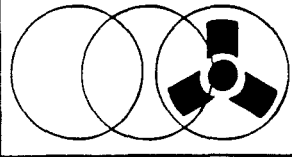


the RECORD



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

STUDENT SUPPORT SERVICES * UNIVERSITY OF MINNESOTA

Vol. XII, No. 1

January 1989

Winter Quarter 1989 Financial Aid Check Disbursement

Winter and reinstated fall financial aid checks are being disbursed in the Great Hall of Coffman Memorial Union from 8:00 a.m. to 3:30 p.m. on January 6 and January 9-11.

Beginning January 12, financial aid checks will be available from 8:00 a.m. to 3:30 p.m. in 140 Williamson Hall. Checks not picked up within 30 days may be canceled.

Computer terminals have been temporarily installed in Coffman Memorial Union's Great Hall to enable Financial Aid, Student Accounts Receivable, and Continuing Education and Extension staff to answer student questions during winter quarter check disbursement days.

Turnaround Documents Sent Out

Turnaround documents (form A80b) for the 1989-90 class schedules were sent to departments December 29. The fall quarter documents are due back in Scheduling by January 27 with winter-spring forms due back by February 2. Departments will receive fall quarter Preliminary Class Schedule Reports (PCSRs) for review on February 27. Fall registration begins May 11.

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

Class Schedules, Summer Bulletins Coming

Spring Class Schedules will arrive in many college offices February 1 and in all department and remaining college offices by February 7. Distribution to students begins February 8. Queued registration for spring quarter opens Wednesday, February 15. The complete queue for spring will be on pages 10-11 of the spring schedule.

Summer Session bulletins are due on campus February 15, 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 8, and registration for summer-only students opens May 19.

Smoke-Free Williamson Hall

Effective February 1, 1989, Williamson Hall will be designated a smoke-free building in order to:

- Improve the quality of air in Williamson Hall
- Improve the image of the building to the public and University community
- Reduce health risks from smoke

Inside The RECORD. . .

- 1989-90 financial aid applications are now available. See page 3.

Early Fall Registration Set

Early fall queued registration will run from May 11 to June 2. Open registration runs from June 5 to June 16.

Registration will reopen August 24 for cancel/adding and for those students who have not yet registered. (New student registration begins August 17.)

The Fall Class Schedule will be distributed in May. A supplement, recapping changes in course information and including tuition and fee information not available in May, will be issued in August.

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

Registration Calendar

Spring 1989 registration begins . . .	Feb. 15
Summer 1989 registration begins . . .	May 8
Early fall 1989 (queued) begins. . .	May 11
Early fall 1989 (open) begins. . .	June 5
Fall registration closed. . .	June 19-Aug. 23
New student registration begins. . .	Aug. 17
Fall 1989 registration reopens. . .	Aug. 24
Fall quarter classes begin . . .	Sept. 21
Winter 1990 registration begins . . .	Nov. 6
Winter quarter classes begin . . .	Jan. 2
Spring 1990 registration begins . . .	Feb. 14
Spring quarter classes begin . . .	March 26

50-Minute Class Update

The 50-minute class hour will not be in effect fall quarter 1989.

The switch from the 45-minute to the 50-minute class hour will take place no earlier than winter quarter 1990 and no later than fall quarter 1990. Further clarification of the start date will be made this month.

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

Information Network Update

The Information Network (members only) will take a free tour of Eastcliff on January 18, at 3 p.m. Members are asked to R.S.V.P. to Rebecca Kroening (625-7873) by Monday, January 16, and must provide their own transportation. The tour group will be limited to 20.

High Ability Housing Program Offered

Prospective Student Services, with Housing Services, is offering a High Ability Student Housing program for 1989 incoming freshmen. This program guarantees housing to selected students in the top 10% of their high school class. Space in this program is limited. Students must:

- Be admitted to one of six Twin Cities campus freshman-admitting colleges for fall quarter 1989
- Have less than 30 college credits
- Be 1989 high school graduates (exceptions are students on exchange programs or students who have graduated in the middle of the previous academic year)
- Have an application for admission on file by January 20, 1989 (including a high school transcript)
- Have a completed housing application and deposit on file with Housing Services by February 1, 1989

Academic units are responsible for completing a referral card for each student. Request referral cards by calling Julie Loken or Julia Van Cleve in Prospective Student Services at 624-5555.

Hostgate Plus Implementation Planned

On January 23, Administrative Information Services (AIS) will implement a new hostgate screen, Hostgate Plus, which will require entry of your RACF ID as the first step in the logon process. AIS will send additional information to RACF ID users. If you have questions, contact Joann Conradson, AIS, 624-1076. Student Support Services users may contact Mark Powell, 625-8598.

Important Dates

January 13	Last day to cancel individual course without transcript record.
January 16	Martin Luther King's Birthday observed. Classes excused and University offices closed.
January 17	Priority deadline for applications for admission or transfer to the College of Liberal Arts for spring quarter.
January 25	Graduate School application deadline for spring quarter.

DRS Workshop Offered

Data and Reporting Services is offering a February 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 February 2 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).

RAC Meeting Scheduled

The next Registrar's Advisory Committee meeting will be held February 6 from 10:00 to 11:30 a.m. in 240k Williamson Hall.

Community College Visits Planned

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

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

1989-90 Aid Applications Available

Students should apply now for 1989-90 aid from the following programs:

- Pell Grant
- Minnesota State Scholarship and Grant
- Stafford Student Loan (formerly GSL)
- Perkins Loan
- Supplemental Educational Opportunity Grant
- University grants, scholarships, and loans
- College Work-Study
- Health Professions Loan
- Nursing Student Loan
- Law Access Loan

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

Included with this Month's RECORD. . .

Updated editions of the Student Support Services Directory and Yellow Pages are enclosed with this month's RECORD.

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

Questions, corrections, and requests for additional copies of the Directory and the Yellow Pages should be directed to Laura Phillips, 150 Williamson Hall (625-3461).

Student Financial Aid Reporting Data Base Almost Here
By Roberta Armstrong

The DB2 version of the student financial aid data base is being programmed now at AIS and should be available for testing by Student Support Services and coordinate campus financial aid staff in mid-January. If it looks good, access to this new file via the AIS Information Center will be granted beginning in February.

The Financial Aid Reporting Data Base (FARDB) joins the RRDB (registered students) and AARDB/MARDB (admissions/prospective students) as the final student records basic reporting data base. Others (e.g., course data, a student flow data base) may be added later.

The FARDB will include records for students and prospective students who have made a financial aid application to any University of Minnesota campus during the current and upcoming aid years. The first few refreshes of the FARDB in 1989 will only include applicants in aid year 1989 (academic 1988-89) because data formats changed just before that time. When we start receiving applications for aid year 1990 (academic 1989-90), the data base will include aid years 1989 and 1990. Information on students in this data base will include current application status and current and past financial aid awards.

The FARDB contains file number (for students known to be admitted) and social security number (for most aid applicants). These identifiers may be used to match financial aid data against the AARDB/MARDB (SSN) or the RRDB (file number).

Current plans call for updating the FARDB twice monthly, on the 8th and 23rd of each month; the adequacy of this schedule will be reviewed after six months.

The FARDB will be useful in helping answer such questions as:

- How many applicants for admission to my unit are also applying for financial aid?
- What is the financial aid profile for students in my unit?
- Does receipt of financial aid relate to scholastic performance?
- How many applicants are there for a particular financial aid program (e.g., minority, health sciences)?

In general, use of this file will require a fairly extensive understanding of the financial aid application and award process; at least initially it may be used mostly by those directly involved with financial aid matters. Merging of financial aid data with data from other files is possible, however, and Data and Reporting Services in Student Support Services (625-6556) will be able to meet these requests.

Access policies for FARDB are being formulated. Detailed documentation is also being prepared, which is similar to existing documentation for the RRDB and AARDB/MARDB. Request forms for access are also being developed.

If you would like to be put on a list to receive request for access forms when available, please contact John Kellogg or Ron Matross at DRS (625-6556). They can also answer general questions about the reporting data base system. For more detail on the FARDB, contact Gloria Spohn (624-1334) or Lauri Enger (626-0301) in the Financial Aid Computer Services Unit.

Edited by Laura Phillips, 150 Williamson Hall (625-3461)



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STUDENT SUPPORT SERVICES * UNIVERSITY OF MINNESOTA

Vol. XII, No. 2

February 1989

Campus Preview Days Successful

The Admissions Office reports resounding success with its new Campus Preview Days, a series of Saturday events introducing prospective students and their parents to the University.

So far, each of the four Campus Preview Days has been "sold out" (120 people had to be turned away from the last event), with some visitors flying in to attend from as far away as New York and California. More than 600 people attended during fall quarter 1988.

Designed to address specific questions and interests of prospective students, each Day begins with visitors greeted on arrival by student staff and offered University and Twin Cities information and memorabilia. Visitors listen to representatives from Admissions/Prospective Student Services, the President's Office, the Office of Student Financial Aid, and Housing Services; watch a slide show about the University; and are then treated to a mini college fair and finally a bus tour of the entire Twin Cities campus. Admissions also offers visitors on-the-spot transfer evaluations, free parking, reduced rates at three hotels near campus, University bookstore discounts, and refreshments.

Audiences respond positively to Campus Preview Days, strongly commending Student Support Services offices and participating colleges for their personalized service and helpful staffs.

The next Campus Preview Day will be held on March 11 at 9 a.m. in the St. Paul Student Center Theatre. For more information about participating in Campus Preview Days, contact Loren Anderson, 240 Williamson Hall (625-2006).

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 being distributed at the Office of Student Financial Aid, 210 Fraser Hall, Minneapolis, or 197 Coffey Hall, St. Paul.

Each packet includes the 1989-90 Student Financial Aid Application Instructions explaining 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; Stafford Student Loan (formerly 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 the 1989-90 Student Financial Aid Loans brochure describing the types of student loans made by private lenders (banks, savings and loans, and credit unions). The loans include the Stafford Student Loan, Supplemental Loans for Students, Student Educational Loan Fund, Parent Loans for Students, Health Education Assistance Loan, and Law Access Loan.

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.

Inside The RECORD. . .

Registration wait times? See page 3.

OIE Tax Information Sessions

The Office of International Education is offering tax information sessions for international students and staff. The sessions will be held from 2 to 4 p.m. on February 17 and March 10 in 325-327 Coffman Memorial Union.

Guidelines and copies of Form 1040NR will be available. IRS representatives will discuss how to fill out the tax forms, but they will not help fill out individual returns. For more information, call Shelley Smith at 626-7365.

Directory Survey Results Tabulated

Our thanks to all who participated last quarter in the SSS directories survey for the white and yellow pages. The final survey response rate was 29.1%, with 198 responses received.

About 75% of the respondents said they use the Yellow Pages. Over 75% found them fairly/very easy to use, and over 67% found them moderately/very useful. Only 5.6% said the Yellow Pages were not useful.

Almost 75% of the respondents also said they use the SSS Directory. About 75% found it fairly/very easy to use, and almost 70% found it moderately/very useful. Only 4.5% said the SSS Directory was not useful.

Over 70% of the respondents said they want to continue receiving both directories. For more information, call Laura Phillips at 625-3461.

Information Network

The February Information Network meeting will be held on February 15 at 3 p.m. in 240g Williamson Hall. Margaret Carlson, executive director of Alumni Relations, and Peggy Peterson, Alumni Relations chapter program director, will be the featured speakers.

Career Information Fair Held This Month

The eighth annual Career Information Fair, sponsored by the University's Career Development Network, will be held on Thursday, February 16, from 10 a.m. to 3 p.m. in the Great Hall of Coffman Memorial Union. Students can meet with employers from business, government, non-profit, and professional organizations to discuss career opportunities, expand their knowledge of the work world, and learn how to better prepare for careers. Job-hunting workshops and a résumé critique booth will be available. Admission is free, and all students are welcome. Watch for ads in The Minnesota Daily listing participating organizations.

For more information, call John Hennen, 345 Fraser Hall (624-7505).

CLA Career Opportunities Program Offered

"What Can I Do With a Major In . . ." is the name of a new program highlighting career opportunities for liberal arts majors. The program, co-sponsored by CLA Career Development, Student Academic Support Services, and selected departments, features presentations from alumni in liberal arts fields about careers that are both related and unrelated to their major. A career counselor and faculty member discuss career patterns for liberal arts majors and skills gained from the major.

The sociology department will be featured February 21, 11:15 a.m. to 12:45 p.m., 25 Law Center, and the studio arts department will be featured March 1, 12 noon to 1:30 p.m., 215 Studio Arts Building. For more information, call Lynn Scott at 624-9077.

RAC Meeting Scheduled

The next Registrar's Advisory Committee meeting will be held March 6 from 10:00 to 11:30 a.m. in 240k Williamson Hall.

Important Dates

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

Preliminary Class Schedule Reports

Fall Quarter Preliminary Class Schedule Reports (PCSRs) will be delivered to academic units for review on Monday, February 27 and picked up on Friday, March 3. The PCSRs give units a last check of their fall quarter 1989 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 department review.

Department scheduling coordinators should begin reviewing the PCSRs as soon as possible after delivery. Revisions must be noted in time for the March 3 pickup. Anyone not receiving the PCSRs on February 27 or unable to meet the March 3 deadline should call Nancy Peterson at 625-6089.

DRS Workshop Offered

Data and Reporting Services is offering a March 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 March 2 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).

Staff News

On January 17, Chris Halling became acting director of the Office of Student Financial Aid. He replaces Bob Misenko, who now serves as vice president for Higher Education Management and Resources in St. Paul.

Registration Wait Time Decreases

At present, the time Twin Cities campus students spend registering for classes averages about 7 minutes. Since on-line registration began in spring 1982, registration wait times have dropped fairly steadily:

Winter 1982	73 minutes
Spring 1982	35 minutes
Fall 1984	13 minutes
Winter 1985	8 minutes
Spring 1985	11 minutes
Fall 1985	12 minutes
Winter 1986	9 minutes
Spring 1986	6 minutes
Early Fall 1986	10 minutes
Fall 1986	8 minutes
Winter 1987	9 minutes
Spring 1987	7 minutes
Early Fall 1987	7 minutes
Fall 1987	7 minutes
Winter 1988	8 minutes
Spring 1988	6 minutes
Early Fall 1988	7 minutes
Fall 1988	7 minutes
Winter 1989	6 minutes

Graduate School Courses Added

Scheduling and the Graduate School are working to make thesis credit courses part of the Course Inventory; academic units want the time faculty spend with graduate students on thesis credits reflected as work effort and instructor load. The current Grad 8777 and Grad 8888 make it impossible to attach individual faculty members to individual students.

Beginning fall quarter 1989, graduate students will register in their individual programs for thesis credits. For example, a master's student will register in Hist 8777, a Ph.D. student in Hist 8888. The two "courses" will be added to the Authorized Course Master for 130 existing academic departments and programs. Eighteen additional designators will be established for graduate programs that are cross-disciplinary (e.g., BME for biomedical engineering). Scheduling will add the new 8777 and 8888 courses to the 1989-90 academic year course file.

In February, Graduate School administrators will meet with graduate study directors about the graduate credit courses. For more information, contact Elizabeth Grundner, 150 Williamson Hall (625-4094).

Graduate Tuition Benefits and Taxation

Tuition benefits for 1988 are now considered non-taxable. Graduate assistants' W-2 forms were adjusted to exclude the tuition benefit amount from their 1988 gross income, so most individual 1988 tax returns should include a reimbursement for tax paid on the benefit. Beginning in 1989, tuition benefits are not taxable.

National Student Exchange Program Offered

Enrollment at the University of Minnesota does not limit students to class attendance in Minnesota. The University participates in the National Student Exchange Program, a consortium of more than 80 public colleges and universities throughout the United States, including Puerto Rico and the Virgin Islands.

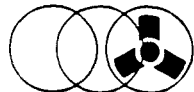
The National Student Exchange Program opens the door to a much broader range of experience than students might expect when contemplating enrollment at the University. Students have the opportunity to experience a different regional culture, attend classes they might not find at the University (or classes with limited enrollment), or learn about a geographic region different from their own.

Students may spend one quarter or up to a full year at one or more participating institutions. Tuition through this program compares to Minnesota in-state rates and financial aid is applicable. Enrollment is open to all University of Minnesota undergraduates with a minimum GPA of 2.50. Although the program is geared to students who have reached the sophomore level or above, some freshmen may participate.

The application deadline for the 1989-90 academic year is March 6, 1989. Counselors or students interested in learning more about the program may contact Carl Brandt, Office for Special Learning Opportunities, 220 Johnston Hall (624-7577).

Edited by Laura Phillips, 150 Williamson Hall (625-3461)

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STUDENT SUPPORT SERVICES * UNIVERSITY OF MINNESOTA

Vol. XII, No. 3

March 1989

Grade Report Deadline

The deadline for academic departments to submit winter quarter reports to Student Records is 8:30 a.m., Thursday, 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 for Minneapolis campus departments is available by calling 625-3030.

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 Monday, March 27.

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., Tuesday, March 28 through Friday, March 31. Remaining grade slips will be available beginning Monday, April 3 in 202 Fraser Hall.

SSS Offices Open Late

Several Student Support Services offices will have extended hours during the first three days of spring 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 6:00 p.m. on Monday, March 27, and until 5:30 p.m. Tuesday, March 28 through Wednesday, March 29.

The RECORD Redesign Slated for April

The RECORD is being redesigned and will have a brand new look beginning next month. Watch for it!

U to Host Counselors' Conference

The Twin Cities campus will host the annual High School Counselors' Conference on Wednesday, April 12, 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 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).

Class Schedule Department Listing

Departments are asked to review addresses and phone numbers on page 98 of the Spring Class Schedule and to report any changes to Judith Shalaby at 625-1530 by March 13.

Information Network

The March Information Network meeting will be held on March 22 at 3 p.m. in 240K Williamson Hall. Judy Werthaus of the New Student Program/Orientation Office will be the guest speaker.

Inside The RECORD. . .

Interested in winter quarter registration statistics? See page 3.

Phi Beta Kappa Applications Due in April

The University's Alpha chapter of Phi Beta Kappa (the national liberal arts honor society) invites all qualified students to apply for membership by Friday, April 14.

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 1989 initiates.

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

Spring Quarter Financial Aid Checks

The Check Issuance Office will disburse spring quarter financial aid checks as follows:

Minneapolis--Great Hall, Coffman Union

March 27 (P-Z only)	8:00 - 5:00
March 28 (A-H only)	8:00 - 5:00
March 29 (I-O only)	8:00 - 5:00
March 30-31	8:00 - 3:30
April 3-5	8:00 - 3:30

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

March 27-29 (A-Z)	8:00 - 3:30
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Beginning April 6, checks may be picked up 8:00-3:30 in 140 Williamson Hall. For faster service, students are encouraged to pick up their checks after March 29.

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

Data Base Update

The spring quarter Registration Reporting Data Base (RRBD) updates are scheduled for March 17 (end of UMD/Crookston spring quarter second week) and April 7 (end of Twin Cities spring quarter second week).

Beginning with the March 17 update, the data element NAS_YRT will be added to the RRDB table PRODIC.TRANSFER_CRSE. This addition will enable users to identify the year/term associated with any previous college course.

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

Mortuary Science Change

Mortuary Science is now part of the Medical School. In addition, Mortuary Science's name has changed to Program of Mortuary Science.

Important Dates

March 13	Last day of instruction.
March 14-20	Final examinations.
March 20	End of winter quarter. Commencement. Candidates for baccalaureate degrees should check with college offices for information.
March 24	Last day to register for spring without paying late registration fee.
March 27	Spring quarter classes begin.

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 RRDB workshop describes registration data and offers advice on avoiding common problems. It will be held from 10 a.m. to 12 noon on April 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).

RAC Meeting Scheduled

The next Registrar's Advisory Committee meeting will be held April 3 from 10:00 to 11:30 a.m. in 120 Coffey Hall on the St. Paul campus.

Winter 1989 Registration Steadies

Highlights from the new winter registration statistics are summarized below.

Campus highlights:

Campus	Enr	Change From Wtr 1988	
		Pct	N
Twin Cities	39,914	- 3.1	-1,260
Crookston	1,309	+34.4	+ 335
Duluth	7,138	+ 4.9	+ 332
Morris	1,951	+ 1.9	+ 36
Waseca	1,291	+ 0.6	+ 8
Total	51,603	- 1.1	- 549

Selected Twin Cities highlights:

College	Enr	Change From Wtr 1988	
		Pct	N
Agriculture	735	- 4.5	- 35
CBS	327	+ 0.3	+ 1
Education	1,939	- 3.6	- 73
GC	2,180	- 8.5	-203
Grad School	7,767	- 1.3	-104
Law (Spr Sem)	729	- 0.4	- 3
Liberal Arts	15,387	- 2.8	-440
Management	891	-22.0	-252
Medicine	1,956	+11.8	+206
Mort Sci	57	+ 9.6	+ 5
Natural Res	286	+ 4.4	+ 12
Nursing	176	-37.6	-106
Occup Therapy	63	+ 1.6	+ 1
Pharmacy	318	- 0.3	- 1
Public Health	236	+11.3	+ 24

University-wide undergraduate highlights:

Student Type	Enr	Change From Wtr 1988	
		Pct	N
NHS	514	- 7.6	- 42
NAS	714	-24.0	-226
New Adult Spec	877	+38.8	+245
New Total	2,105	- 1.1	- 23
Cont Same Unit	47,651	- 1.4	-680
Trans Intra-U	950	+ 5.9	+ 53
Trans Inter-U	138	-12.7	- 20
Readmits	759	+19.0	+121

The Office of the Registrar produces the official registration statistics report.

University Identification Card Project Update

By Mary Amundson

A new identification card (ID) system for day school students, staff, and faculty is being developed. The new ID card system reflects the University's need to link its administrative data bases to improve services. The new card is designed to serve as an ID and all-University system card, so individual departments will not need to issue separate cards (e.g., library, meal, and access) to support automated processes.

The ID card will be redesigned but will continue to be of plastic card stock, with:

- A raised/embossed surface to ensure a legible and correct identifier and name on paper documents to help maintain the integrity of University records.
- A meaningful bar code based on Code 39 symbology, distinguishing what is coded (i.e., a person or some type of object such as a book or file folder), an individual's University role (i.e., student, staff, or faculty), his/her primary identifier (SSN if available or, for students, University file number if SSN is not available), and a card sequence number to support validation of replacement IDs. The bar code is expected to pave the way for many automated identification processes over time.
- A color photo for day school students to support identity verification. Photos for staff and faculty will be optional but may be required for access to certain University facilities/services.
- A signature panel.

AIS will develop a new ID card validation data base to support card creation and validation. The data base will be available on-line or can be downloaded and used by other application software for card validation. The card's supporting data base will contain ID card name; SSN; file number, address, telephone number, and college unit (for students); department (for faculty and staff); campus affiliation; birthdate; and ID card sequence number. Expiration dates for students will not appear on the card but will be stored in the data base. This will eliminate the need to reissue student cards but provide a way to validate them.

Replacement cards on the Twin Cities campus will still be available on demand to reduce student runaround and mailing costs. The coordinate campuses will be able to request replacement cards via a CRT screen; cards will be printed on the Twin Cities campus within eight work hours and sent to the appropriate campus.

New hardware to support embossing and bar code printing will be installed in May. Plans call for a phased reissuance of new ID cards on the Twin Cities campus by December 31, 1989. Twin Cities campus libraries will become the first user of the bar code system when their on-line circulation system is implemented in January 1990. Implementation on the coordinate campuses will follow in 1990. For more information, contact Mary Amundson, 110 Williamson Hall (625-1887).



Edited by Laura Phillips, 150 Williamson Hall (625-3461)

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The Record

Early Fall Registration Begins May 11

Early fall registration is scheduled to begin May 11 this year with queued registration running until June 2. Open registration will be available from June 5 through June 16.

No fall registrations will be accepted from June 19 through August 23. Queued registration will reopen August 24 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 17.)

The Fall Class Schedule and accompanying Preliminary Winter/Spring Class Schedule will be distributed May 5. The fall schedule will contain neither tuition nor estimates due to the uncertainty of the state legislative session.

No class schedule will be 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 form. Fee statements and the Fall Quarter Update will be mailed to students in mid-August. Fees are due the first week of 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 July transcript mailing.

Project Inform Set to Go

Project Inform, the University's plan to provide better information on postsecondary options to Minnesota high school students, will blossom into a widespread communication effort this spring.

A packet, covering the six systems of postsecondary education in Minnesota, will be distributed to all 9th, 10th, and 11th graders in the more than 100 Minnesota high schools without counselors. It contains a poster called "Minnesota: A State of Minds" and transfer and financial aid information brochures. The poster, the packet's featured piece, lists all postsecondary institutions in the state, by system, and attempts to provide something of the flavor and mission of each system.

The complete packet of information will also be made available to students who contact the University and want more information about their educational options in the state or who apply to the University but are not offered admission to the program or college of their choice.

Project Inform is a response to the Minnesota Legislature's mandate requiring the University to provide information on postsecondary opportunities in Minnesota because of the University's enrollment reduction plans. For more information or to request copies of the poster "Minnesota: A State of Minds," call Jerry Thompson at 625-2006.

Inside The Record. . .

Honor an SSS employee. See page 3 for details.

College Work-Study Funds Available

1988-89 College Work-Study awards are currently available from the Office of Student Financial Aid.

Interested students who have completed 1988-89 financial aid applications may meet with a walk-in counselor in the Office of Student Financial Aid Information Center, 210 Fraser Hall, or call 624-1665 to schedule an appointment.

Students may review College Work-Study opportunities at the Student Employment Center, 120 Fraser Hall.

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 (LRC). Students should make an appointment now while fee vouchers are still available.

American Indian LRC	125 Fraser Hall	624-2555
Asian/Pacific LRC	306 Walter Library	624-2317
Black LRC	323 Walter Library	625-1363
Chicano/Latino LRC	332 Walter Library	625-6013

Graduate Student Alert

Staff members should remind graduate students of an important change in graduate student financial aid counseling hours. Counseling is now available:

By Appointment Only

Tuesdays 10 a.m. - 1 p.m.
422 Johnston Hall
Call 625-7579 to schedule an appointment with Ruanne Pearson.

Walk-In Only

Fridays 10 a.m. - 1 p.m.
418 Johnston Hall

Major/Adviser Reports Available in April

Major/adviser reports are scheduled to be distributed to colleges during the week of April 24. The deadline for updating student records with information to be included on the reports is Friday, April 21.

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

In order for an adviser to appear on the reports, that person must have an entry in the demographic/donor data base (which has replaced the central addressing system). Demo/donor records can be added or updated by submitting a staff directory card to Administrative Information Services, 129 Administrative Service Center, 1919 University Ave., St. Paul. Staff directory cards are available from the general storehouse and are in the Student-Staff Directory. For more information on major/adviser reports, contact Don Meyers, B-25 Fraser Hall (625-1800).

Information Network

The April Information Network meeting will be held on Wednesday, April 26 at 3 p.m. in 260h Williamson Hall. Officer John Enger, training coordinator for the University's Department of Police, will be the guest speaker.

The Record is published for University of Minnesota colleges and departments by Student Support Services (Admissions and Prospective Student Services, Information Systems and Services, Office of the Registrar, Office of Student Financial Aid), 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-3461).

Laura Phillips, editor

The University of Minnesota is an equal opportunity educator and employer.

Important Dates

- April 5 Last day for undergraduates and students in professional degree programs to pay graduation fees for spring quarter.
- April 7 Last day to cancel individual course without transcript record.
- April 17 Graduate School application deadline for first term of summer session.

DRS Workshop Offered

Data and Reporting Services is offering a May 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 to 3:30 p.m. May 4 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).

Staff News

Steve Baker, Publications and Communications Office editor, is now publications manager at Ramsey Health Care, Inc. in St. Paul; his last day in the PCO was March 31. Two new staff members have joined Data and Reporting Services: *Scott Murdoch*, formerly with the Office of the Registrar, and *Shuling Lai*, formerly with Admissions and Prospective Student Services.

Data Base Update

In May, a new financial aid reporting data base (FARDB) will be available. Authorized colleges and departments will be able to program the data base to retrieve data on the amounts and types of aid students receive and link this information to data in the admissions and registration reporting data bases. Call John Kellogg (625-6556) or Phil Morgan (624-6586) after April 15 for more information.

SSS Employee Recognition Program

Student Support Services' most valuable asset is its employees. The SSS Employee Recognition Program recognizes employees for years of service to SSS as well as for outstanding service.

If you know an SSS employee who deserves to be recognized for excellent work, nominate him or her for an Outstanding Service Award of \$250 by completing an Outstanding Employee Nomination form available at the information desk at any of the following locations:

Minneapolis Campus
210 Fraser Hall
150 Williamson Hall
240 Williamson Hall
260 Williamson Hall

St. Paul Campus
130 Coffey Hall

If you have any questions about this program, contact a member of the Employee Recognition Committee:

Admissions and Prospective Student Services
Laurel Carroll
Margaret DeMillo

Budget and Personnel
Linda Hanson
Rebecca Colberg (ex-officio member)

Information Systems and Services
John Kellogg
Kurt Neiswanger

Office of Student Financial Aid
Louie Gilman
Phil Morgan
Ellen Smilanich (member-at-large)

Office of the Registrar
Elizabeth Grundner
Janet Powell

RAC Meeting Scheduled

The next Registrar's Advisory Committee meeting will be held Monday, May 1 from 10:00 to 11:30 a.m. in 240k Williamson Hall.

Joint Day/CEE Registration/Records Project Update

By Sam Lewis

A team comprised of Continuing Education and Extension (CEE), Administrative Information Services (AIS), University of Minnesota-Duluth (UMD), and Student Support Services staff is outlining requirements for a new CEE/day school registration system. The Management Committee provided money this year to begin the process.

The project's first phase entails outlining requirements for a new CEE automated registration system. The day school registration system, which operates on distributed IBM mini-computers, is also being studied because the 8100 system will eventually become obsolete.

The project's long-range objective is to create a University-wide registration and records system. The benefits of such a system include:

- A unified, up-to-date University transcript that includes CEE coursework so students do not have to specifically request course transfer
- Automation of CEE registration and records processes
- Flexibility to meet differing CEE/day school needs
- Improved registration services to students and faculty

- Improved advising services, certification, and financial aid processing

- Accommodation of coordinate campus needs, especially UMD

- Improved statistical reporting

The project team is using a modified version of the new AIS development methodology "Stradis" to develop the registration system requirements. The team plans to complete phase one in April and will prepare a cost estimate for phase two to forward to the Management Information Systems Staff Committee and University administrators.

If you have any questions about the project, call Sam Lewis (625-1530) or Barbara Merrill (625-8830).

U to Host Counselors' Conference

The Twin Cities campus will host the annual Community College Counselors' Conference on Friday, April 21, from 9:00 a.m. to 2:30 p.m. at the University Landscape Arboretum.

This year's conference will present University of Minnesota Twin Cities college updates and a college information fair.

For more information, contact Lou Branca, 240 Williamson Hall (625-3052).

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50-Minute Class Module Approved

A 50-minute class module has been approved for the Twin Cities campus beginning winter quarter 1990. Winter and spring quarter CEE evening course times will not change. Summer Session will move to a 60-minute module in 1990.

When the new time module is implemented, the start times for 50-minute classes will be:

<i>Minneapolis</i>	<i>St. Paul</i>
0800-0850	0830-0920
0905-0955	0935-1025
1010-1100	1040-1130
1115-1205	1145-1235
1220-1310	1250-1340
1325-1415	1355-1445
1430-1520	1500-1550
1535-1625	1605-1655
1640-1730	

St. Paul undergraduate colleges prefer the separate time schedule so their students have 30 minutes to change campuses for classes.

The Office of the Registrar has begun conversion of the winter 1990 data base to reflect the 50-minute class module in the Course Turnaround documents sent to academic departments in June for updating. An intensive campaign is planned for November/December 1989 to remind faculty, students, and staff of the January 2, 1990, implementation of the 50-minute class module.

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

Summer Registration Update

Summer registration for both terms begins Monday, May 8 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 8 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.

RAC Meeting Scheduled

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

Inside *The Record* . . .

The new spring quarter registration statistics are here! See page 3.

Early Fall Registration Begins May 11

Early fall registration begins Thursday, May 11. Individual registration times are listed on Registration Status Notices. The complete queue is listed on pages 14-15 of the *Class Schedule*.

Students should begin to clear holds and obtain any required signatures now. Fall class schedules will be available May 5. 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.

New Publication

The *Information Guide for Financial Aid Recipients*, a 31-page booklet describing regulations, types of aid, and financial aid services, was printed recently by the Office of Student Financial Aid. Copies of the booklet are being distributed with award letters.

Information Network

The May Information Network meeting will be held on Wednesday, May 17 at 3 p.m. in 40 Telecommunications Building. Carol Ostrow, the University's telecommunications administrator, will give a tour of the Telecommunications Building.

For more information, contact Rebecca Kroening, Williamson Hall Information Center (625-7873).

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, ID Office, 248 Williamson Hall (625-9357).

Student Monthly Budget Plan

Student Accounts Receivable (SAR) and Housing Services will offer students a Monthly Budget Plan for paying tuition and housing charges on one combined bill during the 1989-90 academic year. This plan is administered by Academic Management Services (AMS) of Rhode Island. Housing Services and SAR will continue to offer their own installment payment plans. Information about all payment plans will be sent to students in June 1989. In addition to the mailing, Monthly Budget Plan applications will be available at SAR (20 Fraser Hall) and the Bursar's Office.

Students who use the Monthly Payment Plan will make monthly payments to AMS from July 1989 to April 1990 for fall 1989, winter 1990, and spring 1990. The plan's cost is \$45 per year and includes life insurance for the enrolled sponsor (i.e., a parent, spouse, or guardian). Students do not need a sponsor to participate. The plan is not available for summer sessions. For more information about payment plans, staff may call Carolee Berge Cohen, SAR (625-6579), and students may call the SAR information line (625-8500).

ISS Retreat Planned

Information Systems and Services will hold its all-staff retreat on June 1. ISS apologizes for any inconvenience this may cause and requests advance notice of any special needs.

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Laura Phillips, editor

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Important Dates

May 15	Graduate School application deadline for second term of summer session.
May 29	Memorial Day, holiday. Classes excused and University offices closed.
June 2	Last day of instruction.
June 3	Study day.
June 5-10	Final examinations.
June 8	Last day for undergraduates and students in professional degree programs to pay graduation fees for first term.
June 10	End of spring quarter. Commencement. Candidates for degrees should check with college offices for commencement information.

DRS Workshop Offered

Data and Reporting Services is offering a June 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 to 3:30 p.m. on June 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, Data and Reporting Services, 260 Williamson Hall (625-3387).

Spring 1989 Registration Drops

The following spring registration highlights show a drop in enrollment. The Office of the Registrar on the Twin Cities campus produces the official University registration statistics report. For more information, contact Aileen Lively, B25 Fraser Hall (625-1800).

Campus highlights:

		<i>Change From Spring 1988</i>	
<i>Campus</i>	<i>Enr</i>	<i>Pct</i>	<i>N</i>
Twin Cities	37,939	-2.9	-1,141
Crookston	1,076	+20.2	+181
Duluth	6,880	+5.3	+346
Morris	1,893	+4.0	+72
<u>Waseca</u>	<u>892</u>	<u>+0.7</u>	<u>+6</u>
Total	48,680	-1.1	-536

Selected Twin Cities highlights:

		<i>Change From Spring 1988</i>	
<i>College</i>	<i>Enr</i>	<i>Pct</i>	<i>N</i>
Agriculture	611	-8.1	-54
Biological Sciences	324	-6.6	-23
Education	1,798	-12.5	-256
General	1,865	-7.4	-148
Graduate	7,639	-0.3	-23
Home Economics	1,105	-9.5	-116
Technology	4,345	-4.7	-213
Law (Spr Sem)	729	-0.4	-3
Liberal Arts	14,615	-1.8	-264
Management	962	-15.5	-176
Medicine	1,895	+9.7	+167
Mortuary Science	63	+18.9	+10
Natural Resources	265	+14.7	+34
Nursing	146	-38.9	-93
Occupational Therapy	61	-3.2	-2
Pharmacy	308	0	0
Public Health	215	+4.4	+9

University-wide student highlights:

		<i>Change From Spring 1988</i>	
<i>Student Type</i>	<i>Enr</i>	<i>Pct</i>	<i>N</i>
New High School	150	-27.5	-57
New Adv Standing	590	-23.6	-182
<u>Adult Special</u>	<u>498</u>	<u>+127.4</u>	<u>+279</u>
Total	1,238	+3.3	+40
Continuing	45,960	-1.3	-584
Transfer Inter-U	101	-12.9	-15
Transfer Intra-U	880	+6.0	+50
<u>Readmits</u>	<u>501</u>	<u>-5.1</u>	<u>-27</u>
Total	47,442	-1.2	-576

Course Designators Added

The following new course designators have been added to the Course Data Base for use beginning fall 1989:

Copt	Coptic	CLA
IDSc	Information and Decision Sciences (replaces MIS and DSci)	Mgmt
OMS	Operations and Management Sciences (replaces OM and MSci)	Mgmt
PBio	Plant Biology (replaces Bot)	CBS
SALL	South Asian Languages and Literature	CLA

In addition, the following course designators have been added to allow for thesis credit registration in cross-disciplinary graduate programs beginning with fall quarter 1989:

AnPh	Animal Physiology
CDB	Cell and Developmental Biology
ChPh	Chemical Physics
CSDy	Control Science and Dynamical Systems
DsHA	Design, Housing, and Apparel
FIMe	Fluid Mechanics
Fors	Forestry

Gene	Genetics
GPhl	Germanic Philology
MicE	Microbial Engineering
PIBr	Plant Breeding
Tgen	Theriogenology
VMed	Veterinary Medicine, Graduate
VMic	Veterinary Microbiology
VPar	Veterinary Parasitology
VPth	Veterinary Pathology
VSRA	Veterinary Surgery, Radiology, and Anesthesiology

A complete list of major fields and their designators for thesis credit registration is on pages 7-8 of the *Fall Class Schedule*.

Special Examination Procedures

Departments issuing special examinations and wanting to collect the fees associated with issuing the examinations 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 examination. For more information about the general maintenance budget number, contact Mary Koskan, 150 Williamson Hall (625-1530).

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Fall Registration Posting Delayed

In order for the various spring end-of-term, Summer Session I second week and end-of-term, and Summer Session II second week reports (including credit hour and grade distribution reports) to include all appropriate students, the posting of fall registration information will be delayed until after those reports are run. Also, fall fee statements must be produced before the fall registrations can be posted. Fall fee statements cannot be run until the regents have approved the tuition rates for 1989-90.

Summer Session II registrations should appear on the Student Data Base on June 28, fall registrations on or about August 14. The posting job will be run as soon as possible after the fall fee statements are run. If you have any questions about this process, call Jeff von Munkwitz-Smith or Don Meyers at 625-1800.

Enrollment Report to Run in June

Following completion of early fall registration on June 16, the Office of the Registrar will run a report for Twin Cities colleges and academic departments showing enrollment in *all* fall 1989 course offerings.

The report will be mailed directly to academic departments during the week of June 19. Units may want to check controlled courses and sections to judge if courses are meeting anticipated enrollments and to assess the need for additional sections for heavily subscribed courses. Courses may also be checked to identify classroom size problems and determine bookstore order quantities. 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 14. 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 on the Minneapolis campus. Please make requests for grade pickups no later than 8:30 a.m. on June 14. 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 June 23. Students should be reminded to submit a change of address at 150 Williamson Hall, 202 Fraser Hall, or 130 Coffey Hall if their current address will change over the summer.

All students registered for fall 1988, winter 1989, or spring 1989 will receive a transcript. College copies will be available by Thursday, June 22. For more information, contact Data Management, 150 Williamson Hall (625-5069).

Inside *The Record* . . .

Student Support Services employees will be honored at an SSS Employee Recognition Program reception this month! See page 3.

OTR Mailings Need Current Addresses

On June 23, the Office of the Registrar will send all students enrolled this past academic year an audit transcript and a fall information sheet. In August, *Fall Quarter Update*, a listing of all course changes since the beginning of early fall registration, complete tuition information, and instructions for cancel/adding during the August/September queue, will be mailed to all students who participated in early registration. Students will also receive their fee statements in this mailing. College and department staff are asked to remind students who plan to change their current address over the summer to submit an address change to 150 Williamson Hall, 202 Fraser Hall, or 130 Coffey Hall.

Student Services Fee Approved, Partial Exemption Eliminated

On April 12, the Board of Regents approved a \$111.46 per quarter student services fee for the Twin Cities campus for 1989-90. The Board also eliminated the partial exemption of the health service fee portion of the student services fee effective fall quarter. (The partial exemption was given in the past to students whose insurance coverage substantially duplicated outpatient coverage provided by Boynton Health Service.) The elimination of the partial exemption was recommended by the student services fees committee to provide an adequate level of funding to Boynton without raising the student services fee to an unacceptably high level.

Admissions Office Hours

The Admissions Office will continue to be open Monday evenings until 6:00 p.m. this summer for prospective students who cannot come in during regular workday hours.

Admissions Office summer hours are:

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

Graduate Student Financial Aid Counseling

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

College Work-Study Update

Summer 1989 College Work-Study (CWS) awards listed on the summer 1989 Financial Aid Notification letter, sent to students by the Office of Student Financial Aid, will be estimated awards. All students, including those being rehired, must obtain a Proposed College Work-Study Card from the Student Employment Center, 120 Fraser Hall. Students will receive their official awards after securing CWS positions and returning their completed CWS cards signed by the hiring departments to the Student Employment Center. Summer job opportunities will be posted at the Student Employment Center beginning June 12. The first day students may begin working on a summer 1989 CWS award is July 1, 1989. All 1988-89 CWS postings will be closed on June 9.

Information Network

The Information Network will not meet in June/July.

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Laura Phillips, editor

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Important Dates

June 8	Last day for undergraduates and students in professional degree programs to pay graduation fees for first term.
June 10	End of spring quarter. Commencement. Candidates for degrees should check with college offices for commencement information.
June 13	First term classes begin.
July 4	Independence Day, holiday.

DRS Workshop Offered

Data and Reporting Services is offering a July 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 to 3:30 p.m. on July 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, Data and Reporting Services, 260 Williamson Hall (625-3387).

Kroening Receives Starr Award

Rebecca Kroening, a Student Support Services employee who works in the Williamson Hall Information Center, received a 1989 Gordon L. Starr Award for Outstanding Service to Students at a luncheon with President Hasselmo on May 23 at the North Star Ballroom on the St. Paul campus.

Of the 70 Starr Award candidates reviewed, 20 were selected for this honor, which recognizes "efforts to help create a better environment for students." Candidates may be faculty, staff, or students. The winners, chosen by a student selection committee, each receive a certificate from the Minnesota Student Association, which sponsors the award.

SSS Employee Recognition Program

A June 27 reception has been planned to honor Student Support Services employees for their years of service to SSS, as well as 25 recipients who will be awarded \$250 bonuses as part of the Employee Recognition Program. The 25 recipients were chosen from more than 80 individuals nominated. All SSS offices will be closed on June 27 from 1:30 to 4:30 p.m.

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.

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 Hall, the Financial Aid Information Center in 210 Fraser Hall, Student Relations and Certifications and Transcripts in 155 Williamson Hall, and the Information Center in 207 Williamson Hall will remain open until 5:30 p.m. on Tuesday, June 13. The Registration Center, Student Relations, and Certifications and Transcripts will also remain open until 5:30 p.m. on Wednesday, June 14.

Financial Aid Summer Hours

Hours for financial aid services will remain the same during the summer at the two Office of Student Financial Aid locations, 210 Fraser Hall, Minneapolis, and 197 Coffey Hall, St. Paul:

210 Fraser Hall	8:00 a.m. - 6:00 p.m.	M
	8:00 a.m. - 4:00 p.m.	T-F
197 Coffey Hall	8:00 a.m. - 11:30 a.m.	M,T,W,F
	and	
	12:30 p.m. - 4:00 p.m.	Th
	12:30 p.m. - 4:00 p.m.	

Walk-in financial aid counseling is available at either Office of Student Financial Aid location every work-day except Thursday from 8:00 a.m. to 12 noon. For more information, students may call the information line during office hours at 624-1665.

RACF Survey Results Evaluated

By James Doten, System Development/Operations

In March 1988, the RACF Security System was implemented on the Student (SDB), Authorized Course (ACDB), and Course Offering (CODB) Data Bases. At the same time several system enhancements were also implemented. In order to assess user reactions to these changes and the change process, a post-implementation survey was developed and mailed to all University personnel with approved access. A total of 672 questionnaires were mailed. Of these, 307 (46%) were completed and returned in time to be included in the tabulated survey results. Some of the results are:

- Most respondents found the new system at least as easy to use as the old. Half found it easier to use and 32% said it was about the same.
- Most (73%) thought current choices on the Student Records Primary Option Menu were adequate.
- Despite advance warnings via Host Gate system messages and two informational mailings to departments, 26% of the respondents reported they did not know about the system changes before they happened. In the future, mailings will be sent directly to individuals affected.
- Of the respondents, 40% said formal training should have been offered, although not necessarily required.

Interestingly, SD/O had offered to set up training sessions if anyone was interested. No requests were received. Next time we will schedule training and ask those who are interested to sign up in advance.

- Of the respondents, 31% reported having some initial problems with the new system, and 92% said either they received adequate help in resolving the problem or were able to solve it themselves.
- Over 80% thought that Student Record "system messages" would be a good idea. A request for a cost estimate to implement this enhancement will be submitted soon.
- We also received many suggestions as to how the systems might be improved. Several suggestions dealt with the desire to be able to move around within and between the various systems with greater ease. In some cases, "hopping" between systems causes technical difficulties. This is particularly true if one or more of the systems is a purchased software package. The subject has been discussed with AIS staff and possible solutions are being evaluated.

Many respondents thought the survey was a good idea and appreciated the opportunity to provide feedback to the design/implementation team. SSS/AIS technical staff have found the results very useful, not only in evaluating the RACF project but also for planning the implementation of future system improvements. Our thanks to all those who responded to the questionnaire.

The Record

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Minneapolis, MN 55455

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The Record

Fall Quarter Fee Statements

Students should begin receiving the fall quarter fee statement mailing around August 21. 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 information on registration and tuition and fees.

Included With *The Record* . . .

The annual fall quarter information sheet is included with this month's edition of *The Record*. The information sheet contains a summary of fall registration and cancel/add procedures.

The sheet was mailed to students beginning June 21, along with a year-end audit transcript, as part of the Office of the Registrar's annual transcript mailing. The mailing went to all students registered for fall 1988, winter 1989, or spring 1989 classes.

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

Student Services Fees Approved

The approved student services fees for 1989-90 are:

Twin Cities	\$111.46 (Boynnton share is \$54.00)
Duluth	85.40
Crookston	62.90
Morris	76.00
Waseca	54.85

See the August edition of *The Record* for the 1989-90 tuition schedule, which the Board of Regents is expected to approve in mid-July.

Computer Check Review

The Scheduling Office is reviewing computer check use by academic units to ensure that computer checks and prerequisite statements in the *Class Schedule* mirror one another. The aim is to eliminate a common registration headache.

Computer checks require registration computer programs to scan a student's record to look for attributes academic units have deemed necessary for taking a certain course, such as college of enrollment, class level, major, cumulative credits, and degree sought. Students who don't meet the computer check criteria for a course are not allowed to register without an override permit approved by the instructor, department, or college. Problems occur when students are not forewarned of the need for a permit. "Why didn't the class schedule say that?" is a common query by frustrated students, who must obtain a permit and then make a second trip to registration.

During the summer, the Scheduling Office will send each academic department the current computer check policy and a copy of its authorized course file with computer check problems highlighted. Academic units are asked to remove or modify computer checks and prerequisite statements directly on the listing and forward the corrected listing to their collegiate curriculum committee for approval. The Scheduling Office will make changes when it gets the approved copy.

For those departments failing to participate in the summer review process, the Scheduling Office will administratively change the prerequisites and computer checks following the end of fall quarter 1989.

For more information, contact Elizabeth Grundner (625-4094) or Nancy Peterson (625-6089), 150 Williamson Hall.

SDB Reminder

Summer Session II registrations were posted to the Student Data Base on June 28, after the Summer Session I end-of-second-week reports were run. Fall registrations will be posted August 14, 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.

Next RAC Meeting

The Registrar's Advisory Committee (RAC) will not meet during July or August. A notice will be sent to committee members announcing the date, time, and place of the first fall quarter meeting in September.

DRS Workshops Offered

Data and Reporting Services will offer several July and early August workshops on institutional data bases accessed through Application System (AS) software.

Workshops on the Financial Aid Reporting Data Base (FARDB) have been added to the calendar since publication of the 1989-90 Information Systems and Services Training Catalog and Schedule. They are led by Gloria Spohn of the Office of Student Financial Aid. A July 25 session is filled, but space remains in an August 22 session. Additional FARDB workshops will be scheduled as needed.

A workshop on the Registration Reporting Data Base (RRDB) is scheduled for 1:30-3:30 p.m. on August 3 in 260h Williamson Hall.

Each workshop describes the respective data base and offers advice on avoiding common problems. Enrollment is limited to 12, and reservations are required. For more information, or to reserve a place, contact John Kellogg, Data and Reporting Services, 260 Williamson Hall (625-3387).

The Record Deadline

Items for the August edition of *The Record* must be submitted to the editor by Monday, July 17.

Staff News

Halling Named OSFA Head

Chris Halling has been named director of the Office of Student Financial Aid. He had been acting director since mid-January.

Halling came to the University in January 1987 as OSFA assistant director. He was promoted six months later to associate director, with broad managerial and supervisory responsibilities.

Before coming to the University, Halling was director of financial aid at the College of St. Thomas, St. Paul, for six years.

"Chris Halling knows the financial aid business very well," notes Jim Preus, coordinator of Student Support Services. "He is an articulate, careful, and very competent spokesperson for the financial aid office, its priorities, and its needs."

As OSFA director, Halling says he will place increased emphasis on "service to departments and faculty," while continuing to emphasize service to students.

New Editor

Stewardship of *The Record* changes hands with this edition. Kate Tyler, the newest editor in the SSS Publications and Communications Office, takes over from Laura Phillips, who will oversee other projects. Tyler may be reached at 625-5579.

The Record is published for colleges and departments at the University of Minnesota, Twin Cities, by Student Support Services (Admissions and Prospective Student Services, Information Systems and Services, Office of the Registrar, Office of Student Financial Aid), 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5579).

Kate Tyler, editor

The University of Minnesota is an equal opportunity educator and employer.

UNIVERSITY OF MINNESOTA

FALL QUARTER 1989 INFORMATION

About This Mailing—You have received the annual transcript mailing from the Office of the Registrar. There are two pieces in the mailing—this fall quarter information sheet and an audit copy of your transcript. The info sheet contains a recap of registration and cancel/add procedures for fall. Please read all sections that apply to you.

Your transcript is enclosed so that you can review it and bring any problems to our attention or to the attention of your instructors. Because of privacy legislation, information about your record may not be released over the phone. You must contact us in person or by mail. Complete addresses are listed under Access to Student Educational Records on page 2. Information on obtaining additional transcripts is also on page 2.

Fall Quarter—Fall quarter classes begin Thursday, September 21 and end December 1. Final exams run from December 4-9. Classes are excused and University offices are closed on the following holidays: November 23-24.

Students Already Registered for Fall—You will need the information on these pages *only* if you plan to change your fall program (cancel/add). All cancel/adding must be done on or after your spot in the August-September queue. Registration Status Notices (RSNs) will be mailed about August 15. You can ignore your RSN if you do not have holds and do not need to change your program. Save your *Fall Class Schedule*; no new *Class Schedule* will be published for fall.

A complete fee statement—showing your assessment for fall quarter and your tuition due date—will also be mailed to you during the second week in August. That mailing will include a copy of *Fall Quarter Update*, a listing of all course changes since the beginning of registration, complete tuition and fee information, and instructions for changing your program during the August-September queue.

REMEMBER: It is your responsibility to report any change in your address to the University. If you have moved or will be moving, submit an address change to 150 Williamson Hall (612/625-5333) or 130 Coffey Hall (612/624-3731). If, for any reason, you do not receive your fee statement in the mail, you are still responsible for paying your tuition and fees when due. If you have *not* received your fall fee statement by August 20, write immediately for a duplicate. Include your name, student ID number, college of enrollment, and current address, and sign your request. Write to the Registration Center, 202 Fraser Hall, 106 Pleasant Street S.E., University of Minnesota, Minneapolis, MN 55455.

If you need an adjusted fee statement for any reason (e.g., you now have reciprocity, an outside agency tuition authorization, or your graduate assistantship has now been processed), return to the registration center before your tuition due date or you will be liable for late payment fees. You do not need to wait for your queue date if you only need an adjusted fee statement and do not need to cancel/add. (Adjusted fee statements for fall are not, however, available until August 24.)

Students Not Yet Registered for Fall—Because registration for fall has closed, you must wait until the August-September queue to register. Registration Status Notices (RSNs) will be mailed to most students about August 15. For an abbreviated August-September queue, see below.

Fall Class Schedules are available now from your college office (department offices for graduate students; 202 Fraser Hall for CLA, IT, and UC students). When you register in August, pick up a copy of the *Fall Quarter Update*—a listing of all course changes, tuition and fee information, and registration dates. Use the *Update* before you register to check for course changes to the *Fall Class Schedule*.

Registration and Cancel/Add Dates—RSNs will be mailed to most students about August 15. If you were not registered for spring quarter, however, you will not receive an RSN and must contact your college office (department offices for graduate students).

The complete August-September queue will be published in the *Fall Quarter Update*. You can register or cancel/add, and obtain a copy of the *Update* all on the same day by using the abbreviated queue, below, to plan one trip to campus. The *time* during the day when you can register will be on your RSN.

Stage 1—Returning Professional School Students, Graduate Students, and Seniors (135 or more credits)

August 24 or later Rydrich—Brandom, Ro
August 25 or later Brandom, Rp—Kraus, Kath
August 28 or later Kraus, Kati—Rydriczgzz

Stage 2—Returning Juniors, Sophomores, and Freshmen

August 29 or later Rydrich—Tauer, Step
August 30 or later Tauer, Steq—Anderson, A
August 31 or later Anderson, B—Choih, Jenn
September 5 or later Choih, Jen—Gibson, Jen
September 6 or later Gibson, Jeo—Johnson, Da
September 7 or later Johnson, Db—Lo, Chasu
September 8 or later Lo, Chasv—Nelson, Pet
September 11 or later Nelson, Peu—Porter, Bra
September 12 or later Porter, Brb—Rydriczgzz

Stage 3—Returning Adult and High School Specials

September 13 or later All

Registration Hours—The registration center in 202 Fraser Hall and the registration and student contact areas in 130 Coffey Hall are open Mondays from 8:00 a.m. until 6:00 p.m. Hours on Tuesday through Friday are from 8:00 a.m. to 4:00 p.m. Student relations, transcripts, and certification services are also available until 6:00 p.m. Mondays in 155 Williamson Hall.

Although the registration centers will be open throughout the summer, no fall transactions can be accepted before August 24. All University offices will be closed September 1-4 for the Labor Day holiday.

Holds—If you have a hold on your record, you may not register or cancel/add until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid library fines, unpaid tuition or fees, or delinquent health service payments) or for disciplinary or scholastic reasons. For more information, see page 5 of your *Fall Class Schedule*, check with your college office, or call or visit a student relations staff member in 150 Williamson Hall (612/625-5333) or 130 Coffey Hall.

Registration by Proxy—If you are unable to register in person, you may have someone else register for you with your student ID card and written permission. It is not possible to register by mail.

1989-90 Tuition Rates—Tuition rates for the coming academic year had not been set when this mailing was printed. Preliminary discussions of the overall *undergraduate* tuition plan centered on two important changes—although no final decisions had been made:

upper division students, who now pay rates which vary by college of enrollment, may all be assessed a new, uniform upper division rate *and*

the undergraduate plateau—the 14-18 credit band in which additional per-credit charges are not assessed—may be eliminated.

Complete tuition information for undergraduates as well as graduate and professional school students will be available in the *Fall Quarter Update*. If you registered in May or June, you will receive a copy of the *Update* in the mail in August. Copies will also be available in August at your *Class Schedule* distribution site.

Student Services Fee—All students registered for 6 or more credits must pay a \$111.46-per-quarter (\$167.19-per-semester) student services fee in addition to tuition.

Partial Exemption of the Health Service Fee—The Board of Regents has eliminated the partial exemption of the health service fee portion of the student services fee effective fall quarter. (The partial exemption was given in the past to students whose insurance coverage substantially duplicated outpatient coverage provided by Boynton Health Service.) The elimination of the partial exemption was recommended by the student services fees committee to provide an adequate level of funding to Boynton without raising the student services fee to an unacceptably high level.

Tuition and Fees Due Dates—If you register from August 24-September 13, at least 50% of your tuition and fees will be due about 10 workdays following your date of registration. Due date(s) will be printed on your fee statement(s). Complete details on payment of tuition and fees, including the installment payment plan, are on pages 19-22 of your *Fall Class Schedule*.

Tuition and Fees Paid by Various Agencies—If you have authorization for the University to bill a donor for your tuition and fees, you should bring your authorization to your registration center (202 Fraser Hall, 130 Coffey Hall for St. Paul undergraduates and adult specials, or 150 Williamson Hall for students with mobility impairments) before the beginning of registration. If you are unable to present your authorization before registration starts, bring it with you when you register. (If you have already registered for fall, see page 1.)

New ID Cards—During fall quarter, every returning student will receive a new ID card. This new card will have a color photo and a bar code and will be part of an automated circulation system at campus libraries. The bar code may eventually also be used for other automated processes (e.g., bursar, dorms, and recreational sports validation). To insure that your new card is correct, you should submit a name change request form to the ID Office, 248 Williamson Hall

before September 30 if your name has legally changed, is misspelled, or is missing characters (such as hyphens, spaces, or apostrophes). Watch for *Daily* ads and handouts from college offices this fall for more information about distribution of the new cards.

Transcripts—There are two types of service for official transcripts: regular service and rush service. (Official transcripts are certified and embossed with the University's seal.) Regular service is available for \$2 a copy. Processing time for regular service is 2-3 workdays; after processing, your copies will be mailed to the places you have specified. Rush service on official transcript requests is available for \$6 a copy. Rush service guarantees your transcript will be issued to you in person or put in the mail on the same day it is requested. You must have a picture ID (student ID card or driver's license) to receive over-the-counter rush service.

Official transcripts should be requested in 155 Williamson Hall for Minneapolis students and for all Extension records or 130 Coffey Hall for St. Paul students. (You may also write for transcripts. See Access to Student Educational Records, below, for complete addresses.) Your request must include a check or money order payable to the University of Minnesota for \$2 or \$6 per transcript or the same amount in transcript vouchers from the Bursar.

Unofficial copies of your student record are also available at 155 Williamson Hall or 130 Coffey Hall. There is no charge for unofficial copies; there is, however, a limit of one copy per day. You must also present a picture ID when you request an unofficial copy of your record.

Access to Student Educational Records—In accordance with regents' policy on access to student records, information about you generally may not be released to a third party without your permission. The policy also permits you to review your educational records and to challenge the contents of those records.

Some student information—name, address, telephone number, dates of enrollment and enrollment termination, college and class, major, adviser, academic awards and honors, and degrees earned—is considered public or directory information. To prevent release of such information outside the University while in attendance at the University, you must notify the records office on your campus.

You are notified annually of your right to review your educational records. The regents' policy, including a directory of student records, is available for review at the information center in Williamson Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the Office of the Registrar, 150 Williamson Hall, (612/625-5333).

NOTE: Because of privacy legislation, students requesting transcripts or seeking information about their records must write or come directly to the Office of the Registrar. No phone requests will be accepted. For information about your record, you may come to Student Relations, 150 Williamson Hall, Minneapolis; for copies of your transcript, you may write or come to Transcripts, 155 Williamson Hall, University of Minnesota, 231 Pillsbury Drive S.E., Minneapolis, MN 55455. St. Paul students should write or visit Admissions and Records, 130 Coffey Hall, University of Minnesota, 1420 Eckles Avenue, St. Paul, MN 55108. (See Transcripts, above, for information on obtaining transcripts and associated fees.)

Equal Opportunity—The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation.

ID Card Project

New identification cards featuring a bar code will be issued to all faculty, staff, and students this fall. Cards will be white with a maroon header. Each person's status--student, staff, or academic employee--will be printed on his or her card.

Newly admitted students will be the first group to receive the new cards. The distribution process will remain unchanged. Colleges will receive ID cards for new admits, and each student will then go to the ID Office in Williamson Hall to have a picture taken and affixed to the back of the ID card. Only students will be required to have pictures on their cards.

Faculty and staff will get their new ID cards late fall quarter. Cards will be mailed to departmental payroll coordinators for distribution.

Returning students on the Minneapolis campus will be issued new ID cards at the Armory gymnasium in November. Students will be asked to come to the Armory according to a queue published in the *Daily* and in special fliers. St. Paul undergraduates will be issued new cards on the St. Paul campus.

Assistance is requested in getting queue information to students and in urging them to update the information on their ID cards.

Colleges willing to include information on the ID card reissuance in their newsletters to students are asked to call Mary Amundson, Office Services (625-1887).

Bar-coded ID cards will be used to automate book circulation at all Twin Cities campus libraries beginning winter quarter 1990 and will eventually be used to support other automated processes requiring validation, such as at the Bursar's Office, in dormitories, and at recreational facilities.

Loan Deferment Procedures

Loan deferments must be completed by the registrar. Students can have the forms completed by bringing or 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.

Financial Aid Counseling

Financial aid counseling for health professions students is available this summer in 2-693 Moos Tower during the following hours:

Monday	3:30 p.m. to 5:30 p.m.
Wednesday	10:00 a.m. to 1:00 p.m.
Friday	10:00 a.m. to 1:00 p.m.

Important Dates

- July 17** Graduate School application deadline for fall quarter 1989.
- July 18** Summer Session I classes end.
- July 19** Last day for undergraduates and professional degree program students to pay graduation fees for Summer Session II.
- July 20** Summer Session II classes begin.

SSS Offices Open Late

Several Student Support Services offices will have extended hours on the first day of Summer Session II.

The Registration Center in 202 Fraser, the Financial Aid Information Center in 210 Fraser, Student Relations and Certifications and Transcripts in 155 Williamson, and the Williamson Hall Information Center will be open until 5:30 p.m. on Thursday, July 20.

All these offices (except the Williamson Hall Information Center) are also open until 6 p.m. every Monday as a convenience to students.

Winter Exam Schedule Shortened

The final examination period at the end of winter quarter 1990 has been shortened from six days to five, by decision of the Faculty Consultative Committee.

The committee decided in June to eliminate Monday, March 19, from the winter examination period. Winter quarter finals will take place Tuesday through Saturday, March 13-17.

SSS Employee Recognition Program Honors Longevity and Service

Twenty-five Student Support Services employees have been honored for marking length-of-service milestones and 25 honored for outstanding work this year during the SSS Employee Recognition Program.

Topping the length-of-service list was Dorothy Boehm, Student Support Services associate, who passed the 42-year mark. Twenty-four others reached milestones of 5, 10, 15, and 20 or more years.

SSS includes Administration, the Admissions and Prospective Student Services Office (A/PSS), Information Systems and Services (ISS), the Office of the Registrar (OTR), and the Office of Student Financial Aid (OSFA).

The 25 outstanding-service honorees were selected from among 80 nominees. Each was awarded a \$250 bonus at a reception June 27.

Employees Honored for Outstanding Service, 1989

Veryl Adams, Executive Personnel Worker, OSFA, Student Affairs

Gary Andersen, Office Specialist, OTR (St. Paul A&R)

Chris Anderson, Senior Accountant, OSFA, Systems Administration

Rick Bard, Editor, ISS, Publications & Communications

Cecilia Boggio, Senior Office Specialist, OSFA, Student Affairs

Sandy Britsch, SSS Associate, OTR, Student Relations

Kathy Brown, Senior Data Entry Operator, OTR, Data Management

David Burns, Office Specialist, A/PSS

Rebecca Colberg, Fiscal Officer, SSS Budgets and Personnel

Mary Easterling, Senior Student Personnel Worker, OSFA, Data Management

Mary Herheim, SSS Associate, OSFA, Systems Administration

George Hudachek, SSS Officer, A/PSS

Cathy Jewett, Office Specialist, OTR, Transcripts

Jane Lindelien, Office Supervisor, OTR, Records

Andrea Long, Principal Secretary, OSFA, Student Employment

Linda Miza, Principal Secretary, OTR, Scheduling

Bertha Neal, Office Specialist, A/PSS

Deb Parker, Principal Secretary, ISS, Office Services

Dana Rogers, Office Specialist, ISS, Office Services

Kathy Rosel, Office Specialist, OTR, Records

Linda Sibben, Secretary, OSFA, Student Employment

Eugenia Smith, SSS Officer, A/PSS

Terri Tuzinski, Office Specialist, OTR, Data Management

Jeff von Munkwitz-Smith, Assistant Director, OTR, Registration System Control

Deb Wilkin, Senior Student Personnel Worker, OSFA, Student Employment

Employees Honored for Service Milestones

5 Years

Carolyn Davidson, ISS, System Development/Operations

Jenny Jacobs, OTR, Student Relations

Dana London, OSFA, Student Temporary Service

Susan Michel, OSFA, Data Management

Caroline Morrison, OTR, Record Maintenance

Sheryl Nash, OSFA, Student Affairs & Special Services

Kurt Neiswanger, ISS, Files

Nancy Peterson, OTR, Scheduling

Virginia Schweder, OTR, CEE Record Maintenance

Linda B. See, OSFA, Student Affairs & Special Services

10 Years

Laurel Carroll, A/PSS, Admissions

Mark Powell, ISS, System Development/Operations

Marsha Smith, A/PSS, Admissions

15 Years

Roberta A. Armstrong, SSS Director (ISS)

Barbara Foster, ISS, Publications & Communications

Louie Gilman, OSFA, Data Management

Robert Levine, OTR, Record Maintenance

20 Years

Lorna McLeod, OTR, Certifications/Transcripts

Cynthia Ryg, OTR, Record Maintenance

22 Years

Leo Abbott, SSS Director (A/PSS)

Maureen Leonhardi, OTR, Registration

Judy Madsen, OTR, Record Maintenance

23 Years

Daniel Patenaude, OSFA, Student Affairs & Special Services

24 Years

Robert Hammel, OTR, Operations

30 Years

Anna Huston, OSFA, Student Affairs & Special Services

42 Years

Dorothy Boehm, OTR, Student Relations

The Record

Grade Report Deadline

The deadline for academic departments to submit Summer Session II grades to the Office of the Registrar is **8:30 a.m. Monday, August 28**. Grades submitted after the deadline will not be posted to student records in time to be reflected on grade slips mailed to students beginning August 30.

For messenger pickup of day school grade reports on the Minneapolis campus, call Student Support Services at 625-3030. Please make requests for grade pickups as early as possible and no later than 8:30 a.m. Monday, August 28. When requesting pickup service, please indicate any time that your office is closed or any unusual scheduling that would impede pickup.

ID Card Imprinter Order

Departments are strongly encouraged to replace existing identification-card imprinters this fall when the University makes the transition to the new bar-coded ID card. New imprinters will be specially adjusted to the thickness of the new card, which will help ensure a clean, legible imprint and increase the life of individual cards.

Student Support Services will no longer provide imprinters to departments, but will consolidate department orders to get the best possible bulk-ordering rates. A new imprinter is expected to cost \$60-\$75, depending on the number in the bulk order. If your department wishes to order an imprinter, please call Mary Amundson or Carol Flannigan, Student Support Services (625-1887), by August 25. State how many imprinters you want and the budget number to charge.

Fee Statement/*Fall Quarter Update*

Fee statements will be mailed starting August 17 to students who took advantage of early fall registration. Tuition and fee payments will be due the week of September 11.

The mailing will include *Fall Quarter Update*. A four-page section of the *Update* lists course changes, while a six-page section includes information on tuition and fees, the August/September queue, policy changes, and procedures for changing programs.

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

A copy of *Fall Quarter Update* is included with this edition of *The Record*. Additional copies will be mailed to departments during the third week of August for use with remaining *Class Schedules*.

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

1989-90 Tuition Schedule

The complete schedule of 1989-90 tuition and fees for the Twin Cities campus appears in *Fall Quarter Update*, included with this edition of *The Record*. The rates were approved by the Board of Regents in mid-July. The schedule for coordinate campuses will be printed in *The Record* next month.

One-page tuition fact sheets (one for undergraduates and one for graduate and professional students) may be obtained from Student Support Services, 150 Williamson Hall (625-3030).

College Bulletin Update

Nine college bulletins in the 1989-91 cycle have been published by the Publications and Communications Office of Student Support Services. They are: Duluth, General College, Health Sciences Programs, Institute of Technology, Law, Morris, Pharmacy, Twin Cities Medical School, and Waseca.

Five other 1989-90 bulletins are in production: Biological Sciences, UMD School of Medicine, Veterinary Medicine, Agriculture, and ROTC. Three bulletins in the 1990-92 cycle are also under way: Natural Resources, Nursing, and the bulletin for the new College of Architecture and Landscape Architecture.

Bulletins are being produced in-house this year using desktop publishing software. The switch from outside typesetting to desktop publishing gives editors more design flexibility and editorial control and ultimately will save both time and money.

Bulletins for Summer Session, Continuing Education and Extension, Summer Continuing Education, and Independent Study have also been published this year, by the respective units.

Staff News

Student Support Services

Teresa Mayer, associate scientist in Data and Reporting Services, is leaving the University shortly. She and her husband will be moving to Winnipeg. Mayer has been responsible for statistical reporting and programming of major Student Support Services reports, including the new student characteristics report for the admissions office and institutional documents used by the registrar to report to government agencies.

Kay Anderson is now the person to call in the Office of Admissions and Prospective Student Services for questions on residency classification and tuition reciprocity. She may be reached at 625-6330.

Colleges

Kate Maple has assumed new responsibilities on the St. Paul campus. For 6½ years, Maple was coordinator of Administrative and Student Affairs in the College of Agriculture. On August 1, she became director of Student Services in the College of Home Economics. She may be reached at 624-9764.

Form Requests

Departments are reminded that Student Support Services forms may be picked up in Student Relations, 150 Williamson Hall, provided they are first ordered by telephone. Departments may also receive forms by mail. To order forms, call 625-9864 or 625-3030.

DRS Workshops Offered

Data and Reporting Services (a Student Support Services unit) will offer several workshops in the next two months on institutional data bases accessed through Application System (AS) software. Each workshop describes the respective data base and offers advice on avoiding common problems.

Financial Aid Reporting Data Base (FARDB/DB2)—August 22, 1:30-4:30 p.m.

Admissions/Prospective Students Reporting Data Base (ARDB/DB2)—September 14, 1:30-3:30 p.m.

Intro to Admission System—October 5, 1:30-3:30 p.m.

Registered Student Reporting Data Base (RRDB/DB2)—October 12, 1:30-3:30 p.m.

Student Support Services Reporting (an overview of SSS reporting services and how to use them)—October 16, 10:00-11:30 a.m.

Workshops take place in 260H Williamson Hall (except for the October 16 workshop; location to be determined). Enrollment is limited to 12, and reservations are required. For more information or to reserve a place, contact John Kellogg, Data and Reporting Services, 260 Williamson Hall (625-3387).

The Record is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by Student Support Services (Admissions and Prospective Student Services, Information Systems and Services, Office of the Registrar, Office of Student Financial Aid), 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5579).

Kate Tyler, editor

The University of Minnesota is an equal opportunity educator and employer.

'U' Athletics Featured at Information Network Meeting

A tour of Bierman Field Athletic Building will be featured at the next meeting of the Information Network, Tuesday, August 15. (Meetings normally take place on Wednesdays.) The tour will be led by Steve Tollison, assistant director of sports facilities, and will begin in the Bierman lobby at 3 p.m.

The tour will include a visit to the ticket office and a short talk by Elayne Donahue, director of academic counseling for intercollegiate athletics.

The Information Network includes University staff members whose jobs involve student contact. The 30 or so people who regularly attend network meetings represent such offices as University Relations, Admissions and Prospective Student Services, St. Paul Admissions and Records, and college offices.

For more information, contact Jan Bobrowske, Student Support Services, at 625-0873.

New Student Immunization Requirement

Student Support Services personnel are busy studying a new Minnesota law mandating that postsecondary students in the state show proof of immunization against a variety of diseases. The law becomes effective July 1, 1990, and applies to currently enrolled as well as newly admitted students who were born after 1956.

The Office of Admissions and Prospective Student Services is working with Boynton Health Service and other units to develop guidelines for implementing the new law. Forms, notices, and administrative procedures will be developed to ensure that students comply with the immunization requirement. University publications, including bulletins, briefs, handbooks, and brochures will soon need to carry notice of the policy.

Under the new law, a student must present a statement or record indicating that he or she has received immunization against measles, rubella, and mumps after the age of 12 months and against diphtheria and tetanus within 10 years of the first registration at the postsecondary institution. The statement must be provided within 45 days of the beginning of the term for which the student first registers.

SDB Reminder

Fall registrations will be posted to the Student Data Base on August 14, after the fee statements from the early fall registration have been produced. For more information, contact Don Meyers or Jeff von Munkwitz-Smith, Office of the Registrar, at 625-1800.

Important Dates

August 23 Summer Session II classes end.
Commencement—candidates for degrees should check with college offices for information.

College of Architecture and Landscape Architecture

Effective July 1, the School of Architecture and Landscape Architecture became the College of Architecture and Landscape Architecture (CALA). A unit code of 22 has been assigned to the new college.

Students who have been admitted to the professional degree programs in architecture, landscape architecture, or environmental design are being automatically transferred to the new college. Students who have already registered for fall quarter will have their records changed before fall fee statements are created and mailed. All students affected by these changes are being sent notices by the college.

Pre-architecture majors will remain in the College of Liberal Arts (CLA) and the Institute of Technology (IT). Pre-landscape architecture majors remain in IT and the College of Agriculture. Some students may still elect to pursue CLA's bachelor of arts degree with an architecture major.

Student Support Services personnel have been working closely with CALA staff members on administrative procedures required to complete the transition to college status. A number of SSS programs and reports will require modification. Changes should be completed by the end of fall quarter. CALA student records will be supported by the professional records unit in the Office of the Registrar.

For more information, contact Pat Grazzini in the college office at 626-1000 or Mark Powell in Student Support Services at 625-8598.

New Student Programs Moves to Student Support Services

The home of New Student Programs (formerly New Student Programs/Orientation Office) has moved from the Student Activities Office to Student Support Services, effective July 1. The move reflects the importance of student orientation to the common-entry-point approach to incoming University students, according to admissions director Leo Abbott. New Student Programs will work closely with SSS units such as Prospective Student Services, admissions, registration, and financial aid to help first-year students adjust to University life.

Ray Myers, acting director of New Student Programs, says that new-student orientation is appropriately a yearlong process rather than a one-time, two-day event. "If we are to make gains in student retention, we must provide not only a positive first contact, but a continuing positive contact throughout the first year." Myers notes that this philosophy is consistent with common-entry-point plans.

Student Support Services will provide a broader institutional base for New Student Programs, says Myers. The move to SSS is also a "coming home" of sorts: New Student Programs was under the SSS umbrella for ten years before moving to the Student Activities Office three years ago.

For now, New Student Programs will continue operating out of Coffman Union, but within the year the unit is expected to move into SSS quarters in Williamson Hall or a nearby building.

Summer I Registration Highlights

Here are highlights from the new Summer Session I end-of-second-week registration statistics:

CAMPUS HIGHLIGHTS

<u>Campus</u>	<u>Enroll.</u>	<i>Change from SSI 1988:</i>	
		<u>Pct.</u>	<u>Number</u>
Twin Cities	13,194	+ 0.7	+ 86
Crookston	298	-10.0	- 33
Duluth	1,916	+ 6.9	+123
Morris	134	-9.5	-14
Waseca	n/a	n/a	n/a
TOTAL	15,542	+1.1	+162

SELECTED TWIN CITIES HIGHLIGHTS

<u>College</u>	<u>Enroll.</u>	<i>Change from SSI 1988:</i>	
		<u>Pct.</u>	<u>Number</u>
Agriculture	116	+4.5	+5
Biological Sciences	139	+5.3	+7
Education	1,418	-13.9	-228
General College	363	-3.2	-12
Graduate School	1,662	+5.1	+81
Home Economics	334	-5.9	-21
Law School	121	-4.0	-5
Liberal Arts	5,212	+2.3	+118
Management	295	-20.3	-75
Medical School	1,621	+16.5	+230
Mortuary Science	31	+34.8	+8
Natural Resources	39	+105.3	+20
Nursing	39	-29.1	-16
Pharmacy	85	-73.5	+36
Public Health	120	+8.1	+9
Technology	1,244	-5.2	-68
University College	65	+4.8	+3
Veterinary Medicine	69	-11.5	-9

SUMMER-ONLY REGISTRATION BY CAMPUS

<u>Campus</u>	<u>Enroll.</u>	<i>Change from SSI 1988:</i>	
		<u>Pct.</u>	<u>Number</u>
Twin Cities	2,311	-1.9	-44
Crookston	0	0	0
Duluth	465	+0.4	+2
Morris	8	-20.0	-2
Waseca	n/a	n/a	n/a
TOTAL	2,784	-1.6	-44

The Record

University of Minnesota
Student Support Services

150 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455

The Record

SSS Offices Open Late

For student convenience, several Student Support Services offices will be open late during the first few days of fall quarter.

Closing time will be extended to 5:30 September 21-22 and 6:00 p.m. September 25 at: Registration Center (202 Fraser Hall), Financial Aid Information Center (210 Fraser), Student Relations and Certifications and Transcripts (155 Williamson Hall), Williamson Hall Information Center, and ID Card Office (248 Williamson Hall).

The Bursar's Office in 145 Williamson, the West Bank Cashier's Office, and the St. Paul Cashier's Office will be open 8:00 a.m. to 5:30 p.m. September 21, 22, and 25, and 8:00 a.m. to 4:00 p.m. September 26-29.

Class Schedule Department Listing

Departments are asked to review addresses and phone numbers on page 108 of the *Fall Class Schedule* and to report any changes to Judith Shalaby at 625-1530 by September 18.

Fall Quarter Update Correction

The course fees paragraph on page 4 of the Policy Changes and Procedures section of the *Fall Quarter 1989 Update* should read as follows:

Course Fees Set—The following course fees have been approved for the 1989-90 academic year. The Composition and Communication, General College, and Mathematics course fees are charged in lieu of tuition. The Studio Arts course fees are charged in addition to tuition.

Please correct your copy of the *Update* to reflect this change.

Winter Quarter Calendar Change

A change to the winter quarter 1990 final examination schedule was approved by the Faculty Consultative Committee at its June meeting. The final exams will run five days (Tuesday, March 13, through Saturday, March 17) instead of six days (March 13-20).

Classes meeting late afternoons (2:30 or 3:35 p.m.) will have exams the evenings of March 17 and 18 or at times arranged by the instructors.

One-Stop Financial Aid

Disbursement of fall quarter financial aid checks on the Twin Cities campus will take place September 21-29 in the Great Hall of Coffman Memorial Union and September 21-25 in 120 Coffey Hall, St. Paul. From October 2 to December 14, checks may be claimed in 140 Williamson, 8:00 a.m. to 3:30 p.m.

Great Hall, Coffman Union: At the Great Hall location, staff from three offices—Student Financial Aid, Student Accounts Receivable, and Continuing Education and Extension—will be available to answer student questions. Computer terminals will be temporarily installed to provide access to student records.

During the first three days only, Minneapolis students are asked to come to the Great Hall according to the first letter of their last name. Because lines are longest on these days, students are encouraged to claim their checks between September 26 and 29 if possible.

The schedule is: September 21 (A-H only); September 22 (I-O only); September 25 (P-Z only); and September 26-29 (all). Disbursement hours are 8:00 a.m. to 5:00 p.m. September 21, 22, and 25, and 8:00 a.m. to 3:30 p.m. September 26-29.

120 Coffey Hall: St. Paul students may come any time during the Coffey Hall disbursement, 8:00 a.m. to 5:00 p.m. September 21, 22, and 25.

Weekly SSS Ads in *Minnesota Daily*

Student Support Services will continue to run weekly ads in *The Minnesota Daily* to inform students and staff about deadlines, policy changes, and other important matters. Watch page 3 every Monday for these updates.

Coordinate Campus Tuition Rates

Following is the 1989-90 schedule of tuition and fees for undergraduates at coordinate campuses, as approved by the Board of Regents in July:

<u>Registration</u>	<u>Resident</u>	<u>Nonresident</u>
Crookston Campus		
(14-18 credit plateau)	\$47.68	\$119.20
Duluth Campus (14-18 credit plateau)		
Business and Economics, School of		
Lower Division	47.68	119.20
Upper Division	54.25	135.63
Education and Human Services		
Professions, College of		
Lower Division	47.68	119.20
Upper Division	52.72	131.80
Fine Arts, School of		
Lower Division	47.68	119.20
Upper Division	57.85	144.63
Liberal Arts, College of		
Lower Division	47.68	119.20
Upper Division	56.53	141.33
Science and Engineering, College of		
Lower Division	47.68	119.20
Upper Division	59.53	148.83
Morris Campus (14-20 credit plateau)		
Lower Division	47.68	119.20
Upper Division	56.55	141.38
Waseca Campus (14-18 credit plateau)	47.68	119.20
<u>Coordinate Campus Student Services Fees</u>		
Crookston	\$62.90	
Duluth	85.40	
Morris	76.00	
Waseca	54.85	

Staff News

Colleges and Departments

Kathryn Lange has been appointed acting director of Student Affairs in the College of Pharmacy, effective September 12. She may be reached at 624-9490. Lange has been a manager in the Office of Student Financial Aid.

Carol Weisberg, director of Student Affairs in the College of Pharmacy, has been granted a one-year leave of absence to serve as campus child care coordinator.

College and department student services offices may submit staff news by September 21 for the next edition of The Record.

Scheduling Calendar Produced

The Scheduling Office in the Office of the Registrar has produced and circulated its 1989-90 calendar of mailing and due dates for interactions between Scheduling and University teaching departments. The calendar covers August 1989 through July 1990 and is intended to help with individual department planning.

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

DRS Workshops Offered

Data and Reporting Services will offer several workshops in the next two months on institutional data bases accessed through Application System (AS) software. Each workshop describes the respective data base and offers advice on avoiding common problems.

Admissions/Prospective Students Reporting Data Base (ARDB/DB2):

September 14 or November 2, 1:30-3:30 p.m.

Introduction to Admission System:

October 5, 1:30-3:30 p.m.

Registered Student Reporting Data Base (RRDB/DB2):

October 12, 1:30-3:30 p.m.

Student Support Services Reporting:

October 16, 10:00-11:30 a.m.

Financial Aid Reporting Data Base (FARDB2):

October 31 or November 28, 1:30-3:30 p.m.

Workshops take place in 260H Williamson Hall (except for October 16; location to be determined). Enrollment is limited to 12, and reservations are required. For more information or to reserve a place, contact John Kellogg, DRS, 260 Williamson Hall (625-3387).

The Record is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by Student Support Services (Admissions and Prospective Student Services, Information Systems and Services, Office of the Registrar, Office of Student Financial Aid), 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5579). Colleges and departments are invited to submit items of interest to student services units across the Twin Cities campus.

Kate Tyler, editor

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Tuition Reciprocity Renewal

Students participating in the tuition reciprocity program who were enrolled and earned credits at the University of Minnesota during fall, winter, or spring quarters of the 1988-89 academic year will automatically have their reciprocity benefits renewed at the University for 1989-90. If a student first enrolled at the University during summer session 1989, he or she must reapply for reciprocity benefits for 1989-90.

OTR Hotline Available

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

For answers to your questions about registration, records, or scheduling, please call 625-9050.

Campus Preview Days

Prospective students will visit the Twin Cities campus this fall during Campus Preview Days, hosted annually by Admissions/Prospective Student Services.

Campus Preview Days will take place in Ferguson Hall 9 a.m. to 12 noon on four Saturdays: October 7, 21, and 28, and November 4. The admissions office has discontinued Saturday hours this fall in favor of Campus Preview Days.

Students attending one of the three-hour sessions will tour the campus and learn about University admission, housing, financial aid, academic requirements, cultural events, and social/recreational activities.

'U' Video Premieres

The Twin Cities campus recruitment video, a joint production of the Office of Admissions/Prospective Student Services and University Media Resources, premiered September 5. Several months in the making, the eight-minute video features four students in "day-in-the-life" vignettes and shows the campus at its best.

The video will be shown primarily to high school students during visits by admissions staff and during Campus Preview Days. It may also be distributed nationwide through a video clearinghouse. A few videotapes may be available for short-term loan to University staff.

For more information about the video, call Eugenia Smith in Admissions at 625-2006.

ID Card Project Update

The transition to new identification cards featuring a bar code, embossing, signature panel, and color photo began with freshman registration and orientation on the Twin Cities campus August 17. Returning Twin Cities students and staff and academic employees on all campuses will receive new cards fall quarter. Cards in the new format are also being issued to new employees and to students needing replacement IDs on the Twin Cities campus. Students on coordinate campuses will get new cards winter quarter.

Students must have a current or future registration on the student data base and staff and academic employees must have their payroll documents processed and be on the demographic database before an ID card can be produced.

Because all offices will not have a data base and bar code scanning equipment, students will still need their fee statement and their ID card for identification.

A \$10 fee will be charged to replace lost, stolen, or mutilated cards.

Departments are strongly encouraged to use new ID card imprinters. New imprinters will be specially adjusted to the thickness of the new card and embossing position to ensure a clean, legible imprint and increase the life of individual cards.

Imprinters may be purchased through Student Support Services, which will place a bulk order to get the best possible price. A new imprinter is expected to cost \$60-\$75, depending upon the size of the order.

If your department still wishes to order an imprinter, please call Mary Amundson or Carol Flannigan in Student Support Services, 625-1887. State how many imprinters you want and the budget number to charge.

Further details about the new system will be forthcoming in a memo to deans, directors, and department heads. If you have questions, contact Mary Amundson, 625-1887, or Jan Bobrowske, 625-0873.

Handbook Copies Available

A very limited number of copies of the newly published *Graduate Student Handbook*, *Undergraduate Student Handbook*, and *Parent Handbook* are available to colleges and departments. To request a copy, call Kate Tyler, Publications and Communications, 625-5579.

CEE Record Conversion

Students registering for Continuing Education and Extension courses no longer have to submit written requests to have their CEE grades transferred to day school transcripts. CEE grades will automatically be transferred to a single, computerized grade record under a system begun Summer Session I by the Office of the Registrar.

Students will reap "multifaceted benefits" from the change, according to Bob Hammel, assistant director of the registrar's office. CEE grade transfer previously took as long as five weeks; now it occurs much faster. Students will find it easier to document eligibility for financial aid, student loan deferments, and graduation clearance in a timely manner.

Past CEE records will be converted when a student again registers through extension.

RAC Meeting

The initial fall meeting of the Registrar's Advisory Committee (RAC) will take place 10:00 to 11:30 a.m. October 2 in 240G Williamson Hall.

College Briefs Updated

The 1989-90 series of briefs (or "minibulletins") will be completed by September 15, covering 21 colleges and schools on the Twin Cities campus.

Briefs are used to respond to requests for basic information from prospective students. For more information about briefs, contact Barbara Foster, Publications and Communications Office, 625-3884.

September Information Network

John Printz, associate director of Admissions/Prospective Student Services, will be the featured speaker at the next meeting of the Information Network.

The meeting will take place at 3 p.m. Wednesday, September 13, in 240G Williamson Hall.

Tuition Benefits Programs

Resident Tuition Rates—If you are an academic or civil service staff member, you and members of your immediate family may be eligible for resident tuition rates. You are eligible if you hold an appointment in academic class 93xx, 94xx, 96xx, 97xx, 9544, 9546, 9548, 9550-1, 9553-4, 9556, or 9563 or in civil service classes 1xxx-92xx. You are also eligible if you hold an appointment of at least 25 percent time in academic class 9538, 9539, 9545, or 9558 and receive monetary support equivalent to at least a 25 percent graduate assistantship.

You may request a Verification of Appointment for Resident Tuition form (A45) from Student Support Services, 625-9864. Forms must be filled out quarterly.

Academic Staff Tuition Benefit Program—If you are a faculty, professional, or administrative employee (classes 93xx, 94xx, 96xx, 97xx, 9540, and 9546), you may register tuition-free in credit courses, provided that space is available, you are eligible for admission, and your department head approves. This benefit is available to employees only; family members are not eligible.

An Academic Staff Tuition Benefit Certification form (A46) must be submitted for each course. Call 625-9864 to obtain a form.

The Record

University of Minnesota
Student Support Services

150 Williamson Hall
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The Record

Winter Class Schedules Due Soon

Winter *Class Schedules* will arrive in many college offices October 19 and in all department and remaining college offices by October 27. Distribution to students begins October 30.

Queued registration for winter quarter opens Monday, November 6. The complete queue for winter will be on pages 12-13 of the *Class Schedule*.

Fall Quarter Financial Aid Hours

Financial aid services will be available fall quarter at two Office of Student Financial Aid locations:

210 Fraser Hall	8 a.m.-6 p.m.	Monday
	8 a.m.-4 p.m.	Tuesday-Friday
197 Coffey Hall	8 a.m.-4 p.m.	Monday-Friday

Walk-in financial aid counseling is available at either office as follows:

210 Fraser Hall	8:30 a.m.-12 noon	Monday, Tuesday, Wednesday, Friday
	and 1 p.m.-4 p.m.	(Open until 6 p.m. Monday only)
	1 p.m.-4 p.m.	Thursday
197 Coffey Hall	8 a.m.-11:30 a.m.	Monday, Tuesday, Wednesday, Friday
	and 12:30 p.m.-4 p.m.	
	12:30 p.m.-4 p.m.	Thursday

To schedule an appointment or for more information, students may call the Information Line at 624-1665.

Health professions financial aid counseling is available on a walk-in basis only as follows:

Nursing, Pharmacy, and Dentistry		
2-693 Moos Tower	3 p.m.-5 p.m.	Monday
	10 a.m.-1 p.m.	Wednesday, Friday

Veterinary Medicine		
462-A Vet Med	11 a.m.-1 p.m.	Monday

Law School financial aid counseling (walk-in basis only):

290G Law Center	10 a.m.-2 p.m.	Monday
	12 noon-4 p.m.	Tuesday
	2 p.m.-4 p.m.	Friday

Hospitalization Insurance Procedures Automated Winter Quarter

Beginning with winter quarter registration, University-sponsored hospitalization insurance will be automatically assessed for all students taking 6 or more credits who do not provide basic information on outside coverage. Students with coverage must fill in both the name of their insurance company and their policy number on a new insurance form that will be printed below the course request form in the *Class Schedule*.

Automatic assessment is designed to make it easier for students to be certain that they are covered: Hospitalization insurance will be automatically added to the fee statements of those without coverage. In addition, students who take fewer than 6 credits per quarter and want hospitalization insurance can request coverage on the insurance form.

If you advise students, please remind them of this change in procedure during winter quarter advising.

Inside The Record

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<i>Follow-up Study of Fall 1988 Freshman Applicants</i>	page 4

The Month Ahead

Data and Reporting Services Workshops

Workshops on institutional data bases accessed through Application System (AS) software:

Registered Student Reporting Data Base (RRDB/DB2)	October 12	1:30-3:30 p.m.
Student Support Services Reporting	October 16	10-11:30 a.m.
Financial Aid Reporting Data Base (FARDB/DB2)	October 31 or November 28	1:30-3:30 p.m.
Admissions/Prospective Students Reporting Data Base (ARDB/DB2)	November 2	1:30-3:30 p.m.

Each workshop describes the respective data base and offers advice on avoiding common problems (Student Support Services Reporting presents an overview of SSS reporting services and how to use them). Workshops take place in 260H Williamson Hall (except for October 16; set for 240G-K Williamson). Enrollment is limited to 12, and reservations are required. For more information or to reserve a place, contact John Kellogg, DRS, 260 Williamson Hall (625-3387).

Meetings and Events

Graduate/Professional School Day	October 26	10 a.m.-2 p.m.	Great Hall, Coffman Memorial Union
Representatives of graduate and professional programs nationwide will be present to answer questions. Program information and testing applications (LSAT, GMAT, and GRE) available. Free and open to all.			
Registrar's Advisory Committee (RAC)	November 6	10-11:30 a.m.	240G-K Williamson Hall

Important Dates

October 13	Last day for undergraduates and students in professional degree programs to pay graduation fees for fall quarter.
October 16	Estimated closing date for applications for admission or transfer to the College of Liberal Arts for winter quarter. (Note: This is not a guaranteed deadline.)
October 25	Graduate School application deadline for winter quarter.
November 6	Winter quarter registration begins.

Information Network

Kay Thomas and Michael Paige, associate directors of the Office of International Education, will be the featured speakers at the next meeting of the Information Network.

Thomas is director of counseling and international advising. Paige is director of education and training and the study abroad program.

The meeting will be at 3 p.m. Wednesday, October 18, in the conference room of 149 Nicholson Hall.

Staff News

The Record invites staff news from colleges and department student services offices. Please submit items for the next edition by October 20.

Student Name and Address Standards Workshop

A workshop on name and address data entry standards for the Admissions and Student Data Bases will take place from 10 a.m. to 12 noon Tuesday, October 24, in 260h Williamson Hall.

If you do original entry or updating of student name and address data, you'll find this workshop helpful.

To register, call Nancy Martin, 625-8821, by October 23.

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Kate Tyler, editor

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ID Card Imprinters

University offices may order new ID card imprinters at a special bulk order discount price through June 30, 1990. The cost is \$57 for a basic imprinter, plus \$10 for an optional adjustable forms guide. Your department may purchase an imprinter on a Quik Order Form, BA Form 484B. The product description should read:

DataCard Addressograph Imprinter, Model 871. Imprinter should be adjusted to an overall card thickness of 36.5 mils (i.e., 30 mil plastic card plus a 6.5 mil adhesive-backed laminating pouch to convert card to picture ID). [Specify if you want the optional adjustable forms tray. Reference special bid number SP93.]

Orders should be directed to: DataCard Corporation, Attention: Tom Rothoff, 1 Corporate Center, 7301 Ohms Lane, Suite 125, Edina, MN 55435-3620.

If you have questions, please call Carol Flannigan, Student Support Services, 625-9864.

Form Revised

The Student Name Change Form (Form A-161-sss) was revised in August. Please discard any obsolete forms in your office. Students seeking name changes should be referred to the ID Card Office, 248 Williamson, where they may complete the form and get a new ID card at no charge.

Details on Student ID Issuance

Distribution of new bar-coded student ID cards to returning Twin Cities day-school students registered as of October 4 will begin October 30 on the St. Paul campus and November 3 on the Minneapolis campus.

Those who have already received a new bar-coded card as a replacement or during new-student orientation will not have an additional card printed.

Students must provide proof of identity (e.g., old ID card, a driver's license or state ID) or verify data on their computer record to pick up their new card.

Students are encouraged to come according to a queue that will be published in the *Minnesota Daily* on October 23 and 24 and in special fliers to be available at *Class Schedule* distribution sites.

Because the Armory gymnasium is not handicapped-accessible, students with mobility problems may pick up their cards at the ID Card Office, 248 Williamson Hall, beginning December 4.

The distribution schedule is as follows:

October 30-31	120-125 Coffey Hall	8 a.m.-4 p.m.	St. Paul ID card queue
November 1	120-125 Coffey Hall	8 a.m.-4 p.m.	Open to St. Paul students who did not pick up their card during October 30-31 queue
November 3-22	100 Armory (gym)	9:30 a.m.-4 p.m.	ID card queue
November 27-December 1	100 Armory (gym)	9:30 a.m.-4 p.m.	Open to all students who have not picked up their cards
December 4-30	ID Card Office	8 a.m.-4 p.m.	Handicapped and all other students who have not picked up their cards

The new card must be presented winter quarter to use the University libraries.

For more information, call Mary Amundson (625-1887) or Jan Bobrowske (625-0873) in Student Support Services.

Incomplete Grades Lapsing to F or N: A Quick Review

Many of you have asked the registrar about the lapsing of incompletes (I grades) to F or N grades. Here's a quick policy review:

If a student receives an I fall quarter and then attends classes winter quarter, the I will lapse to F or N during spring. (The precise date is not fixed; the program that lapses I grades will be run about the sixth week of the quarter.) If the student does not attend during the quarter after receiving the I, it will not lapse until about six weeks after the student returns.

An I will lapse according to the registration grade base. For a student on the A-F grade base, an I will lapse to F. On the S-N grade base, an I will lapse to N.

If the instructor allows the student more time to finish coursework,

then a supplementary grade report, approved by the department chair, can be submitted changing the F or N back to an I. This should only be done after the I has lapsed; if grade reports are received in advance, they will be returned unprocessed to the department office.

The policy does not apply to students in the Graduate School, master's degree programs in undergraduate colleges, or professional colleges. Also, the period during which the policy was pending, fall 1986 through Summer Session II 1988, is not covered by the policy. Incompletes earned during this period will not lapse to F or N for any student on the Twin Cities campus. If you still have questions, call Data Management at 625-5069 or Student Relations at 625-9050.

Summer II Registration Highlights

CAMPUS HIGHLIGHTS

Campus	Enrollment	Change from SSI 1989	
		Percent	Number
Twin Cities	7,240	-0.5	-33
Crookston	115	+98.3	+57
Duluth	1,156	+2.3	+26
Morris	108	-21.2	-29
Waseca	518	+3.2	+16
TOTAL	9,137	+0.4	+37

SELECTED TWIN CITIES HIGHLIGHTS

College	Enrollment	Change from SSI 1989	
		Percent	Number
Agriculture	85	+14.9	+11
Biological Sciences	77	0	0
Education	1,228	-2.6	-33
General College	149	-19	-35
Graduate School	914	-1.2	-11
Home Economics	191	-7.3	-15
Law School	1	-50	-1
Liberal Arts	3,381	+1	+34
Management	181	-21.3	-49
Medical School	53	-10.2	-6
Mortuary Science	28	+40	+8
Natural Resources	65	+25	+13
Nursing	15	-11.8	-2
Pharmacy	18	-25	-6
Public Health	32	+28	+7
Institute of Technology	715	+2.9	+20
University College	47	+38.2	+13
Veterinary Medicine	3		+3

SUMMER-ONLY REGISTRATION BY CAMPUS

Campus	Enrollment	Change from SSI 1989	
		Percent	Number
Twin Cities	1,222	+1	+12
Crookston	0	0	0
Duluth	303	-4.1	-13
Morris	3	-95	-57
Waseca	0	0	0
TOTAL	1,528	-3.7	-58

New From Data and Reporting Services:

A Follow-up Study of Fall 1988 Freshman Applicants to the Twin Cities Campus

Executive Summary

In response to concerns about access to the University of Minnesota, Data and Reporting Services conducted a follow-up study of fall 1988 Minnesota freshman applicants to the Twin Cities campus.

Data bases at the University and at the Minnesota Higher Education Coordinating Board were queried to determine how many applicants enrolled fall 1988 at the University, at other Minnesota colleges, and at schools in Wisconsin, North Dakota, and South Dakota. Data were unavailable on enrollments in other states.

Key findings include:

The Twin Cities campus accepts most of those who apply, and most of those accepted choose to attend.

- 75 percent of freshmen who applied for admission were accepted by one or more Twin Cities campus colleges
- 61 percent of those accepted attended in fall 1988

Most of those who were not accepted attended other schools in the four-state region.

- 74 percent of those who were not accepted because they did not meet Twin Cities admissions standards enrolled at other schools in Minnesota, Wisconsin, and the Dakotas, including:

- 14 percent at a University of Minnesota coordinate campus
- 5 percent in a Continuing Education and Extension (CEE) course on the Twin Cities campus
- 14 percent at a Minnesota state university

Conclusion: Students not admitted to the Twin Cities campus can and do take advantage of a variety of other higher education opportunities.

Copies of the full report on this study may be obtained from Data and Reporting Services (5-3387), an arm of Student Support Services. DRS provides student information retrieval, data analysis, and some research services to SSS and University units.

The Record

University of Minnesota
Student Support Services

150 Williamson Hall
231 Pillsbury Drive S.E.
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Special Final Exam Procedures

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 27, room assignments will reach faculty on or before November 22 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 27 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 official deadline for submitting an A163 was November 10.

Winter Quarter Calendar Change

As winter quarter approaches, please keep in mind the change to the final examination schedule that was approved in June by the Faculty Consultative Committee. Winter quarter finals will run five days (Tuesday, March 13, through Saturday, March 17) instead of six days (March 13-20).

Classes meeting late afternoons (2:30 or 3:35 p.m.) will have exams the evenings of March 17 and 18 or at times arranged by the instructors. Final exam schedules for winter quarter may be found on pages 116-117 of the winter *Class Schedule*.

Student Record Access Compliance Statements Due

All Student Support Services (SSS) staff plus all University employees who have on-line access to student records (production system and reporting data bases) are required to read and sign the Access to Student Records Compliance Statement. SSS urges that all staff with any access to student records complete a compliance statement.

Copies of the statement, which must be renewed annually, were circulated to appropriate 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 questions, please contact Carolyn Davidson, Student Support Services, 625-6390.

Tuition Changes for M.Ed. and M.Ag. Programs

Beginning with winter quarter registration, students in the Master of Education or Master of Agriculture programs will be charged a new resident tuition rate of \$72.60 per credit (\$145.20 per credit for nonresidents) rather than the upper division rate for their respective college. The new rate was approved by the Board of Regents for fall 1989 but is not being implemented until winter quarter. Students concerned about the change should contact the Registrar's Office or their college administrators.

CEE Grade Transfer Reminder

Day school students also registering for a course in Continuing Education and Extension (CEE) or independent study no longer need to request a transfer of the course to their day school record. The transaction will occur automatically when a day-school student registers for a CEE or independent study course. Any past CEE work completed by the student will also be transferred at that time.

Inside *The Record*

<i>Admissions System Audit Under Way</i>	page 3
<i>Fall 1989 Wait-Time Study Results</i>	page 4

The Month Ahead

Information Systems and Services Workshops

Workshops on institutional data bases accessed through Application System (AS) software:

Financial Aid Reporting Data Base (FARDB/DB2)	November 28	1:30-3:30 p.m.
Registered Student Reporting Data Base (RRDB/DB2)	December 7	1:30-3:30 p.m.

Workshops providing overviews of student computer systems:

Introduction to Registration System	November 16	1:30-3:30 p.m.
Introduction to Student Data Base	December 11	10 a.m.-12 noon

Each workshop describes the respective data base and how it functions. The AS data base workshops also offer advice on avoiding common problems. Workshops take place in 260H Williamson Hall. Enrollment is limited to 12, and reservations are required. For more information or to reserve a place, contact John Kellogg, 625-3387 (AS workshops) or Aileen Lively, 625-1800 (computer system workshops).

Meetings and Events

Information Network (see article below)	November 16	3:15 p.m.	46 Appleby Hall
Registrar's Advisory Committee (RAC)	December 4	10-11:30 a.m.	240G-K Williamson Hall
ID Card System Workshop (see article below)	December 6	1:30-3 p.m.	260H Williamson Hall

Important Dates

November 15	Last day applicants to most undergraduate colleges and programs or for change of college within the University can be assured a winter quarter admission decision.
November 23-24	Thanksgiving holiday. Classes excused, and University offices closed.
December 1	Last day of fall quarter instruction.
December 2	Study day.
December 4-9	Final examinations.
December 9	End of fall quarter. Commencement. (Individual college graduation events may be held throughout the quarter.)

Information Network

Beverly Stewart, coordinator of advising and counseling in General College, will be the featured speaker at the next meeting of the Information Network. Stewart will conclude the meeting with a short tour of General College student services offices in Appleby Hall.

The meeting will take place at 3:15 p.m. Thursday, November 16, in 46 Appleby Hall.

Staff News

The Record invites staff news from college and department student services offices. Please submit items for the next edition by November 21.

ID Card System Workshop Offered December 6

A workshop on the new University identification card system will be offered by Student Support Services (SSS) from 1:30-3 p.m. December 6 in 260H Williamson Hall. The workshop will provide an overview of the new bar-coded ID card, issuance procedures, and the ID Card Validation Data Base. Enrollment is limited to 12, and reservations are required. For more information or to reserve a place, contact Mary Amundson, SSS, 625-1887.

The Record

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Publications and Communications Office, 150 Williamson Hall, 231 Pillsbury Drive
S.E., Minneapolis, MN 55455 (612/625-5579). Colleges and departments are invited
to submit items of interest to student services units across the Twin Cities campus.

Kate Tyler, editor

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ID Card Issuance Continues on Campus

New, bar-coded identification cards are being issued on the Twin Cities campus.

Students: Card distribution queues are under way for returning students registered for fall quarter day-school classes as of October 11. St. Paul campus distribution took place October 30-November 1; remaining cards are available during Minneapolis distribution at the Armory, which runs through December 1. Cards may be picked up according to the queue published in a Monday edition of the *Minnesota Daily* and in fliers available at *Class Schedule* distribution sites. After December 1, cards will be available at the ID Card Office, 248 Williamson Hall.

Staff and faculty: New cards will be printed for all University employees on the staff demographic data base as of December 6 who haven't yet received a card in the new format. Cards will be forwarded to departmental payroll coordinators for distribution in late December. Pictures are optional for employees, but an individual planning to use Recreational Sports, the Bursar, or other services should bring his or her card to the ID Card Office, 248 Williamson, to have a photo made.

For more information, contact Mary Amundson, 625-1887, or Jan Bobrowske, 625-0873.

Fall 1990 Freshman Application Update

Here's a tally of applications received as of October 27 for freshman admission to the University in fall 1990. (In parentheses is the figure—for fall 1989—from last year at this time.)

Twin Cities	1,256	(1,421)
Crookston	10	(9)
Duluth	929	(704)
Waseca	33	(33)
Morris	(Data not available)	

50-Minute Class Periods Begin Winter Quarter

The 50-minute class period begins winter quarter for both Minneapolis and St. Paul classes. Because the 15-minute break between classes will be maintained, starting times for classes will be staggered throughout the day. Starting times for St. Paul classes will also be 30 minutes later than Minneapolis starting times.

For example, the first class of the day in Minneapolis will start at 8 a.m. and end at 8:50 (0800-0850), whereas the first class in St. Paul will run from 8:30 a.m. to 9:20 (0830-0920). The second class in Minneapolis will run from 9:05 to 9:55 (0905-0955); the second class in St. Paul will run from 9:35 to 10:25 (0935-1025).

As usual, course times are listed in the *Class Schedule* using the 24-hour clock. Refer to page 27 of the winter *Class Schedule* for help in interpreting these times. A chart of the new 50-minute class periods appears on page 28.

Smoother Admissions Process Aim of System Audit

For the first time since its introduction in early 1986, the on-line Admissions/Prospective Student Services computer system is undergoing formal evaluation to determine how well it is working for users.

The comprehensive system handles application processing and prospective student information. It tracks each student contact, including requests for bulletins and briefs, contacts at high school visits or college fairs, requests that test scores be sent to the University, payments of application fees, and information on high schools and previous colleges. In addition, the information each student provides on the application form is entered into the system.

The system audit is designed to identify areas where the computer programs no longer "fit" well with staff needs. New procedures developed by the Office of Admissions in the past few years have in some cases made it clumsier to work with existing computer screens, particularly during heavy application periods.

To audit the system, a Student Support Services committee has reviewed the application process from start to finish. The committee included staff from Admissions, the Office of the Registrar, and Information Systems and Services.

"We imagined, in effect, that we were an application or a piece of new mail," explains George Hudachek, the Student Support Services officer overseeing the system audit. "We looked at what happened on computer screens in different work areas as each piece of mail came through. We tried to find out what people needed the system to do and how well the system performed."

No significant problems were identified with the Admissions system, Hudachek reports, but a number of minor screen changes have been instituted and several larger improvements to both the system and Admissions procedures are under consideration. One example of a major change would be to revise the forms on which applicant information is received while also changing the computer screens to correspond with the forms.

College and department offices will benefit from the audit along with Admissions staff. Some of the screens most often used by college/department staff now carry more information, such as specific models for entering names correctly.

College users will be included in a meeting to consider further system enhancements. Meanwhile, anyone with suggestions for Admissions system modifications may call George Hudachek in the Office of Admissions at 625-2006.

Fall Registration Highlights

CAMPUS HIGHLIGHTS

Campus	Enrollment	Change from fall 1988	
		Percent	Number
Twin Cities	41,016	-3.7	-1,555
Crookston	1,288	+5.5	+67
Duluth	7,820	+3.8	+285
Morris	2,041	+1	+20
Waseca	1,174	+0.4	+5
TOTAL	53,339	-2.2	-1178

SELECTED TWIN CITIES HIGHLIGHTS

College	Enrollment	Change from fall 1988	
		Percent	Number
Agriculture	698	-6.6	-49
Biological Sciences	313	-0.6	-2
Education	1,674	-13.2	-254
General College	2,251	-11.2	-284
Graduate School	8,110	-0.7	-54
Law (Fall Semester)	796	+4.3	+33
Liberal Arts	15,935	-3.5	-575
Management	949	-13.8	-152
Medical School	1,928	-1.8	-35
Mortuary Science	60	+17.6	+9
Natural Resources	336	+16.3	+47
Nursing	190	-1.6	-3
Occupational Therapy	76	-3.8	-3
Pharmacy	343	+5.2	+17
Public Health	275	+12.2	+30
Inst. of Technology	4,718	-8.4	-432
University College	146	-17	-30
Veterinary Medicine	256	-7.2	-20

UNIVERSITY-WIDE

NEW STUDENT HIGHLIGHTS

Campus	Enrollment	Change from fall 1988	
		Percent	Number
New High School*	6,897	-6.3	-464
New Adv. Standing**	4,964	-2.7	-140
New Adult Special	1,258	+79.2	+556
TOTAL	13,119	-0.4	-48

* Students admitted as freshmen

** Students admitted as transfer students

Results of Fall 1989 Registration Wait Time Study

Students waited an average of six minutes to register for fall 1989 classes during the queued registration period of late summer, according to a study conducted by the Office of the Registrar. The figure, which includes the time spent waiting to get to the registration counter and the time spent actually registering, was the same as it was during the early registration period for fall 1989 and up one minute from spring 1989.

The study covered the late summer queued registration period of August 24 to September 13. Because of the extended Labor Day holiday, there was one less day of queued registration than for fall 1988.

Times have decreased significantly

In fall 1984, it took students an average of 14 minutes to register. The figures since then have been: fall 1985, 12 minutes; fall 1986, 12 minutes; fall 1987, 8 minutes; and fall 1988, 7 minutes.

Students waited an average of 73 minutes to complete comparable registration activities before the implementation of a computerized registration system in 1982. Wait times dropped to 35 minutes in spring 1982, the first quarter under the new system.

The dramatic decreases in wait times since 1982 are attributable to greater familiarity with the system by students and staff, system fine-tuning, procedural changes in the registration centers, and adjustments to the registration queue. The 1986 institution of early (May and June) registration for fall was a major factor in reducing fall quarter wait times.

Individual student has benefited

One way to appreciate the improvement is from the perspective of an individual student. Prior to spring 1982, she traveled to a number of locations on campus and waited in moderately long lines at each office.

When computerized registration began in spring 1982, the student came to the registration center and waited in a line of about 150 students, then stood in a line of 5 or 6 students before one of the registration terminals.

In fall 1989, she walked into the center and got in a line behind one or two other students at a terminal.

If you have questions about this study, contact Jeff von Munkwitz-Smith or Don Meyers, Office of the Registrar, at 625-1800.

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Grade Report Deadline For Fall Quarter

The deadline for academic departments to submit fall quarter grade reports to the Office of the Registrar is **9 a.m. Wednesday, December 13.**

Grades submitted after the deadline will not be posted to student records in time to be reflected on fall quarter grade slips.

Messenger pickup

You may obtain messenger pickup of grade reports by calling **625-3030.** When requesting grade pickup, please indicate any times your office is closed or any other unusual scheduling that would impede pickup.

Grade slips

Fall quarter grade slips for students in the College of Architecture and Landscape Architecture, College of Education, General College, College of Liberal Arts, Institute of Technology, University College, School of Nursing, and Graduate School will be distributed in the Great Hall Annex of Coffman Memorial Union from 8 a.m. to 4 p.m. January 2.

Barring extremely cold weather, grades not picked up January 2 will be distributed in the booth across from the ID Card Office (248 Williamson Hall) from 8 a.m. to 4 p.m. January 3-5. Remaining grade slips will be available in 202 Fraser Hall for approximately six weeks beginning January 8.

SSS Offices Open Late For Student Convenience

Several Student Support Services offices will keep extended hours during the first week of winter quarter.

Closing time will be extended to 5:30 p.m. Tuesday, January 2, through Friday, January 5, at:

Registration Center	202 Fraser Hall
Financial Aid Information Center	210 Fraser Hall
Student Relations	155 Williamson Hall
Certifications and Transcripts	155 Williamson Hall
Williamson Hall Information Center	207 Williamson Hall

Closing time will be extended to 6 p.m. Tuesday, January 2, through Monday, January 8, at:

ID Card Office	248 Williamson Hall
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Spring Break Schedule

Students planning their 1990 spring breaks should be reminded that winter quarter final exam week runs from Tuesday, March 13, through Saturday, March 17. Spring quarter classes will begin Monday, March 26.

Exams will not take place Monday, March 19, by decision of the Faculty Consultative Committee. The committee in June shortened the winter exam schedule from six days (March 13-20) to five (March 13-17).

Final exam times may be found on pages 116-117 of the winter *Class Schedule*.

Class Schedule Department Listing

Departments are asked to review the addresses and telephone numbers listed on page 112 of the winter *Class Schedule*.

Please report any changes by **December 20** to Judith Shalaby, Office of the Registrar, 625-1530.

Inside The Record

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<i>New ID Card Offers Many Benefits</i>	page 3

The Month Ahead

Information Systems and Services Workshops

Workshops on institutional data bases accessed through Application System (AS) software:

- Registered Student Reporting Data Base (RRDB/DB2) December 7 1:30-3:30 p.m.
- Admissions/Prospective Student Reporting Data Base (ARDB/DB2) January 4 1:30-3:30 p.m.

Workshops providing overviews of student computer systems:

- Introduction to Student Data Base December 11 10 a.m.-12 noon
- Introduction to Financial Aid System January 18 1:30-3:30 p.m.

Each workshop describes the respective data base and how it functions. The AS data base workshops also offer advice on avoiding common problems. Workshops take place in 260H Williamson Hall. Enrollment is limited to 12, and reservations are required. For more information or to reserve a place, contact John Kellogg, 625-3387 (AS workshops); Aileen Lively, 625-1800 (December 11 student data base workshop); or Phil Morgan, 624-6586 (financial aid system workshop).

Meetings and Events

Information Network	See article below		
Registrar's Advisory Committee (RAC)	January 8	10-11:30 a.m.	240G-K Williamson Hall

Important Dates

December 4-9	Final examinations.
December 9	End of fall quarter.
	Commencement. (Individual college graduation events may be held throughout the quarter.)
December 15	Graduate School application deadline for spring quarter.
December 25-26	Christmas holiday.
December 29	Last day to register for winter quarter without paying late registration fee.
January 1	New Year's holiday. University offices closed.
January 2	Winter quarter classes begin.
	Financial aid packets for 1990-91 available.

Loan Deferment Procedures

Student loan deferment forms must be completed by the Office of the Registrar.

Students can have the forms completed by bringing or mailing them to Certifications and Transcripts, 155 Williamson Hall (Minneapolis), or to St. Paul Admissions and Records, 130 Coffey Hall (St. Paul).

Staff News

The Record invites staff news from college and department student services offices. Please submit items for the next edition by December 19.

Information Network Update

The Information Network will not meet in December. Watch the January edition of The Record for information about the next meeting.

The network includes University staff members from a variety of offices and departments whose jobs involve student contact. For more information about the group, contact Jan Bobrowske, Student Support Services, at 625-0873.

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Kate Tyler, editor

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ID Card Reissuance Continues on Twin Cities Campus

Students—Reissuance of student identification cards on the Twin Cities campus has moved from the Armory back to the ID Card Office, 248 Williamson Hall.

The office will be open until 6 p.m. the first five days of winter quarter (Tuesday, January 2, through Monday, January 8) for the convenience of students who did not pick up their cards during the queued distribution period that ended Decem-

ber 1. Regular hours beginning Tuesday, January 9, will be 8 a.m.-4 p.m.

About 27,000 day school and Continuing Education and Extension students on the Twin Cities campus have been issued new cards since the middle of August. Extra staff and cameras ensured students speedy service during the queued periods, which took place in Coffey Hall (St. Paul) and the Armory gymnasium (Minneapolis).

Coordinate Campus Students—Students on coordinate campuses are slated to receive their new cards between mid-January and mid-February.

Faculty and Staff—In early December, Student Support Services began printing cards for all University employees on the staff demographic data base. Cards will be forwarded to departmental payroll coordinators for distribution.

New, Bar-Coded ID Card Offers Many Potential Benefits to University Community

Bar coding—so common in retail, industrial, and corporate settings—has come to the University. Issuing new bar-coded identification cards to students, faculty, and staff will lay the foundation for University offices to speed up administrative functions, track materials and equipment, and save time, labor, and paperwork.

Departments will be able to use the new, bar-coded cards once they install special hard-and software and modify existing data bases. Acquiring all the necessary resources could take several years, but result in many potential benefits.

On-line validation

One of the most exciting facets of the new system is the ID Card Validation Data Base, which can provide on-line validation of student or staff status.

No validation data base supported the old ID system. Students carried fee statements, but there was no guarantee that classes on the statement had not been dropped. And staff ID cards didn't validate that an employee was still working at the University.

On-line validation capability might be particularly useful to the Bursar for check cashing or to the Athletic Ticket Office for ensuring that only

Bar-coded IDs will lay the foundation for University offices to speed up administrative functions and save time, labor, and paperwork.

registered students get discounts on tickets and events.

Library checkout

The University Libraries will be the first unit to use the new ID and ID Card Validation Data Base to improve efficiency. Bar code labels are being placed on library materials. Checking out a book for a patron will be as simple as scanning the code on the borrower's ID card and scanning the code on the back of the book. A terminal at the clerk's desk will tell whether the student is registered and if there are outstanding overdue charges.

Not only will data be captured with the stroke of a laser gun scanner, but also the supporting data base will provide useful information about borrowing patterns and book availability.

Other potential uses

Similar tracking systems could be developed by other University units.

Departments could affix bar codes to file folders to monitor the movement of information through an office. Recreational Sports could use the validation data base to support a checkout system for sports equipment.

With a slight modification to the Student Data Base, the bar-coded ID could be used to support keyless data entry within University offices, thereby eliminating the errors that occur when data is keyed into a computer. In student contact areas, bar code scanners could be attached to computer terminals to "read" ID cards error-free and quickly bring up student computer records.

The concept of keyless data entry could be taken many steps further, and it is interesting to imagine futuristic possibilities. Bar codes could be applied to a wide variety of transactions—not just in University offices and retail settings, but in our homes. In the not-too-distant future, bar codes could conceivably be included in TV guide listings and used to program videocassette recorders—just one example of the versatility of the codes.

Billing applications

Bar codes could be used to simplify

ID Cards: continued on back page

New ID Card Benefits

(continued from previous page)

billing within the University. For example, students would no longer have to wait in long lines at dining hall checkout counters. Instead, they could simply pass their ID card through a bar code reader and accurate charges could be applied to their monthly accounts.

Another idea for using the new ID as a "debit card" would be to establish pre-paid accounts for students and use the card to deduct expenses such as parking, use of computer lab or other services, and textbooks.

A step to the future

It will take some time before the University will be in a position to implement some of these ideas. Until then, it is encouraging to know that the new ID card is a step toward the campus of the future.

This article was prepared by Mary Amundson, an assistant director of Information Systems and Services, a Student Support Services unit.

Questions about the new, bar-coded ID cards may be directed to Mary Amundson at 625-1887 or to Jan Bobrowske at 625-0873.

Office of the Registrar Hotline Available

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

For answers to your questions about registration, records, or scheduling, please call 625-9050.

College Bulletin Production Under Way for 1990-92

Having completed the 1989-91 series of college bulletins, the Publications and Communications Office (PCO) of Student Support Services has begun production of 1990-92 issues. The two largest University bulletins—for the College of Liberal Arts and the Graduate School—are included in the 1990-92 series.

The 1990-92 bulletins will be produced by PCO editors on a *PageMaker* desktop publishing system, as were all bulletins published in calendar year 1989. The publication schedule is:

January	College of Nursing College of Natural Resources
February	College of Architecture and Landscape Architecture
March	School of Dentistry
April	University of Minnesota, Crookston
May	College of Home Economics
July	College of Education College of Liberal Arts
August	University College School of Management
October	Graduate School
November	School of Public Health

Bulletins will also be published this year for Summer Session (February), Summer Extension (April), and Extension Classes and Independent Study (July). These issues are produced by the respective units.

For more information about college bulletins, please contact Barbara Foster, PCO head, at 625-3884.

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