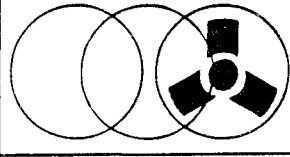


# the RECORD



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

STUDENT SUPPORT SERVICES

♦ UNIVERSITY OF MINNESOTA

Vol. XI, No. 1

January 1988

## Class Schedules & Summer Bulletins Due Soon

Spring Class Schedules will arrive in many college offices February 2 and in all department and remaining college offices by February 9. Distribution to students begins February 10. Queued registration for spring quarter opens Wednesday, February 17. The complete queue for spring will be on pages 10-11 of the spring schedule.

Summer Session bulletins are due on campus February 17, allowing students to plan their spring and summer programs at the same time. Copies of the summer bulletin will be available at the registration centers (202 Fraser Hall, Minneapolis, or 130 Coffey Hall, St. Paul); the Williamson Hall Information Center; and the Summer Session Office, 135 Johnston Hall.

Summer registration for academic-year students begins May 9, and registration for summer-only students opens May 20.

## Financial Aid Check Disbursement

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 13.

Beginning January 14, financial aid checks will be available from 8:00 a.m. to 3:30 p.m. in 140 Williamson Hall.

Computer terminals have been temporarily installed in the Great Hall to enable Financial Aid, Student Accounts Receivable, and Continuing Education and Extension staff to answer student questions during check disbursement days.

## Turnaround Documents Sent Out

Turnaround documents (form A80b) for the 1988-89 class schedules were sent to departments January 4. The fall quarter documents are due back in Scheduling by January 29 with winter-spring forms due back by February 8. Departments will receive fall quarter Preliminary Class Schedule Reports (PCSRs) for review on or about March 1. Fall registration begins May 9.

Curriculum committees are urged to approve new courses in January and February meetings to ensure the PCSRs carry new course information for departmental review. For more information, contact Elizabeth Grundner, 150 Williamson Hall (625-4094).

## Financial Aid Notice

The Office of Student Financial Aid is now accepting applications for revisions. Additional funding is available through the Perkins Loan program (previously the National Direct Student Loan program) and the College Work-Study program.

For more information, students should contact Financial Aid at 624-1665 or stop in to see a walk-in counselor at 210 Fraser or 197 Coffey Hall.

## Inside The RECORD. . . .

- Minority enrollment on the rise: Admissions and Prospective Student Services staff start bringing enrollment into focus. See page 2.

## Minority Enrollment Increases

By Elizabeth Spring

Minority student enrollment at the University increased 3.9 percent fall quarter. The rise is attributed to an increase in the number of 1987 Minnesota minority high school graduates and to the hard work of recruitment staff.

"We are very pleased with this indication of success in minority recruitment," says John Printz, associate director of admissions on the Twin Cities campus. "We care a great deal about minority access to this institution, and we hope this sets a trend for years to come."

The minority student increase is particularly gratifying to Admissions officials because it was achieved while simultaneously decreasing the total number of students admitted to the University this fall--a mandate prescribed by the Legislature and Strategy for Focus goals.

Minority enrollment on the Twin Cities campus increased 4.3 percent, with the greatest gain in students, 110, coming in the College of Liberal Arts (CLA).

Enrollment of minority students was also up by 16 students on the Duluth campus. The Morris, Crookston, and Waseca campuses experienced small decreases in their minority student populations of six, five, and three students, respectively.

On the Twin Cities campus, enrollment rose for all ethnic groups, with 15 more American Indian students enrolling this fall, in comparison to fall quarter 1986, for a total of 253; 60 more Asian/Pacific students for a total of 1,638; 35 more Black students for a total of 811; and 18 additional Chicano/Latino students for a total of 419.

In planning next year's minority recruitment strategy, Printz says the Twin Cities campus "will continue to explore a variety of approaches. We are working hard to open doors for minorities."

(This article is an abbreviated version of a more detailed story that will appear in the winter issue of Counselors' Quarterly.)

## RACF Implementation Update

Implementation of the RACF security system on the Student Records system is targeted for Monday, January 25. (See related articles in the last three issues of THE RECORD.)

Materials are being prepared for users of the current system (/for arlogon) with distribution planned for the week of January 11. They will include logon instructions, a cross reference for screens, and a reference on who to call in case of trouble.

It may be necessary to push back the implementation date. Users will be notified of the project's current status when the materials are distributed. Messages will also be posted on the AIS Hostgate screen.

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

## Special Examination Procedures

Departments that issue special examinations and that want to collect the fees associated with issuing the exams should process a Request for Transfer of Funds to the General Maintenance Budget (BA Form Type 02), listing the student name, University ID number, and the receipt date and number on the green Supplemental Fee Statement.

Students will receive the green Supplemental Fee Statement after the department approves the Request for Special Examination. Departments should always see the receipted fee statement before issuing the exam.

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

## Information Network

The Information Network will meet on Wednesday, January 20 at 11:45 a.m. in 240g Williamson Hall to participate in a discussion led by Roberta Krafcisin from the Department of Recreational Sports.

### Important Dates

January 15	Last day to cancel individual course without a transcript record.
January 18	Martin Luther King, Jr. holiday. Classes excused and University offices closed.
January 25	Graduate School application deadline for spring quarter.
February 8	Last day for undergraduates and students in professional degree programs to pay graduation fees for winter quarter.
February 10	Distribution of Spring Quarter Class Schedules begins.

### SSS Hours Change

Student Support Services evening hours changed 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.

### Course Designator Addition

The Russian and East European Studies Department has added a new course designator effective spring quarter 1988. SCAS is the addition standing for Soviet Central Asian Studies.

### PSS Visits Planned

Prospective Student Services is planning its recruiting trips to schools in the Milwaukee and Green Bay areas for January 11-14. For more information, contact Lou Branca, 240 Williamson Hall (625-5555).

### 1988-89 Aid Applications Available

Students should apply now for 1988-89 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.

### Financial Aid Counseling for Grad Students

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

Beginning winter quarter 1988, service is available in Johnston Hall on Monday, Wednesday, and Friday from 10:30 a.m. to 1:30 p.m.

### Financial Aid Information Number Changes

The St. Paul Financial Aid information line (624-2756) has been disconnected. All calls should be directed to the Minneapolis information line at 624-1665. Please note this change on your Student Support Services directories.

### Registrar's Advisory Committee Schedule

The Registrar's Advisory Committee (RAC) will meet on January 11 from 10:00 a.m. to 11:30 a.m. in 240k Williamson Hall. The winter schedule of RAC meetings has been set as follows:

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

## Name Format Changes on the Student Data Base

For a number of years, students and staff have been frustrated with the inability to include multi-part names (e.g., St James) in the Student Data Base (SDB) without removing spaces (e.g., STJAMES).

The new Admissions/Prospective Student Data Base (ADMDB) allowed multi-part names to be entered by using delimiters to separate the parts of names. Unfortunately, the interface passing the admissions name to the SDB when the student was admitted began passing extraneous spaces, resulting in the odd situation of the SDB thinking that the last name for ST JAMES was really ST.

The proper way to fix this problem permanently is to allow delimiters in student names on the SDB as well. Unfortunately, this is an expensive undertaking. In the meantime, SSS staff considered several ways of resolving the problem. The solution accomplishes two objectives:

1. It improves the appearance of student names for those students with multi-part names, and
2. It paves the way for the addition of delimiters and the use of phonetic name search on the SDB by allowing the separations between the parts of names to be clearly designated.

The solution is a simple one: The underline character () will be used to separate multi-part names. Thus, ST JAMES on the ADMDB will be passed to the SDB as ST\_JAMES. Because the SDB expects a space to separate first, middle, and last names, this will be considered one name.

The change should be effective in February 1988. At that time, students who want their name to look more like their "real" name may request a name change; ID cards will be reissued to these students if desired. Work may also begin internally on names known to create problems.

AIS and staff working with other systems taking names from the SDB have been notified of this change. In most cases no re-programming is necessary. Some minor changes in SDB programs and the interface between the SDB and ADMDB and financial aid's SAM data base will be made.

Colleges will see a few changes:

1. Screens will display the underline character if the student has requested it.
2. Rosters sorted in alphabetical order will have students with similar last names in different locations (i.e., STJAMES will sort in a different location from ST\_JAMES).
3. All reports, rosters, and mailing labels will include the underline character until delimiters can be used on the SDB; this is somewhat undesirable, but the cost of changing all reporting programs is prohibitive.

Your assistance is appreciated as this change is implemented. If you have any questions, please feel free to contact Roberta Armstrong, 612/625-6674.

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



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

STUDENT SUPPORT SERVICES

◆ UNIVERSITY OF MINNESOTA

Vol. XI, No. 2

February 1988

### Financial Aid Available

Students should apply now to be given first consideration for financial aid available for the coming school year. Most students will find all the information and forms they need in a single packet now being distributed at the Office of Student Financial Aid, 210 Fraser Hall, Minneapolis, or 197 Coffey Hall, St. Paul.

Each packet includes the 1988-89 Student Financial Aid Application Instructions and Forms brochure that explains the application process, what programs are available, who qualifies for aid, and when students can expect to receive aid once they have completed the application process.

Major financial aid programs are the Pell Grant; Guaranteed Student Loan; Minnesota State Scholarship and Grant; Supplemental Educational Opportunity Grant; University Grant, Scholarship, and Loan; Perkins Loan; and College Work-Study.

Also included in each packet is a new publication, the 1988-89 Student Loan Information brochure, which describes the six types of student loans made by private lenders (banks, savings and loans, and credit unions). The loans include the Guaranteed Student Loan, the Supplemental Loan for Students, the Student Educational Loan Fund, the Loan for Parents, the Health Education Assistance Loan, and the Law Access Loan. Loan consolidation information and a loan indebtedness worksheet are included in the brochure.

Students can request a packet by writing to the Office of Student Financial Aid, 210 Fraser Hall, 106 Pleasant Street S.E., Minneapolis, MN 55455, or by calling 624-1665.

### Low Late Grades Rate High Marks

One of the most common end-of-the-quarter questions received by the Registrar's office comes from students wondering when their grades will be available. For many of those students, the answer is often elusive because the grade hasn't been submitted yet.

In an average quarter, between 10 and 15 percent of all grades are sent to the Office of the Registrar after the official deadline. This causes concern and confusion for students attempting to secure financial aid, in need of various kinds of certification, or attempting to clear for graduation.

However, the experience for students registered in courses offered by the College of Liberal Arts, the College of Education, and the General College last fall quarter was remarkably different.

Grades were late for only 4 percent of the total course offerings in CLA (86 out of a 2,138 total sections), 5 percent in Education (32 out of 577 total sections), and 5 percent in GC (13 out of 235 total sections). These percentages rank among the top performances noted since the Office of the Registrar began tracking late grades approximately four years ago.

A well deserved hats off to all the departmental staffs in CLA, Education, and GC. Keep up the good work. Any college or department wishing more specific information concerning its own unit may contact Data Management, 150 Williamson Hall (625-5069).

### Inside The RECORD. . .

- Minority enrollment on the rise II: The second in a two-part series on minority enrollment at the U. See page 3.

## Class Schedules & Summer Bulletins Due Soon

Spring Class Schedules arrived in many college offices February 2 and will be delivered to all department and remaining college offices by February 9. Distribution to students begins February 10. Queued spring quarter registration opens Wednesday, February 17. The complete spring queue is on pages 10-11 of the spring schedule.

Summer Session bulletins are due on campus February 17. Copies of the summer bulletin will be available at the registration centers (202 Fraser Hall, Minneapolis, or 130 Coffey Hall, St. Paul); the Williamson Hall Information Center; and the Summer Session Office, 135 Johnston Hall.

Summer registration for academic-year students begins May 9, and registration for summer-only students opens May 20.

## Advising/Counseling Workshop

CLA Premajor Advising is sponsoring a workshop for academic advisers and counselors who work with students interested in business careers. Individual and group strategies for exploring educational options will be presented.

The workshop is scheduled for Wednesday, March 16 from 12:30 p.m. to 4:00 p.m. in the Campus Club on the Twin Cities campus. The cost is \$15.

For more information and to obtain registration materials, contact Lynn Scott, 105 Johnston Hall, 101 Pleasant Street S.E., Minneapolis, MN 55455 (624-9077).

## Information Network

Because last month's snowday forced cancellation of the January Information Network meeting, the discussion led by Roberta Krafcsin from the Department of Recreational Sports has been rescheduled for Wednesday, February 17 at 11:45 a.m. in 240g Williamson Hall.

## OTR Workshop Scheduled

The Office of the Registrar will offer its annual workshop on grade concerns for all academic departments early in March.

Topics will include a review of grade documents, grading policies and procedures, problems in submitting grades, and recent changes that affect grading.

Invitations with the specific date, time and place will be sent to individual departments through campus mail. For more information, contact Kent Krueger, Data Management, 150 Williamson Hall (625-5069).

## Data Base Update

The winter quarter Registration Reporting Data Base (RRDB) is now available for use. The next updates are scheduled for March 18 (end of UMD/Crookston spring quarter second week) and April 8 (end of Twin Cities spring quarter second week).

The spring updates of the RRDB will reflect a number of changes designed to make the data base easier to use. New elements have been included defining full-time/part-time status, age, home region (MN planning region), level (undergraduate, graduate, professional), and class (in line with Official Registration Statistics). Revision of the registration history code has also been completed eliminating pre-second week cancels from counting as registered for a quarter. This change allows easier identification of those actually enrolled.

Current users of the RRDB will receive updated documentation before the spring updates.

The Admissions Reporting Data Base (ARDB) is in testing and is scheduled to be available for use by March 1. This data base contains a variety of information about prospective students and applicants. More detail on the data base and announcements of workshops on it will appear in the next issue of The RECORD.

### Important Dates

February 8	Last day for undergraduates and students in professional degree programs to pay graduation fees for winter quarter.
February 15	Last day applications to most undergraduate colleges and programs or change of college within the University can be assured a spring quarter admission decision.
February 17	Spring quarter registration begins.

### RACF Implementation Update

Implementation of the RACF security system on the Student Records system is now targeted for Monday, February 22. (See related articles in previous issues of THE RECORD.)

Preliminary information was mailed out to users during the week of January 25. Additional information will be mailed out closer to the implementation date. Any change in the implementation date will be posted on the AIS Hostgate screen. For more information, contact Mark Powell, 260 Williamson Hall (625-8598).

### DRS Workshop Offered

Data and Reporting Services is offering a February workshop on the Institutional Registration Reporting Data Base accessed through Application System (AS) software.

The workshop, which describes student data and offers advice on avoiding common problems, will be held from 1:30 p.m. to 3:00 p.m. on February 18 in 260h Williamson Hall.

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

### Preliminary Class Schedule Reports

Fall Quarter Preliminary Class Schedule Reports (PCSRs) will be delivered to academic units for review on Tuesday, March 1 and picked up on Monday, March 7. 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.

Curriculum committees are urged to approve new courses during their February meetings to ensure the PCSRs carry new course information for departmental review.

Department scheduling coordinators should begin reviewing the PCSRs as soon as possible after delivery. Revisions must be noted in time for the March 7 pickup. Anyone not receiving the PCSRs on March 1 or unable to meet the March 7 deadline should call Rich Goon at 625-6089.

### Minority Enrollment on the Rise

By Elizabeth Spring

(This is the second of two articles on minority enrollment. The first ran in the January issue of The RECORD. Both articles were taken from a story that appears in the winter issue of Counselors' Quarterly.)

Demographic trends project a 15 percent increase in Minnesota minority high school graduates in 1988 over 1986. Based on these projections, University Admissions staff hope to continue their success in recruiting minority freshmen. (Minority enrollment at the University increased 3.9 percent fall quarter. See January Record for details.) Competition for these students, however, will be stiff.

Recruiting minority students whose grades and test scores place them in the top 20 percent of their class is an especially formidable task. Ivy League schools have developed a keen interest in bright

(continued on page 4)

(continued from 3)

minority high school students from the midwest, wooing them with scholarship awards early their senior year. "Our competition includes West Point, Harvard, Princeton, Michigan, University of Wisconsin--Madison, and Stanford, as well as Minnesota's private four-year colleges," says Linda Johnston, admissions officer.

In recruiting minority high school students, the University stresses the special programs and scholarships it can offer.

Through its Project Technology Power program, for instance, the Institute of Technology conducts motivational programs for minority students in the eighth through tenth grades in Minneapolis and St. Paul schools. At the college level, Project Technology Power offers several merit scholarships, regularly scheduled tutoring, and a summer employment referral service.

The Health Sciences Minority Program (HSMP) is similarly committed to the recruitment and retention of minority students. Among its many services, HSMP provides information on health careers and their admission requirements, interviews with health sciences faculty, scholarships for entrance test preparation programs, and training for admission interviews.

Scholarships for minority students are also available from the Carlson School of Management and the School of Journalism and Mass Communication. University-wide scholarships are offered through the Morton S. Katz and President's Outstanding Minority Scholarship Program.

Minority students who need special preparation before entering bachelor's degree programs can turn to the University's General College. Its Personalized Education Program combines coursework, advising, and tutoring to increase the retention rates and improve the academic achievement of those students who have difficulties with their studies.

Admissions staff from the Twin Cities campus plan to recruit minority students

more aggressively through high school visits and community contacts. Recruiters will visit all public high schools with more than five minority seniors and all private high schools with at least one minority student listed on PSAT rosters.

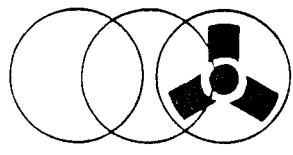
The University plans to target specific high schools to develop on-going relationships with guidance counselors and minority staff. Recruiters want to share information and also find out how students make decisions and what the image of the University is. They will also visit community agencies more frequently. Agency staff are often helpful in identifying potential minority students.

The University of Minnesota, Duluth (UMD) began improvements to their recruiting program last year when they hired a special coordinator for minority recruitment. In addition to visiting local high schools, UMD visits the Red Lake Reservation, the White Earth Reservation, and the Fond du Lac Reservation to recruit American Indian students. Recruiters also travel to inner city schools in the Twin Cities, seeking minority students from all ethnic groups who are placed in the upper half of their high school classes. Admissions director Gerald Allen says they are currently developing strategies for recruiting minorities from inner city high schools in Milwaukee. UMD's Social Work Department and School of Medicine specifically target American Indian Students for their degree programs.

The University of Minnesota, Morris (UMM) has been recruiting minority students aggressively for some time, according to Robert Vikander, UMM's director of admissions. He says UMM recruiters visit high schools in the Twin Cities as well as in North and South Dakota and Wisconsin, usually traveling with American Indian or Black staff members. Morris has been particularly adept at attracting high-ability students, and they keep in contact with several sources, including church groups, who might lead them to bright minority students. This coming year Morris intends to build its contacts with community agencies.



# the RECORD



Published jointly by:  
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Student Financial Aid

STUDENT SUPPORT SERVICES

◆ UNIVERSITY OF MINNESOTA

Vol. XI, No. 3

March 1988

## Grade Report Deadline

The deadline for academic departments to submit winter quarter grade reports to Student Records is 8:30 a.m., Wednesday, March 23. Grades submitted after the deadline will not be posted to student 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 proposal to use +/- grading in all Twin Cities colleges was rejected last month by the University Senate. General College and the Law School are the only Twin Cities colleges using the +/- grading system.

Winter 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 from 8 a.m. to 4 p.m. on March 28.

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 a.m. to 4 p.m., March 29 through April 1.

Remaining grade slips will be available beginning April 4 in 202 Fraser Hall.

## OTR Hotline 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.

## Admissions Reporting Data Base Update

The Admissions Reporting Data Base (ARDB) is still in testing and is scheduled to be available for use later this month. The first public ARDB workshop, which describes admissions data and some of the complexities of accessing it, is scheduled from 9 a.m. to 12 noon on March 28 in 260h Williamson Hall.

Enrollment is limited to 12, and reservations are required. Priority will be given to individuals already using the Registration Reporting Data Base. To reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

## In-Person CEE Registration in St. Paul

St. Paul Admissions and Records will be providing in-person registration for spring 1988 CEE classes. The spring registration is a trial run to test the feasibility of offering the service permanently. Extension registration in St. Paul will be open from 9:00 a.m. to 4:00 p.m. in the Registration Center, 130 Coffey Hall, from March 8 to March 16.

## 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 March 15.

## Inside The RECORD . . .

- Statistics! New! Improved! Winter quarter enrollment drops in 1988. See the full story in a new tabular format. Page 3.

## Summer Bulletin Availability Clarified

The February issue of The RECORD reported that the Registration Center in 202 Fraser Hall was one of the places summer bulletins would be available. In Fraser Hall, copies of the bulletin are actually available in a rack on the main floor. As originally reported, copies are also available in the Registration Center in 130 Coffey Hall, St. Paul; the Williamson Hall Information Center; and the Summer Session Office, 135 Johnston Hall. Summer registration for academic-year students begins May 9, and registration for summer-only students begins May 20.

## Information Network

The Information Network will meet on Wednesday, March 16 from 3:15 to 4:15 p.m. in 240g Williamson Hall for a discussion on the University Bookstore. Participants should be sure to note the change in meeting time for this month's discussion. It comes as a result of an informal survey of participants indicating a significant preference for meetings later in the day. Network organizers would also like to thank participants for their increased interest in recent months. For more information, contact Jan Bobrowske, 110 Williamson Hall (625-3030).

## Financial Aid Services

Financial aid services are available at the two Student Financial Aid offices located at 210 Fraser Hall, Minneapolis, and 197 Coffey Hall, St. Paul, during the following hours:

210 Fraser Hall	8 a.m.-6 p.m.	M
	8 a.m.-4 p.m.	T-F

197 Coffey Hall	8 a.m.-4 p.m.	M-F
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Walk-in financial aid counseling is available during all regular business hours every workday except Thursday. On Thursdays, walk-in counseling is available from 1 p.m. to 4 p.m. in St. Paul and from 12 noon to 4 p.m. in Minneapolis. For more information, students may call 624-1665.

## Financial Aid Outreach for Athletes

The Office of Student Financial Aid is offering winter quarter outreach counseling for athletes with questions concerning their financial aid.

Walk-in counseling will be available in 260 Bierman Field Athletic Building on:

- Tuesdays 1:00 p.m.-4:30 p.m.
- Wednesdays 8:00 a.m.-12:00 noon

For more information, students may call 624-1563.

## OMSSA Outreach

The Office of Student Financial Aid is offering winter quarter outreach counseling through the following Office of Minority and Special Student Affairs Learning Resource Centers (LRCs):

- American Indian LRC 125 Fraser Hall  
Tuesdays 8:30 a.m.-12:00 noon  
Thursdays 1:00 p.m.-4:00 p.m.
- Asian/Pacific LRC 306 Walter Library  
Mondays 8:30 a.m.-12:00 noon  
Thursdays 1:00 p.m.-4:00 p.m.
- Black LRC 323 Walter Library  
Mondays 1:00 p.m.-4:00 p.m.  
Wednesdays 8:30 a.m.-12:00 noon
- Chicano/Latino LRC 333 Walter Library  
Mondays 1:00 p.m.-4:00 p.m.  
Wednesdays 8:30 a.m.-12:00 noon.

For more information, students may call 624-5260.

## March RAC Meeting Cancelled

The Registrar's Advisory Committee meeting scheduled for March 7 in 240k Williamson Hall has been cancelled. The first spring quarter meeting has been scheduled for April 4 from 10:00 a.m. to 11:30 a.m. in 120 Coffey Hall, St. Paul.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Student Support Services  
Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, Minnesota 55455-0213

March 3, 1988

To: University Staff and Faculty

From: James B. Preus, Coordinator  
Student Support Services

Re: Employee Recognition Program

I'm writing to invite your nominations for the Student Support Services Employee Recognition Program. The goal of the program is to reaffirm the value of our employees, our most important asset, by publicly recognizing their outstanding achievements. With this program, we hope to increase job pride, create positive attitudes, promote loyalty to SSS, and enhance achievement and employment longevity. We want our employees to know that they play an important and pivotal role in helping the University achieve its mission of excellence, that the service they provide is highly valued, and that their exemplary efforts will be visibly recognized and monetarily rewarded.

This program will recognize those efforts in two ways:

- Service Recognition Awards will acknowledge years of service in SSS; and
- Individual Service Awards will be given to employees who have made outstanding contributions to the University community in the past year.

University staff and faculty may use the form on the back of this letter to confidentially submit nominations, which must be received by March 31, 1988, to Budget and Personnel in 260 Williamson Hall. To be considered, nominations must 1) include the name of the person submitting the nomination and 2) explain the outstanding contributions to the University community in the past year by the person being nominated.

We hope you would consider nominating individuals whose contributions exemplify any of the following criteria:

- Excellent service delivery (to students and the University community)
- Professional attitude
- Creative ideas for operational improvements
- Innovative ideas for cost reduction

Thank you for taking the time to recognize those employees who play an essential role in our mission to provide high quality service.



**OUTSTANDING EMPLOYEE NOMINATION**  
Student Support Services

Student Support Services' most valuable asset is its employees. As a student, University staff or faculty member, or fellow SSS employee, you have probably encountered an employee who has rendered outstanding service, displayed a willingness to assist you beyond normal expectations, or has shown excellent job performance. We invite you to confidentially nominate these people for the SSS Outstanding Employee Awards Program, so that they might receive some of the commendation they deserve. Complete the form below and turn it in at any SSS office or mail it to SSS Outstanding Employee Program, 260 Williamson Hall, 231 Pillsbury Dr. S.E., Minneapolis, MN 55455. Forms must be received no later than March 31.

Please print or type.

Employee Name (last, first)	Employee Title	
Department	Building	
Reason for Nomination (check one or more):		
<input type="checkbox"/> Service delivery	<input type="checkbox"/> Cost reduction	<input type="checkbox"/> Quality/quantity of job outcomes
<input type="checkbox"/> Professionalism	<input type="checkbox"/> Other: _____	
Please expand on your reasons for nomination. Give examples to illustrate, attaching additional pages if necessary.		
Your name	Phone Number	<input type="checkbox"/> Home <input type="checkbox"/> Office
Your address		

for office use only

I ( <input type="checkbox"/> endorse, <input type="checkbox"/> do not endorse) this nomination.		<input type="checkbox"/> See attached material.
signature	date	
title		

### Important Dates

March 11	Last day of instruction.
March 12	Study day.
March 14-19	Final examinations.
March 19	End of winter quarter.
March 25	Last day to register for spring without paying late registration fee.
March 28	Spring quarter classes begin.
April 6	Last day for undergraduates and students in professional degree programs to pay graduation fees for spring quarter.
April 8	Last day to cancel individual course without transcript record.

### U to Host Counselors' Conference

The Twin Cities campus will host the annual High School Counselors' Conference on Monday, April 11, from 8:30 a.m. to 3:00 p.m. at the Radisson University Hotel, 615 Washington Avenue S.E., Minneapolis.

This year's conference will update counselors on University programs, policies, and entrance requirements. The agenda includes presentations on Commitment to Focus; FASE (the proposed college structure called Faculty of Arts, Science, and Engineering); a Dean's panel discussing implementation of the new freshman program; a review of the 1991 admission standards; and a review of merit, honors, and financial aid programs.

The conference will again 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).

### Winter 1988 Registration Drops

Highlights from the new winter registration statistics are summarized below.

#### Campus highlights:

Campus	Enr	Change From Wtr 1987	
		Pct	N
TC	41,174	- 2.9	-1,231
Crookston	974	-13.7	- 155
Duluth	6,806	- 2.9	- 206
Morris	1,915	+13.1	+ 222
Waseca	1,283	+ .2	+ 3
Total	52,152	- 2.6	-1,367

#### Selected Twin Cities highlights:

College	Enr	Change From Wtr 1987	
		Pct	N
Agriculture	770	-11.3	- 98
CBS	326	+ 2.8	+ 9
CLA	15,827	- .1	- 20
Education	2,012	- 9.9	-220
Forestry	274	- 9.9	- 30
GC	2,383	-11.9	-322
Grad	7,871	+ 2.4	+186
IT	4,955	- 6.6	-348
Law (Spr Sem)	732	+ 2.5	+ 18
Management	1,143	-13.7	-182
Medicine	1,750	- 7.6	-144
Mort Sci	52	-23.5	- 16
Nursing	282	- 7.8	- 24
Occup Therapy	62	+ 5.1	+ 3
Pharmacy	319	+ 2.6	+ 8
Public Health	212	- 7.0	- 16

#### University-wide student highlights:

Student Type	Enr	Change From Wtr 1987	
		Pct	N
NHS	556	-17.0	-114
NAS	940	- 5.9	- 59
Adult Special	632	-30.5	-278
Total	2128	-17.5	-451

Comparison to last year for continuing and readmitted students is not possible due to significant changes in the manner in which these two categories are now defined.

## 1988 Bulletin Schedule Set

The schedule for the 1988-90 bulletin series has been cleared with the Printing Department and the Postal Service. Colleges and departments are reminded that it is critically 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 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.

Bulletins have already been produced for the College of Forestry (January 4) and the School of Dentistry (February 5). Following is the list of upcoming bulletins edited at the Publications Center, along with their 1988 publication dates:

Nursing.....	March 18
Home Economics.....	May 27
Crookston.....	June 1
Management.....	June 12
Education.....	June 15
Journalism.....	June 17
Liberal Arts.....	July 29
University College.....	September 15
Graduate School.....	September 20
Public Health.....	November 9

Any major departures from this schedule will appear in future issues of The RECORD. For more information, contact Barbara Foster, 150 Williamson Hall (625-3884).

## DRS Workshop Offered

Data and Reporting Services is offering a March workshop on the institutional Registration Reporting Data Base accessed through Application System (AS) software.

The workshop, which describes student data and offers advice on avoiding common problems, will be held from 10 a.m. to 12 noon on March 21, in 260h Williamson Hall.

Enrollment is limited to 12, and reservations are required. To reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

## OMSSA Reminder

ACT financial aid application packets are now being reviewed and the ACT fee waivers processed at the following Office of Minority and Special Student Affairs Learning Resource Centers (LRCs). Students are urged to make an appointment and stop by now while fee vouchers are still available.

- American Indian LRC 624-2555  
125 Fraser Hall
- Asian/Pacific LRC 624-2317  
306 Walter Library
- Black LRC 625-1363  
323 Walter Library
- Chicano/Latino LRC 625-6013  
333 Walter Library

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





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STUDENT SUPPORT SERVICES

• UNIVERSITY OF MINNESOTA

Vol. XI, No. 4

April 1988

### Early Fall Registration Begins May 12

Early fall registration is scheduled to begin May 12 this year with queued registration running until June 1. Open registration will be available from June 2 to June 17.

No fall registrations will be accepted from June 20 through August 24. Queued registration will reopen August 25 for cancel/adding and for those students who have not yet registered. Students should receive an RSN for this second registration period during the second week of August. (New student registration begins August 18.)

The Fall Class Schedule and accompanying Preliminary Winter/Spring Class Schedule will be distributed May 6. The fall schedule will contain tuition estimates so students can plan for fall quarter expenses.

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

Students taking advantage of early registration will get a course confirmation. Fee statements and the Fall Quarter Update will be mailed to students 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.

### Delays Anticipated in 1988-89 Financial Aid Awards

New regulations requiring more information on student records are expected to delay mailing of 1988-89 financial aid award letters, according to the Office of Student Financial Aid. Typically, the University of Minnesota has sent award letters on or about April 15.

Financial aid offices around the country are responding to Congressional actions that have doubled the amount of information required on student records in the last two years. And, instead of using 1 or 2 formulas to determine a student's eligibility, 24 formulas are now written into the law. All new regulations must be programmed, certified, installed, and tested before awards can be determined and letters sent.

Student eligibility and financial aid policies are also changed by recent regulations now taking effect as a result of amendments made in 1986 by Congress to Title IV of the Higher Education Act of 1965.

University financial aid staff are asking students and advisors to be aware of the special circumstances creating the delays and to be assured that everything will be done to expedite the processing of awards.

### Inside The RECORD. . .

- Application deadlines eliminated. Freshman-admitting colleges move to control enrollment. See Page 4.

## 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 15.

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 1988 initiates.

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

## Transcripts Change

The "Current Information" area (containing the student's most recent campus, college, registration area, major, minor, and degree sought), which appears on the top portion of a student's transcript, will no longer appear on official transcripts or operational records for levels other than the one indicated by the student's most recent registration.

What this means is that a student who registered in CLA for fall 1987 and in the Graduate School for winter 1988 would have the "Current Information" block appear only on the Graduate School transcript.

If that same student were to register in CLA for spring 1988, the "Current Information" block would then appear on the CLA transcript but not on the Graduate School transcript.

This change was made to reduce some of the confusion that arose when the reference to the transcript level was removed from the undergraduate and professional level transcripts at the request of several colleges.

If you have questions regarding this change, contact Jeff von Munkwitz-Smith, B25 Fraser Hall (625-1800).

## Information Network

The next meeting of the Information Network will be on Wednesday, April 13, at 3:15 p.m. in 240G Williamson Hall. Guest speakers will be Joyce Brady and Carol Ann Dickinson from the Summer Session office in 135 Johnston Hall.

## Imprinter Update

Any imprinters that are no longer being used or that are in need of repair should be returned to 248 Williamson Hall. For pick-up service on the Twin Cities campus, contact Valerie Meyer, 248 Williamson Hall (625-9357).



### Important Dates

April 8	Last day to cancel individual course without transcript record.
April 15	Graduate School application deadline for first term of summer session.
May 9	Summer registration begins.
May 12	Fall registration begins.
May 16	Graduate School application deadline for second term of summer session.

### RACF Security System Implemented

AIS and SSS staff successfully implemented the RACF security system on March 7.

Major benefits of the new system include a common user ID across all student systems, a screen hopping function within the student records system, and a system hopping function between the student records system and the admissions system. SSS has also gained additional flexibility in designing menus for users.

Each on-line program was tested and re-tested prior to implementation, and a number of problems were identified and corrected. In addition to testing, all menus had to be created, and security changes were required for more than 700 users.

A number of minor adjustments have been made since the system came up. Although some users did encounter trouble logging on for the first time, generally implementation went smoothly. To offer comments or suggestions for improvements, contact Mark Powell, 260 Williamson Hall (625-8598).

### Retroactive Refund Petitions Revised

The Retroactive Refund Petition has been revised to reflect a change in refund policy that no longer allows refunds based on incomplete information provided by an instructor (e.g., class syllabus, books). College and department offices should destroy old copies of the form and reorder new petitions. For more information, contact Mary Koskan, 150 Williamson Hall (625-1530).

### Reporting Data Base Update

The spring Registration Reporting Data Base (RRDB) for the Twin Cities campus second week contains a number of enhancements and is scheduled to be available on April 8. The Admissions Reporting Data Base (ARDB) is scheduled to be available the week of April 4.

### DRS Workshop Offered

Data and Reporting Services is offering an April workshop on the institutional Registration Reporting Data Base (RRDB) accessed through Application System (AS) software.

The workshop is intended for those who are interested in using the RRDB. It describes student data and offers advice on avoiding common problems and will be held from 1:30 p.m. to 3:30 p.m. on April 14 in 260H Williamson Hall.

Enrollment is limited to 12, and reservations are required. To reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

### Staff News

Kent Krueger, an office supervisor in the Office of the Registrar's Data Management unit, was awarded a Bush Foundation Artist's Fellowship on March 30. The fellowship will allow Krueger to continue work on a novel he began a year and a half ago. Krueger applied for the grant last October. He plans to leave Student Support Services in early May.

## Application Deadlines Eliminated--New Policy Will Help Control Freshman Class Size

The University's freshman-accepting colleges on the Twin Cities campus have eliminated application deadlines.

Under a new admission policy, the colleges will begin accepting fall 1989 freshman applications on October 1, 1988 and will admit students as long as space is available.

The College of Liberal Arts (CLA), the Institute of Technology (IT), and the General College (GC) recommend that freshmen apply before December 15, 1988. Students applying to these and the other freshman-accepting colleges (i.e., Agriculture, Forestry, and Home Economics) should be encouraged to apply as soon as possible after October 1.

"The shift from a July 15 deadline for fall 1987 to a February 1 priority deadline for fall 1988 has worked well as an interim procedure for controlling the size of the freshman class in IT, CLA, and GC," says Director of Admissions Leo Abbott. "However, a specific date will not give us the control over enrollment we need in the future if we are to shape the mix of the freshman class."

This new policy, Abbott says, will allow colleges better control over the exact number of freshmen they will admit. Colleges may set goals for certain types of students and continue considering applications from these students as long as space is available for them.

"These new procedures will be easier to communicate," Abbott says, "and will help us avoid the confusion of announcing

different application deadlines and procedures for each college.

"The disadvantage of this procedure for students and counselors is that there will no longer be a guarantee that we will accept all applications filed by a particular date. With Commitment to Focus and legislative limits set on undergraduate enrollment, I do not see how we can continue to offer such a guarantee."

All freshman-accepting colleges on the Twin Cities campus recommend that students apply as early as possible. The colleges of Agriculture, Forestry, and Home Economics, however, may be able to accept applications until July 15, 1989 if their freshman classes have not filled before then.

More information on the new policy is available by contacting the offices of the freshman-accepting colleges.

### U to Host Counselors' Conference

The Twin Cities campus will host the annual Community College Counselors' Conference on Friday, May 6, from 8:30 a.m. to 2:30 p.m. at the University Landscape Arboretum.

This year's conference will update counselors on Commitment to Focus and will feature collegiate panels discussing transfer policies and other issues of interest.

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

Included with this month's issue of The RECORD is a short questionnaire we hope you will take a few moments to fill out and return. Our goal is to improve the quality of this newsletter, and our readers' opinions are an invaluable tool in achieving that goal. Thanks for your cooperation.--Rick Bard, editor



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STUDENT SUPPORT SERVICES

• UNIVERSITY OF MINNESOTA

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May 1988

### Grad Student Loan Deferment Guidelines

Graduate students, their advisers, and college offices should be aware of a change in loan deferment guidelines.

A full-time graduate student must now be registered for at least 7 credits each quarter. The summer session credit requirement for full-time status has not been determined. Students with questions regarding credit loads should contact Student Relations in 150 Williamson Hall (625-5333).

A graduate student registered for less than 7 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, staff should call Student Relations at 625-9050.

### Survey Results Being Tabulated

Our thanks to all who participated in the RECORD newsletter evaluation sent with last month's issue.

There were more than 250 responses. The results will be published here as soon as they are available.

### Summer Registration Update

Summer registration for both terms begins Monday, May 9 for academic year students. There is no queue for summer registration, which is on a first-come-first-served basis.

It is not, however, necessary to register on the first or second day except for a few courses that close early.

Courses that often close on the first day of registration are ArtS 1701, Comp 3031, 3032, EPsy 3131, Mgmt 3004, MIS 3300, Rhet 1222, Span 1101, 1102, 1103, Spch 3411, 3641, and all Engineering and Physical Education activity courses.

The registration centers in 202 Fraser Hall and 130 Coffey Hall will be open on May 9 from 6:30 a.m. to 6:00 p.m.

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

### Registrar's Advisory Committee Meeting

The Registrar's Advisory Committee (RAC) will meet on Monday, May 9 from 10:00 a.m. to 11:30 a.m. in 240K Williamson Hall.

### Inside The RECORD. . .

- Recognize these people? The SSS Employee Recognition Program is in full swing. See pages 3 and 4.

## Early Fall Registration Begins May 12

Early fall registration begins Thursday, May 12. Individual registration times are listed on Registration Status Notices. The complete queue is listed on pages 12-13 of the Class Schedule.

Students should begin to clear holds and obtain any required signatures now. Fall Class Schedules will be available May 6. College of Liberal Arts, Institute of Technology, and University College undergraduates can pick up a schedule in 202 Fraser Hall. Undergraduates in all other units can obtain a schedule and related information in their college offices. Copies for graduate students are available in department offices.

Students are encouraged to read pages 4-5 in the Class Schedule for a short summary of early fall registration procedures.

## U Recognition Committee Seeks Opinions

The Civil Service Recognition Committee is seeking opinions on implementing a University-wide recognition program. Primary emphasis will be on developing a length-of-service awards program. The committee is also considering outstanding performance and cost/time savings awards. Suggestions and comments can be directed to Jan Bobrowske at 625-0873.

## Information Network

The next meeting of the Information Network will be on Wednesday, May 18, at 3:15 p.m. in 240G Williamson Hall. Guest speaker will be Grant Tragethon, supervisor of Campus Mail operations.

## ISS Retreat Planned

Information Systems and Services will hold its all-staff retreat on May 24. ISS apologizes for any inconvenience this may cause and requests advance notice of any special needs.

## DRS Workshop Offered

Data and Reporting Services is offering several workshops on the institutional Registration Reporting Data Base (RRDB) and the Admissions Reporting Data Base (ARDB) accessed through Application System (AS) software.

The RRDB workshops describe student data and offer advice on avoiding common problems. They will be held from 10:00 a.m. to 12:00 noon on May 16 and from 1:30 p.m. to 3:30 p.m. on June 2 in 260H Williamson Hall.

The ARDB workshop, which describes admissions data and some of the complexities of gaining access to it, is scheduled from 1:30 p.m. to 3:30 p.m. on May 25 in 260H Williamson Hall.

Enrollment is limited to 12, and reservations are required for all workshops. Priority for the ARDB workshop will be given to those already using the Registration Reporting Data Base. To reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

## Data Base Update

Two changes have been implemented on the Student Data Base on-line system. The first involves screen development and redesign.

The redesigned student display screen now allows entry of either student file number or social security number, uses more descriptions instead of codes, and includes adviser names instead of social security numbers. A new screen, patterned after the redesigned screen, has three additional fields: University cumulative GPA, total credits, and the first term and year of University attendance.

A second change in the data base involves a new option that allows a hold or tracking flag to be put on a group of students, instead of one at a time as was done previously. This option will initially be available to a small group for testing but should be available to users with appropriate access within the next few weeks. For more information, contact Don Meyers, B25 Fraser Hall (625-1800).

### Important Dates

May 9	Summer registration begins.
May 12	Fall registration begins.
May 16	Graduate School application deadline for second term of summer session.
May 30	Memorial Day, holiday. Classes excused and University offices closed.
June 3	Last day of spring quarter instruction.
June 4	Study day.
June 6-11	Final examinations.
June 9	Last day for undergraduates and students in professional degree programs to pay graduation fees for first term.

### SSS Employee Recognition Program

On the back page of this month's RECORD, you'll find the names of Student Support Services employees who are being recognized for their years of service to SSS.

A May 6 reception has been planned to honor these employees as well as 28 recipients who were awarded \$250 bonuses as part of the Employee Recognition Program. The 28 recipients were chosen from more than 70 individuals nominated during the last two months.

Student Support Services wishes to thank its employees for their dedication and outstanding service and extends special thanks to everyone who took time to nominate individuals for the program.

### Spring 1988 Registration Drops

Highlights from the new spring registration statistics are summarized below.

Campus highlights:

Campus	Enr	Change From	
		Pct	N
TC	39,080	- 3.5	-1,407
Crookston	895	+ 6.4	+ 54
Duluth	6,534	- 2.5	- 169
Morris	1,821	+11.1	+ 182
Waseca	886	+ .3	+ 3
Total	49,216	- 2.6	-1,337

Selected Twin Cities highlights:

College	Enr	Change From	
		Pct	N
Agriculture	665	-10.0	- 74
CBS	347	+ 0.6	+ 2
CLA	14,879	- 1.2	-180
Education	2,054	-14.0	-334
Forestry	231	-10.1	- 26
GC	2,013	-13.3	-309
Grad	7,662	+ 2.6	+193
IT	4,558	- 6.3	-309
Law (Spr Sem)	732	+ 2.5	+ 18
Management	1,138	-19.7	-280
Medicine	1,728	- 2.8	- 50
Mort Sci	53	-28.4	- 21
Nursing	239	- 7.7	- 20
Occup Therapy	63	+12.5	+ 7
Pharmacy	308	+ 5.1	+ 15
Public Health	206	- 5.1	- 11

University-wide student highlights:

Student Type	Enr	Change From	
		Pct	N
NHS	207	-38.9	-132
NAS	772	+17.9	+117
Adult Special	219	-45.4	-182
Total	1198	-14.1	-197

Comparison to last year for continuing and readmitted students is not possible due to significant changes in the manner in which these two categories are now defined.

WITH GREAT APPRECIATION,  
STUDENT SUPPORT SERVICES RECOGNIZES THE FOLLOWING  
PERSONNEL FOR YEARS OF SERVICE:

*20+ Years*

Leo Abbott	Bob Hammel	Maureen Leonhardi	Daniel Patenaude
Dorothy Boehm	Anna Huston	Judy Madsen	Dana Rogers

*15 - 19 Years*

Mary Amundson	James W. Doten	Sandra Kelsey	Shirley Nordstrom
Loren Anderson	Elizabeth Grundner	Mary Koskan	James Preus
T. Kay Anderson	Mary Herheim	Sam Lewis	Cynthia Ryg
Gloria Bluhm	Marilyn Hofler	Lorna McLeod	Elizabeth Sandburg
Lou Branca	Charles Humphrey	Phil Morgan	Newton Smith
Sandy Britsch	Andy Huang	Margo Mueller	Agnes Vaughn
Charles Dahl	Marlys Johnson	Marlene Nevala	Jackee Wernersbach

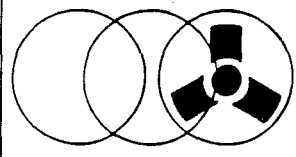
*10 - 14 Years*

Veryl Adams	Kathy Georges	Karen Lukas	Ruth Stahler
Robert Armstrong	Louie Gilman	Cille Moorman	Mary Swords
Sheila Berger	Bobbie Hayes	Bertha Neal	Jeff von Munkwitz-
Linda Bick	George Hudachek	Karen Pylka	Smith
Laurel Carroll	John Kellogg	Barbara Schuminski	Carol White
Carol Cline	Veena Khera	Jerri Scruggs	
Dianne Danov	Robbie Levine	Judith Shalaby	
Barbara Foster	Jane Lindelien	Eugenia Smith	

*5 - 9 Years*

Vickie Axen	Lynn Dykstra	Aileen Lively	Katherine Rosel
Steve Baker	Margaret Enger	Ron Matross	Margaret Sandifier
Ann Bechtell	Robert Freund	Lora McClain	Julia Sacks
Margaret Bellamy	Gail Froncek	Pat Melser	Keiko Sandri
JoAnne Berglund	Mary Sue Gilbertson	Donald Meyers	Mary Jo Shamp
Jan Bobrowske	Sheila Gilkerson	Robert I. Misenko	Carol Shargey
Tania Buhr	Brenda Glasow	Linda Miza	Diane Shimek
David Burns	Rich Goon	David Moy	Sara Shuford
Theresa Caldis	Eleanor Haase	David Nichols	Joanne Shun
Barbara Carlson	Deborah Henderson	Colleen O'Reilly	Marsha Smith
Gail Carlson	Dennis Hill	Deb Parker	Susan Treinen
Marsha Courtnage	Rebecca Kroening	Ruanne Pearson	Clara White
Janet Crittenden	Wm. Kent Krueger	Eleanor Pijut	Gayle Whitney
Judy Cross	Kathy Lange	Mark Powell	Hien Zilz
Mary Davitt	Jan LaVone	John Printz	
Sarah Deslauriers	Jan Leasure	Karen Pumper	
Pam Dutchin	Grace Lindberg	Lynn Roark	

# the RECORD



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STUDENT SUPPORT SERVICES

• UNIVERSITY OF MINNESOTA

Vol. XI, No. 6

June 1988

## Registration Information on SDB Delayed

Posting second summer session and fall 1988 registration information on the Student Data Base will be delayed in order to ensure all appropriate students are included in spring end-of-term and summer session reports, including student credit hour and grade distribution reports.

Second summer session registrations will be posted on July 8, after the summer session I end-of-second-week reports are run. Fall registrations will be posted on August 15, after the summer session II end-of-second-week reports are run. For more information, contact Jeff von Munkwitz-Smith or Don Meyers at 625-1800.

## Enrollment Report to Run in June

Following completion of early fall registration on June 17, the Office of the Registrar will run a report for Twin Cities colleges and academic departments showing enrollment in all fall 1988 course offerings.

The report will be mailed directly to academic departments during the week of June 20. 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).

## Grade Report Deadline

The deadline for academic departments to submit spring quarter grade reports to the Office of the Registrar is 8:30 a.m., June 15. Grades submitted after the deadline will not be posted to students' records in time to be reflected on year-end transcripts.

Contact Office Services at 625-3030 for messenger pickup of all day school grade reports. Please make requests for grade pickups no later than 8:30 a.m. on June 15. Departments are encouraged to request grade pickup as early as possible. When requesting pickup service, please indicate any time that your office is closed or any unusual scheduling that would prevent grade pickup.

There is no spring quarter grade slip distribution. Spring quarter grades are included on year-end transcripts, which will be mailed beginning Tuesday, June 21. Students should be reminded to submit a change of address at 150 Williamson Hall or 130 Coffey Hall if their current address will change over the summer.

All students registered for fall 1987, winter 1988, or spring 1988 will receive a transcript. College copies will be available by Wednesday, June 22. For more information, contact Data Management, 150 Williamson Hall (625-5069).

## Inside The RECORD...

- Tuition and fees already? We've got all the numbers for you. See pages 3 and 4

## SSS Employee Recognition Program

A May 6 reception was held to honor 137 Student Support Services employees with five or more years of service and 28 employees who were awarded \$250 bonuses as part of the Employee Recognition Program. SSS includes Administration, the Admissions and Prospective Student Services Office (Adm/PSS), Information Systems and Services (ISS), the Office of the Registrar (OTR), and the Office of Student Financial Aid (OSFA). The 28 bonus recipients were chosen from more than 70 individuals nominated during February and March. They include:

Barbara Anderson	Adm/PSS
Loren Anderson	Adm/PSS
Kay Anderson	Adm/PSS
Steve Baker	ISS
Jan Bobrowske	ISS
Barbara Carlson	ISS
Reed Carpenter	OSFA
Laurel Carroll	Adm/PSS
Judy Cross	OTR
Margaret DeMillo	Adm/PSS
Barbara Foster	ISS
Sheila Gilkerson	ISS
Mary Louise Gilman	OSFA
Elizabeth Grundner	OTR
Linda Johnston	Adm/PSS
John Kellogg	ISS
Kent Krueger	OTR
Phil Morgan	OSFA
Scott Murdoch	OTR
Kurt Neiswanger	OTR
Janet Powell	OTR
Diane Shimek	Adm/PSS
Joanne Shun	OTR
Ellen Smilanich	OSFA
Gloria Spohn	OSFA
Mary Swords	OTR
Nancy Welch	OTR
Gayle Whitney	OTR

Student Support Services again wishes to thank its employees for their dedication and outstanding service and extends special thanks to everyone who took time to nominate individuals for the program.

### Information Network

The Information network will not meet during June and July.

## Financial Aid Deadlines

Guaranteed Student Loan application deadlines are:

	<u>Quarter</u>	<u>Semester</u>
Fall 1988	October 24	October 31
Winter 1989	January 23	
Spring 1989	April 17	March 20

Supplemental Loan for Students (SLS), Loans for Parents (PLUS), Student Education Loan Fund (SELF), Health Education Assistance Loan (HEAL), and Law Access Loan (LAL) application deadlines are:

	<u>Quarter</u>	<u>Semester</u>
Fall 1988	November 7	November 14
Winter 1989	February 6	
Spring 1989	May 1	April 3
Spring 1989 HEAL applications	April 7	

GSL deadlines are based on the date the financial aid office receives the student's returned Financial Aid Notification. Students must have a complete financial aid file approximately three weeks before the deadline in order to receive a Financial Aid Notification in time to respond by the deadline.

### DRS Workshop Offered

Data and Reporting Services is offering a workshop on the institutional Admissions Reporting Data Base (ARDB) accessed through Application System (AS) software. The ARDB workshop describes admissions data and offers advice on avoiding common problems. It will be held from 10 a.m. to 12 noon on June 13 in 260H Williamson Hall. Enrollment is limited to 12, and reservations are required. To reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

### Spring Quarter Course Inventory Update

The spring quarter Course Inventory Tables IV and V will be run the weekend of June 24 and should be in academic units during the week of June 27.



### Important Dates

June 14	First term classes begin.
June 17	Early fall registration closes.

### Calendar Update

The 1988-89 academic calendar has been amended. The second of two unassigned personal floating holidays has been deleted, and December 30 has been added as a scheduled floating holiday in its place.

### SSS Offices Open Late

Several Student Support Services offices will have extended hours on the first day of summer session. The Registration Center in 202 Fraser, the Financial Aid Information Center in 210 Fraser, Student Relations and Certifications and Transcripts in 155 Williamson, the ID Card Office in 248 Williamson, and the Williamson Hall Information Center will remain open until 5:30 p.m. on Tuesday, June 14.

### Work-Study Applications Due

Summer College Work-Study (CWS) applications must be submitted by June 15. The student's 1987-88 ACT-Family Financial Statement must be on file in the Office of Student Financial Aid in order to be considered for CWS funds. CWS applications are available in 210 Fraser Hall, Minneapolis, and in 197 Coffey Hall, St. Paul.

### Credit Transfer Required

Students receiving financial aid must transfer any Extension credits they earn to their day school transcript to avoid problems with academic progress monitoring. Extension credits may be transferred by submitting a "Request to Transfer Extension/Independent Study Credits to University of Minnesota Day School" in 150 Williamson Hall, 101 Westbrook Hall, or 130 Coffey Hall. The form may also be mailed to Student Relations in 150 Williamson Hall.

### 1988-89 Tuition Rates and Fees Announced

Following are the 1988-89 tuition rates for the University of Minnesota system.

### Undergraduate, Pharmacy, and Public Health Rates on the Twin Cities Campus (per-credit rates with 14-18 credit plateau)

	RESIDENT	NON-RESIDENT
Agriculture		
Lower Division	\$44.06	\$110.15
Upper Division	64.82	162.05
Biological Sciences	62.12	155.30
Dental Hygiene		
Certificate Program	44.06	110.15
Baccalaureate Program	61.40	153.50
Education		
Lower Division	44.06	110.15
Upper Division	59.23	148.08
Forestry		
Lower Division	44.06	110.15
Upper Division	69.34	173.35
General College		
Lower Division	44.06	110.15
Upper Division	45.64	114.10
Home Economics		
Lower Division	44.06	110.15
Upper Division	61.31	153.28
Liberal Arts		
Lower Division	44.06	110.15
Upper Division	46.24	115.60
Management	53.93	134.83
Medical Technology	64.82	162.05
Mortuary Science	65.26	163.15
Nurse Anesthetist	70.01	175.03
Nursing	64.82	129.64
Occpnl/Physcl Therapy	64.82	162.05
Pharmacy		
Bachelor of Science	63.04	126.08
Pharm D. Program	67.37	134.74
Externs (per term)	121.00	121.00
Pharmacy fellow		
specialists (per term)	121.00	121.00
Public Health	62.66	125.32
Technology		
Lower Division	44.06	110.15
Upper Division	56.75	141.88
University College		
Lower Division	44.06	110.15
Upper Division	46.24	115.60
Preparatory Instruction (0000-level courses)	163.53	per course

(continued on page 4)

### Graduate School Rates

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
<u>Part-time rates:</u>		
1 credit	\$247.52	\$ 495.04
2 credits	247.52	495.04
3 credits	315.61	631.22
4 credits	420.82	841.64
5 credits	526.03	1052.06
6 credits	631.24	1262.48
<u>Full-time rates:</u>		
7-15 credits	891.16	1782.32
Per-credit for each credit over 15	74.26	148.52
<u>M.B.A. rates (per credit):</u>		
M.B.A. day	129.96	210.41
M.B.A. evening	129.96	129.96
<u>Minimum fee classifications:</u>		
Continuous registration (per term)	123.76	123.76
Doctoral candidates in final quarter	123.76	123.76
Student status	247.52	247.52

### Professional School Rates

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Dentistry		
Per-credit	\$ 155.69	\$ 233.54
Term (12 or more credits)	1868.30	2802.45
Law School (semester rates)		
Per-credit	142.34	284.68
Term (12 or more credits)	1708.04	3416.08
Medical School		
1-5 credits	567.02	1134.04
6-10 credits	1134.04	2268.08
11-15 credits	1701.06	3402.12
16 or more credits	2268.08	4536.16
Medical fellow specialists residency program (per term)		
	1129.55*	1129.55*
Psychology fellow specialists (per term)		
	121.00	121.00

Veterinary Medicine, Per-credit	144.01	216.02
Term (12 or more credits)	1728.12	2592.18

\* Full tuition. Fee statement shows charge of \$121; balance paid by financial aid grant.

### Coordinate Campus Undergraduate Rates

Per-credit rates with 14-18 credit plateau for Crookston, Duluth, and Waseca; 14-20 credit plateau for Morris

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Crookston campus	\$44.06	\$110.15
Duluth campus		
Business and Economics Lower Division	44.06	110.15
Upper Division	49.80	124.50
Education and Human Service Professions Lower Division	44.06	110.15
Upper Division	48.71	121.78
Fine Arts		
Lower Division	44.06	110.15
Upper Division	53.80	134.50
Liberal Arts		
Lower Division	44.06	110.15
Upper Division	53.18	132.95
Science and Engineering		
Lower Division	44.06	110.15
Upper Division	53.15	132.88
Morris campus (14-20 credit plateau)		
Lower Division	44.06	110.15
Upper Division	52.32	130.80
Waseca campus	44.06	110.15

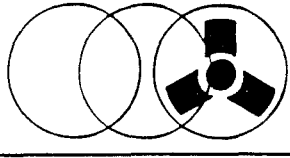
### 1988-89 Student Services Fees

Crookston	\$ 59.75
Duluth	84.85
Morris	73.00 (no change from 87-88)
Twin Cities	103.91
Waseca	53.10

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

The summer 1988 editions of the SSS Directory and the SSS Yellow Pages are being circulated with this issue of The RECORD. Please remember that both directories are for college and department use only. Direct questions, corrections, and requests for additional copies to 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  
Student Financial Aid

STUDENT SUPPORT SERVICES

• UNIVERSITY OF MINNESOTA

Vol. XI, No. 7

July 1988

## Fraser Entrance Closed

The south entrance to Fraser Hall will be closed through the summer due to construction work at Appleby Hall.

Students with mobility impairments who need access to the following offices may receive assistance by following these instructions:

- **Financial Aid Information Center**--Call 624-5260.
- **Student Employment Center**--Call 624-8070.
- **Registration Center**--Go to Student Relations in 150 Williamson Hall (625-5333).
- **Student Accounts Receivable**--For hold release assistance, go to Student Relations in 150 Williamson Hall. For assistance with refunds and billing statements, go to the Bursar's Office in 145 Williamson Hall or call 625-8500.

Beginning July 1, a financial aid counselor will see students Friday mornings at the Office for Students with Disabilities, 12 Johnston Hall (624-4037).

## Financial Aid Counseling

Summer financial aid counseling for health professions students is available in 2-693 Moos Tower during the following hours:

Monday	4 p.m.-6 p.m.
Wednesday	10 a.m.-1 p.m.
Friday	10 a.m.-1 p.m.

## SSS Offices Open Late

Several Student Support Services offices will have extended hours on the first day of second summer session.

The Registration Center in 202 Fraser, the Financial Aid Information Center in 210 Fraser, Student Relations and Certifications and Transcripts in 155 Williamson, the ID Card Office in 248 Williamson, and the Williamson Hall Information Center will remain open until 5:30 p.m. on Thursday, July 21.

## ESAO Office Hour Update

The Education Student Affairs Office will not be open for extended service on Monday evenings during the months of July and August.

Monday evening hours with limited service from 4:30 p.m. to 6:00 p.m. will resume on September 12.

## Fall Quarter Fee Statements

Students should begin receiving the fall quarter fee statement mailing around August 18. Fees will be due in mid-September. The mailing will include a two-part Fall Quarter Update with four pages of information on course changes and six pages of registration and fee information.

## Inside The RECORD...

- Surveying the situation. The RECORD survey results are in. See page 2.

## Name Change Update

A new student name change policy has been instituted because of the difficulty of maintaining records on students who drastically or repeatedly request name changes. Students requesting name changes must now provide legal documentation if they are requesting a change in first and last names or if they have made previous name changes.

Name changes can only be processed if the student requests the change on a Request for Change of Name form (A161) or in a letter that includes the student's signature. If the student requests a name change on any other form or document, it will be returned along with a Request for Change of Name form for a student signature.

### Counselors' Conference Well Attended

A record-high 97 participants, including 59 community college counselors from 16 Minnesota community colleges attended the University's annual Community College Counselors' Conference, sponsored by Prospective Student Services at the Minnesota Landscape Arboretum.

Carl Gerber, community college vice-chancellor of instruction, gave the keynote address at the conference, which enabled community college and University staff to share concerns about transfer policies and procedures and other issues.

### Staff News

John Printz, associate director in the Office of Admissions and Prospective Student Services, and Ron Matross, head of Data and Reporting Services, were speakers at a two-day conference, Attracting the Best and the Brightest--Student Recruitment in Nursing Education, held June 2-3 at the Radisson University Hotel. Sam Lewis, registrar, and Jeff von Munkwitz-Smith, assistant director in the Office of the Registrar, gave a presentation on the University's transcript system at the annual College and University Machine Records Conference in Los Angeles.

## RECORD Survey Results

There were 269 responses to the survey distributed with the April RECORD newsletter (a 40.8% response rate). The Publications Center would like to thank everyone who took the time to participate. A number of interesting items that came out of the survey are listed below.

	<u>Not Useful</u>	<u>Somewhat Useful</u>	<u>Very Useful</u>
Admissions Updates	9.0%	34.8%	56.3%
Date Base Updates	15.3%	47.8%	36.9%
Financial Aid Updates	13.0%	42.1%	44.9%
Grade Report Deadlines	19.3%	33.1%	47.6%
Calendar Information Network	1.5%	20.0%	78.5%
Registration Updates	22.3%	49.4%	28.3%
Registration Statistics	6.3%	25.9%	67.8%
Tuition/Fees	12.3%	49.2%	38.5%
SSS Staff News	6.2%	25.3%	68.5%
Workshops	16.1%	54.0%	29.8%
	10.4%	53.6%	36.0%

The newsletter's overall quality was rated as excellent by 34.6% of the respondents, good by 62.8%, and fair by 2.6%.

The newsletter's overall appearance was rated as excellent by 24.5% of the respondents, good by 61.1%, fair by 13.2%, and poor by 1.1%.

Of the those providing suggestions for improved coverage (14.5% of the total respondents), many suggested having regular columns or features, more demographics and statistics, and news from college offices. The most common suggestion (21.6% of the total) was not to change anything.

Suggestions for improving the newsletter's appearance came from 20.1% of the total respondents. Among the most common responses were typesetting and redesigning the newsletter, changing its color, and adding more graphic elements. The most common suggestion (33.3% of the total) was not to change anything.

### Important Dates

July 15	Graduate School application deadline for fall quarter.
July 19	End of first term.
July 20	Last day for undergraduates and students in professional degree programs to pay graduation fees for second term.
July 21	Second term classes begin.

### DRS Workshop Offered

Data and Reporting Services is offering a workshop on the institutional Registration Reporting Data Base (RRDB) accessed through Application System (AS) software. The RRDB workshop describes registration data and offers advice on avoiding common problems. It will be held from 1:30 p.m. to 3:00 p.m. on July 21 in 260H Williamson Hall. Enrollment is limited to 12, and reservations are required. To reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

### Registration Wait Times

Registration wait times for the early fall queued registration period averaged seven minutes, representing no change from 1987.

The average wait (including time spent registering) was five minutes for students in the College of Education, the Graduate School, and on the St. Paul campus; eight minutes for College of Liberal Arts students; and six minutes for other students.

The average wait for CLA students was down one minute from 1987. All other averages were unchanged. During queued registration, 28,578 fee statements were generated, an increase of nearly 1,000 from 1987.

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

The annual fall quarter information sheet is included with this month's issue of The RECORD. The information sheet contains newly approved 1988-89 tuition rates and a recap of fall registration and cancel/add procedures.

It was mailed to students along with a year-end transcript and a letter from University President Richard Sauer as part of the Office of the Registrar's annual transcript mailing.

The mailing, which is complete, began Wednesday, June 22. It was sent to all students registered for fall 1987, winter 1988, or spring 1988 classes.

For more information, contact Judith Shalaby, 150 Williamson Hall (625-1530).

### Hold Code Survey Update

The Office of the Registrar reminds all hold system users to complete the Hold System User Survey distributed on June 1.

Changes in holds assigned to your office can be noted on the Hold Code Request included with the survey. Special attention should be given to obsolete codes and changes in hold clearance addresses, contact people, or telephone numbers. All changes should be returned to Dorothy Boehm in 150 Williamson Hall as soon as possible.

An updated hold code listing will be distributed upon completion of the survey. For more information, contact Dorothy Boehm, 150 Williamson Hall (625-9050).

### SDB Reminder

Second summer session registrations will be posted to the Student Data Base on July 8, after the summer session I end-of-second-week reports are run. Fall registrations will be posted on August 15, after the summer session II end-of-second-week reports are run. For more information, contact Don Meyers or Jeff von Munkwitz-Smith at 625-1800.

## College Hold Update

A list of college holds that can be deleted when a student transfers to another University of Minnesota college was approved at the June 6 Registrar's Advisory Committee meeting. Students must be registered in the new college before any hold can be deleted. The student's new college should not delete any hold during the summer for summer-only students. Requests for group hold entries or deletions should be directed to Don Meyers at 625-1800. For more information, contact Mary Koskan, 150 Williamson Hall (625-1530). The approved holds include:

HK	Supportive Services (Duluth)	OM	Graduate School
HO	Business & Economics (Duluth)	OO	Graduate School
HW	Letters & Science (Duluth)	OP	Graduate School (Duluth)
HX	Education & Human Services Professions (Duluth)	OQ	Institute of Technology
HY	Education & Human Services Professions (Duluth)	OR	Institute of Technology
HZ	Medical School (Duluth)	OS	Institute of Technology
KH	Crookston	OT	Liberal Arts (Duluth)
LK	Waseca	OU	Liberal Arts (Duluth)
MG	Graduate School	OV	Liberal Arts (Duluth)
MJ	Graduate School	OW	Liberal Arts (TC)
MK	Graduate School	OX	Liberal Arts (TC)
MM	Graduate School	OY	Liberal Arts (TC)
NA	Agriculture	OZ	Liberal Arts (TC)
NB	Forestry	O1	Fine Arts (Duluth)
NC	Home Economics	O2	Fine Arts (Duluth)
ND	Biological Sciences	O3	Fine Arts (Duluth)
NF	Dental Hygiene	O4	Education (Duluth)
NG	Dentistry	O5	Education (Duluth)
NI	Agriculture	O6	Education & Human Services Professions (Duluth)
NJ	General College	O7	Education & Human Services Professions (Duluth)
NL	Law School	O8	General College
NM	Liberal Arts (TC)	O9	Graduate School
NN	Medical Technology	O9	Adviser Approval--College of Biological Sciences
NO	Medical School	RA	Management
NP	Nursing	RB	Education (Duluth)
NQ	Occupational Therapy	RC	Institute of Technology
NR	Pharmacy	RD	Liberal Arts (TC)
NS	Physical Therapy	RE	Agriculture
NT	Public Health	RF	Management
NV	University College	RG	Science & Engineering (Duluth)
NW	Veterinary Medicine	RH	Science & Engineering (Duluth)
NX	Mortuary Science	RI	Science & Engineering (Duluth)
NY	Graduate School	RJ	Business & Economics (Duluth)
NZ	General College	RK	Business & Economics (Duluth)
OA	Liberal Arts (TC)	RL	Business & Economics (Duluth)
OB	Liberal Arts (TC)	RM	General College
OC	Liberal Arts (TC)	RN	Fine Arts (Duluth)
OD	Liberal Arts (TC)	RO	Education Adult Special
OE	Liberal Arts (TC)	RP	Agriculture
OF	Graduate School	RQ	Agriculture
OG	Graduate School	RR	Home Economics
OH	Graduate School	RS	Home Economics
OI	Graduate School	RX	Liberal Arts (TC)
OJ	Graduate School	RY	Liberal Arts (TC)
OK	Graduate School	RZ	Liberal Arts (TC)
OL	Graduate School		



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STUDENT SUPPORT SERVICES

• UNIVERSITY OF MINNESOTA

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August 1988

### Grade Report Deadline

The deadline for academic departments to submit summer session II grades is 8:30 a.m., August 29. Departments are encouraged to submit grade reports early--by August 26 if possible.

Grades submitted after the deadline will not be posted to student records in time to be reflected on grade slips, which will be mailed to students beginning August 31. Messenger pickup of grade reports is available by calling 625-3030.

### Publications Center Name Changes

The Student Support Services Publications Center is changing its name to the Publications and Communications Office.

This new name reflects the additional responsibilities and changing mission of the unit. When the Publications Center was established six years ago, its central mission was to produce effective publications for prospective and enrolled students, faculty, and staff.

That initial charge has grown to include many internal relations functions for Student Support Services. New materials--including signs, maps, internal newsletters, ads, directories, forms, posters, annual reports, and manuals--have broadened the range and scope of information produced by the unit.

For more information on the change, contact Barbara Foster, 150 Williamson Hall (625-3884).

### Fee Statement/Fall Quarter Update Mailing

The fee statement mailing for students who took advantage of early fall registration is scheduled to begin August 15. Tuition and fees will be due the week of September 12.

The mailing will include Fall Quarter Update. The Update is again divided into two parts: 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 and a postcard for course cancellations. For more information about the Update, contact Judith Shalaby, Office of the Registrar, 150 Williamson Hall (625-1530).

### Form Request Update

Departments are reminded that form requests must be made by calling 625-9864. Those wanting to pick up requested forms can then do so in Student Relations, 150 Williamson Hall.

### Inside The RECORD. . .

- Reporting changes. Rates and services for SSS data reports are changing. See pages 3 and 4.

## Fraser Entrance Closed

The south entrance to Fraser Hall will be closed through the summer due to construction work at Appleby Hall. Students with mobility impairments who need access to the following offices may receive assistance by following these instructions:

- **Financial Aid Information Center**--Call 624-5260.
- **Student Employment Center**--Call 624-8070.
- **Registration Center**--Go to Student Relations in 150 Williamson Hall (625-5333).
- **Student Accounts Receivable**--For hold release assistance, go to Student Relations in 150 Williamson Hall. For assistance with refunds and billing statements, go to the Bursar's Office in 145 Williamson Hall or call 625-8500.

A financial aid counselor will also be available to see students Friday mornings at the Office for Students with Disabilities, 12 Johnston Hall (624-4037).

## Staff News

Elizabeth Spring left the Publications and Communications Office on August 3 to continue her career in California. Spring, who worked on college bulletins, briefs, and other publications, will be replaced by Rick Bard, who has been responsible for forms, manuals, and newsletters. His position is currently open. A new student editor position has also been created as part of the PCO restructuring.

## Information Network Update

John Slothower, production manager for The Minnesota Daily, will be the speaker at the Information Network's August 24 meeting, scheduled for 3:15 p.m. in 240K Williamson Hall.

## Summer Session I Registration Drops

Highlights from the new summer session I end-of-second-week registration statistics are summarized below.

Campus highlights:

Campus	Enr	Change From	
		Pct	N
TC	13,108	- 4.7	- 642
Crookston	331	+31.9	+ 80
Duluth	1,793	- 9.3	- 184
Morris	148	-13.5	- 23
Waseca	na	na	na
Total	15,380	- 4.8	- 769

Selected Twin Cities highlights:

College	Enr	Change From	
		Pct	N
Agriculture	111	- 7.5	- 9
CBS	132	-10.2	- 15
CLA	5,094	- 1.9	- 100
Education	1,646	- 3.8	- 65
Forestry	19	-47.2	- 17
GC	375	-17.0	- 77
Grad	1,581	- 0.1	- 1
IT	1,312	-11.2	- 165
Law	126	+ 5.9	+ 7
Management	370	-30.8	- 165
Medicine	1,391	+ 2.2	+ 30
Mort Sci	23	- 4.2	- 1
Nursing	55	-32.1	- 26
Occup Therapy	11	-38.9	- 7
Pharmacy	49	-30.0	- 21
Public Health	111	- 4.3	- 5

Summer-only registrations by campus:

Campus	Enr	Change From	
		Pct	N
Duluth	463	+26.2	+ 96
Morris	10	- 9.1	- 1
Twin Cities	2,355	- 7.4	-189
Total	2,828	- 3.2	- 94

The official registration statistics report for the University is produced by the Office of the Registrar.



### Important Dates

August 18-September 21	Orientation program for new students.
August 24	End of second term. Candidates for baccalaureate degrees should check with college offices for commencement information.
August 25	Fall quarter registration reopens for continuing students.
August 29	Deadline for academic departments to submit second term grades.
September 5	Labor Day, holiday. University offices closed.

### DRS Workshop Offered

Data and Reporting Services is offering a September workshop on the institutional Admissions Reporting Data Base (ARDB) accessed through Application System (AS) software.

The ARDB workshop describes admissions data and offers advice on avoiding common problems. It will be held from 1:30 p.m. to 3:30 p.m. on September 8 in 260H Williamson Hall.

Enrollment is limited to 12, and reservations are required. For more information or to reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

### SDB Reminder

Fall registrations will be posted on the Student Data Base on August 15, after the summer session II end-of-second-week reports are run. For more information, contact Don Meyers or Jeff von Munkwitz-Smith at 625-1800.

### Bulletin Update

Most bulletins in the 1988-90 series have now been printed. These include Forestry (January); Dentistry, Summer Session (February); Nursing (March); Summer Extension (April); Home Economics (May); Education, Crookston, Management, Journalism (June); Extension Classes, Independent Study, and Liberal Arts (July). Publication dates for the remaining bulletins are:

- University College August 24
- Graduate School September 20
- Public Health November 9

### General Information Bulletin Discontinued

The General Information Bulletin will not be printed this year. Plans are to print one page sheets highlighting tuition and fees and the Twin Cities campus calendar. These new sheets will be available in mid-August.

### New Reporting Rates and Services

Student Support Services is changing its data reporting services and the rates it charges for those services. For the past five years, the Data and Reporting Services unit has charged a flat rate of \$25 per program for computer-generated data reports. This rate was set to encourage widespread use of student data and not to recover actual costs. SSS has substantially subsidized most data requests by charging back only a fraction of its actual computer and staff costs.

(continued on page 4)

(continued from page 3)

Now that the University is building a system of user-accessible Institutional Data Bases, SSS has a new objective for its data request billing policy--to encourage clients, whenever possible, to use the new Institutional Data Bases to develop their own reports.

During the past year, the reporting focus has been gradually shifting from doing requests for clients to helping clients become self-sufficient in meeting their own data needs. The new rates are a further step in this direction. They replace the single flat rate per program with a set of graduated flat rates per request.

The new rates will raise the charge for typical list and label requests (the easiest to program), while keeping the charges for more complex (and difficult to program) requests near their current levels.

The change in rates will be accompanied by an enhancement of the service delivered. Whenever possible SSS will provide not only the data themselves but also copies of the computer programs that generate the data.

Clients who have access to the Institutional Data Base system can then run and modify these programs whenever they wish. SSS will also continue to work with Administrative Information Services (AIS) to provide consultation, training, and documentation to those using the Institutional Data Bases.

The following new rates apply to all requests completed after October 1, 1988.

- Quick queries taking only a few minutes--No charge
- Routine requests, such as simple lists and labels--\$40 per request
- Medium requests, such as basic statistical analyses--\$65 per request
- Complex requests, such as those involving detailed calculations or statistical analyses--\$100 per request
- Very complex or large research projects--Charge negotiated
- Consulting--No charge

The new charges will apply to data requests met by all SSS reporting staff, not just those in DRS. They will also apply to requests met from pre-existing printed reports when these requests require tabulating very large amounts of data or doing extensive analyses of historical data.

Costs for unusual supplies such as data tapes or large quantities of paper will also be passed on the requester. Data requests referred to AIS for programming will be billed at the prevailing AIS rates. AIS does not currently charge for use of the Institutional Data Bases, but frequent department users will need to pay a monthly port or telephone access charge to AIS.

SSS is also planning changes in the organization and staffing of Data and Reporting Services. These changes will be described in an upcoming issue of The Record. For more information about SSS reporting rates and services, contact John Kellogg or Ron Matross, 260 Williamson Hall (625-6556).





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STUDENT SUPPORT SERVICES

• UNIVERSITY OF MINNESOTA

Vol. XI, No. 9

September 1988

### Admissions Office Hours Change

The Admissions Office has discontinued regular Saturday hours in favor of Campus Preview Days, scheduled from 9 a.m. to 12 noon on selected Fridays and Saturdays. Campus Preview Days are scheduled for October 8, 21, and 29; November 19; and two days to be selected between March 20 and 30. Reservations are required. For more information, please contact the Admissions Hotline at 625-2008.

### Graduation Fee Increases

The Graduation and Administrative Fees Committee has increased graduation fees. Effective Monday, October 17, students applying for graduation will pay a \$23 fee. The fee is also scheduled to increase to \$24 for fiscal year 1990 and \$25 for fiscal year 1991.

### Academic Staff Tuition Benefit Reminder

Faculty and professional and administrative employees (classes 93xx, 94xx, 96xx, and 97xx) with at least 75 percent time appointments may register tuition-free in credit courses with the approval of their employing departments. An Academic Staff Tuition Benefit Certification must be submitted for each course an employee wishes to take.

Registration through this program begins after the end of the regular registration queue on each campus. Forms are available from Office Services, 110 Williamson Hall (625-9864).

### 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 22 (A-H only)	8:00-5:00
September 23 (I-O only)	8:00-5:00
September 26 (P-Z only)	8:00-5:00
September 27-30	8:00-3:30

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

September 22	8:00-11:30, 12:30-3:30
September 23	8:00-11:30, 12:30-3:30
September 26	8:00-11:30, 12:30-3:30

Beginning October 3, 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 between September 27 and 30.

### Inside The RECORD. . .

- Second Summer Statistics: the end-of-second-week enrollment statistics are here. See page 2.

## Fall Fairs Announced

The fall 1988 schedule of college fairs for prospective students has been announced.

The University will participate in two national college fairs: St. Paul on September 28-29 and Milwaukee on October 3-4. Mini-fairs will be held from September through November in various Minnesota and Wisconsin locations.

In addition, numerous college nights have been scheduled. For a complete schedule, contact Lou Branca, 230 Williamson Hall (625-3052).

## Staff News

Laura Phillips has been hired to fill the editor 2 position in the Publications and Communications Office. She began work on September 1. Phillips is currently finishing her master's degree in journalism. Her responsibilities include forms, manuals, copy editing, and writing for PCO publications. Patricia Engstrand began work in System Development/Operations on September 6. Engstrand replaces Pat Quealy. She has had experience working at University Hospital and Clinic but has been employed most recently in the private sector. Leanne Wirkkula was hired to fill the new student editor position created as part of the PCO restructuring. She began work on August 9.

## Reporting Workshop

A workshop describing major organizational and rate changes in SSS reporting services is being offered in September. An overview of the rate changes appeared in the August RECORD. The workshop is scheduled for September 26 from 1:30 p.m. to 3:30 p.m. in 260h Williamson Hall. Reservations are required. For more information or to reserve a space, contact John Kellogg, 260 Williamson Hall (625-6556).

## Summer Session II Registration Drops

Highlights from the new summer session II end-of-second-week registration statistics are summarized below.

Campus highlights:

Campus	Enr	Change From SS II 1987	
		Pct	N
Twin Cities	7,273	- 4.5	- 343
Crookston	58	+ 9.4	+ 5
Duluth	1,130	+ 3.2	+ 35
Morris	137	+ 1.5	+ 2
Waseca*	502	- 1.0	- 5
Total	9,100	- 3.3	- 306

\*Waseca is on a summer quarter, June 29-September 8.

Selected Twin Cities highlights:

College	Enr	Change From SS II 1987	
		Pct	N
Agriculture	74	-19.6	- 18
CBS	77	-18.9	- 18
Education	1,261	- 4.4	- 58
Forestry	52	+67.7	+ 21
General College	184	-21.7	- 51
Graduate School	925	+ 8.1	+ 69
Home Economics	206	-17.6	- 44
Liberal Arts	3,347	- 2.6	- 88
Management	230	-30.9	- 103
Mort Sci	20	- 9.1	- 2
Nursing	17	- 5.6	- 1
Pharmacy	24	+84.6	+ 11
Public Health	25	-45.7	- 21
Technology	695	- 2.5	- 18

Summer-only registrations by campus:

Campus	Enr	Change From SS II 1987	
		Pct	N
Duluth	316	+ 50.5	+106
Morris	60	+233.3	+ 42
Twin Cities	1,210	- 11.4	-155
Total	1,586	- 0.5	- 8

The official registration statistics report for the University is produced by the Office of the Registrar.

**Important Dates**

- September 18-25 Welcome Week.
- September 21 Last day to register for fall without paying late registration fee.
- September 22 Fall quarter classes begin.
- October 7 Last day to cancel individual course without a transcript record.
- October 14 Last day for undergraduates and students in professional degree programs to pay graduation fees for fall quarter.
- October 17 Priority deadline for applications for admission or transfer to the College of Liberal Arts for winter quarter.

**DRS Workshop Offered**

Data and Reporting Services is offering an October workshop on the institutional Registration Reporting Data Base (RRDB) accessed through Application System (AS) software.

The RRDB workshop describes registration data and offers advice on avoiding common problems. It will be held from 10 a.m. to 12 noon on October 6 in 260h Williamson Hall.

Enrollment is limited to 12, and reservations are required. For more information or to reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

**SSS Offices Open Late**

Several Student Support Services offices will have extended hours during the first three days of fall quarter.

For student convenience, the Registration Center in 202 Fraser, the Financial Aid Information Center in 210 Fraser, Student Relations and Certifications and Transcripts in 155 Williamson Hall, and the ID Card Office in 248 Williamson Hall will remain open until 5:30 p.m. Thursday, September 22 and Friday, September 23, and until 6:00 p.m. on Monday, September 26.

**University-Sponsored Insurance Update**

Boynton Health Service and Student Support Services remind advisors that the refund policy regarding University-sponsored hospitalization insurance has been changed.

In the past, refunds of the hospitalization insurance fee were made on a different basis than the student services and health service fees.

Effective fall quarter 1988, refunds of the hospitalization insurance fee will be made on the same basis as the student services and health service fees as indicated in the following table.

<u>Cancellation Effective</u>	<u>Percent Refunded</u>
First week	100%
Second week	75%
Third week	50%
Subsequent weeks	0%

Also beginning fall quarter 1988, students who cancel their hospitalization insurance after the first week and receive a partial refund must sign a form at the Registration Center indicating they understand that their insurance is cancelled as of that date.

## Class Schedule Department Listing

Departments are asked to review addresses and phone numbers on page 100 of the Fall Class Schedule and to report any changes to Judith Shalaby at 625-1530 by September 15.

## Scheduling Calendar Produced

The Scheduling Office in the Office of the Registrar has produced and circulated its 1988-89 calendar of mailing and due dates for interactions between Scheduling and University teaching departments. The calendar covers August 1988 through June 1989 and is intended to help with individual department planning.

Additional copies of the calendar are available by calling Vickie Axen, Scheduling, 150 Williamson Hall (625-7335).

## Automatic Tuition Reciprocity Renewal

Students participating in the tuition reciprocity program who were enrolled and earned credits during any term of the 1987-88 academic year will automatically have their reciprocity benefits renewed for 1988-89 at the institution attended during the 1987-88 academic year.

## Registrar's Advisory Committee Meeting

The first fall meeting of the Registrar's Advisory Committee (RAC) is scheduled for Monday, October 3, from 10:00 a.m. to 11:30 a.m. in 240k Williamson Hall.

## Information Network Update

The Information Network will meet on September 14 at 3:15 p.m. in 240k Williamson Hall. Mary Bents, Coordinator for Registration and Student Progress in the College of Education, will lead a discussion on the transition to postbaccalaureate programs for teacher education.

## ESAO Office Hours Update

The Education Student Affairs Office resumes Monday evening hours September 12 with limited service from 4:30 p.m. to 6:00 p.m.

## Form Request Reminder

Departments are reminded that form requests must be made by calling 625-9864. Those wanting to pick up requested forms can then do so in Student Relations, 150 Williamson Hall.

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

The fall 1988 editions of the Student Support Services Directory and the SSS Yellow Pages are being distributed with this issue of The RECORD.

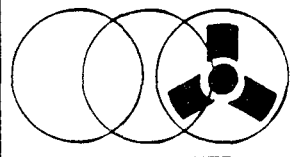
Staff are reminded that both directories are for college and department use only.

Please direct questions, corrections, and requests for additional copies to Laura Phillips, Publications and Communications Office (625-3461).

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



# 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. XI, No. 10

October 1988

## OTR Retreat Planned, Service Limited

The Office of the Registrar will hold its all-staff retreat on Wednesday, October 19. Limited service will be available in student contact areas.

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

## Graduation Fee Increases

The Graduation and Administrative Fees Committee has increased graduation fees. Effective Monday, October 17, students applying for graduation will pay a \$23 fee. The fee is also scheduled to increase to \$24 for fiscal year 1990 and \$25 for fiscal year 1991.

## Winter Class Schedules Due Soon

Winter Class Schedules will arrive in many college offices October 20 and in all department and remaining college offices by October 28. Distribution to students begins October 31.

Queued registration for winter quarter opens Monday, November 7. The complete queue for winter will be on pages 10-11 of the Class Schedule.

## Course Designator Changes

The Classical and Near Eastern Studies Department on the Twin Cities campus has changed a course designator. Effective winter quarter, ANEJ--Ancient Near Eastern and Jewish Studies--will become ANE--Ancient Near Eastern Studies.

## Update on Student Data Base Name Format

The Student Data Base (SDB) can now accommodate multi-part student names through the use of the underline ( \_ ) character. For example, ST JAMES will appear as ST\_JAMES instead of STJAMES. The underline character will be used until phonetic name search, which will permit the use of delimiters to designate separations between parts of names, is implemented on the SDB.

Students who want their name as it appears on the data base to look more like their "real" name may request a name change by completing a Name Change Request at the ID Card Office. ID cards will be reissued to these students if desired. Staff will also work internally as time permits to clean up names known to be problems.

Colleges will see a few changes:

- Screens will display the underline character if the student has requested it.
- Rosters sorted alphabetically will have students with similar last names in different locations (e.g., STJAMES will sort in a different location from ST\_JAMES).
- All reports, rosters, and mailing labels will include the underline character. The ID card will not include the underline character.

For more information, contact Roberta Armstrong, 260 Williamson Hall (612/625-6674).

## Inside The RECORD. . .

- Taking the initiative: Project Inform is underway. See page 3.

## Information Network Update

The October Information Network features an historical tour of the St. Paul campus on Wednesday, October 12. The tour will be led by Sandy Kelsey from the Student Affairs Office. Participants should plan to meet in 101 Coffey Hall at 2:30 p.m. For more information, contact Jan Bobrowske, 110 Williamson Hall (625-0873).

## SSS Advertisements Continue

Student Support Services will continue to inform the University community about important deadlines, policy changes, and other information through the 1988-89 academic year with weekly advertisements in The Minnesota Daily. Printed each Monday on page 3, the ads are brief and direct, with a rounded border, the words "Student Support Services" at the bottom, and a changeable heading that identifies the content of each ad. The ads are intended to improve communications with students, faculty, and staff.

## Staff News

Nancy Peterson has taken the Student Support Services Assistant position in Scheduling formerly held by Rich Goon. She began on September 27, and her responsibilities include overseeing course page production in the Class Schedule. She can be reached at 625-6089.

## Graduate/Professional School Day

The 1988 Graduate/Professional School Day will be held on Thursday, October 27, from 10 a.m. to 2 p.m. in the Great Hall of Coffman Memorial Union. The program, which is free and open to the public, brings representatives of graduate and professional programs from around the nation to the Minneapolis campus to answer student questions and provide program information, bulletins, and testing applications.

## RAC Meeting Scheduled

The next Registrar's Advisory Committee meeting is scheduled for November 7 from 10:00 to 11:30 a.m. in 240K Williamson Hall.

## New Admission Procedures Established

Procedures for reviewing applications to Twin Cities campus freshman-admitting colleges have changed for 1989-90. The Admissions Office began reviewing applications for fall 1989 on October 1. The review process will continue until the colleges reach their enrollment limits.

In past years, applications to each college were guaranteed consideration until a specific deadline date for that college. This year, colleges do not have deadlines. Instead, the Admissions Office has set a recommended application date of December 15, 1988 for fall 1989 applicants.

Freshman applicants are being encouraged to apply as soon as possible after October 1 and are being strongly advised to apply before December 15 to be assured full consideration for fall 1989 admission. Transfer applicants are being encouraged to apply as soon as fall semester or winter quarter grades are available.

"It is important for students to understand that December 15 is not a deadline," says Admissions Director Leo Abbott, "but is a projection of the earliest date that any college expects its freshman class to fill. Most colleges will, in fact, be able to continue considering applications for several weeks to several months beyond this date. However, since they cannot predict the exact volume of applications they will receive, they can offer no guarantees."

St. Paul campus colleges are also encouraging early application but do not expect to close as early as Minneapolis colleges.



## STUDENT SUPPORT SERVICES DIRECTORIES SURVEY

We want to know how well our SSS Directory (White Pages) and SSS Yellow Pages serve you. Please take a few minutes to fill out this survey. Circle your response to each question. Fold this sheet and return it through campus mail to the address shown on the reverse side by OCTOBER 20.

I. The **SSS Yellow Pages** is an alphabetical listing of major areas of responsibility and services offered by SSS departments, along with the name and phone number of information contacts.

1. Do you have a copy of the SSS Yellow Pages?

1 yes (continue with question 2)

2 no (go to question 5)

2. Do you use the SSS Yellow Pages?

1 yes

2 no

3. How easy or difficult is it to find the information you need in the SSS Yellow Pages?

1 very difficult

2 fairly difficult

3 fairly easy

4 very easy

5 can't say

4. How useful are the SSS Yellow Pages?

1 not useful

2 slightly useful

3 moderately useful

4 very useful

5 can't say

II. The **SSS Directory** (White Pages) is organized by department and lists major areas of responsibility and services offered in each office along with the name and phone number of information contacts.

5. Do you have a copy of the SSS Directory?

1 yes (continue with question 6)

2 no (go to question 9)

6. Do you use the SSS Directory?

1 yes

2 no

7. How easy or difficult is it to find the information you need in the SSS Directory?

1 very difficult

2 fairly difficult

3 fairly easy

4 very easy

5 can't say

8. How useful is the SSS Directory?

1 not useful

2 slightly useful

3 moderately useful

4 very useful

5 can't say

III. Future Directories

9. In the future, which of the following would you like to continue receiving?

1 SSS Yellow Pages only

2 SSS Directory only

3 both

4 can't say

10. Which directory do you prefer?

1 SSS Yellow Pages

2 SSS Directory

3 no preference

11. Which of the following do you work for?

1 SSS

2 college/department

3 other (please specify: \_\_\_\_\_)

12. What suggestions do you have for improving the SSS Directory and/or Yellow Pages?

THANK YOU!

### Important Dates

- |             |  |
|-------------|--|
| October 14  | Last day for undergraduates and students in professional degree programs to pay graduation fees for fall quarter.  |
| October 17  | Priority deadline for applications for admission or transfer to the College of Liberal Arts for winter quarter.  |
| November 7  | Winter quarter registration begins.  |
| November 15 | Last day applications to most undergraduate colleges and programs or change of college within the University can be assured a winter quarter admission decision. |

### DRS Workshop Offered

Data and Reporting Services is offering a November workshop on the institutional Admissions Reporting Data Base (ARDB) accessed through Application System (AS) software.

The ARDB workshop describes Admissions data and offers advice on avoiding common problems. It will be held from 10 a.m. to 12 noon on November 3 in 260h Williamson Hall.

Enrollment is limited to 12, and reservations are required. For more information or to reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

### University Takes Advising Initiative

The University of Minnesota announced the implementation of an initiative fall quarter aimed at providing better information on postsecondary options to high school students throughout Minnesota.

As the University plans reductions in its lower division enrollment and all Minnesota postsecondary educational systems redefine their missions over the next several years, Minnesota students must be provided with the best possible information on their educational options, according to Leo Abbott, director of admissions on the University of Minnesota's Twin Cities campus.

"We must pay special attention," Abbott says, "to students attending high schools without guidance counselors and to students unable to attend the University of Minnesota due to enrollment reductions."

Project Inform, with a budget of \$100,000 for the 1989 fiscal year, will provide printed materials, workshops, training, and staff. In January, admission counseling staff from each of the five University campuses will begin visiting high schools in their geographic areas that do not have guidance counselors. Information generated from the project will be distributed as widely as possible to students and parents throughout the state.

"Because of the importance of providing correct, up-to-date information on postsecondary options throughout Minnesota," Abbott says, "it was very important to hire a coordinator who has been involved with individuals in the systems, understands student needs, and can provide the institution-neutral approach that is vital to the success of this project."

"We looked at a number of individuals. I compiled a list of people who fit the bill, and Jerry Thompson's name was at the top. We are very fortunate to have him."

(continued on page 4)

(continued from page 3)

Thompson is a recently retired high school counselor with more than 33 years of counseling experience including the last 29 years at St. Louis Park High School. He is a past president of the Minnesota Personnel and Guidance Association and was chairman of the Governor's Advisory Committee on Post High School Planning. He was also the recipient of the 1987 Distinguished Service Award from the Minnesota School Counselors Association.

"The project," Thompson says, "is just getting underway. We're gathering ideas, soliciting input, and watching it evolve. Our top priority is to fulfill the basic mandate of providing information to schools without guidance counselors, but we anticipate the program taking on the broadest scope our resources will support."

The program is designed to draw on the resources of educational agencies and institutions from across the state and will draw on the experience of educators throughout the secondary and postsecondary systems of the state in order to determine what information is needed most and how best to present information that covers the entire range of postsecondary options the state has to offer.

Initial work on the project has involved consulting with officials from the Higher Education Coordinating Board/Post High School Planning Program, the state university and community college systems, Minnesota technical institutions, the Minnesota Private College Board, and University of Minnesota coordinate campus staff as well as high school principals, teachers, and guidance staff from across the state to determine what information needs to be included in the counseling initiative.

Aside from providing information, materials, and training for coordinate

campus staff, Thompson will also provide support and backup information to staff traveling to high schools during winter and spring quarter and will prepare a preliminary report and year-end evaluation for the legislature.

One of the major pieces planned for distribution through the project is a poster-size chart displaying information on all Minnesota postsecondary institutions with a description of each institution's mission and special emphasis on the types of students served. Information on admission requirements, transfer paths to other institutions, degrees, expenses, financial aid, and other pertinent topics also may be included.

A postsecondary planning brochure also is being considered as a companion piece to the poster, providing more detailed information on systems and specific institutions.

Two workshops are being planned as part of the initiative. The first, scheduled for December, will train University staff working on the project. A second workshop, scheduled for early 1989, will train high school and college counselors and other school personnel, such as principals and teachers, to effectively use the materials provided by the project.

Participation in conferences and workshops sponsored by a number of agencies and individual institutions is also high on Thompson's list of priorities.

Although Thompson's emphasis right now is on the present project, he sees the need for on-going support for informed decision making and will base his recommendations for future efforts on this year's experience.

"If our efforts are successful," Thompson says, "parents and students should have a much clearer view of their options and be better prepared to make informed decisions about their educational future."

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

Please take a few moments to fill out and return the enclosed questionnaire concerning the Student Support Services Directory and the SSS Yellow Pages that were distributed with last month's issue of The RECORD. We hope to improve the quality of these directories, and we consider your opinions invaluable in achieving that goal. Thanks for your cooperation.



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. XI, No. 11

November 1988

### **ID Card Replacement Policy Revised**

Student Support Services will no longer charge \$5 for replacing an ID card due to a legal name change. However, students who request a change in both first and last names or who have made a previous name change must submit a copy of the documentation (e.g., a marriage certificate, court order) to receive a card at no cost.

Because the Student Data Base has been modified to accommodate multi-part names, (e.g., ST JAMES rather than STJAMES), students wanting a replacement ID that more accurately reflects their name will not be charged the replacement fee.

Students who submit or correct a social security number by providing a copy of their social security card may also receive an ID card at no charge.

Cards will also be replaced at no charge if a clerical error was made or if the embossing surface becomes too worn to provide an imprint.

Requests for replacing an ID card for cosmetic reasons (e.g., changing Patrick or Patricia to Pat, spelling out a middle name rather than using a middle initial, or having a maiden name removed without a legal name change) will still be subject to the \$5 replacement fee payable at the Bursar's Office.

### **RAC Meeting Scheduled**

The next Registrar's Advisory Committee meeting will be held December 5 from 10:00 to 11:30 a.m. in 240k Williamson Hall.

### **Lost ID Card Update**

Lost ID cards should now be returned to the ID Office in 248 Williamson Hall rather than to the Information Center in 207 Williamson Hall.

This change in policy, which is intended to reduce student runaround, is based on experience showing that many students make the ID Office their first stop when looking for lost ID cards. The ID Office will continue the policy of notifying ID card holders when a lost card is received.

### **Student Record Access Compliance Statements Due**

Student Support Services requires all University staff who have on-line access to student records systems (the Student, Admissions, Financial Aid, and Reporting data bases) to read and sign the Access to Student Records Compliance Statement.

Copies of the statement, which must be renewed annually, were circulated to appropriate University staff last month. They should be returned no later than November 15.

If you have access to student records systems or reporting data bases and have not received a copy of the compliance statement or if you have any questions, please contact Carolyn Davidson, Systems Development/Operations, 260 Williamson Hall (625-6390).

### **Inside The RECORD. . .**

- Seeking the stats? Fall registration statistics are here. See page 3.

## Merit-Based Awards Announced

Outstanding applicants to any campus of the University may be eligible for one of three 1989-90 scholarship programs, which remain basically the same as last year.

The following merit-based programs include a financial award range. Each recipient's award is based on financial need as determined by an American College Testing needs analysis (Family Financial Statement).

- Elmer L. Andersen National Merit Scholarships are awarded to National Merit Finalists who list one of the University's campuses as their first choice on the National Merit Scholarship application. Awards range from \$750 to \$2,000 per year for four years.

The Twin Cities campus now ranks 19th in the nation in attracting National Merit Scholarship freshmen. For more information, call Dr. Barbara Pillinger (612/625-0091).

- Presidential Scholarships are awarded to Minnesota high school seniors in the upper 5% of their class. Each year, 275 new scholars are offered amounts ranging from \$500 to \$2,200 (depending on documented financial need) for each of their first two years. Applicants must submit a personal essay and teacher recommendations. Exceptional school and community leadership also are considered.

Candidates for the Presidential Scholarship should apply by February 1, 1989.

- Fifty Morton S. Katz and President's Outstanding Minority Scholarships, ranging from \$1,000 to \$3,000, will be given to racial or ethnic minority students with excellent academic records. Awards are renewable for four years. Applicants must submit a personal essay and teacher recommendations. Leadership qualities and potential also are considered.

Outstanding Minority Scholarship candidates should apply by March 1, 1989. Detailed information about these three scholarship programs has been sent to high schools.

## Fall Recruiting Visits Planned

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

North Hennepin	November 7
Anoka Ramsey	November 8
Normandale	November 10
Minneapolis	November 14
Inver Hills	November 15
Lakewood	November 17

Early planning has also begun for the northern community college visits. The northern trip will include visits to Brainerd, Hibbing, Itasca, Mesabi, Northland, Rainy River, and Vermillion community colleges. Anyone interested in participating in the northern trip is asked to contact Lou Branca, Prospective Student Services, 240 Williamson Hall (625-5555) before Wednesday, November 23.

## Information Network Update

The November Information Network will feature a tour of Eddy Hall with Lud Spolyar from University Counseling Services on Wednesday, November 16.

Eddy Hall, the oldest building on campus, houses the Learning and Academic Resource Center, the Psychometric Center, the Testing Center, the Career Resource Center, the Sexual Violence Program, and the Minnesota Women's Center.

Interested participants should plan to meet in 202 Eddy Hall at 3:15 p.m. For more information, contact Jan Bobrowske, 110 Williamson Hall (625-0873).

## Directory Survey Results Being Tabulated

Our thanks to all who participated in the Student Support Services directories survey for the SSS white and yellow pages. The survey response rate was 28.2 percent, with more than 190 responses received. The results will be published in The RECORD as soon as they are available.

### Important Dates

November 7	Winter quarter registration begins.
November 15	Last day applications to most undergraduate colleges and programs or change of college within the University can be assured a winter quarter admission decision.
November 24-25	Thanksgiving holiday. Classes excused and University offices closed.
December 2	Last day of instruction.
December 3	Study day.
December 5-10	Final examinations.
December 10	End of fall quarter.

### DRS Workshop Offered

Data and Reporting Services is offering a December workshop on the institutional Registration Reporting Data Base (RRDB) accessed through Application System (AS) software.

The RRDB workshop describes registration data and offers advice on avoiding common problems. It will be held from 10 a.m. to 12 noon on December 1 in 260h Williamson Hall.

Enrollment is limited to 12, and reservations are required. For more information or to reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

### Fall 1988 Registration Drops

Highlights from the new fall registration statistics are summarized below.

Campus highlights:

Campus	Enr	Change From Fall 1987	
		Pct	N
TC	42,571	- 3.9	-1,722
Crookston	1,221	+ 7.5	+ 85
Duluth	7,535	+ 2.3	+ 170
Morris	2,021	+ 2.7	+ 54
Waseca	1,169	+ 0.5	+ 6
Total	54,517	- 2.5	-1,407

Selected Twin Cities highlights:

College	Enr	Change From Fall 1987	
		Pct	N
Agriculture	747	- 3.5	- 27
CBS	315	- 4.5	- 15
Education	1,928	- 8.1	-169
General College	2,535	- 6.1	-165
Graduate School	8,164	- 1.3	-111
Law (Fall Sem)	763	- 1.0	- 8
Liberal Arts	16,510	- 3.3	-572
Management	1,101	-20.4	-283
Medicine	1,963	+ 2.7	+ 51
Mort Sci	51	+ 2.0	+ 1
Natural Res	289	+ 1.8	+ 5
Nursing	193	-37.5	-116
Occup Therapy	79	+ 3.9	+ 3
Pharmacy	326	- 0.9	- 3
Public Health	245	+ 6.1	+ 14
Technology	5,150	- 4.3	-229

University-wide undergraduate highlights:

Student Type	Enr	Change From Fall 1987	
		Pct	N
NHS	7,361	+ 0.2	+ 17
NAS	5,104	-11.2	-642
Adult Special	702	+ 5.1	+ 34
Total	13,167	- 4.3	-591

The official registration statistics report for the University is produced by the Office of the Registrar.

## Final Exam Update

Each fall quarter, the Scheduling Unit in the Office of the Registrar fields a number of questions from new faculty regarding final exams.

The Request for Special Final Examination Room (A123) should be used to change the room scheduled for a final exam, to request alternate seating, or to arrange for an exam room for courses taught later than 4 p.m. This form does not require college approval. For all A123 forms that were received by Scheduling before October 28, room assignments will reach faculty on or before November 23 to allow faculty to notify students of the room change during the last week of classes. A123 forms will still be accepted after the October 28 deadline, but action on them may be slightly delayed.

If an instructor wishes to change the day or time of a final exam or schedule a common final exam for multiple sections, the Request for Exception to Official Final Examination Hours (A163) must be sent to Scheduling after being submitted to the college office. A final examination cannot be scheduled for the last day of class. The deadline for submitting an A163 is November 11.

### Form Request Reminder

Departments are reminded that form requests must be made by calling 625-9864. Those wanting to pick up requested forms can then do so in Student Relations, 150 Williamson Hall.



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

00679

UNIVERSITY ARCHIVES  
10 WALTER LIBRARY  
MPLS, EAST BANK

## Computing Project Funding Update

The Management Committee has approved funding for a number of computing-related projects.

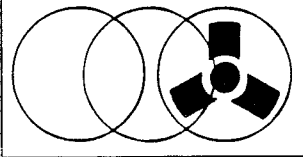
The Academic Progress Audit project, which will computerize the degree clearance and academic advising/tracking system, received \$350,000 in development funding. The project should be operational within a year, although no operational funding has been approved.

The Social Security Number/ID Card project received \$290,000 in development funding. During fiscal year 1989, the project will focus on including bar coding on ID cards to support University library circulation, development of phonetic name search on the Student Data Base, and possibly arranging a cost estimate for changes in the payroll system to minimize problems for students receiving aid or College Work-Study funds.

Other parts of the project, such as changes to the registration system and changes in critical SSS reports to include the social security number, will be dropped for now. Additional fiscal year 1990 funding will be required to complete this project.

The Day School/Continuing Education and Extension Registration/Records project received a \$185,000 allocation for development. Development of a combined Day/CEE registration and records system will focus on working with CEE to determine the proper approach and securing commitments for additional funding for fiscal years 1990 and 1991 to complete the project. For more information, contact Roberta Armstrong, 260 Williamson Hall (625-6674).

# the RECORD



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STUDENT SUPPORT SERVICES

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UNIVERSITY OF MINNESOTA

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## Grade Report Deadlines

The deadline for academic departments to submit fall quarter grade reports to the Office of the Registrar is 8:30 a.m., Wednesday, December 14. Grades submitted after the deadline will not be posted to students' records in time to be reflected on fall quarter grade slips. Messenger pickup of grade reports is available by calling 625-3030. When requesting grade pickup, please indicate any times your office is closed or any other unusual scheduling that would prevent grade pickup.

The grade reports distributed this month have been revised to provide a line for each name printed on the form and to reflect a change in grading policy concerning incompletes. See page 3 for related article.

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 January 3 from 8 a.m. to 4 p.m.

Barring extremely cold weather, grades not picked up January 3 will be distributed in the booth across from the ID Card Office, 248 Williamson Hall, from 8 a.m. to 4 p.m. on January 4-6. Remaining grade slips will be available in 202 Fraser Hall for approximately six weeks beginning January 9.

## RAC Meeting Scheduled

The next Registrar's Advisory Committee meeting will be held January 9 from 10:00 to 11:30 a.m. in 240k Williamson Hall.

## Spring Break Schedule

Students planning their 1989 spring break should be reminded that winter quarter final exam week runs from Tuesday, March 14 through Monday, March 20. Spring quarter classes will begin the following Monday, March 27, leaving spring break less than a full week long. The change is due to a University requirement that both winter and spring quarters have nine teaching Mondays. Two Monday holidays, New Year's on January 2 and Martin Luther King's Birthday on January 16, make March 13 the ninth teaching Monday in winter quarter. Students should also be reminded that no study day is scheduled for winter 1989 final exams.

## SSS Offices Open Late

Several Student Support Services offices will have extended hours during the first three days of winter quarter. For student convenience, the Registration Center in 202 Fraser Hall, the Financial Aid Information Center in 210 Fraser Hall, Student Relations and Certifications and Transcripts in 155 Williamson Hall, the Information Center in 207 Williamson Hall, and the ID Card Office in 248 Williamson Hall will remain open until 5:30 p.m. from Tuesday, January 3 to Thursday, January 5.

## Class Schedule Department Listing

Departments are asked to review addresses and phone numbers on page 100 of the Winter Class Schedule and to report any changes to Judith Shalaby at 625-1530 by December 21.

## Inside The RECORD...

- Lapsing grades. New grade reports reflect the change. See page 3.



## Information Network Update

The Information Network will not meet in December. Watch the January RECORD for more information about the next meeting.

## Loan Deferment Procedures

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

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

## Budgeting Bulletins

Because of the high cost of publications, college advisers are asked to encourage students to focus on specific interests before requesting college bulletins at the Information Center in Williamson Hall.

Although students are allowed to ask for up to three bulletins per visit, they should be encouraged to limit their choice to a specific bulletin. Reference copies are also available.

## RACF Survey Results Being Tabulated

System Development/Operations wishes to thank all those who participated in the RACF security survey.

More than 350 responses were received. Results will be published in The RECORD as soon as they are available.

## 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:

\$10,975 for one-person households  
\$14,675 for two-person households  
\$18,225 for three-person households  
\$22,600 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.

## Financial Aid Counseling for Grad Students

The Office of Student Financial Aid is offering additional counseling for graduate students. Interested students should call 625-7579 to schedule an appointment with Ruanne Pearson in 422 Johnston Hall. During winter quarter 1989, service is available in Johnston Hall on Tuesday and Friday from 10 a.m. to 1 p.m.

## Registration Report

Following completion of queued registration for winter quarter, the Office of the Registrar will run a report for Twin Cities colleges and academic departments showing enrollment by department through December 2 for all winter course offerings.

OTR first ran the report one year ago last July notifying departments of course enrollment totals at the end of early fall registration. For more information, contact Elizabeth Grundner, 150 Williamson Hall (625-4094).

### Important Dates

December 10	End of fall quarter.
December 23-26	Christmas holiday. University offices closed.
December 29	Last day to register for winter quarter without paying a late registration fee.
Dec. 30-Jan. 2	New Year's holiday. University offices closed.
January 3	Winter quarter classes begin.
January 3	1989-90 financial aid application packets available.
January 13	Last day to cancel individual course without a transcript record.

### DRS Workshop Offered

Data and Reporting Services is offering a January workshop on the institutional Admissions Reporting Data Base (ARDB) accessed through Application System (AS) software.

The ARDB workshop describes admissions data and offers advice on avoiding common problems. It will be held from 10 a.m. to 12 noon on January 5 in 260h Williamson Hall.

Enrollment is limited to 12, and reservations are required. For more information or to reserve a space, contact John Kellogg, 260 Williamson Hall (625-3387).

### Grade Policy Changes

Grade reports being distributed this month have been revised to reflect a change in grading policy.

Undergraduates receiving letter grades of I will now have that grade lapse to an F or N (depending on the grade base) if the student does not satisfactorily complete the course-work by the end of the next academic term.

Grades will be changed on the computer record on or around the sixth week of the term following the full term students have to make up the work. This delay allows departments adequate time to process the paperwork for students completing the required coursework.

The grading policy does not affect students registered through the Graduate School or through professional schools or colleges. For more information, college and department staff should contact the Student Relations Hotline at 625-9050.

### OTR Offices Closed Early

OTR offices, including the Registration Center in 202 Fraser, Certifications and Transcripts in 155 Williamson, and Student Relations in 150 Williamson, will close at 3:30 p.m. on Tuesday, December 20.

OTR apologizes for any inconvenience this may cause.

### 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.

PSS will also be visiting about 100 high schools in the Twin Cities metro area. For more information, contact Lou Branca, 240 Williamson Hall (625-3052).

## AS/DB2 Registration Reporting Data Base Updates Scheduled

The RRDB will continue to be updated twice each quarter during 1988-89. This means that a new winter quarter RRDB will replace the fall quarter RRDB on approximately December 9. When this occurs, the "current" quarter will become winter 1989, and fall quarter "end of second 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 17, 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 1988-1989 are listed below. For more information, contact John Kellogg, Data and Reporting Services, 625-3387, or Joann Conradson, AIS Information Center, 624-1076.

<u>Date</u>	<u>Event</u>	<u>From-Through</u>	<u>Date</u>	<u>Event</u>	<u>From-Through</u>
12/09/88	UMD winter end of 2nd week; TC fall final exam week; UMD fall grades posted.	fall 87-wtr 89	04/07/89	TC spring end of 2nd week; UMD spring end of 5th week; All winter grades posted.	fall 87-spr 89
01/17/89	TC winter end of 2nd week; UMD winter end of 5th week; All fall grades posted.	fall 87-wtr 89	05/26/89	UMD spring grades posted; TC spring end of 9th week.	fall 87-spr 89
03/17/89	UMD spring end of 2nd week; TC winter final exam week; UMD winter grades posted.	fall 87-spr 89	06/26/89	TC SSI end of 2nd week; UMD SSI beginning of 3rd week; All spring grades posted.	fall 87-SSI 89
			08/02/89	TC SSII end of 2nd week; UMD SSII middle of 3rd week; All SSI grades posted.	fall 87-SSII 89



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

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KOPPELSON BLDG