student Financial Aid is offering a brown bag series of discussions on financial aid as part of Financial Aid Awareness Month. The sessions will be held on Tuesdays and Thursdays from 12:15 to 1:00 p.m. in Coffman Memorial Union (CMU).

### Guaranteed Student Loan (GSL) Update

February 10 CMU 325-26  
February 12 CMU 353

### Legislative Changes Affecting Financial Aid

February 17 CMU 325-26  
February 19 CMU 325-26

### How to Apply for Financial Aid

February 24 CMU 325-26  
February 26 CMU 353

For more information, contact the Financial Aid Information Center, 210 Fraser Hall (624-1665).

### Career Information Fair Held This Month

Students are invited to attend the sixth annual Career Information Fair on Thursday, February 26, from 10 a.m. to 3 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.

### OIE Tax Information Sessions

The Office of International Education is offering tax information sessions for international students and staff. The sessions will be held from 1 p.m. to 3 p.m. on February 17 in the Coffman Union Mississippi Room and on February 26 in the St. Paul Student Union Theatre.

Guidelines and copies of Form 1040NR will be available. IRS representatives will discuss how to fill out the tax forms, but they will not help fill out individual returns.

## Student ID Card Production Automated

The SSS ID card embosser has been connected to the AIS computer network. Information for ID cards is now handled by computer along with admissions materials for colleges. The information is then sent to the embosser for automatic printing, saving time, eliminating keystrokes, and reducing errors. For more information, contact Mary Amundson (625-1887).

### Important Dates

- February 16 Last day applications to most undergraduate colleges and programs or changes of college within the University can be assured a spring quarter admission decision.
- February 18 Spring quarter registration begins.
- February 25 Graduate School application deadline for spring quarter.

### Staff News

Chris Halling took over as an assistant director in the Office of Student Financial Aid on January 26, filling the position vacated by Darlene Ayers-Lynch. Ayers-Lynch left October 31 to become internal operations manager for lender and school services with the Higher Education Assistance Foundation. Halling was director of financial aid at the College of St. Thomas in St. Paul for the last five years. Jon Roesler, an associate scientist in Data and Reporting Services, will be leaving February 16 to begin work as an epidemiologist for the state of North Dakota. He began working in Student Support Services in 1979 and joined DRS in January 1986.

### Information Network

The Information Network will meet on Wednesday, February 11 at 12 noon in 240k Williamson. Theresa Robinson, acting associate director of Housing Services, will lead the discussion.

## Data Moratorium

Data and Reporting Services has been working on the development of departmental data for the University's Strategy for Focus planning process. The office declared a moratorium on new data requests until January 31 to allow time for the project. DRS appreciates the understanding shown by colleges and departments during the moratorium.

### On-Line Transcript System

by Jeff von Munkwitz-Smith

In 1974, when I first started working at the University as a clerk in the student records office, I maintained hand-written transcripts of students who began at the University prior to 1972. I wrote with India ink on linen transcript paper and used an electric eraser to correct errors. The era when clerks were sent to printing class had just ended. A huge, ancient (even then) copy machine produced transcript copies for students and collegiate offices. Transcripts and specially treated paper were fed through a solution in the machine, and a blurred image of the transcript appeared on the treated paper. Sometimes the solution would cause the ink on the transcript to run, and the transcript had to be rewritten. Sometimes only the copy appeared; the machine chewed up the original.

At that time, the next step in the evolution of the University's transcript was also in place for students who began at the University fall 1972 or after. The records for those students were stored on a computer, and transcript images were created on microfiche once a week. As the number of students increased and as budgets decreased, microfiche was created less frequently. In 1985, they were run approximately every three weeks. From the beginning, the microfiche reader/printers broke down frequently. Each month they made as many copies as the manufacturer intended them to make in their lifetimes. The technology may have improved over the years, but the transcripts never did look especially good.

(Continued on 4)

(continued from 3)

The microfiche transcript did have a couple of advantages over the hand-written one. Writer's cramp, the occupational hazard for records clerks, was eliminated. And the transcript did look more official. A major disadvantage, however, was the time it took to get an updated transcript. With a hand-written transcript, a grade change could be written on the transcript and the student could get a copy, although blurry and smeared, right away. With the microfiche version, the student might have to wait three weeks to get an updated transcript, still blurry and smeared.

In April 1986, a new transcript system allowing staff to input transcript requests during the day and have those transcripts printed at Administrative Information Services overnight was implemented. The transcripts reflected the records at the time they were produced. This change improved the situation a great deal for people who could wait a day for their transcripts. Unfortunately, for transcripts needed immediately, microfiche continued to be used. At the same time, changes in the layout of the transcript and special safety paper gave it an "official look."

On July 24th, the next phase of the transcript system development was implemented in the Minneapolis campus transcript office and is now in use at all of the campuses. Staff in the transcript areas now input transcript requests on-line, and printers produce transcripts immediately. The transcripts reflect the information on students' records at the time they are printed (Figure 1).

When transcript production was brought on-line, the flexibility lost when microfiche transcripts replaced linen transcripts was regained. One of the first transcripts produced on-line was for a student who needed a copy of his transcript showing the degree that had been posted to his record that morning. From the advent of the microfiche transcript until that very day, it would have been impossible to meet the student's need.

Sometimes staff are skeptical or hesitant users of a new system. Not so in this case. The transcript office staff were enthusiastic from the start. The system, easy to use and fast, creates good-looking transcripts. Most importantly, the ability to quickly generate an up-to-date transcript improves the service to students, a primary goal of the development. Students also seem to be enthusiastic about the new system; transcript requests have increased, especially for official transcripts needed the same day. Microfiche transcripts will continue to be produced for reference by collegiate office and records office staff. The batch transcript production process will also continue to be used when large numbers of transcripts are needed by a single user, such as for athletic eligibility certification.

For more information on the new transcript, contact me at B-25 Fraser Hall (625-1800).

Jeff von Munkwitz-Smith is assistant director for Registration, Student Records, and Scheduling.

STUDENT NAME		BIRTHDATE	FILE NO	SOC SEC NO
JOHN DOE		01/31/57	9995999	111-11-1111
STUDENT ADDRESS		CURRENT INFORMATION		
123 OAK STREET MINNEAPOLIS, MN 55444		CAMPUS	COLLEGE	AREA
		TWIN CITIES	GRAD SCHOOL	
		MAJOR	SUBPROGRAM	DEGREE SOUGHT
		BUS ADM		MBA
TRANSCRIPT LEVEL: GRADUATE				
UNIVERSITY OF MINNESOTA DEGREES GRANTED				
GRADUATE SCHOOL MASTER OF BUSINESS ADMINISTRATION GRANTED APRIL 30, 1986		SPRING QUARTER MAJOR: BUS ADM	1985	GRAD SCHOOL MBA
		ACCT 8180E		FINAN STATEM ANALY 4.0 D
		MBA 8060		STRATEGY AND POLICY 4.0 W
		MGMT 8802		SEMINAR: MANAGEMENT 4.0 S
FALL QUARTER 1983 GRAD SCHOOL		COMPL CRS: 8.0 QTR GPA: 1.00 CUM GPA: 3.02		
MAJOR: BUS ADM MBA		FALL QUARTER 1985 GRAD SCHOOL		
MBA 8006E COMPUT ACCESS, PROG 1.0 S		MAJOR: BUS ADM MBA		
MBA 8045E MARKETING MANAGEMEN 4.0 A		BFN 8100E CASES IN FIN MGMT 4.0 A		
MBA 8050E OPERATIONS MGMT 4.0 B		COMPL CRS: 4.0 QTR GPA: 4.00 CUM GPA: 3.11		
COMPL CRS: 9.0 QTR GPA: 3.50 CUM GPA: 3.50		WINTER QUARTER 1986 GRAD SCHOOL		
WINTER QUARTER 1984 GRAD SCHOOL		MAJOR: BUS ADM MBA		
MAJOR: BUS ADM MBA		MBA 8015E HUMAN RESOURCES MGT 4.0 C		
MBA 8025E DECIS SCI, INFO SYS 4.0 A		MBA 8060E STRATEGY AND POLICY 4.0 A		
COMPL CRS: 8.0 QTR GPA: 3.00 CUM GPA: 3.25		PAID GRAD SCH GRADUATE FEE 2-6-86		
SPRING QUARTER 1984 GRAD SCHOOL		COMPL CRS: 4.0 QTR GPA: 4.00 CUM GPA: 3.18		
MAJOR: BUS ADM MBA		UNIVERSITY OF MINNESOTA SUMMARY INFORMATION		
MGMT 8006E PSYCHOLOGY IN MGMT 4.0 A		UM CREDITS: 54.0 GPA CREDITS: 49.0		
COMPL CRS: 4.0 QTR GPA: 4.00 CUM GPA: 3.40		TRANSFER CRS: 0 GPA GRADE PTS: 156.0		
FALL QUARTER 1984 GRAD SCHOOL		TOTAL CREDITS: 54.0 UM CUM GPA: 3.18		
MAJOR: BUS ADM MBA				
MBA 8055E BUS GOVT, MACROECON 4.0 B				
MBA 8070E PROB FORMUL, DEC-MAK 5.0 A				
COMPL CRS: 9.0 QTR GPA: 3.56 CUM GPA: 3.45				
WINTER QUARTER 1985 GRAD SCHOOL				
MAJOR: BUS ADM MBA				
BGS 8017E ORG POLITICS & MGMT 4.0 C				
OM 8057E OPER PROCESS MGMT 4.0 B				
COMPL CRS: 8.0 QTR GPA: 2.50 CUM GPA: 3.24				
ISSUED TO: JOHN DOE				

FIGURE 1





Published jointly by:  
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STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. X, No. 3

March 1987

### Grade Report Deadline

The deadline for academic departments to submit winter quarter grade reports to Student Records is 8:30 a.m., March 25. Grades submitted after the deadline will not be posted to students' records in time to be reflected on winter quarter grade slips. Messenger pickup of grade reports is available by calling 625-3030.

Departments should note that the instructions on grade reports do not reflect the change to an A-F grading system. Because Student Records intends to use up the supply of grade reports on hand, a new form reflecting the grading change will not be available until fall quarter 1987.

Winter quarter grade slips for CLA, IT, General College, University College, the College of Education, Graduate School, and the School of Nursing will be distributed from 8 a.m. to 4 p.m. in the Great Hall Annex of Coffman Union on March 30.

Grades not picked up at that time will be distributed from the booth opposite the ID Card Office in Williamson Hall from 8 a.m. to 4 p.m. through April 3. Beginning April 6, grade slips will be distributed in 202 Fraser Hall.

Grade slips for all other colleges will be distributed in the college offices. For more information, contact Kent Krueger, 150 Williamson Hall (625-5069).

### RSRS Hot Line Available

College and department staff are reminded that Registration, Student Records, and Scheduling has a special phone line reserved for official college and department use only. Staff with questions are encouraged to call 625-9050.

### Admissions Office Steps Up Pace

The Admissions Office spent the first five weeks of 1987 handling an average of 1,000 new freshman applications a week compared to 600 a week during the same period last year.

Much of the increase has been attributed to a new February 2 priority deadline for freshman applications to the College of Liberal Arts. CLA accounts for nearly 60 percent of the new freshman applications received by the Admissions Office.

The effects of the new CLA deadline were compounded by coming at a time when applications are usually on the rise in response to an early February priority deadline for freshman applications to the Institute of Technology.

IT accounts for approximately 20 percent of new freshman applications arriving at the Admissions Office.

Although the number of new applications has leveled off since the February 2 deadlines, over 6,600 have been received for fall quarter 1987. That figure compares with just over 5,000 new freshman applications received at this time last year.

The Admissions Office and Files created a total of five part-time data entry positions and authorized overtime to help handle the increase. Similar measures are planned for next year if CLA decides to continue with the priority deadline.

### Inside The RECORD. . .

Making the commitment: A tuition deposit has been approved for fall 1988 admissions. Page 2.

## Tuition Deposit Approved for 1988

Freshmen admitted to Twin Cities colleges for fall quarter 1988 and after will be required to submit a nonrefundable \$50 tuition deposit.

Students admitted by April 15, 1988 will be asked to submit the deposit by May 1. After April 15, students will have two weeks from their date of admission to submit the \$50.

This deposit will be applied to a student's first-quarter tuition. A student may defer admission for up to a year without forfeiting the deposit or paying any additional deposit.

Students who do not submit the \$50 will have their admission rescinded and will be considered for admission only if space is available after all confirmed students have been admitted for a particular quarter.

Freshmen admitted through the Office of Minority Student Affairs are exempt from this deposit requirement.

The enrollment goals of Commitment to Focus require greater control of the admission process. Requiring a deposit from admitted students will encourage them to make their decision and enable freshman-admitting colleges to manage their enrollments more effectively.

"The system of enrollment management we are moving toward will allow earlier and more accurate planning for orientation and other student services," says Matt Dion, director of admissions and prospective student services in the College of Liberal Arts.

"As we focus our resources and commit to improving the quality of our programs and services, we need to behave like a high-quality institution," he says. "The tuition deposit tells our admitted students that we take them seriously and that we want them to take us seriously."

Other selective public universities, including the University of Michigan and the University of Wisconsin, require a pre-enrollment deposit.

## One-Stop Financial Aid

Staff representatives from the Office of Student Financial Aid, Student Accounts Receivable, the Certifications Office, and Continuing Education and Extension will be available to answer questions in the Great Hall during check disbursement days.

To avoid referring students to Fraser Hall for check assistance, computer terminals will be temporarily installed in the Great Hall. Spring financial aid checks will be disbursed as follows:

### Minneapolis--Great Hall, Coffman Union

March 30 (M-Z only)	8:00-5:00
March 31 (A-L only)	8:00-5:00
April 1	8:00-5:00
April 2-3	8:00-3:30
April 6-8	8:00-3:30

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

March 30 (M-Z only)	8:00-11:30, 12:30-3:30
March 31 (A-L only)	8:00-11:30, 12:30-3:30
April 1	8:00-11:30, 12:30-3:30

Beginning April 9, checks may be picked up from 8:00 a.m. to 3:30 p.m. in 140 Williamson Hall. Lines are longest during the first three days of check disbursement. For faster service, students are encouraged to pick up their checks on or after April 2.

## Preliminary Class Schedule Reports

Fall Quarter Preliminary Class Schedule Reports (PCSRs) will be delivered to academic units for review on Monday, March 9 and picked up on Friday, March 13. The PCSRs give units a last check of their fall quarter courses, credits, times, and rooms before the Class Schedule is distributed in May for early fall registration.

Department scheduling coordinators are asked to begin reviewing the PCSRs early in the week. Any revisions must be noted in time for the March 13 pickup. Anyone not receiving the PCSRs on March 9 or unable to meet the March 13 deadline should call Rich Goon at 625-6089.

## Counselors' Quarterly Available

Copies of the winter issue of Counselors' Quarterly are available to interested college and department staff. The newsletter is sent to high school and community college counselors state wide. This issue features several interesting articles including a look at the efforts of the Student Experience Task Force on the Duluth campus. Those interested in receiving a copy of the newsletter or in being placed on the mailing list should contact Patty Terech, 110 Williamson Hall (625-5826).

### Important Dates

- |             |   |
|-------------|---|
| March 13    | Last day of winter quarter instruction.   |
| March 16-21 | Final examinations.   |
| March 27    | Last day to register for spring quarter without paying a late registration fee. |
| March 30    | Spring quarter classes begin.   |

### DRS to Fill Position

Data and Reporting Services is seeking candidates to fill the Associate Scientist position vacated by Jon Roesler last month. The position involves statistical programming and institutional research. For more information, contact Ron Matross, 260 Williamson Hall (625-6556).

### Information Network

The Information Network will meet on Wednesday, March 18 at 11:45 a.m. in 240k Williamson Hall.

Pat Roth, supervisor of the Bursar's Office; Carolee Cohen, supervisor of Student Accounts Receivable; and Sally May, supervisor of Student Loan Collections, will present unit overviews and discuss how each office relates to the others.

## U to Host Counselors' Conference

The Twin Cities campus will host the annual High School Counselors' Conference on Tuesday, March 31 from 8:15 a.m. to 3:00 p.m. at the Radisson University Hotel, 615 Washington Avenue S.E., Minneapolis.

The primary purpose for this year's conference is to update counselors on Commitment to Focus. Dr. Jeanne Lupton, associate vice president for student affairs, will open the conference, which features a number of sessions presented by University faculty engaged in planning and implementing Commitment to Focus goals.

This year's conference will also feature a session resembling a college fair, giving counselors the opportunity to speak individually with college and program representatives. For more information, contact Lou Branca, 240 Williamson Hall (624-5555).

### Terminal Digit Filing System Implemented

Information Systems and Services recently completed a massive conversion of 26,000 applicant files to a modern paper filing system.

The new system, which is stored on high-density open shelving, uses a color control system based on the last four digits of a student's file number. The system promotes more versatile file expansion, faster file location, and virtually eliminates filing errors. Staff describe it as much easier to work with than the old system.

Admissions documents for applicants who do not enter the University are maintained for one year after the application term; for applicants who enroll, admissions documents are maintained five years after graduation or the last date of attendance. Computer-generated reports will assist staff in purging the files. For more information, contact Mary Amundson, 110 Williamson Hall (625-1887).

## Winter Enrollment Up Slightly

Total winter 1987 enrollment at the University of Minnesota is 53,519, an overall increase of 86 students or 0.1 percent from the winter 1986 total of 53,433.

Two campuses show drops in enrollment. Crookston enrollment dropped by 31 students or 2.6 percent bringing their total to 1,129. Duluth's total of 7,012 reflects a loss of 238 students, down 3.3 percent.

Gains were reported on all other campuses. Enrollment on the Twin Cities campus shows a slight increase of 281 students or 0.6 percent for a total of 42,405. Morris enrollment increased 4.5 percent, up 73 students for a total of 1,693. Waseca remains relatively unchanged with enrollment at 1,280, an increase of just one student over last winter's total.

On the Twin Cities campus, the College of Liberal Arts remains the largest unit at the University with an enrollment of 15,847, up 435 students or 2.8 percent. Enrollments in the colleges of Education, Pharmacy, and Forestry as well as in the Graduate School and the Medical Technology program show slight increases.

The University College shows the largest percentage increase, up 29.3 percent from

last winter bringing their total to 150 students. The colleges of Agriculture and Biological Sciences, General College, and the School of Nursing all show decreases in enrollment.

New student enrollment fell 4.7 percent to 2,580, a drop of 121 students from last winter's total. However, new student enrollment on the Twin Cities campus increased by 37 students or 2.2 percent over last winter. All campuses show a drop in the number of new high school students. The total fell 19.2 percent or 129 students from winter 1986.

By contrast, the number of new advanced standing students is up 13.4 percent or 118 students. There were gains on all campuses, with the Twin Cities Graduate School showing an 82.8 percent increase (135 students) over last year.

New adult specials and intra-University transfers are down 12.2 percent and 14.5 percent respectively. The Twin Cities Graduate School shows an 83.1 percent drop in intra-University enrollment, down 74 students.

The total number of readmitted students dropped by 154 students or 5.6 percent to 2,764. Continuing students number 47,207, reflecting a 0.8 percent increase of 388 students.



Edited by Rick Bard, Publications Center, 150 Williamson (625-0552)

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STUDENT SUPPORT SERVICES 0 UNIVERSITY OF MINNESOTA

Vol. X, No. 4

April 1987

### Early Fall Registration Begins May 14

Early fall registration is scheduled to begin a week earlier this year than in 1986 with queued registration ending on the Wednesday preceding finals week. The final day for early fall open registration has also been moved up from mid-July to June 19.

Early fall queued registration will run from May 14 to June 3. Open registration runs from June 4 to June 19. Queued registration will reopen August 27 for cancel/adding and for those students who have not yet registered. Students should receive an RSN for this registration period during the second week of August. (New student registration begins August 20.)

An 8½-by-11-inch Fall Class Schedule (marking a change from the tabloid version distributed for early registration in 1986) and an accompanying Preliminary Winter/Spring Class Schedule will be distributed May 11.

There will be no Class Schedule published in August, but a Fall Quarter Update recapping changes in course information and including tuition and fee information will be issued.

Students registering early will get a course confirmation. Fee statements and the Fall Quarter Update will be mailed in mid-August. Fees will be due in mid-September.

Staff members should remind students planning to leave campus for the summer that they will need to submit a change of address form to their registration center so they can receive the RSN, fee statement, Fall Quarter Update, and an annual transcript.

### Access to Reporting Data Base Available

Direct access to student records in the quarterly student institutional data base is now possible through the Administrative Information Services (AIS) Information Center.

The only hardware required is a terminal or microcomputer capable of accessing AIS through hard-wiring or through the new telephone system. (More information about AIS connections is available by calling the AIS Information Center at 624-1076, 624-4140, or 624-1311.)

AIS requires those requesting access to complete a basic course in AS, the software used to access data tables. Student Support Services also recommends that you take two other AIS workshops (offered at least monthly): Accessing DB2 Tables and Mailing Label Production.

To request access, call Data and Reporting Services and ask for the "Request for Access to Student Institutional Data Bases." Each request will be reviewed promptly for compliance with data privacy policies.

In general, you may have access to information about "your" students (i.e., those on your campus, in your college, or in your major). Once access is approved, you will be asked to attend a half-day workshop to receive a user guide to the data base and to cover common issues in using student data. For more information, contact John Kellogg or Ron Matross in Data and Reporting Services, 260 Williamson Hall (625-6556).

Inside The RECORD. . .

The Minnesota Student Campaign: a new option on the Course Request. Page 3.

## Phi Beta Kappa Applications Due in April

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 17.

College of Liberal Arts juniors and seniors, non-CLA seniors, and recent graduates of the University may apply. (Students who graduated more than one year ago are also occasionally considered for membership.)

Juniors must have a minimum GPA of 3.75 and 120-149 credits, 45 of which must have been earned at the University. Seniors must have a minimum GPA of 3.50 and 150 or more credits, 60 of which must have been earned at the University.

All applicants must have earned a minimum of 45 upper division (3xxx and 5xxx) credits, some of which may be in progress at the time of application. All CLA distribution requirements, including foreign language requirements, must be completed or in progress. Non-CLA seniors must also have at least 80 percent of their coursework accredited by CLA.

All coursework on the student's transcript is used to determine eligibility, and coursework transferred from other institutions must also meet basic GPA requirements.

Ns (no credit symbols) and Fs are assigned zero grade points and are included in GPA computations. Requirements, in general, are strictly adhered to.

Applications will be reviewed and invitations to about 150 students will be issued by the end of May. There is a membership fee for those who choose to join. Although subject to change, it will probably be \$35 for 1987 initiates.

For applications and more information, contact Heather McIver, Student Relations, 150 Williamson Hall (625-5333).

## Twin Cities Application Deadlines

The following is an up-to-date listing of application deadlines for Twin Cities units (fall 1987-spring 1988):

Unit	Fall	Winter	Spring
College of Agriculture	July 15	November 15	February 15
School of Architecture	April 1		
College of Biological Sciences	July 15 (before May 15 recommended)	October 15	February 15
Dental Hygiene Program	April 15		
College of Education	April 3	October 9 (for some programs)	February 15 (for some programs)
College of Forestry	July 15	November 15	February 15
General College	July 15	November 15	February 15
College of Home Economics	July 15	November 15	February 15
College of Liberal Arts	February 1 (frosh priority) April 1 (transfer priority) July 15 (final)	November 15	February 15
School of Management	July 15		January 15
Program in Medical Technology	May 30		
School of Nursing	April 15		
Program in Occupational Therapy	April 1		
College of Pharmacy	May 15		
Program in Physical Therapy	March 1		
Institute of Technology	February 1 (frosh priority) April 1 (final)	November 15	February 15
University College	Contact the college for specific program deadlines.		

## Community College Counselors' Conference

Prospective Student Services is hosting the Community College Counselors' Conference on Friday, May 8 from 8:30 a.m. to 2:30 p.m. at the University Landscape Arboretum in Chanhassen.

The agenda includes College of Liberal Arts transfer agreement negotiations with Minnesota Community Colleges, 1991 admission standards and their effect on transfer students, and Commitment to Focus and enrollment management.

For more information, contact Lou Branca, 240 Williamson Hall (624-5555).

## 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. Spring quarter service is available March 30 through June 13 on:

- Monday 1:30- 3:30
- Tuesday 10:00-12:00
- Wednesday 12:00- 2:00
- Thursday 10:00-12:00
- Friday 2:00- 4:00

### Important Dates

- April 10 Last day to cancel individual course without a transcript record.
- April 17 Last day to apply for 1987 membership in Phi Beta Kappa.
- May 11 Summer registration begins for academic year students.
- May 14 Early fall registration begins.

### Course Inventory Workshop Scheduled

Registration, Student Records, and Scheduling will present an information session from 10:30 to 12:00, Wednesday, April 29 in 240k Williamson Hall on the new Course Inventory reporting system being implemented in 1987-88.

Topics include problems with the present system, data sources, and descriptions of the nine individual reports in the new Course Inventory system. Quarterly Course Inventory reports provide data on who is teaching each course section with rank and term of appointment, the number of hours taught, and enrollment by level and college of enrollment.

The session is mainly for college data collection and reporting personnel, although anyone interested may attend. To reserve a space, call Elizabeth Grundner at 625-4094.

## Course Request Check-off

Course Request forms are being redesigned to include an option for students to contribute to the Minnesota Student Campaign, a student fundraiser for the Minnesota Campaign, the University's capital fundraising drive.

Optional contributions of \$3 per quarter (collected with tuition and fees) can be made by checking the "yes" box located under the Minnesota Student Campaign heading on the bottom section of the form.

For more information, contact Carol Stahlhut-Carter, B-25 Fraser Hall (625-1800).

### Class Schedule Department Listing

Departments are asked to review addresses and phone numbers on page 86 of the Spring Class Schedule and to report any changes to Judith Shalaby at 625-1530 by April 14.

### Major/Adviser Reports Available in April

Major/adviser reports are scheduled to go out to colleges during the week of April 27. The reports have been revised to exclude students who cancel their registration.

Colleges are reminded that the summary reports by major and minor are not head counts. Students with double majors are counted twice, and totals in the report do not reflect actual enrollment figures.

Colleges should be sure that all advisers have established an entry on the Central Addressing System (CAS) by submitting a staff directory update card. Failure to provide CAS with at least name and social security number results in "adviser not found" entries on the major/adviser reports.

Update cards can be obtained from CAS Services (624-7897). For more information on major/adviser reports, contact Don Meyers, B-25 Fraser Hall (625-1800).

## Transcript Changes

Two changes on the transcript went into effect March 9. All degrees granted by the University now appear before any transfer work on both official and unofficial transcripts.

The transcript level does not appear on official undergraduate transcripts, including transcripts for individuals in the Master of Education, Master of Agriculture, and Master of Industrial Safety programs.

The transcript level will continue to appear on graduate and professional level transcripts as well as on the operational record of all students. For more information, contact Jeff von Munkwitz-Smith, B-25 Fraser Hall (625-1800).

## SSS Notices in the Daily

Student Support Services will continue to provide information regarding important deadlines, policy changes, and other SSS information through weekly advertisements in the Minnesota Daily spring quarter.

The ads, published each Monday on page 3, appear with a rounded border, the words "Student Support Services" at the bottom, and a heading identifying their content. For more information, contact Rick Bard, 150 Williamson Hall (625-0552).



Edited by Rick Bard, Publications Center, 150 Williamson (625-0552)

## Information Network

The Information Network will tour the Telecommunications Building with Carol Ostrow on Wednesday, April 22. Plan to meet at 11:50 a.m. in the vending machine area in the basement of Morrill Hall. Because the Telecommunications Building is a secured area, network members must enter as a group.

## Staff News

Judy Chambers left her position as SSS Executive Assistant in charge of Budget and Personnel on April 3. Chambers began working at the University as a student in the UMD Admissions Office in 1964. She began full-time work at UMD in 1966 and transferred to Admissions and Records (now part of SSS) in 1970. Chambers' plans include continuing work on her education this fall. Patricia Quealy returned from maternity leave March 26 to resume her position in charge of the operational schedule in System Development and Operations.

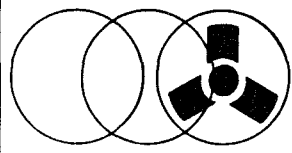
## Did You Know . . .

Almost three-fourths of all eligible undergraduates took advantage of early fall registration in 1986, and most of those students plan to do so again in 1987.

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# the RECORD



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STUDENT SUPPORT SERVICES



UNIVERSITY OF MINNESOTA

Vol. X, No. 5

May 1987

## Grad Student Loan Deferment Guidelines

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

A full-time graduate student must be registered for at least 8 credits each quarter. In the summer, a full-time graduate student must be registered for at least 4 credits each session.

A graduate student registered for less than 8 credits who is conducting full-time (or half-time) research toward a degree under an adviser's direction may be certified by Student Relations, 150 Williamson Hall, or St. Paul Admissions and Records, 130 Coffey Hall, as full (or part time) for loan deferment purposes. To be certified, each year 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, call Student Relations at 625-9050.

## Transcript Changes

Continuing Education and Extension (CEE) work taken before a student first registered in his or her current unit will no longer count in the unit summary information that appears on transcripts. Previously, all CEE work, no matter when it was taken, was counted in the unit summary information.

The unit summary information is now calculated for the most recent unit on each transcript level; it appears on the operational record. For more information, contact Jeff von Munkwitz-Smith, B25 Fraser Hall (625-1800).

## Registration Information on SDB Delayed

Posting second summer session and fall 1987 registration information on the Student Data Base will be delayed in order to avoid problems with spring end-of-term and summer session official registration statistics and student credit hour reports.

Second summer session registrations will appear on July 3, after the spring reports are run. Fall registrations will appear on August 11, after the end-of-second-week reports are run for second summer session.

For more information, call Jeff von Munkwitz-Smith or Don Meyers at 625-1800.

## DRS Workshop Offered

Data and Reporting Services is offering its workshop on the Institutional Registration Reporting Data Base accessed through Application System software two additional times in May.

The workshops, which describe student data and offer advice on avoiding common problems when using the data base, will be held on May 14 and 28 in 240k Williamson Hall from 1:30 p.m. to 3:30 p.m.

For more information or to reserve a space, contact John Kellogg, Data and Reporting Services, 260 Williamson Hall (625-6556).

## Inside The RECORD. . . .

- Statistically speaking! Spring enrollment figures are in. Page 4.

## College Brief Schedule Updated

College briefs will be printed at least a month earlier than last year. All briefs should be available by September 1, before the national college fair and other major recruitment efforts.

Reactions to the briefs have been positive, and no major changes are planned. Promotional material about the colleges and the Twin Cities will continue to be included.

For more information, contact Barbara Foster, Publications Center, 150 Williamson Hall (625-3884).

## Summer Registration Update

Summer registration for both terms begins Monday, May 11 for academic year students. There is no queue for summer registration, which is on a first-come-first-served basis.

Registering on the first or second day is unnecessary except for a few courses that close early. Last year only Mgmt 3004, Span 1101, 1102, 1103, and Spch 3641 had closed at the end of the first day of registration. The registration centers in 202 Fraser Hall and 130 Coffey Hall will be open on May 11 from 6:30 a.m. to 6:30 p.m.

The Summer Session Bulletin is available at the registration centers in Minneapolis and St. Paul; the Information Center in Williamson Hall; and the Summer Session Office, 135 Johnston Hall.

## Staff News

Becky Colberg takes over as fiscal officer for Student Support Services on May 11. Colberg brings extensive experience to the position from her work in University Counseling Services and replaces Judy Chambers who left in April. Karen Lukas, who handles undergraduate international student admissions, has been elected to serve on the Admissions Section (ADSEC) Team of the National Association for Foreign Student Affairs. Lukas formerly served as Region IV ADSEC chairperson.

## New Publications

Copies of the 1987-89 Parent Handbook are available to interested student affairs staff. The newly formatted handbook for parents of prospective students was distributed during the University Community Program in early May. For more information, contact Elizabeth Spring, Publications Center, 150 Williamson Hall (625-3461).

The Information Guide for Financial Aid Recipients, a 24-page booklet describing regulations, types of aid, and financial aid services, was printed recently by the Office of Student Financial Aid. Copies of the booklet are being distributed with award letters.

## Special Examination Form Revised

The Request for Special Examination (A154) has been revised. The form was updated to reflect current form standards and to make it available to students who are not currently enrolled. Copies of the revised form will be available in May.

## Freedom From Nicotine

Boynton Health Service is offering a "Freedom from Nicotine" group for students, faculty, and staff who want to quit smoking or chewing tobacco.

The group will meet May 12, 14, 19, and 21 from 4 to 5 p.m. The cost is \$25 payable by May 7, and there is a \$10 discount for fee-paying students. For more information or to reserve a space, call 624-7949.

## ESAO Hours Change

The Education Student Affairs Office will be closed Monday evenings during July and August due to low demand for service during the summer months.

Summer hours will be 7:45 a.m. to 4:30 p.m. Monday through Friday. The Monday evening schedule resumes September 14.

## Standard Report Group Organized

Student Support Services has initiated a project to revise and standardize the major statistical reports it produces for University-wide use.

Among the reports produced by SSS data systems are the Official Registration Statistics, and the IPEDS, MHECB, Part-Time/Full-Time, Geographical Distribution, Grade Distribution, and Minority reports.

The project team is planning to implement pilot reports during summer 1987 with the remaining reports to be completed fall quarter.

For more information, contact Dorothy Abts, B-25 Fraser Hall (625-6846).

### Important Dates

- |                  |  |
|------------------|--|
| Monday, May 11   | Summer registration begins for academic year students.                 |
| Thursday, May 14 | Early fall registration begins.  |
| Friday, May 15   | Graduate School application deadline for first term of summer session. |
| Monday, May 25   | Memorial Day. Classes excused and University offices closed.           |
| Friday, June 5   | Last day of spring quarter instruction.                                |

### Information Network

The Information Network will meet on Wednesday, May 20, at 11:45 a.m. in 240k Williamson Hall. Mark Landa, director of the English Program for International Students, will lead the discussion.

The Information Network will not meet in June or July.

## BHS, Hospitalization Insurance Update

All students should be aware that Boynton Health Service will be available during the summer, and those students with University-sponsored hospitalization insurance should also know that their coverage does not automatically extend over the summer.

Boynton Health Service will be available this summer to all students paying the health service fee as part of their summer student services fee. Students not taking classes can also use Boynton either by purchasing extended outpatient coverage, which provides the same prepaid benefits that the health service fee provides, or by using Boynton on a fee-for-service basis. The fee for the Extended Outpatient Benefits Plan is \$80.

Boynton Health Service will be open throughout the summer from 8:00 a.m. to 4:30 p.m. Monday through Friday.

The fee for University-sponsored hospitalization insurance for both summer terms (14-week coverage) is \$87.50, and it is available to all students who were enrolled in the University-sponsored insurance program during spring quarter regardless of whether or not they take summer classes.

Students must continue their hospitalization coverage over the summer if they wish to be covered during the next school year for a pre-existing medical condition. Pre-existing conditions are those for which a person has received professional medical advice, diagnosis, or treatment during the previous year.

Fees for the University-sponsored insurance and the Extended Outpatient Benefits Plan must be paid to the Cashier, second floor, Boynton Health Service, by June 22.

Complete information on summer health service and hospitalization charges is available in the Summer Session Bulletin.

For additional information on the Extended Outpatient Benefits Plan, students can also call 624-1471, or for more information on University-sponsored hospitalization insurance, students can call 624-0627.

## Spring Enrollment Up Slightly

Total spring day school enrollment at the University of Minnesota is 50,553--an increase of 355 students or 0.7 percent over the spring 1986 total of 50,198. Two campuses showed drops in enrollment. Crookston lost 236 students or 21.9 percent over last spring for a total of 841, and the Duluth total of 6,703 reflects a loss of 241 students or 3.4 percent.

Morris, on the other hand, gained 78 students, an increase of 4.9 percent for a total of 1,639. Enrollment on the Twin Cities campus was 40,487--an increase of 745 students or 1.8 percent over last spring's total. Waseca remained relatively unchanged with 883 students, a gain of just 9 students over last spring's total.

On the Twin Cities campus, the College of Liberal Arts remains the largest unit at the University with an enrollment of 15,059--up 668 students or 4.6 percent. Enrollments in the Medical Technology Program (up 40 percent), University College (up 25.7 percent), the College of Education (up 10.6 percent), the Medical School (up 8.7 percent), the Graduate School (up 6.5 percent), the Law School (up 3.6 percent), the College of Pharmacy (up 1.7 percent), and the Physical Therapy Program (up 1.6 percent) all showed increases.

There were decreases in the colleges of Agriculture, Biological Sciences, Forestry, Home Economics, and Veterinary Medicine; General College; the schools of Management, Nursing, Public Health, and Dentistry; the Institute of Technology; and the Occupational Therapy and Mortuary Science programs.

Total new student enrollment dropped 215 students or 13.3 percent for a total of 1,395. New student enrollment on the Twin Cities campus, however, increased 44 students or 4.6 percent.

Overall new high school student enrollment was up by 21 students or 6.6 percent from the previous spring. Duluth, Morris, and Waseca all showed gains in the number of enrolled new high school students. New advanced standing student enrollment was up by 72 students or 13.6 percent over last spring on the Twin Cities campus. Both new adult special and intra-University transfers were down overall--44.3 percent and 12.3 percent, respectively.

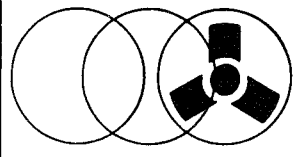
The total number of readmitted students dropped by 63 or 2.2 percent to 2,703. The number of continuing students increased 654 or 1.4 percent for a total of 44,829 students.



Edited by Rick Bard, Publications Center, 150 Williamson (625-0552)

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STUDENT SUPPORT SERVICES

◆ UNIVERSITY OF MINNESOTA

Vol. X, No. 6

June 1987

## Financial Aid Deadlines

Deadlines for submitting loan applications to the Office of Student Financial Aid are:

Summer Session I 1987	June 1
Summer Session II 1987	July 6
Fall Quarter 1987	October 19
Winter Quarter 1988	February 1
Spring Quarter 1988	May 3
Spring Quarter 1988 HEAL Applications	April 4.

The deadlines for law students are:

Summer 1987	June 1
Fall 1987	October 19
Spring 1988	April 6

These deadlines are for the following programs: Guaranteed Student Loans (GSL), Supplemental Loans for Students (SLS), Loans for Parents (PLUS), Student Education Loan Fund (SELF), Health Education Assistance Loans (HEAL), and Law Access Loans.

## Guarantee Fee Dropped

In compliance with the Higher Education Amendments of 1986, there will be no guarantee fee for University of Minnesota students applying for Guaranteed Student Loans (GSL), Supplemental Loans for Students (formerly ALAS), and/or Loans for Parents (PLUS) for loan periods beginning on or after July 1, 1987.

This change is in accordance with a guarantee fee structure established by the Higher Education Assistance Foundation that more equitably reflects the costs of operating guaranteed student loan programs.

## Grade Report Deadlines

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

Departments should remember that the instructions on grade reports do not reflect the change to an A/F grading system. "F" is the correct indication of no credit for all students except those registered S/N. A new form reflecting the grading change will be available fall quarter 1987 after the current supply is exhausted.

There is no spring quarter grade slip distribution. Spring quarter grades are included on year-end transcripts, which will be mailed out beginning Tuesday, June 23. Students should be reminded to submit a change of address to 150 Williamson Hall or 130 Coffey Hall if their current address will change over the summer.

All students registered for fall 1986, winter 1987, or spring 1987 will receive a transcript. College copies will be available by Friday, June 26. For more information, contact Kent Krueger, 150 Williamson Hall (625-5069).

## Inside The RECORD. . .

The plummeting power of Pell Grants: They just don't go as far as they used to.  
Page 4.

## U Hosts Counselors' Conference

A record-high 63 counselors and staff from 16 Minnesota community colleges attended the University's annual Community College Counselors' Conference, sponsored by Prospective Student Services at the Minnesota Landscape Arboretum May 8.

The counselors were joined by 22 Student Support Services and college office representatives. Dr. Lawrence Dukes, Itasca Community College provost, gave the keynote address at the conference, which enables community college and University staff to meet and share concerns about transfer policies and procedures and other issues. For more information, contact Lou Branca, 240 Williamson Hall (624-5555).

## Staff News

John Printz, assistant director of Admissions, presented a seminar on marketing recruitment programs internally at the annual meeting of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) in Las Vegas on April 22.

Admissions officer Karen Lukas has a book in print titled, Austria: A Study of the Educational System of Austria and a Guide to the Academic Placement of Students in Educational Institutions of the United States. Copies are available from AACRAO for \$10.

Dorothy Abts, SSS principal systems analyst, and Jeff von Munkwitz-Smith, assistant director in charge of system control for Registration, Student Records, and Scheduling, presented papers at the College and University Machine Records Conference held May 10-13 in Atlanta. Abts paper was titled, "An Evaluation of the Factors Involved in the Introduction and Use of Microcomputers in Administrative Offices," and von Munkwitz-Smith delivered a paper titled, "The Effects of a System Change on End Users (Especially Students!)."

Nancy Martin transferred from the Admissions Office to a new position as senior secretary in Information Systems and Services on May 18.

## Graduate School Application Deadlines

New Graduate School application deadlines for 1987-88 are:

Fall	July 15
Winter	October 26
Spring	January 25
Summer Session I	April 15
Summer Session II	May 16

## Enrollment Report To Run in June

Following completion of early fall registration on June 19, Registration, Student Records, and Scheduling will run a report for Twin Cities colleges and academic departments showing enrollment in all fall 1987 course offerings.

The report will be mailed directly to academic departments during the week of June 22. Units may want to check controlled courses and sections to judge whether courses are meeting anticipated enrollments and to assess the need for additional sections for heavily subscribed courses.

Courses can also be checked to identify classroom size problems and to determine the quantity of bookstore orders. For more information, contact Elizabeth Grundner, 150 Williamson Hall (625-4094).

## DRS Workshops Offered

Data and Reporting Services is offering two June workshops on the Institutional Registration Reporting Data Base accessed through Application System (AS) software.

The workshops, which describe student data and offer advice on avoiding common problems, will be held from 1:30 p.m. to 4:00 p.m. on June 15 in 260 Williamson Hall and on June 30 in 240 Williamson Hall.

Participants must have completed Basic AS training. Reservations are required. To reserve a space, call John Kellogg, 260 Williamson Hall (625-6556).

### Admissions Office Hours Change

The Admissions Office will not be open on Saturdays this summer. Saturday hours (9 a.m. to noon) will resume the first Saturday after Labor Day, September 12, 1987.

The office will continue to be open Monday evenings until 6:30 for prospective students who cannot come in during regular workday hours.

Admissions Office summer hours are:

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

### Important Dates

- June 11 Last day for undergraduates and students in professional degree programs to pay graduation fees for Summer Session I.
- June 16 Summer Session I classes begin.
- June 19 Early fall registration ends.
- July 3 Independence Day holiday. University offices closed and classes excused.

### CLA Career Development Office Hours Change

The CLA Career Development Office will be closed Monday evenings from June 15 through September 1 due to low demand for service through the summer months.

Summer hours will be 8:00 a.m. to 4:30 p.m., Monday through Friday.

### Grad Student Financial Aid Counseling

The Office of Student Financial Aid will not be offering additional counseling for graduate students during the summer. The program will resume fall quarter.

### Fall Quarter Update Needs Current Address

Fall Quarter Update, a listing of all course changes since the beginning of early fall registration, complete tuition and fee information, and instructions for changing student programs during the August/September queue, will be mailed to students in August along with a complete fee statement.

College and department staff are asked to remind students who plan on changing their current address over the summer to submit an address change to 150 Williamson Hall or 130 Coffey Hall.

### Tax Guidelines Available

Preliminary guidelines on the taxation of scholarships and fellowships under the 1986 Tax Reform Act are now available. Students can pick up copies at academic department offices; the Office of Student Financial Aid, 210 Fraser Hall; and the Council of Graduate Students, 418 Johnston Hall.

### Orientation Fee Increases

The Administrative Fees Committee approved an increase in the orientation fee from \$16 to \$20 for new students beginning fall quarter 1987.

The 25 percent increase was approved as an "important first step" toward improving program quality with better student staff training and more direct college involvement in the planning, design, and operation of orientation.

### Check Distribution Change for Law Students

Due to the recent change in the Law School's 1987-88 academic year calendar, fall semester financial aid checks will not be available until Monday, August 31, 1987, the first day of fall classes.

## Pell Grant Purchasing Power Declines

"Pell Grants, the major program of federal financial assistance for needy undergraduate students, have covered a declining proportion of students' college costs over the last decade," according to the Division of Policy Analysis and Research, American Council on Education.

The maximum Pell Grant rose 31 percent between 1978-79 and 1985-86 (from \$1,600 to \$2,100), while inflation rose 51 percent during the same period.

The maximum grant covered 40 percent of total costs at public institutions and 20 percent of total costs at independent institutions in 1985-86. Both figures represent significant reductions in the purchasing power of Pell Grants since the 1978-79 academic year.

(Data Dispenser, adapted from Higher Education and National Affairs)

## Did You Know. . .

The following information was compiled by the Division of Policy Analysis and Research, American Council on Education.

- In recent years, about 66 percent of the nation's entering freshmen applied to more than one college or University compared to 50 percent in 1967.
- Among full-time freshmen in 1986, nearly one in three applied to four or more colleges compared with only one in six 20 years ago.
- One-third of new freshmen at state colleges and universities nationwide applied to four or more institutions in 1986.
- At two-year institutions, 19 percent of first-time full-time freshmen applied to four or more institutions in 1986.

(Data Dispenser, from Higher Education and National Affairs)

### — Included With This Month's RECORD . . . —

The summer 1987 editions of the Student Support Services Directory and the SSS Yellow Pages are being circulated with this issue of The RECORD.

Staff are reminded that both directories are for college and department use only.

Please direct questions, corrections, and requests for additional copies to Rick Bard, Publications Center, 150 Williamson Hall (625-0552).



Edited by Rick Bard, Publications Center, 150 Williamson (625-0552)





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

STUDENT SUPPORT SERVICES

UNIVERSITY OF MINNESOTA

Vol. X, No. 7

July 1987

### Registration Wait Time Drops

The average wait for students registering for spring 1987 classes (including time spent waiting to get to the counter and the actual time spent registering) was down from winter 1987 and up slightly from spring 1986. Early fall registration wait times were also down from last year's average.

Term	Average Wait
Spring 1986	6 minutes
Winter 1987	9 minutes
Spring 1987	7 minutes
Early Fall 1986	10 minutes
Early Fall 1987	7 minutes

The average wait for the same activities before the current registration system was implemented was approximately 73 minutes. The average for spring 1982 (the first quarter the system was in place) was 35 minutes.

Reductions have been attributed to greater staff and student familiarity with the system and adjustments in the system and procedures.

Before spring 1982, the typical student traveled to a number of locations on campus and waited in moderately long lines at each office. In spring 1982, she came to the Registration Center, waited in a line of about 150 students, and then waited in a line of 5 or 6 students at one of the registration terminals. This spring, she walked into the Registration Center and got in line behind one other student waiting at a terminal.

### Student Services Fee Set

The Board of Regents has set 1987-88 student services fee as follows:

Crookston	\$62/quarter
Duluth	\$82.75/quarter \$33.05/Summer Session
Morris	\$73/quarter \$11/Summer Session I \$8/Summer Session II
Twin Cities	\$98.55/quarter \$48.76/Summer Session
Waseca	\$51.70/quarter

The Duluth fees include an additional \$10.75/quarter and \$5.35/summer session Recreational Sports Facility Fee. A \$2.25/quarter MPIRG fee (\$1.12/summer session) has also been established at Duluth with a neutral check off. The MPIRG fee on the Morris and Twin Cities campuses will be \$2.50/quarter (\$1.25/summer session) with a negative check off.

There are a number of special fees on the Twin Cities campus. All School of Management students paying the student services fee are assessed an additional \$1.80 to receive Business Quarterly. Institute of Technology students paying the student services fee are assessed an additional \$2.30 to receive Technolog. And all graduate students are assessed an additional \$.85/quarter to fund the Council of Graduate Students.

Inside the RECORD. . . .

Early fall registration for new students:  
 Here's your chance to chime in. Page 3.

## Phi Beta Kappa Initiates 114

The Alpha of Minnesota Chapter of Phi Beta Kappa initiated 114 students on May 30. An initiation ceremony was held in Mayo Memorial Auditorium. Chapter president Eva Keuls, professor of classical studies, gave the address entitled "The Life of the Mind." A brief reception followed.

The 1987 initiates compose approximately 5.7 percent of CLA's 1986-87 graduating class. Initiates included 2 CLA juniors, 110 CLA seniors, 1 CBS senior, and 1 IT senior. For more information, contact Heather McIver, 150 Williamson Hall (625-5333).

## Staff News

June Pavlik, who is responsible for coordinating all activities involving the authorized course master data base, will be leaving Student Support Services on July 13 to accept another position in the Health Sciences Learning Resources Center. Pavlik began working in Student Support Services nearly 15 years ago. College and department staff with questions concerning A96 forms or the data base can continue to call 625-6594 for assistance. Dorothy Abts left her position as a Student Support Services principal systems analyst on June 30. Abts has worked at the University for 15 years, the last 2 in Student Support Services. Terry Smith will be leaving his position as assistant director in charge of programs in the Office of Student Financial Aid (OSFA). Smith leaves July 6 for a position as director of financial aid at Hamline University. Donna Weispfenning has been hired as the new OSFA editor. She replaces Joel Rosen and comes to the University with 14 years experience in editing, writing, and photojournalism. Weispfenning begins her new position on July 7. Mary Ann Sheldon will be leaving her position in Student Support Services administration on July 31. Sheldon began working at the University in 1978 and transferred into SSS administration in September 1981. She plans to pursue graduate studies this fall in Andover Newton Theological School near Boston.

## Early Fall Registration Tally Grows

The following table reflects an unofficial tally of students who took advantage of early registration for fall 1987. Official figures will not be available until October.

Early Fall 1986/Early Fall 1987 Registration  
(through June 19, 1987)

UNIT	Fall 87	Fall 86	Difference	
			N	%
MGMT	1,065	1,000	65	7%
DHYG	20	21	-1	-5%
EDUC	988	768	220	29%
IT	3,540	3,251	289	9%
GRAD	993	765	228	30%
CBS	200	159	41	26%
MEDT	16	15	1	7%
NURS	158	156	2	1%
PHAR	102	29	73	252%
CLA	10,144	8,205	1,939	24%
UC	96	61	35	57%
GC	1,298	1,124	174	15%
PUBH	26	11	15	136%
PT	21	12	9	75%
OT	18	4	14	350%
MORT	21	27	-6	-22%
AG	488	472	16	3%
FOR	177	163	14	9%
HE	956	804	152	19%
TOTAL	20,327	17,047	3,280	19%

Note: Students in the Law School, the School of Dentistry, the School of Medicine, and the College of Veterinary Medicine do not use the early registration queue.

## Included With This Month's RECORD. . .

The annual Registration, Student Records, and Scheduling information sheet, mailed to students in June along with a transcript, is enclosed with this month's RECORD.

The information sheet features details on registration and fall quarter. For more information or additional copies of the handout, contact Judith Shalaby, 150 Williamson Hall (625-1530).

## Important Dates

Tuesday, July 21	Last day of Summer Session I.
Wednesday, July 22	Last day for most undergraduates and students in professional degree programs to pay graduation fees for Summer Session II.
Thursday, July 23	Summer Session II classes begin.

## New Tuition Refund Policy

The Board of Regents has approved a new tuition refund policy beginning winter quarter 1988 that allows a 100 percent refund for course cancellations through the first week of the quarter, a 75 percent refund for cancellations through the second week, a 50 percent refund for cancellations through the third week of classes, and no refund for cancellations beyond the third week.

The current policy that allows refunds through the sixth week of the quarter will remain in effect for fall.

Students should remember that cancellations are effective the day they are processed. Refunds will be based on the date students officially cancel (by taking a completed Course Request to their official registration center), not on the date they stopped attending class. Students expecting a refund should cancel the course immediately if they stop attending class for any reason.

## Graduate School Application Deadlines

New Graduate School application deadlines (effective October 1987) are:

Winter	October 26
Spring	January 25
Summer Session I	April 15
Summer Session II	May 16
Fall	July 15

## Early Fall Registration For New Students? Committee Seeks Opinions

A committee charged with evaluating early orientation and registration for new students has been formed and is asking college and department staff to submit their opinions and ideas.

Charles Dahl, SSS assistant director in charge of St. Paul Admissions and Records, chairs the committee. Other committee members include Carol Cline, Admissions; Charles Rausch, Orientation; Barb Becker, CLA; Steve Carnes, Management; Ben Sharpe, IT; Kate Maple, Agriculture; Carol Carter, Registration; and Mary Bents, Education.

Among the issues the committee will be considering are registration and orientation staffing, whether unanimous agreement is necessary to implement the plan, and policy matters including timing and priority concerns.

For more information or to comment, contact Charles Dahl, 130 Coffey Hall (624-2293) or any of the committee members.

## Directory of Education Records Update

The Directory of Education Records is being updated. The response from colleges so far has been excellent. Those units who have not submitted their revisions are reminded to do so as soon as possible.

Offices that are aware of an impending move are asked to submit their new address as soon as it is known. The directory will be published in mid-September.

For more information, contact Robert Hammel in Registration, Student Records, and Scheduling, 150 Williamson Hall (625-1530).

## Information Network Resumes in August

The Information Network will not meet during July. Details concerning the August meeting will be announced in the the next issue of The RECORD.

## Student Employment: The Opportunities May Surprise You

More students than ever are working during their experience at the University. And more opportunities are available.

Students make up nearly half of the University of Minnesota, Twin Cities workforce. In 1986-87, approximately 10,000 students sought on- and off-campus employment through the Student Employment Center. At the same time, more than 9,500 vacancies were posted.

Most students earn \$5-\$6 per hour, placing them among the highest paid student employees in the Midwest. In fact, these pay rates are comparable to those at other major research institutions in urban areas, such as MIT and UCLA.

The Twin Cities environment plays an important role in creating a large number and variety of placements, according to Susan Treinen, assistant director in the Office of Student Financial Aid. Twin Cities employers have taken a growing interest in part-time student employees who bring increased experience to their jobs.

Student Employment Center staff advise students to be realistic about the number of work hours they can take on each quarter.

"In general, we recommend no more than 20 hours of work per week for freshmen," Treinen says.

In addition to regular on- and off-campus employment, students may seek work through other programs offered by the center:

- Student Temporary Service, a temporary help service for University employers;
- Job Location and Development, a federally funded program helping students locate off-campus career-related jobs;
- College Work-Study, a federally funded program largely for on-campus employment;
- Urban Corps, a program using College Work-Study funds for off-campus non-profit employers.
- Community Service Program, designed to provide community-wide work and service opportunities linked to student learning objectives. The program coordinates student involvement in community service projects.

Internships/traineeships, such as the Data Technician Traineeship Program, and the Undergraduate Research Opportunities Program offer students special opportunities to combine academic and employment goals.

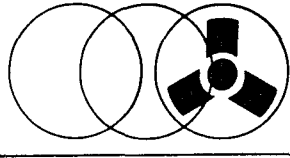
College Work-Study placements account for only 15 percent of the vacancies available through the Student Employment Center. In other words, students do not have to be receiving financial aid to be eligible for most of the jobs. However, if they are receiving financial aid, their student employment earnings will be factored into the aid package.

For more information, contact the Student Employment Center, Office of Student Financial Aid, 120 Fraser Hall (624-8070).

Edited by Rick Bard, Publications Center, 150 Williamson Hall (625-0552)



# the RECORD



Published jointly by:  
Admissions & Prospective Student Services  
Information Systems & Services  
Office of the Registrar  
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STUDENT SUPPORT SERVICES

♦ UNIVERSITY OF MINNESOTA

Vol. X, No. 8

August 1987

## Grade Report Deadlines

The deadline for academic departments to submit Summer Session II grade reports to Student Records is 8:30 a.m., August 31. Grades submitted after the deadline will not be posted to students' records in time to be reflected on grade slips, which will be mailed to students beginning September 2. Messenger pickup of grade reports is available by calling 625-3030.

Departments should remember that the instructions on grade reports do not reflect the change to an A/F grading system. "F" is the correct indication of no credit for all students except those registered S/N. A new form reflecting the grading change will be available fall quarter 1987 after the current supply is exhausted. For more information, contact Kent Krueger, 150 Williamson Hall (625-5069).

## RSRS Name Change

The name of the Registration, Student Records, and Scheduling department has been changed to the Office of the Registrar. The change was made to reflect naming conventions on other Big 10 campuses.

All units within the department, including St. Paul Admissions and Records, will retain their current names.

## Hot Line Available

College and department staff are reminded that the Office of the Registrar has a special phone line reserved for official college and department use only.

Staff with questions are encouraged to call 625-9050.

## Fee Statement/Fall Quarter Update Mailing

The fee statement mailing for students who took advantage of early fall registration is scheduled to begin August 13. Tuition and fees will be due the week of September 14.

The mailing will include Fall Quarter Update. The Update has been divided into two parts this year: a four-page section on course changes and a six-page section that includes information on tuition and fees, the August/September queue, policy changes, and procedures for changing programs.

A copy of the Update is included with this issue of The RECORD. Additional copies (to be included with remaining class schedules) will be mailed to departments during the third week of August.

Also included in the fee statement mailing will be a Bursar's envelope for submitting tuition and fees by mail or drop box and a postcard for course cancellations.

For more information about the Update, contact Judith Shalaby, Office of the Registrar, 150 Williamson Hall (625-1530).

## St. Paul Student Accounts Receivable Moves

The St. Paul Student Accounts Receivable office has been moved from 130 to 107 Coffey Hall. It is now a part of the St. Paul Cashier's Office. Current hours are from 10:00 a.m. to 2:00 p.m., Monday through Friday. Expanded hours from 8:00 a.m. to 3:30 p.m. begin September 1.

## Inside The RECORD. . .

- University and community colleges pull together on transfer agreement. Page 4.

## Bulletin Update

The 1987-89 bulletin schedule that was announced in the February issue of The RECORD has undergone several changes. Bulletins already published include Summer Session (February); Summer Extension, General College, Biological Sciences, Institute of Technology (April); Morris (May); Duluth Medicine, Undergraduate Health Sciences, Extension Classes (June); Independent Study, Medical School, and Pharmacy (July). Publication dates for the remaining bulletins are as follows:

Waseca	August 3
Duluth General	August 4
Agriculture	August 12
Law	August 28
General Information	August 31
Veterinary Medicine	September 8
ROTC	September 16

Nursing Bulletin. A bulletin for the School of Nursing is tentatively scheduled for January. Information on the school had been included in the Undergraduate Health Sciences Bulletin.

Social Work Brief. The Social Work Bulletin has been discontinued, and information now appears in a brief. For more information or copies, contact Nancy Abramson, 400 Ford Hall (624-1096).

General Information Bulletin. A 16-page bulletin highlighting tuition and fees, policies, University structure, and the calendar will be printed late this month. Plans for next year are to include tuition information and the calendar in a brief rather than a bulletin. If you would like to comment on this change or have questions, please contact Barbara Foster, Publications Center, 150 Williamson Hall (625-3884).

## Information Network Resumes

The Information Network will meet on Wednesday, August 19, at 11:45 a.m. in 240k Williamson Hall. Anne Truax, director of the Minnesota Women's Center, will be the guest speaker.

## Directory of Education Records Update

The Directory of Education Records is being updated. Revisions from the colleges have been collected, and the directory is scheduled to be published in mid-September.

Offices that are aware of an impending move are reminded that there is still time to submit address changes.

For more information or to submit a change, contact Robert Hammel, Office of the Registrar, 150 Williamson Hall (625-1530).

## Staff News

Leo Abbott, director of admissions, announced a reclassification for John Printz's position from assistant to associate director of admissions. Printz presented a seminar entitled "Inside Marketing for Outside Results" at the Midwest Enrollment Information Service Showcase in Chicago on Tuesday, July 7.

## ISS In-Service Training

Information Systems and Services is offering workshops on basic AUTOMSG and the Registered Student Reporting Data Base (RRDB/DB2) next month.

The session on basic AUTOMSG, scheduled for September 17 from 1:30 to 3:30 p.m., is intended for new users of the AUTOMSG system. The RRDB/DB2 workshop, required for individuals seeking access to the AIS Information Center version of the RRDB/DB2, is scheduled for September 16 from 1:30 to 3:30 p.m.

Although the basic AUTOMSG workshop is intended primarily for Student Support Services staff, there are a few spaces for other interested University staff. The RRDB/DB2 workshop is open to all interested staff. For more information or to reserve a space, contact Nancy Martin, Information Systems and Services, 260 Williamson Hall (625-8821).

## Important Dates

June 22-August 19	Registration for Summer Session only. Cancellations accepted for fall.
August 20-26	Fall quarter registration for new students only.
August 20-September 25	Orientation program for new students.
August 26	Last day of Summer Session II.
August 27-September 16	Queued registration and cancel/adding for fall quarter.
September 7	Labor Day, holiday. University offices closed and classes excused.
September 17-25	Open registration and cancel/adding for fall.
September 28	Fall quarter classes begin.

## Fraser Hall Elevator Closed

The Fraser Hall elevator will be closed through August 31. Students with mobility impairments who need access to the Financial Aid Information Center in 210 Fraser Hall (624-7814) or to the Student Employment Center in 120 Fraser Hall (624-8070) may call those offices for assistance. Students who need access to the Registration Center in 202 Fraser Hall may receive assistance at Student Relations, 150 Williamson Hall (625-5333).

## Tuition Rates Set

1987-88 undergraduate coordinate campus tuition rates appear below. 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. Twin Cities rates are in the enclosed Update.

<u>Students registered at:</u>	<u>Resident</u>	<u>Non-Resident</u>
Crookston campus	\$41.85	\$104.63
Duluth		
Business & Economics		
Lower Division	\$41.85	\$104.63
Upper Division	\$46.20	\$115.50
Education and Human Service Professions		
Lower Division	\$41.85	\$104.63
Upper Division	\$45.49	\$113.73
Fine Arts		
Lower Division	\$41.85	\$104.63
Upper Division	\$50.84	\$127.10
Liberal Arts		
Lower Division	\$41.85	\$104.63
Upper Division	\$49.24	\$123.10
Science & Engineering		
Lower Division	\$41.85	\$104.63
Upper Division	\$49.21	\$123.03
Morris campus		
Lower Division	\$41.85	\$104.63
Upper Division	\$49.68	\$124.20
Waseca campus	\$41.85	\$104.63

## College Work-Study Applications Available

Applications for students seeking 1987-88 College Work-Study (CWS) will be available from 8 a.m. to 4 p.m. at the Financial Aid Information Booth in 210 Fraser Hall until CWS funds are exhausted.

Students receive awards based on financial need and the availability of funds. Students who applied during the summer but did not receive an award, may reapply for the coming school year. Students who were awarded CWS funds during the summer should not reapply for fall/winter/spring funds.

For more information, contact the Office of Student Financial Aid, 210 Fraser Hall (624-3334).

## University and Community Colleges Approve Transfer Agreement

The Minnesota Community College System (MCCS) and the University have signed a new agreement that will simplify transfers and improve the educational options for prospective and current college students in Minnesota.

Effective fall 1987, this two-way agreement will guarantee qualified community college students access to a University bachelor's degree and provide current University students with a means for completing an associate degree at an MCCS campus. In essence, the agreement plainly spells out transfer criteria so that students may know their degree options well in advance.

It has been characterized by University president Kenneth Keller as an important agreement that leaves students free to make choices without penalizing themselves in the future.

### Transfer to CLA

Most community college students who transfer to the University enter the Twin Cities' College of Liberal Arts (CLA). Part one of the agreement affects those students who meet the fall 1987 admission standards for CLA, i.e., completion of a college preparatory high school program and a Preliminary Aptitude Rating (PAR) score of 150 (PSAT math score plus PSAT verbal score plus high school rank percentile).

Students who meet the admission standard and complete two years of transferable credits at a Minnesota community college with at least a 2.20 grade point average will be able to enter upper division CLA programs on the same basis as students who initially enroll at the University.

Students qualifying for this joint admission program need not apply to the University until they are ready to transfer.

When seeking admission to highly selective majors, joint admission transfers will be

judged equally with their counterparts who began at the University. In addition, they will be able to enroll concurrently in the University when a particular course is unavailable at their community college.

To ease transfer, course equivalency guides for CLA and each of the 18 community colleges are being developed. Other University colleges are also preparing joint admission agreements with the MCCS.

### Transfer to Community College

Associate degree programs will be phased out on the University's Twin Cities, Duluth, and Morris campuses by 1991, but University students will have a "reverse transfer" option to complete such programs.

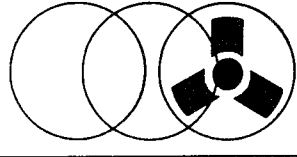
Part two of the agreement describes special procedures allowing students to transfer to a community college and receive an associate degree with minimal loss of time and money.

University students who have at least 60 quarter credits (including 30 credits completed at the University and applicable toward the 90-credit community college degree requirement) may be admitted as associate in arts (A.A.) degree candidates at Minneapolis or North Hennepin Community Colleges. Other MCCS campuses may also participate if they receive a request.

To qualify under the agreement, University students must (1) request an evaluation of their academic record by the transfer committee of the community college, (2) be interviewed by a committee member, and (3) be admitted to the community college as an A.A. degree candidate. In addition, students must complete a minimum of 16 quarter credits in residence at the community college in at least two of these areas: communication, humanities, social science, and mathematics/natural science. With careful planning the requirements could be completed in one quarter.



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STUDENT SUPPORT SERVICES

◆ UNIVERSITY OF MINNESOTA

Vol. X, No. 9

September 1987

## One-Stop Financial Aid

Computer terminals will be temporarily installed in the Great Hall in Coffman Memorial Union enabling Financial Aid, Student Accounts Receivable, and Continuing Education and Extension staff to answer student questions during fall quarter check disbursement days.

Financial aid checks will be disbursed as follows:

Minneapolis--Great Hall, Coffman Union

September 28 (A-H only)	8:00-5:00
September 29 (I-O only)	8:00-5:00
September 30 (P-Z only)	8:00-5:00
October 1-2	8:00-3:30
October 5-7	8:00-3:30

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

September 28	8:00-11:30, 12:30-3:30
September 29	8:00-11:30, 12:30-3:30
September 30	8:00-11:30, 12:30-3:30

Beginning October 8, checks may be picked up from 8:00 a.m. to 3:30 p.m. in 140 Williamson Hall. Lines are longest during the first three days of check disbursement. For faster service, students are encouraged to pick up their checks on or after October 1.

## Williamson Hall Escalator Repairs

Repairs have begun on the Williamson Hall escalator and are scheduled to be completed by the time students arrive for fall quarter classes. The repairs, which include reinforcing the steps and general maintenance, are intended to keep the escalator operating until installation of a new escalator can begin.

## Late Hours Experiment

A number of Student Support Services offices will experiment with extended hours (matching Bursar's Office hours) during the first three days of fall quarter.

The Registration Center in 202 Fraser, the Financial Aid Information Center in 210 Fraser, Student Relations in 150 Williamson, Certifications and Transcripts in 155 Williamson, and Files in Office Services will remain open until 6:30 on Monday, September 28 and until 5:30 on September 29 and 30.

The Office of Admissions, St. Paul Admissions and Records, and St. Paul Financial Aid will not participate in the experiment.

## DRS Workshops Offered

Data and Reporting Services is offering two September workshops on the Institutional Registration Reporting Data Base accessed through Application System (AS) software.

The workshops, which describe student data and offer advice on avoiding common problems, will be held from 1:30 p.m. to 4:30 p.m. on September 9 and 16 in 260h Williamson Hall.

Participants must have completed Basic AS training. Reservations are required. To reserve a space, call John Kellogg, 260 Williamson Hall (625-3387).

## Inside The RECORD. . . .

- Questions, questions, questions. Find out why instructors are being asked to fill in the blanks. Page 3.

## Fall Fairs Announced

The fall 1987 schedule of college fairs for prospective students has been announced. The University will participate in two national college fairs.

The first will be held in Minneapolis on October 6 and 7. It is open to the public from 9:00 a.m. to 2:00 p.m. on both days and is also open from 5:30 p.m. to 9:30 p.m. on October 6. The second will be held at the Milwaukee Exposition and Convention Center on November 2 and 3. It will be open to the public from 8:30 a.m. to 1:00 p.m. both days and will also be open from 6:00 p.m. to 9 p.m. on November 2.

Mini-fairs will be held from September through November in various Minnesota and Wisconsin locations. In addition, numerous college nights have been scheduled throughout the fall. For more information, contact Lou Branca, 230 Williamson Hall (624-5555).

## Staff News

Linda Miza replaced June Pavlik in Scheduling on August 24. Pavlik left Student Support Services in July to accept a position in the Health Sciences Learning Resources Center. Miza will be responsible for control size changes and will assist with class schedule production and processing A96 forms. College and department staff can direct questions concerning A96 forms or the course data base to 625-6089. Nancy Fulton left the Admissions Office for a new position as a systems analyst in Administrative Information Services on August 28. Fulton had been with Admissions for 12 years. Pat Schlosser also began a new position as an AIS systems analyst on August 28, leaving Files after 10 years. Winston Minor, Jr. joined the Prospective Student Services unit on August 10. He has worked for the University in Admissions, CEE, and CLA Career Development. His background also includes work at Augsburg and Carleton colleges. Minor received his MA in educational psychology and an EdS (Education Specialist) from the University.

## Information Network

The Information Network will be taking tours of Walter Library this month. Tours will be conducted by Pat Stark and will begin in 110 Walter Library at 12:10 p.m., September 23 and 24. To avoid disturbing library patrons, tours will be limited to eight people. To reserve a space, please contact Jan Bobrowske, 110 Williamson Hall (625-3030).

## OTR Training Sessions

The Office of the Registrar is offering a number of training sessions in conjunction with the Course Inventory reporting system being introduced fall quarter 1987. The Scheduling Unit will be conducting a total of 17 sessions on the Twin Cities campus from September 30 through October 23. The sessions are intended primarily for academic unit staff who will be filling out revised Course Inventory Questionnaires used to obtain instructor course teaching information for the Course Inventory Reports.

Interested staff need only attend one session. A complete schedule of training sessions will be sent to academic units in mid-September. Information on coordinate campus training sessions will also be made available at that time.

## Registrar's Advisory Committee to Meet

The first meeting of the Registrar's Advisory Committee for fall quarter will be held on September 14 from 10:00 a.m. to 11:30 a.m. in 240k Williamson Hall.

## Student Handbooks

A limited number of reference copies of the 1987-88 Handbook for Undergraduate Students and the Graduate Student Handbook are now available to interested student affairs staff. The newly formatted handbooks are distributed to University students during the Orientation Program. For more information, contact Barbara Foster, Publications Center, 150 Williamson Hall (625-3884).

### Important Dates

September 23-30	Welcome Week.
September 25	Last day to register for fall quarter without paying a late registration fee.
September 28	Fall quarter classes begin.
October 9	Last day to cancel individual course without a transcript record.

### Report of Blank Grades

Data Management in the Office of the Registrar has received a number of questions concerning the Report of Blank Grades generated after quarterly grade runs.

The report, first used following the winter quarter 1987 grade run, was the result of a recommendation by the Registrar's Advisory Committee (RAC). The RAC, in conjunction with collegiate representatives, determined that blank grades submitted on Grade Reports are unacceptable and may create substantial problems for students attempting to correct their records at a later date (e.g., instructors no longer with the University, incomplete faculty records).

The Report of Blank Grades is designed to correct the situation before it becomes a problem. Response to the form has been excellent with a significant drop in the number of Grade Reports submitted with blank grades.

Faculty and department staff with questions concerning the policy or how to deal with specific blank grades returned to the department should direct their questions to college offices. Questions concerning the Report of Blank Grades itself can be directed to Kent Krueger, Office of the Registrar (625-5069).

### Summer Session II Enrollment Down Slightly

Total Summer Session II 1987 enrollment at the University is 9,406--a decrease of 1.6% (down 155 students) over the 1986 total of 9,561.

The Twin Cities campus, shows a decrease of 1.0%, (down 81 students) for a total of 7,616. The majority of this drop can be accounted for by a change in registration policy for the College of Veterinary Medicine. Vet Med students now register during Summer Session I for classes that extend over both sessions.

Enrollment at Crookston dropped to 53, a 48.5% decrease over last year's total of 103. Enrollment on the Morris campus decreased 8.7% (down 13 students) for a total of 135. Duluth's enrollment increased 1.7% to 1,095 (up 19 students). Waseca's enrollment of 507 showed a drop of 30 students, down 5.5% from the 1986 total of 537.

Unfortunately, due to programming problems, comparison of the numbers of new, Intra-University transfers, and continuing students is unavailable for Summer Session II. The number of summer-only students decreased 11.6% to 1,594 (down 210 students), with the Twin Cities campus showing a decrease of 5.3% from 1,438 to 1,365 (down 73 students).

These Summer Session II figures--as in previous years since the advent of computerized registration--do not include students from the Crookston campus, from the School of Medicine on the Duluth campus, and from most units on the Twin Cities campus who registered in Summer Session I for courses that continue through Summer Session II.

### Automatic Tuition Reciprocity Renewal

Students participating in the tuition reciprocity program who were enrolled and earned credits during any term of the 1986-87 academic year will automatically have their reciprocity benefits renewed for 1987-88 at the institution attended during the 1986-87 academic year.

## University Examines Computerized Degree Clearance and Academic Advising/Tracking System

By Sam Lewis, Registrar

Proposals for computerizing the degree clearance and academic advising/tracking system have generated widespread interest over the last few years among University campuses, colleges, and Student Support Services.

In recent months several proposals have been forwarded to the Management Information Steering Committee strongly supporting such a development. The Collegiate Coordinators of Management Information Services, the Student Systems Policy Committee, and the Registrar's Advisory Committee have all highly ranked this type of computer development.

In addition, an ad hoc group composed of collegiate student personnel and staff from Administrative Information Services and Student Support Services has been working to define University requirements for a new system.

The group is chaired by Sam Lewis from Student Support Services. Other members are Barbara Becker (CLA), Amy Winkel (CBS), Mary Bents (Education), Jon Hayman (AIS), and Jeff von Munkwitz-Smith and Roberta Armstrong (SSS).

Several members of the group recently attended a conference at Brigham Young University to review current degree audit/advising systems used by other institutions.

The group unanimously recommended considering implementation of a degree advising system developed by Miami University of Ohio.

This system is in use at many large institutions including Ohio State, Penn State, and the State University System of Florida.

Group members will be attending another conference at Miami in late September to obtain more detailed information about the system.

The new system should be able to support three major functions:

1. Automated degree audits within college offices;
2. Admissions review (e.g., transfers into a program or upper division within a college); and
3. Academic advising in central advising offices.

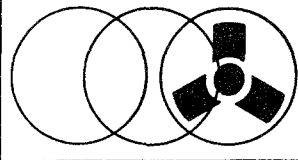
The expected benefits of the new system include:

- More readily available information for advisers and students about how coursework applies to graduation requirements;
- Printouts available to students and advisers showing how coursework applies to specific academic programs and degree requirements in various major fields;
- More time for counseling and advising with less time spent on clerical processing tasks such as sorting courses into degree requirement categories;
- Fewer advising problems with the system matching degree and major requirements against student records; and
- The capability to handle exceptions frequently granted to individual students.

The goals of the Degree Audit Development Team are to complete the process of identifying system requirements and to evaluate the possible University use of the Miami system. This process will continue until mid-October.

The group welcomes your comments and interest in this project. If you have ideas, concerns, or comments about a degree/advising system, please contact Barbara Becker in the College of Liberal Arts (612-625-2020) or Sam Lewis in the Office of the Registrar (612-625-1530).

# the RECORD



Published jointly by:  
Admissions & Prospective Student Services  
Information Systems & Services  
Office of the Registrar  
Student Financial Aid

STUDENT SUPPORT SERVICES

◆ UNIVERSITY OF MINNESOTA

Vol. X, No. 10

October 1987

## General Purpose Classroom Renovation Planned

Renovation of 18 classrooms on the east bank of the Twin Cities campus is scheduled to begin next year under a \$2,827,400 legislative appropriation.

The classrooms identified for upgrading range in vintage from 1920 to 1960 and were selected based on years of use, poor condition, heavy scheduling, size (capacity over 100), and use by more than one college.

Because no other major work is scheduled for the buildings chosen, this is the only opportunity for the classrooms to be renovated.

Work will be performed in two phases (summer 1988 and 1989) to allow half the classrooms to remain in service for the Summer Sessions.

Work will also be prioritized. First priority for Phase I includes Physics 131, 133, 150, 166, 170, and 210. Second priority includes 209 Akerman Hall, 120 Burton Hall, and 18 Mechanical Engineering. First priority for Phase II includes rooms 125, 175, 325, and 375 in the Science Classroom Building. Second priority includes 55 and 155 Ford Hall. Third priority includes 110 Pillsbury, 313 Zoology, and Botany B6.

For more information, contact Elizabeth Grundner, 150 Williamson Hall (625-4094).

## Course Designator Addition

The Foreign Studies Program on the Twin Cities campus has added a new course designator. FSSP is the addition standing for Foreign Study--SPAN (Student Project for Amity Among Nations).

## Early Fall Registration a Success

Early fall registration once again proved successful with 17,542 students (64.9 percent of all undergraduates enrolled for spring 1987 classes) participating. That compares with 65 percent in 1986.

Student comments indicate that they are happy about having the opportunity to register early, and fewer students seem to be disappointed about not getting into high demand courses.

## Outdated Course Requests

The Registration Center requests that colleges throw out any old Course Request forms (A22) that do not include the Minnesota Campaign check-off.

Colleges can get new Course Requests by calling Office Services at 625-9864. Please remember this number is for official use only.

## OTR Retreat Planned, Service Limited

The Office of the Registrar will hold its all-staff retreat on Wednesday, October 14. Limited service will be available in student contact areas.

OTR apologizes for any inconvenience this may cause and requests advance notice of special needs.

## Inside The RECORD...

- Time to Train. New Course Inventory reporting system set for fall. Page 4.

## MHECB/HEAF Confusion

The Minnesota Higher Education Coordinating Board (MHECB) has requested the University's assistance in clearing up parent and student confusion regarding their function.

Sharing the words "Higher" and "Education" in their name with the Higher Education Assistance Foundation (HEAF), MHECB has been routinely confused with HEAF. MHECB reports fielding numerous telephone calls and letters intended for HEAF.

Any assistance University staff can provide in eliminating this confusion would be greatly appreciated.

MHECB is a state agency. Among other things, they are a lender in the Guaranteed Student Loan (GSL) program.

HEAF is a private, non-profit organization, and they, among other things, act as a guarantor in the GSL program, guaranteeing the GSLs that MHECB (and 600 other lenders in Minnesota) make.

MHECB does not have GSL information on anyone other than those persons to whom they have made a loan, nor do they have GSL information about loan processing procedures or the status of loan applications of other lenders.

Students and parents should know that, once a HEAF-guaranteed student loan has defaulted, HEAF is the only organization that will have any useful information about that situation.

Students with questions about defaulted Guaranteed Student Loans (as long as they were obtained in Minnesota after fall 1977) should be directed to the Claims Unit at HEAF. Neither MHECB nor that student's lender can be of any assistance.

MHECB also reports some problems with the telephone company's directory assistance service giving out the MHECB telephone number in response to requests for the HEAF number. While the telephone company is working to correct the confusion, students can be directed to HEAF's Information Center at (612) 291-8460.

## 1988-89 Twin Cities Undergraduate Application Deadlines

The following is an up-to-date listing of application deadlines for Twin Cities units:

Unit	Fall	Winter	Spring
College of Agriculture	July 15	November 15	February 15
School of Architecture	April 1		
College of Biological Sciences	July 15 (before May 15 recommended)	November 15	February 15
Dental Hygiene Program	April 15		
College of Education	Contact the college for specific program deadlines.		
College of Forestry	July 15	November 15	February 15
General College	February 1 (frosh priority) April 1 (transfer priority) July 1 (final)	October 15 (priority)	January 15 (priority)
College of Home Economics	July 15	November 15	February 15
College of Liberal Arts	February 1 (frosh priority) April 1 (transfer priority) July 1 (final)	October 15 (priority)	January 15 (priority)
School of Management	June 15		January 15
Program in Medical Technology	April 15		
Program in Mortuary Science	July 15	November 15	February 15
School of Nursing	March 1		
Program in Occupational Therapy	April 1		
College of Pharmacy	May 15		
Program in Physical Therapy	February 1		
Institute of Technology	February 1 (frosh priority) April 1 (final)	November 15	February 15
University College	Contact the college for specific program deadlines.		

## PSS Plans Metro CC Visits

The Prospective Student Services schedule of metro community college visits is as follows:

- North Hennepin November 9
- Anoka Ramsey November 10
- Minneapolis November 16
- Inver Hills November 17
- Normandale November 18
- Lakewood November 19

## Information Network

The Information Network will meet on October 28 at 11:45 a.m. in 240k Williamson. Kay Thomas and Michael Paige, associate directors for the Office of International Education, will lead the discussion.

### Important Dates

October 21	Last day for undergraduates and students in professional degree programs to pay graduation fees for fall quarter.
November 11	Winter quarter registration begins.
November 16	Last day applications to most undergraduate colleges and programs or change of college within the University can be assured a winter quarter admission decision.

### RACF Security For Student Records Systems

Student Support Services (SSS) and Administrative Information Services (AIS) are continuing work to convert the on-line Student Records system to the RACF security system. This change will allow users to maintain one UserId and password for access to Financial Aid, Admissions, and Student Records systems.

A PF key selection will allow authorized users to move directly between the Admissions, Student Records, and Financial Aid systems. The screen hopping feature in the Admissions system is also being incorporated into the Student Records system screens. Batch numbers will be optional under the new security system.

A major advantage of the new system will be increased flexibility for defining menus for users. SSS will have the ability to tailor menu selections to the needs of users.

Those of you who currently have multiple Ids for access to the Student Records system should need only one.

All users of the Student Records system will need a RACF Id if they don't already have

one. RACF Ids are used for the "/for signon" security screen and consist of a "T" followed by the user's three initials and a number.

Records are being audited to identify those with access to the Student Records system, and SSS will work through department supervisors to determine if a RACF Id needs to be assigned.

Implementation of the new system is targeted for December 7. Extensive testing, already well under way, will be completed before the system is put into production. There are a number of dates in December when the system could be implemented should the target date be missed. If, however, delays extend beyond the end of the year, implementation will be postponed until mid-January.

Written procedures are being developed that will walk users through the new log-on procedures. A list of error messages with causes and phone contacts for assistance will also be provided. Because many staff are already familiar with RACF log-on procedures and because the basic functions of the Student Records system screens are not changing, no general training sessions have been planned. Training sessions will be available on request.

For more information, contact Mark Powell, 260 Williamson Hall (625-8598).

### Winter Class Schedules Due Soon

Winter Class Schedules will arrive in many college offices October 26 and in all department and remaining college offices by November 3. Distribution to students begins November 4.

Queued registration for winter quarter opens Wednesday, November 11. The complete queue for winter will be on pages 10-11 of the Class Schedule.

Because fall quarter started on a Monday this year, a Wednesday start date for winter registration was set to align the last day of the queue with the last day of fall quarter instruction.

## New Course Inventory Reporting System Developed, Training Sessions Offered

The Office of the Registrar is offering 21 training sessions for administrative and clerical staff who will be responding to the new Course Inventory Questionnaire developed for use with the Course Inventory reporting system being implemented this fall. Of the 12 remaining sessions, arrangements are pending on 1. The rest are scheduled as follows:

CLA	Oct. 12	9:00-11:00	FordH 457
	Oct. 15	2:15-4:00	FolH 108
Mgmt	Oct. 12	2:15-4:00	HHHctr 60
Morris	Oct. 13	1:15-3:00	To be arranged
Nurs	Oct. 15	9:00-11:00	HS Unit F 6-184
Crkstn	Oct. 16	1:00-3:00	To be arranged
Ag	Oct. 19	10:00-12:00	CofH 120
Pharm	Oct. 20	1:00-2:30	HS Unit F 5-129
Duluth	Nov. 4	10:00-12:00	To be arranged
		1:00-2:30	To be arranged
		2:30-4:00	To be arranged

Unit representatives unable to attend a session addressing their particular concerns should call Marlene Nevala at (612) 625-0326 for recommendations on comparable sessions.

The new reporting system will initially provide nine quarterly Course Inventory reports (seven for the Crookston, Morris, and Waseca campuses) for fall, winter, and spring quarters, including detailed reports on course enrollment and faculty teaching activities.

Reports for Summer Session and Continuing Education and Extension will be covered in future enhancements to the system.

Report data will be used by collegiate units, chancellors' offices, Academic Affairs, and Management Planning and Information Services for instructor work load analyses, teaching cost studies, institutional data exchanges, and responses to ad hoc inquiries from state agencies and others.

Information on course instructor and the number of class hours involved is supplied by academic units in response to the new questionnaire.

The new system also relies on information contained in the Academic Personnel Data Base. Because many who teach do not have academic appointments, the Office of the Registrar may need to call upon college personnel to help in gathering information on non-academic appointees who teach classes. All such individuals must have a teaching appointment on the APSO file before November 30 when the first computer programs are run against the file.

Near the end of fall quarter, a supplemental questionnaire will be sent requesting instructor hour information on courses for which data cannot normally be supplied until late in the quarter (e.g., directed studies and directed reading courses).

For more information, contact Elizabeth Grundner, Office of the Registrar, Twin Cities campus (612/625-4094).



Edited by Rick Bard, Publications Center, 150 Williamson Hall (625-0552)

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STUDENT SUPPORT SERVICES

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Vol. X, No. 11

November 1987

### Tuition Refund/Retroactive Refund Policy Set

A new tuition refund policy, including a change in the categories for retroactive refunds, goes into effect winter quarter 1988.

The new refund policy allows a 100 percent refund for course cancellations through the first week of the quarter, a 75 percent refund for cancellations through the second week, a 50 percent refund for cancellations through the third week of classes, and no refund for cancellations beyond the third week.

Students should remember that cancellations are effective the day they are processed; that is to say refunds are based on the date students officially cancel (by taking a completed Course Request to their official registration center), not on the date they stopped attending class. Students expecting a refund should cancel immediately if they stop attending a course for any reason.

Some concern has been expressed that decisions to cancel due to a lack of adequate descriptive materials or classroom decorum cannot always be made quickly. As a result of those concerns, the regents have suggested that the Retroactive Tuition Refund Petition now under revision by the Office of the Registrar reflect these new avenues of appeal.

Upon final approval of the retroactive refund policy changes, students will have a full quarter to petition for a refund because of incomplete information provided by an instructor (i.e., class syllabus, books) or a breakdown in classroom decorum and, upon verification, will be entitled to a full refund. For more information, contact Mary Koskan, Office of the Registrar, 150 Williamson Hall (625-1530).

### Outdated Course Requests

The Registration Center requests that colleges throw out any old Course Request forms (A22) that do not include the Minnesota Campaign check-off.

Colleges can get new Course Requests by calling Office Services at 625-9864. Please remember this number is for official use only.

### Course Inventory Update

The Scheduling unit in the Office of the Registrar completed its series Course Inventory system training sessions on November 4. As this issue of The RECORD went to press, Scheduling had held 19 training sessions (excluding the final three sessions on the Duluth campus) for academic unit personnel filling out the new Course Inventory Questionnaire.

During those sessions Scheduling met with 160 individual staff members representing 127 Twin Cities academic departments and 9 divisions on the Crookston, Morris, and Waseca campuses.

Scheduling would like to take this opportunity to thank collegiate personnel and, in particular, Valerie Broughton, Richard Christenson, Ruth Thielke, and Jim Hesch for their cooperation and assistance in setting up workshop times and notifying academic personnel in their units.

### Inside The RECORD. . . .

- November numbers: fall 1987 enrollment statistics are here. See page 2.

## Information Network Update

In early 1984, University staff whose jobs involved relaying information to the public organized the Information Network, a series of monthly brown bag luncheon meetings arranged to exchange ideas and promote improved service to students and other members of the University community.

This open, informal group, coordinated by Student Support Services and the Campus Assistance Center, meets once a month from September through May.

Activities have included tours of the Bierman Field Athletic Building and the Humphrey Institute as well as discussions on international education, extension counseling, and student housing.

Network organizers are encouraging all interested University staff to join in the next meeting scheduled for 11:45 a.m., Wednesday, December 2 in 240k Williamson Hall. Matt Dion, director of prospective students and admissions for the College of Liberal Arts, will lead a discussion on the current status of CLA.

For more information, contact Jan Bobrowske, 110 Williamson Hall (625-3030).

## Fall Enrollment Drops

Total fall quarter 1987 enrollment at the University of Minnesota is 55,924--a decrease of 0.9 percent (519 students) over the fall 1986 total of 56,443.

Enrollment on the Twin Cities campus was down 1.6 percent (713 students) for a total of 44,293 students. Crookston also showed a drop from last year's enrollment with a decrease of 6.3 percent (77 students). Enrollment rose on the other three campuses.

Total enrollment for Duluth rose 0.9 percent (64 students) for a fall 1987 total of 7,365 students. Waseca's enrollment increased 1.2 percent (14 students) for a total of 1,163 students. Morris showed the highest increase in enrollment, up 10.9 percent (193 students) for a total of 1,967 students.

The College of Liberal Arts remains the largest unit at the University with an enrollment of 17,082, up 1.5 percent (253 students) over the fall 1986 total. Other colleges showing increases include the Graduate School (up 3.8 percent or 303 students), University College (up 8.8 percent or 11 students), the Occupational Therapy program (up 10.1 percent or 7 students), and the College of Pharmacy (up 2.5 percent or 8 students).

Units showing drops in enrollment over their fall 1986 totals include the Institute of Technology (down 5.1 percent or 289 students), the College of Agriculture (down 17 percent or 158 students), the College of Education (down 10.9 percent or 256 students), the College of Forestry (down 9.6 percent or 30 students), Mortuary Science (down 21.9 percent or 14 students), General College (down 9.6 percent or 288 students), the Carlson School of Management (down 9.9 percent or 152 students), the School of Public Health (down 10.1 percent or 20 students), the Law School (down 1.2 percent or 9 students), the School of Nursing (down 6.9 percent or 23 students), and the School of Dentistry (down 3.1 percent or 13 students).

New student enrollment showed a slight drop to 13,758--down 0.5 percent or 75 students from last year's total of 13,833. New students entering from high school number 7,344 (down 8.7 percent or 698 students). The number of new students with previous college experience increased to 5,749 (up 21.1 percent or 1,215 students over last year's total of 4,534). New adult specials dropped to a total of 665 (down 46.8 percent or 586 students).

The numbers of continuing and readmitted students are not available for comparison due to significant changes in the way in which these two categories are now defined.

## Class Schedule Department Listing

Departments are asked to review addresses and phone numbers on page 88 of the Winter Class Schedule and to report any changes to Judith Shalaby at 625-1530 by November 22.

### Important Dates

November 11	Winter quarter registration begins.
November 16	Last day applications most undergraduate colleges and programs change of college within the University can be assured a winter quarter admission decision.
November 26-27	Thanksgiving holiday. Classes excused and University offices closed.
December 8	Last day of instruction.
December 9-10	Study days.
December 11-17	Final examinations.

### RACF Security for Student Records Systems

Student Support Services and Administrative Information Services are continuing work on converting the on-line Student Records system to the RACF security system (see October RECORD).

Implementation of the new system is now targeted for after the first of the year. An update on the implementation plans will be published in the December RECORD. For more information, contact Mark Powell, System Development/Operations, 260 Williamson Hall (625-8598).

### College Briefs Updated

All of the 1987-88 college briefs (with the exception of the General College brief that will be published this winter) have been printed.

They are used to respond to requests for basic information from prospective students. A new brief has been developed this year for the Inter-College Program. For more information, contact Steve Baker, Publications Center, 150 Williamson Hall (625-5579).

### SSS Hours Change

Student Support Services evening hours will change effective winter quarter 1988 with SSS offices remaining open on Monday until 6:00 p.m. rather than 6:30 p.m. The change comes in response to the lack of student demand for services after 6:00 p.m.

A number of SSS offices will also be open until 5:30 p.m. on the first Tuesday and Wednesday of the quarter. See next month's issue of The RECORD for more details.

### DRS Workshops Offered

Data and Reporting Services is offering November and December workshops on the Institutional Registration Reporting Data Base accessed through Application System (AS) software.

The workshops, which describe student data and offer advice on avoiding common problems, will be held from 10 a.m. to 12 noon on November 9 and December 9 in 260h Williamson Hall.

Reservations are required. To reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

### November RAC Meeting Rescheduled

The November Registrar's Advisory Committee meeting has been rescheduled for 10:00 a.m., Monday, November 23 in 240k Williamson Hall.

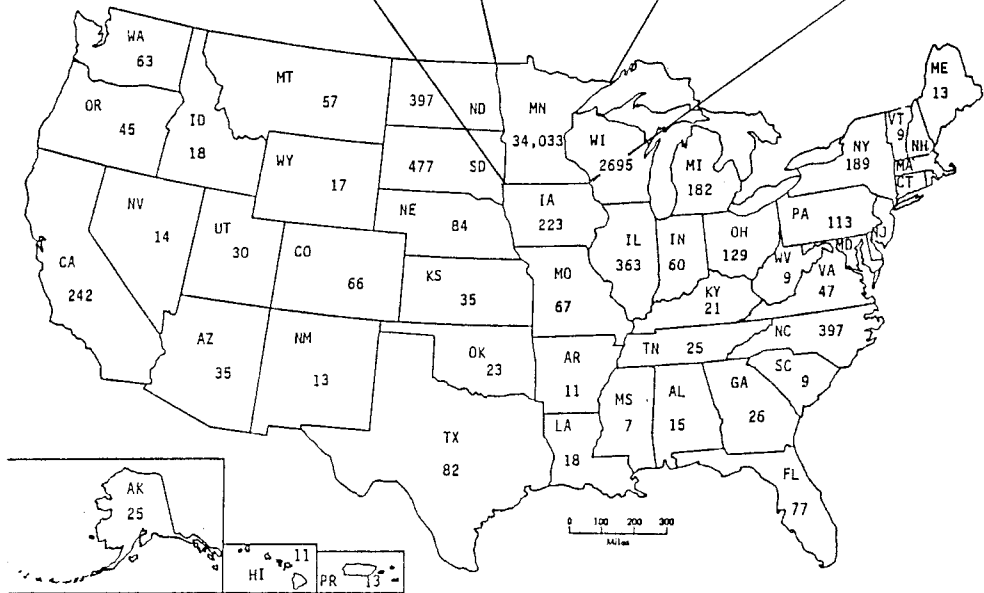
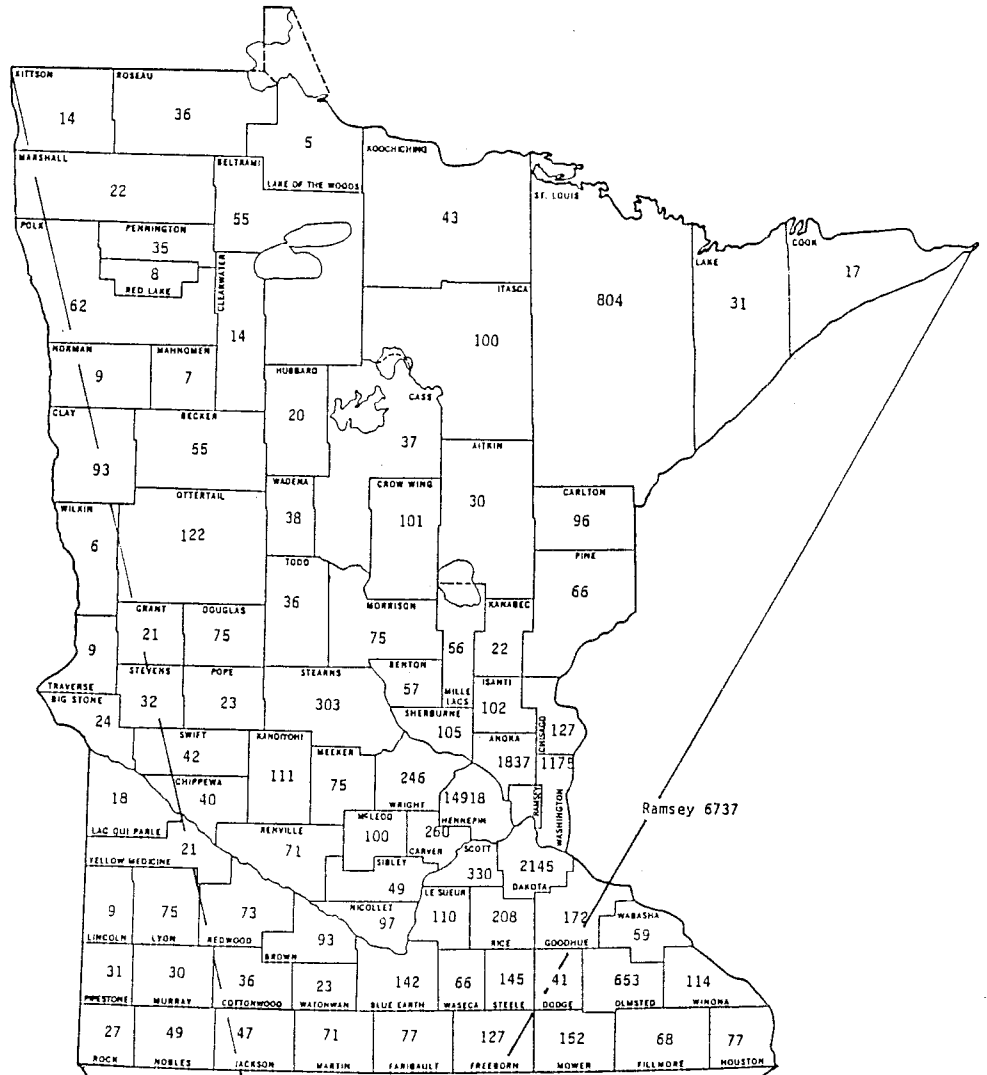
### Staff News

Carol Cline was elected president of the Upper Midwest Association of Collegiate Registrars and Admissions Officers (UMACRAO) during the UMACRAO annual conference held October 25-27. Cline will serve as president-elect for 1987-88 and will serve her term as president in 1988-89. Loretta Bodey began work in the Admissions Office on October 19. Bodey spent the last 15 years in the Degree Clearance unit at UMD. She will be working in System Control on codes, reporting, and letter maintenance.

# Geographic Distribution of Fall 1986 Twin Cities Campus Students

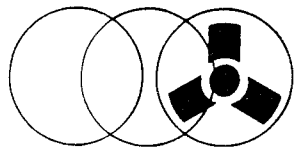
The accompanying maps show the total number of fall 1986 enrollees from each Minnesota county and U.S. state.

The figures presented here are for Twin Cities campus day school students only. They do not include students enrolled in Continuing Education and Extension or at any of the University's other four campuses. They were assembled from Student Support Services data by Teresa Mayer and Nancy Martin of the Information Systems and Services unit and were excerpted from University of Minnesota Students: A Statistical Profile--Twin Cities Campus 1986-87, published by Student Support Services and the Office of Student Affairs.



CT 41  
 DC 16  
 DE 12  
 MA 78  
 MD 57  
 NH 16  
 NJ 69

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Vol. X, No. 12

December 1987

## Retroactive Refund Policy Set: Decorum Refund Not Approved

A new retroactive refund policy has been approved for winter quarter allowing students the full quarter to petition for a 100 percent refund because of incomplete information provided by an instructor (e.g., class syllabus, books).

Appeals based on a breakdown in classroom decorum were not approved for winter quarter and remain under consideration. All appeals for retroactive tuition refunds are subject to verification.

The new avenue of appeal is in response to concerns surrounding a new tuition refund policy going into effect winter quarter.

The new refund policy allows a 100 percent refund for course cancellations through the first week of the quarter, a 75 percent refund for cancellations through the second week, a 50 percent refund for cancellations through the third week of classes, and no refund for cancellations beyond the third week.

Students should remember that cancellations are effective the day they are processed; that is, refunds are based on the date students officially cancel (by taking a completed Course Request to the registration center), not on the date they stopped attending class. Students expecting a refund should cancel immediately if they stop attending a course for any reason.

For more information, contact Mary Koskan, Office of the Registrar, 150 Williamson Hall (625-1530).

## Grade Report Deadline

The deadline for academic departments to submit fall quarter grade reports to Student Records is 8:30 a.m., Tuesday, December 22. Grades submitted after the deadline will not be posted to student records in time to be reflected on fall quarter grade slips. Messenger pickup of grade reports is available by calling 625-3030.

Departments should note that the revised Grade Report now reflects the A/F grade base. A new Continuing Education and Extension Grade Report has also been designed and printed in green ink to avoid confusion with day school reports.

Fall quarter grade slips for students in the College of Liberal Arts, Institute of Technology, College of Education, General College, Graduate School, School of Nursing, and University College will be distributed in the Great Hall Annex of Coffman Memorial Union on January 4 from 8:00 a.m. to 4:00 p.m.

Grades not picked up at that time will be distributed in the booth across from the ID Card Office in 248 Williamson Hall from 8:00 a.m. to 4:00 p.m., January 5 through January 8.

Remaining grade slips will be available in 202 Fraser Hall for approximately six weeks beginning January 11.

## Inside The RECORD. . . .

- Hours adjustment: Student Support Services hours are changing winter quarter. See page 3.

## Information Network Evaluation

Student Support Services is interested in your opinion concerning the Information Network.

Although organizers are convinced of the Information Network's value in providing a unique means to keep informed on current events in other campus offices, poor attendance over the past several months has led to some concern over the group's usefulness.

The effectiveness of time spent organizing the monthly meetings has come into question as the number of participants has steadily dropped. Should participation continue to falter over the next three months, organizers will, unfortunately, have to consider disbanding the group.

Please contact Jan Bobrowske in 110 Williamson Hall (625-3030) with comments concerning network topics, your interest or lack of interest in participation, and suggestions for improving this service.

Your input in this evaluation process is greatly appreciated.

### Registrar's Advisory Committee Schedule

The Registrar's Advisory Committee (RAC) will meet on December 14 from 10:00 to 11:30 a.m. in 240k Williamson Hall.

The winter schedule of RAC meetings has been set as follows:

January 11	10:00-11:30	240k Williamson
February 8	10:00-11:30	240k Williamson
March 7	10:00-11:30	240k Williamson

### Staff News

Steven Des Jardins began a new position as Applications Programmer in Data and Reporting Services (DRS) in November. Des Jardins replaces Teresa Mayer who now works in the Associate Scientist position in DRS.

## RACF Implementation Update

Implementation of the RACF security system on the Student Records system is targeted for Monday, January 25. (See related articles in October and November RECORD.)

Student Support Services (SSS) and Administrative Information Services (AIS) staff are continuing their work on this project. Individual programs are being tested as the programming changes are made. There will be a full system test in the test environment on Friday, January 22 followed by a full system production test on Saturday, January 23.

Basic screen processing has not changed; however there is an added capability to move directly from one screen to another (screen hopping) without a return to the primary menu. This is a feature borrowed from the Admissions system design.

All staff who access the current system (/for arlogon) will use different logon procedures (/for signon), which include the use of a RACF Id. SSS will work with department supervisors to determine which users need to have a RACF Id assigned.

SSS staff are working on documentation that will be distributed in early January (targeted for the week of January 11). This will include RACF logon instructions (and error messages), a cross reference to screens, and a reference sheet on who to call in case of trouble. After reviewing this material, staff may request training, but most users should not require formal training. For more information, contact Mark Powell, 260 Williamson Hall (625-8598).

### PSS Visits Planned

Prospective Student Services will be making visits to northern Minnesota community colleges during December.

Scheduled visits include Itasca, Hibbing, Mesabi, Rainy River, Brainerd, Thief River Falls, Fergus Falls, and Ely. For more information, contact Lou Branca, 240 Williamson Hall (624-5555).

### Important Dates

December 8	Last day of instruction.
December 9-10	Study days.
December 11-17	Final examinations.
December 17	End of fall quarter.
December 24-28	Christmas holiday. University offices closed.
December 31	Last day to register for winter quarter without paying late registration fee.
January 1	New Year's holiday. University offices closed.
January 4	Winter quarter classes begin. Financial aid application packets for 1988-89 are available.

### SSS Hours Change

Student Support Services evening hours will change effective winter quarter 1988 with SSS offices remaining open on Monday until 6:00 p.m. rather than 6:30 p.m. The change comes in response to the lack of student demand for services after 6:00 p.m.

A number of SSS offices will also have extended hours (matching Bursar's Office hours) during the first three days of winter quarter. The Registration Center in 202 Fraser, the Financial Aid Information Center in 210 Fraser, Student Relations and Certifications and Transcripts in 155 Williamson, the Williamson Hall Information Center, and the ID Card Office in 248 Williamson will remain open until 6:00 p.m. on Monday, January 4 and until 5:30 p.m. on January 5 and 6.

The Office of Admissions, St. Paul Admissions and Records, and St. Paul Financial Aid will not have extended hours on January 5 and 6.

### Part-Time Grants Available

Minnesota Part-Time Student Grants are available to resident undergraduates carrying from one to five day school, extension, or independent study credits that apply toward a degree or certificate program.

To be eligible, family income must not exceed:

\$10,650 for one-person households  
\$14,250 for two-person households  
\$17,700 for three-person households  
\$21,950 for four-person households

Dependent students must combine parent and student incomes. Additional income is allowed for households with more than four people. 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.

### Outside Loan Program Changes Name

The Outside Loan Program in the Office of Student Financial Aid has been renamed the Loan Processing Unit. Please have students direct their inquiries to the Loan Processing Unit when contacting Financial Aid about any of the following programs:

- Guaranteed Student Loans (GSL)
- Supplemental Loans for Students (SLS)
- Parent Loans for Students (PLUS)
- Student Educational Loan Fund (SELF)
- Health Education Assistance Loan (HEAL)

### Included With This Month's RECORD

The winter 1988 editions of the Student Support Services white and yellow pages directories are being circulated with this month's issue of The RECORD.

Staff are reminded that these directories are for college and department use only. Questions, corrections, and requests for additional copies should be directed to Rick Bard, Publications Center, 150 Williamson Hall (625-0552).

## AS/DB2 Registration Reporting Data Base Update Schedule Changes

The AS/DB2 Registration Reporting Data Base (RRDB) is scheduled to be updated more frequently in order to accommodate the Duluth (UMD) and Crookston (CRK) campus academic calendars.

Beginning this December (for winter quarter 1988), the RRDB will be updated twice each quarter (except Summer Sessions)--once at the end of the Duluth/Crookston campuses second week and once at the end of the Twin Cities campus second week.

This means that a new winter quarter RRDB will replace the fall quarter RRDB on approximately December 11. When this occurs, the "current" quarter will become winter 1988, and fall quarter "end of 2nd week" data will no longer be available.

Any reports requiring official fall "end of second week" data must be run before this update.

On January 15, a second winter quarter RRDB will replace the first one. This same update pattern will occur for spring quarter. Also, an additional update will occur at the end of spring quarter (to pick up UMD spring grades).

For both Summer Sessions, updates will occur only at the end of the Twin Cities campus second week.

All RRDB users will be mailed further information. Scheduled updates for 1987-1988 are listed below.

For more information, contact John Kellogg, Data & Reporting Services, 625-3387, or Joyce Taylor, AIS Information Center, 624-4862.

<u>Date</u>	<u>Event</u>	<u>From-Through</u>
12/11/87	UMD/CRK winter end of 2nd week	fall 86-wtr 88
	TC fall final exam week	
01/15/88	TC winter end of 2nd week	fall 86-wtr 88
	UMD/CRK winter end of 5th week	
03/18/88	UMD/CRK spring end of 2nd week	fall 86-spr 88
	TC winter final exam week	
04/08/88	TC spring end of 2nd week	fall 86-spr 88
	UMD/CRK spring end of 5th week	
05/26/88	UMD/CRK spring grade posting	fall 86-spr 88
	UMD/CRK 1 week past end of spring; TC spring end of 9th week	
06/27/88	TC SSI end of 2nd week	fall 86-SSI 88
	UMD/CRK SSI 1st day of 3rd week	
08/03/88	TC SSII end of 2nd week	fall 86-SSII 88
	UMD/CRK SSII 3rd day of 3rd week	

Edited by Rick Bard, Publications Center, 150 Williamson Hall (625-0552)

