

The Record

Options Offered University Students Called for Military Service

The Persian Gulf crisis has meant the dusting off of a 1962 University Board of Regents policy about tuition refunds for students called for military service: "In those cases in which students are involuntarily called for active duty with the armed forces of the United States so early in any quarter that no credit can properly be allowed and a grade of incomplete permitting the later receipt of credit cannot properly be given, all of the tuition fee shall be refunded."

When Student Relations staff are able to meet with students departing for active service, it is determined on a course-by-course basis whether the students can receive an incomplete now and later complete the course, or if a tuition refund should be made. To receive a refund, students must officially cancel their registration and submit a Retroactive Tuition Refund Petition along with a copy of their military orders. Petitions are available from Student Relations, 150 Williamson Hall, 5-1530, and Admissions and Records, 130 Coffey Hall, 4-3731.

Veterans Educational Benefits

Students called for active military service who are receiving veterans educational benefits should also contact the Certifications Unit, 155 Williamson Hall, 5-8076, for instructions about altering their status with the Veterans Administration.

Admissions

Generally, colleges will extend admission to another quarter for students who have been called for military service between the time of admission and enrollment. Reacceptance will include evaluation of academic work the student might complete elsewhere between the initial admission and the request to re-enroll.

Loan Repayments

Federal regulations allow for a six-month loan deferment period for students called for military service. Stafford/Guaranteed Student Loan borrowers make deferment arrangements with their lenders. Perkins Loan borrowers make arrangements with Student Loan Collections. Normal repayment responsibilities resume after six months for both loan programs. Contact Student Loan Collections, 140 Williamson Hall, 5-8007, if you have questions.

Student Employment

Except for college work-study employees, student employees who are called into active service in their military reserve or National Guard unit receive up to 15 days of paid leave in a calendar year and up to four years of unpaid leave. This provision does not apply to students who are drafted. Contact Student Employment, 120 Fraser Hall, 4-8070, if you have questions. ■

Class Schedules, Summer Bulletins Coming

Spring *Class Schedules* will arrive in many college offices January 31 and in all department and remaining college offices by February 11. Distribution to students begins February 12. Queued registration for spring quarter opens Tuesday, February 19. The complete spring queue will be on pages 12 and 13 of the spring schedule.

Summer Session Bulletins

Summer Session bulletins are due on campus February 18, allowing students to plan their spring and summer programs concurrently. Copies of the bulletin will be available at the registration centers, 202 Fraser Hall, Minneapolis, or 130 Coffey Hall, St. Paul; the Williamson Hall Information Center, 207 Williamson Hall; and the Summer Session Office, 135 Johnston Hall.

Summer Registration

Summer registration for academic-year students begins May 6; registration for summer-only students opens May 17. ■

Inside The Record

Winter Financial Aid Information and Counseling Hours page 3

Fall 1990 Enrollment Moved Toward University Goals page 4

The Month Ahead

Information Systems and Services Workshops

Location: 260H Williamson. Enrollment limited to 12.
Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.

Introduction to Financial Aid System

—January 14, 1:30–3:30 p.m.
For more information: Phil Morgan (P-MORG@UMINN1, 5-6586)

Registered Student Reporting Data Base (RRDB/DB2)

—February 7, 1:30–3:30 p.m.
For more information: John Kellogg (J-KELL@UMINN1, 5-3387)

ID Card System Overview

—February 11, 10–12 noon
For more information: Mary Amundson (M-AMUN@UMINN1, 5-1887)

Meetings and Events

Information Network

— Wednesday, January 23
2:30 p.m., Cooke Hall (see below)

Registrar's Advisory Committee

— Monday, February 4, 10–11:30 a.m.,
240G Williamson Hall

Important Dates

| | | |
|-----------------|-----------|--|
| January | 2 | Financial aid applications for 1991-92 available |
| | 21 | Martin Luther King, Jr. holiday (offices closed) |
| February | 8 | Last day for undergraduates and students in professional degree programs to pay graduation fees for winter quarter |
| | 19 | Spring quarter registration begins |
| | 28 | Career Fair '91 sponsored by College of Liberal Arts 10 a.m. – 3 p.m., Great Hall, Coffman Union |

Campus Preview Days

For the second consecutive year the University's fall Campus Preview Days served capacity audiences, 720 people total, on four Saturdays.

Atmosphere is a key issue for students and parents when deciding what school to attend, according to Loren Anderson, coordinator of Campus Preview Days. "They are looking to see if the environment is what they like," said Anderson.

Campus Preview Days began in 1988 partly in response to the impersonal aura of the University perceived by many students and parents. Today, participants are attracted to the program because they receive factual and first-hand information about the University all in one visit.

Students and parents speak with financial aid, housing, admissions, and college representatives. Transfer students learn how courses they have taken will transfer to the University, a process that otherwise can take weeks.

A bus tour of the University campus and surrounding area is also featured.

New this year was participation by student employees, from the Admissions and Prospective Student Services office, who spoke with prospective students one-on-one.

If funding is secured to continue Campus Preview Days, larger facilities or additional days will be sought so that all interested students and parents can participate. ■

Natatorium Tour Highlight of January Network Meeting

The January 23 meeting of the Information Network will include a tour of the University's Recreational Sports facilities, including the new natatorium. Program hosts will be Petros Egziabher, Information Center supervisor, and Dan Aller, executive student personnel worker, from Recreational Sports. University staff interested in the tour should meet in the Cooke Hall lobby at 2:30 p.m. Call Jan Bobrowske, Office Services, 5-8073, for more information. ■

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions and Prospective Student Services • Information Systems and Services • Office of the Registrar • Office of Student Financial Aid

Publications and Communications Office, 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5826). Colleges and departments are invited to submit items of interest to student service units across the Twin Cities campus.

Gail A. Froncek, interim editor

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

Student Financial Aid News

■ New Loan Law Affects First-Time Borrowers

On November 5, 1990, President Bush signed the fiscal year 1991 Budget Reconciliation Act. This law requires that as of January 1, 1991, schools must delay all Stafford Loan, Supplemental Loans for Students (SLS), and Parent Loans for Students (PLUS) checks by 30 days to first-year, first-time borrowers. The 30-day period is measured from the beginning of the student's course of study.

Contact the Loan Processing Unit, 4-3334, if you have questions about this new law.

■ 1991-92 Applications Available

Students should apply now for financial aid for the 1991-92 academic year. Application materials are available from the Office of Student Financial Aid, 210 Fraser Hall, Minneapolis, or 197 Coffey Hall, St. Paul.

Students must sign the application and send it to American College Testing (ACT) with an application fee.

Students certified by the Office for Minority and Special Student Affairs (OMSSA) are advised to have their ACT applications reviewed by Learning Resource Center staff. Fee waivers to cover the ACT fee are available to OMSSA students on a first-come, first-served basis. ■

Winter Financial Aid Information and Counseling Hours

| General Information | Outreach Appointment Schedule |
|---|--|
| 210 Fraser Hall, Minneapolis Monday, 8 a.m. – 6 p.m. Tuesday – Friday, 8 a.m. – 4 p.m. 197 Coffey Hall, St. Paul Monday – Wednesday, Friday 8 – 11:30 a.m., 12:30 – 4 p.m. Thursday, 12:30 – 4 p.m. | Appointments are usually required for counseling at the Learning Resource Centers (LRC) and the Office for Students with Disabilities. Have students call the appropriate telephone number below to schedule their appointments. African American LRC 323 Walter Library, 5-1363 Monday, 1 – 4 p.m. Wednesday, 8:30 a.m. – 12 noon American Indian LRC 125 Fraser Hall, 4-2555 Tuesday, 8:30 a.m. – 12 noon Thursday, 1 – 4 p.m. Asian/Pacific American LRC 306 Walter Library, 4-2317 Monday, 8:30 a.m. – 12 noon Thursday, 1 – 4 p.m. Chicano/Latino LRC 332 Walter Library, 5-6013 Monday, 1 – 4 p.m. Office for Students with Disabilities 16 Johnston Hall, 4-4037 Wednesday, 8:30 a.m. – 12 noon |
| Walk-in Counseling | |
| 210 Fraser Hall Monday – Wednesday, Friday 8:30 a.m. – 12 noon, 1 – 4 p.m. Thursday, 1 – 4 p.m. 197 Coffey Hall Monday – Wednesday, Friday 8 – 11:30 a.m., 12:30 – 4 p.m. Thursday, 12:30 – 4 p.m. | |
| Outreach Walk-in Counseling | |
| Health Professions (Dentistry, Nursing, and Pharmacy) 2-693 Moos Tower Wednesday, 10 a.m. – 1 p.m. Friday, 10 a.m. – 1 p.m. Veterinary Medicine 260 Veterinary Teaching Hospital Monday, 11 a.m. – 1 p.m. Law School 182 Law Center Tuesday, 12 noon – 4 p.m. Friday, 2 – 4 p.m. | Other Appointments Students with specific program questions or who are experiencing delays or processing problems may call the Information Line, 4-1665, to schedule an appointment at 210 Fraser Hall. |

Winter Tuition Refund Dates Extended

Tuition refund dates for winter quarter on the Twin Cities campus have been extended as follows:

| Percentage | Through |
|------------|-----------------------|
| 100 | Tuesday, January 8 |
| 75 | Tuesday, January 15 |
| 50 | Wednesday, January 23 |

Beginning January 7, the University Bookstores will extend their hours and be open from 8:30 a.m. to 5:30 p.m. Monday through Friday.

Turnaround Documents for 1991-92 Class Schedules Distributed

Turnaround documents (form A80b) for the 1991-92 *Class Schedules* were sent to departments December 21 for completion. Fall quarter documents are to be returned to the Scheduling Office by January 17. Winter and spring documents are to be returned by January 31.

Departments will receive fall quarter Preliminary Class Schedule Reports (PCSRs) for review on February 25. Curriculum committees are urged to approve new courses during January and February meetings to ensure that the PCSRs carry new course information for department review.

Contact Elizabeth Grundner, Scheduling Office, 150 Williamson Hall, 5-4094, for more information. ■

Fall 1990 Enrollment Moved Toward University Goals

Undergraduate enrollment at the Twin Cities campus inched toward the University's goal to reduce undergraduate enrollment while increasing the proportion and number of high ability students and students of color.

For fall 1990, enrollment of undergraduate students of color increased 7.47 percent from 1989, while total undergraduate enrollment decreased 1.92 percent. Enrollment of undergraduate students of color on the Twin Cities campus now surpasses the University goal of 10 percent enrollment of students of color.

Enrollment of students of color who are just out of high school increased by 24 percent, or 121 students. This group now represents 17 percent of new high school enrollment on the Twin Cities campus, even though only 5.2 percent of Minnesota high school graduates are students of color.

Average high school rank for the Twin Cities campus entering class increased from 69.7 to 70.7 percent. And the number of students entering from the top five percent of their class increased 9.4 percent.

Contact John Printz, Prospective Student Services, 5-2006, for more detailed information. ■

Spring 1991 – Spring 1992 Registration Dates

Spring 1991

| | |
|---|--|
| Queued registration -beginning with Majewski | Friday, February 19 – Friday, March 12 |
| Spring classes | Monday, March 25 – Friday, May 31 |

Summer 1991

| | |
|--|--|
| Summer registration begins | Monday, May 6 |
| Registration for summer-only students begins | Friday, May 17 |
| Summer Session I classes | Tuesday, June 11 – Tuesday, July 16 |
| Summer Session II classes | Thursday, July 18 – Wednesday, August 21 |

Early Fall 1991

| | |
|---|----------------------------------|
| Fall queued registration -beginning with Tholkes | Thursday, May 9 – Friday, May 31 |
| Fall registration closes | Friday, June 14 |

Fall 1991

| | |
|------------------------------------|--|
| Registration for new students only | Monday, August 19 – Friday, August 23 |
| Queued registration | Monday, August 26 – Friday, September 13 |
| Fall classes | Monday, September 23 – Tuesday, December 3 |

Winter 1992

| | |
|--|--|
| Queued registration -beginning with Manno | Thursday, November 7 – Tuesday, December 3 |
| Winter classes | Monday, January 6 – Friday, March 13 |

Spring 1992

| | |
|--|--|
| Queued registration -beginning with Elicker | Friday, February 21 – Friday, March 13 |
| Spring classes | Monday, March 30 – Friday, June 5 |

The Record

University of Minnesota
Student Support Services

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

U0679

UNIVERSITY ARCHIVES
10 WALTER LIBRARY
MPLS, EAST BANK

The Record

Publication Design System Debuts This Month

You are invited to a presentation and celebration of the new Student Support Services (SSS) publication design system on Monday, February 25, from 3:00 to 4:30 p.m. in the Campus Club Library, fifth floor, Coffman Memorial Union.

The new system is the result of considerable research, analysis, and broad University community involvement—155 students, faculty, and staff helped identify the five key attributes (empowering, community, prestigious, magnetic, responsive) emphasized by the system. These efforts culminated in the creation of four design concepts by the design firm of Yanovick & Associates. The project core group chose the final design.

The design offers students a positive, contemporary, recognizable image of the University.

Implementing a new design system for SSS publications is an ambitious undertaking, notes project leader Barbara Foster. "Although we've had a cohesive look for publications during the past six years, we recognized the need to present a more dynamic image to students," says Foster. "The new design offers exciting possibilities and increasing flexibility as it evolves from year to year. More importantly, we believe the design will attract diverse and high ability students to the University of Minnesota—our primary goal."

System features include a strong base design with quadrants and a masthead enclosing the University wordmark. The design adheres to guidelines in the University Graphic Standards System, recently released by University Relations.

"When first implementing a design system, it is necessary to introduce a strong structure to achieve immediate recognition," notes Dianne Yanovick, the design firm's principal. "The main objective of this design is to achieve positive, contemporary, and immediate image recognition for the University of Minnesota among prospective and current students."

The system's structure will be enhanced through the consistent application of photography. The first year's photographs will focus on individual students who collectively will convey the attribute of cultural diversity within the campus population.

The design system will be applied to the Twin Cities campus viewbook, college bulletins and briefs, class schedules, handbooks, SSS newsletters, and financial aid publications. The *General College Bulletin*, the fall *Class Schedule*, and the *Information Guide for Financial Aid Recipients*, to be published this spring, will be the first publications to feature the design system.

At the celebration Roberta Armstrong, Information Systems and Services director, and Steve Baker, Publications and Communications Office assistant director, will discuss implementation, and Yanovick will describe the system's graphic elements. In addition to a display of examples, written usage guidelines will be available.

To make a reservation for the February 25 celebration, complete and mail the reservation form at the bottom of page three of this newsletter. ■

Financial Aid Sessions for International Students

The Office of Student Financial Aid, the Office of International Education, and the Minnesota International Student Association are sponsoring information meetings for international students as follows:

- Tuesday, February 12
2:30 to 4:00 p.m.
123 Burton Hall
- Thursday, February 14
12:00 to 1:30 p.m.
307 Coffman Union
- Thursday, February 21
2:30 to 4:00 p.m.
11 Jones Hall ■

New Undergraduate Admission Application Easier to Complete

The 1992-93 Application for Undergraduate Admission will be available March 1. Most of the instructions and all of the coding have been separated from the application, making it easier for students to complete and easier for staff to process.

The application, which has been streamlined from six to four pages, was produced with a desktop publishing system. ■

Inside The Record

Retroactive Record Changes for Students Who Change Colleges

page 3

Top 40 Large Classes: Winter Quarter 1991

page 4

The Month Ahead

Information Systems and Services Workshops

Location: 260H Williamson. Enrollment limited to 12.
Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.

Financial Aid Reporting Data Base (FARDB/DB2)

—February 19, 10 a.m. – 12 noon
For more information: Gloria Spohn (G-SPOH@UMINN1, 4-1334)

Admissions/Prospective Students Reporting Data Bases (ARDB/DB2)

—March 7, 1:30 – 3:30 p.m.
For more information: George Hudachek (G-HUDA@UMINN1, 5-2006)

Meetings and Events

Information Network

— Wednesday, February 27,
3 p.m., 240K Williamson Hall

Registrar's Advisory Committee

— Monday, March 4, 10–11:30 a.m.,
240G Williamson Hall

Important Dates

| | | |
|----------|-------|---|
| February | 12 | Spring <i>Class Schedule</i> distributed to students |
| | 19 | Spring quarter registration begins |
| | 25 | Fall Preliminary Class Schedule Reports (PCSRs) delivered to departments New SSS publication design system presented |
| March | 1 | 1992–93 Application for Undergraduate Admission available Fall PCSRs picked up from departments |
| | 12 | Winter quarter classes end |
| | 13–18 | Final exams |
| | 25 | Spring quarter classes begin |

Staff News

Steve Baker rejoined the Publications and Communications Office (PCO), on February 4, as assistant director. Baker, who received his master's degree from the School of Journalism at the University of Minnesota, was an editor in PCO from 1982 to 1989. Since April 1989 Baker had been publications manager at Ramsey Health Care Inc.

Barbara Foster, former assistant director of the Publications and Communications Office, has joined the Student Employment Center. Foster will be responsible for training and development, research, and publications and media productions.

January 30 was **Becky Colberg's** last day as senior administrative director for Student Support Services (SSS). Colberg is now employed by Student Activities in Nicholson Hall. **Roberta Armstrong**, Information Systems and Services (ISS) director, and **Mary Amundson**, ISS assistant director, will assume Colberg's responsibilities. ISS will develop into a new administrative services area with Armstrong as director.

Additional information about evolving SSS operations will appear in another issue of the *Record*. ■

Next month's Record will feature an article about the chief occupational hazard of the 1990s, cumulative trauma disorder, which includes carpal tunnel syndrome.

Network To Discuss Current University Events

Mary Trandem, chair of the Civil Service Committee, will lead a discussion about current University events at the Wednesday, February 27 meeting of the Information Network. The program will begin at 3 p.m. in 240K Williamson Hall. Call Jan Bobrowske, Office Services, 5-8073, for more information. ■

The Record

Published monthly for colleges and departments
at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions and Prospective Student Services • Information Systems
and Services • Office of the Registrar • Office of Student Financial Aid

Publications and Communications Office, 150 Williamson Hall, 231 Pillsbury Drive
S.E., Minneapolis, MN 55455 (612/625-5826). Colleges and departments are invited to
submit items of interest to student service units across the Twin Cities campus.

Gail A. Froncek, interim editor

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

Retroactive Record Changes for Students Who Change Colleges

On January 7 the Registrar's Advisory Committee approved a policy covering record changes for a previous quarter for students who have changed colleges.

Students must initiate requests for record changes in the college in which they are now registered. That college will determine if the request to change the record is appropriate and then will contact the previous college about the request. If both colleges agree that the record should be changed, the current college will complete and submit the appropriate change request form to the Office of the Registrar.

This policy applies to all University students, regardless of college of enrollment, and supersedes the policy from June 6, 1984.

Frequently requested retroactive changes of record include

- changing an I grade to V or W,
- changing a V or W to a letter grade,
- changing or adding memos to a previous quarter record, and
- withdrawing from a course or making a complete cancellation of a quarter.

Retroactive refunds of tuition are not affected by this policy.

Contact the Office of the Registrar, 5-1530, if you have questions. ■

Student Research Reports Published

A University counseling needs survey, admission test norms and validity, and a Twin Cities campus bachelor's degree candidates' survey are topics of the latest summaries and papers in the series *Research on University of Minnesota Students*. Summaries are available from the authors or Ron Matross, Data and Reporting Services, 5-1027; full papers, directly from the authors.

- *University of Minnesota Counseling Needs Survey, 1989*
Research Summary No. 2; Dallis Perry, University Counseling Services

This paper summarizes findings from a survey, sent to a sample of 1,485 University students, about student concerns. The survey included 70 needs items, background information items, and items dealing with use of counseling services and satisfaction with several aspects of the University experience. Time management, finances, and careers were found to be the most important concerns of the 632 respondents. Personal and academic skills concerns were next in importance.

- *Admissions Test Norms and Validity for 1988 Freshmen*
Research Summary No. 3; Dallis Perry, University Counseling Services

For admission of freshmen from 1974 through 1990 the University of Minnesota accepted scores on the Scholastic Aptitude Test (SAT), the American College Testing (ACT) assessment, or the Preliminary Scholastic Aptitude Test (PSAT).

In this study ACT and SAT scores were used to estimate missing PSAT scores, and SAT and PSAT scores were used to estimate missing ACT scores. Percentile norms for Twin Cities campus students were then prepared from the more complete data.

Although the changes were slight, the study found average scores of entering freshmen generally higher in 1988 than in 1984, more so in the General College, less so in the Institute of Technology.

- *Selected Data on University of Minnesota Freshman Retention and Graduation Rates*, Research Summary No. 4; Ronald P. Matross and Stephen L. DesJardins, Student Support Services

This paper is the first of several brief reports on student retention. It summarizes campus-wide data on the retention and graduation of Twin Cities, Morris, and Duluth freshmen, and then shows similar data broken out by ethnic background for the Twin Cities campus. ■

Celebration and Presentation Student Support Services New Publication Design System

Monday, February 25, 3:00 to 4:30 p.m.
Campus Club Library, Fifth Floor, Coffman Memorial Union

Name _____ Title _____
Department or College _____
Campus Address _____ Telephone Number _____

Send your reservation to Steve Baker, Assistant Director, Publications and Communications Office, 150 Williamson Hall, by Tuesday, February 19.

Fall Preliminary Class Schedule Reports

Preliminary Class Schedule Reports (PCSRs) for fall quarter 1991 will be delivered to academic units for review on Monday, February 25 and picked up on Friday, March 1.

The reports give units a final opportunity to check their fall 1991 course, credit, time, and room information before the fall *Class Schedule* is printed and distributed in May for early fall registration.

Contact Nancy Peterson, Scheduling, 5-6089, if you do not receive your PCSRs on February 25 or if you are unable to meet the March 1 deadline. ■

Spring Registration Begins February 19

Spring quarter 1991 registration begins Tuesday, February 19. Registration Status Notices state the specific day and time of registration for individual students. The complete queue is printed on pages 12 and 13 of the spring *Class Schedule*, which will be distributed to students beginning Tuesday, February 12.

All holds must be cleared before registration. In addition, students must obtain all required college or adviser approvals (department approval in the Institute of Technology) and any necessary registration override permits before they can register. Encourage students to check with college offices if they have questions about approvals. ■

Top 40 Large Classes: Winter Quarter 1991

| Rank | Enroll. | Class | Location | Instructor |
|------|---------|-----------------------------|---------------------------|------------------------|
| 1 | 793 | Psy 1001 | 175 Willey | Film |
| 2 | 484 | Biol 1101 | 175 Willey | Woodward, V. |
| 3 | 374 | Geog 3101 | 125 Willey | Gersmehl |
| 4 | 365 | Anth 1102, 1102H | 175 Willey | Ingham |
| 5 | 348 | Econ 1102-2 | 175 Willey | Tobin |
| 6 | 345 | Classics 1042 | 45 Nicholson | Clayton |
| 7 | 333 | Pol 1001-1, 1001H | 125 Willey | Smith |
| 8 | 322 | Biol 1009-2, 1009H | 125 Willey | Soulen |
| 9 | 319 | Hist 1302, 1302H | 175 Willey | Green |
| 10 | 313 | Th 1101 | 190 Rarig | Nolte |
| 11 | 310 | Econ 1101-1 | 125 Willey | Song |
| 12 | 294 | Psy 3011 | 45 Nicholson | Peterson |
| 13 | 264 | Econ 1101-2 | 175 Willey | Aslakson |
| 14 | 257 | Geol 1001-2 | 100 Smith | Magnoughlin |
| 15 | 249 | Anth 3211 | 5 Blegen | Dunnigan |
| 16 | 245 | Hist 1012, 1012H | 125 Willey | Farmer Schwartz |
| 17 | 242 | Chem 1004-1 | 375 Science Classroom | Moscowitz |
| 18 | 242 | Chem 1004-2 | 375 Science Classroom | Moscowitz |
| 19 | 241 | RelS3034 /JwSt1034, 3034 | 45 Nicholson | Zahavy |
| 20 | 237 | Anth 1101, 1101H | 325 Science Classroom | Walker |
| 21 | 235 | PubH 3003, 5003 | 2650 Moos | Rothenberger |
| 22 | 223 | Mus 1001 | 125 Willey | Fitch |
| 23 | 221 | Phil 1001-2 | B6 Botany | Hanson |
| 24 | 217 | Soc 1001-2 | 5 Blegen | Brustein |
| 25 | 216 | Chem 1005-2 | 325 Science Classroom | Miller, W. |
| 26 | 215 | Biol 1008 | 2650 Moos Tower | Birney |
| 27 | 212 | Geog 1401 | 125 Willey | Barrett |
| 28 | 211 | ArtH 3012 | 310 Anderson | Nelson |
| 29 | 208 | Geog 1501 | 210 Anderson | Gersmehl |
| 30 | 207 | Arch 1023/LA 1023 | 45 Nicholson | Satkowski |
| 31 | 207 | Phys 1271-1 | 150 Physics | Goldman |
| 32 | 206 | Phsl 3051 | 2230 Owre | Bloom |
| 33 | 206 | Chem 3302-1 | 325 Science Classroom | Leete |
| 34 | 200 | Th 1102 | 190 Rarig | Necly |
| 35 | 197 | CBN 5111 | 2470 Phillips-Wangensteen | Medical School faculty |
| 36 | 192 | Soc 1001-1 | 210 Anderson | Reef |
| 37 | 190 | Biol 1009-1 | 175 Willey | Soulen |
| 38 | 184 | Phys 1105-1 | 150 Physics | Pepin |
| 39 | 177 | Geol 1001-1 | 100 Smith | Teyssier |
| 40 | 176 | Soc 3101 | 350 Anderson | Savelsberg |

The Record

University of Minnesota
Student Support Services

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

The Record

Spring 1991 Student Service Hours Extended

- **Student Support Services (SSS).** For student convenience, SSS offices will have extended hours the first three days of spring quarter.

The following offices will be open from 8 a.m. to 6 p.m. on Monday, March 25, and from 8 a.m. to 5:30 p.m. on Tuesday, March 26, and Wednesday, March 27.

- Certifications and Transcripts, 155 Williamson Hall
- Admissions and Records Office, 130 Coffey Hall
- Financial Aid Information Center, 210 Fraser Hall
- Registration Center, 202 Fraser Hall
- Student Relations Unit, 150 Williamson Hall

After March 27 these offices will be open from 8 a.m. to 6 p.m. Mondays and from 8 a.m. to 4 p.m. Tuesday through Friday.

The following SSS offices will be open from 8 a.m. to 6 p.m. on March 25, 26, and 27. After March 27 these offices will be open 8 a.m. to 4 p.m. Monday through Friday.

- ID Card Office, 248 Williamson Hall
- Information Center, 207 Williamson Hall

- **Bursar's Office.** The Bursar's Office and Student Accounts Receivable will also have extended hours at the beginning of spring quarter.

East Bank, 145 Williamson Hall

- March 25, 7:15 a.m. to 6 p.m.
- March 26, 27, and 28, 7:15 a.m. to 5:30 p.m.
- March 29, 7:15 a.m. to 4 p.m.
- April 1, 8 a.m. to 6 p.m.

St. Paul, 107 Coffey Hall, and West Bank, 101a Anderson Hall

- March 25, 26, and 27, 8 a.m. to 5:30 p.m.
- March 28 and 29, 8 a.m. to 4 p.m.
- April 1, 8 a.m. to 3:30 p.m.

Student Accounts Receivable, 20 Fraser Hall

- March 25, 8 a.m. to 6 p.m.
- March 26, 27, and 28, 8 a.m. to 5:30 p.m.
- March 29, 8 a.m. to 4 p.m.
- April 1, 8 a.m. to 6 p.m.

After April 1 these offices will be open 8 a.m. to 3:30 p.m. ■

Spring Financial Aid Check Disbursements

March 25, 26, and 27

Minneapolis Campus. Financial aid checks will be disbursed in the Great Hall of Coffman Memorial Union according to the first initial of students' last names.

- P-Z: Monday, March 25
8 a.m. to 5 p.m.
- A-H: Tuesday, March 26
8 a.m. to 5 p.m.
- I-O: Wednesday, March 27
8 a.m. to 5 p.m.

St. Paul Campus. Financial aid checks for all students will be disbursed at 120 Coffey Hall from March 25 to 27, 8 a.m. to 5 p.m.

March 28 and 29

Students will find shorter lines if they wait until March 28, 8 a.m. to 5 p.m., or March 29, 8 a.m. to 3:30 p.m., to pick up their checks in the Great Hall.

After March 29

From April 1 to June 19, checks may be claimed in 140 Williamson Hall, 8 a.m. to 6 p.m. Mondays and 8 a.m. to 3:30 p.m. Tuesday through Friday. ■

Inside The Record

- Taking an Ergonomic Approach to Prevent This Decade's Chief Occupational Hazard* page 3
- Grade Report Deadline for Winter Quarter 1991* page 4

The Month Ahead

Information Systems and Services Workshops

Location: 260H Williamson. Enrollment limited to 12.
Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.

Data Entry Standards

— March 21, 1:30–3:30 p.m.

Standards for entry of free-form information into SSS data bases.
For more information: Jan Bobrowske (J-BOBR@UMINN1, 5-0873)

Records Retention

— March 28, 1:30–3:30 p.m.

Records management and student records retention within SSS and colleges.
For more information: Mary Amundson (M-AMUN@UMINN1, 5-1887)

Registered Student Reporting Data Base (RRDB/DB2)

— April 4, 1:30–3:30 p.m.

Documentation, data base contents, typical problems in using data tables.
For more information: John Kellogg (J-KELL@UMINN1, 5-3387)

Meetings and Events

Information Network

— Wednesday, March 13, 3 p.m.,
240G/K Williamson Hall

Registrar's Advisory Committee

— Monday, April 1, 10–11:30 a.m.,
240G Williamson Hall

Important Dates

| | | |
|--------------|--------------|--|
| March | 12 | Winter quarter classes end |
| | 13–18 | Final exams |
| | 22 | Last day to register for spring quarter without paying late registration fee |
| | 25 | Spring quarter classes begin |

Conferences Scheduled for High School and Community College Counselors

The 1991 **High School Counselors Conference** is scheduled for Wednesday, April 10, at the Radisson University Hotel. This year's agenda includes updates on freshman-admitting programs, a review of the 1991 admission standards, and a status report on the Common Entry Point.

The 1991 **Community College Counselors Conference** will be held on Friday, April 26, at the University of Minnesota Landscape Arboretum. The agenda includes updates on transfer agreements and policies, a review of the 1991 admission standards, and a status report on the Common Entry Point.

As in previous years, college staff will be available throughout the day at information tables to answer questions and distribute materials.

Monday, March 25, is the reservation deadline for the High School Counselors Conference. Monday, April 8, is the deadline for the Community College Counselors Conference.

Call Lou Branca, Admissions and Prospective Student Services, 5-3052, if you have questions about the conferences or need a reservation form. ■

Residency and Reciprocity Next Network Topics

Kay Anderson, SSS associate, Residency and Reciprocity Office, will be the Information Network's next guest speaker. Anderson will review program policies and update participants about reciprocity agreements. The Wednesday, March 13, program begins at 3 p.m. in 240G/K Williamson Hall. Call Jan Bobrowske, Office Services, 5-8073, for more information. ■

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions and Prospective Student Services • Information Systems and Services • Office of the Registrar • Office of Student Financial Aid

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 service units across the Twin Cities campus.

Gail A. Froncek, interim editor

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

Taking an Ergonomic Approach to Prevent This Decade's Chief Occupational Hazard

The chief occupational hazard of the 1990s is cumulative trauma disorder (CTD). Experts say CTD is on the rise because of the influx of computers into the workplace. Poorly designed workstations, poor work habits, and repetitive tasks, such as word processing and data entry, all contribute to the problem.

Recognizing that its employees are dependent on computers to perform their work, Student Support Services (SSS) is offering a multi-faceted program to combat CTD, with managers, supervisors, and staff sharing responsibility for reducing risk.

**Ergonomics—
adapting
work and
the work
environment
to fit the
person.**

According to Mary Amundson, from Information Systems and Services and codeveloper of the program, the program educates staff about the disorder and presents safeguards that can reduce risk.

Neil Carlson, from the Department of Environmental Health and Safety and codeveloper of the program, is presenting workshops for SSS staff on minimizing the risk of computer-related ills. So far, 150 staff have participated. Carlson's workshops touch upon areas of the body affected by stress, including the arms, eyes, back, neck, shoulders, and legs.

The program also includes evaluations of individual workstations for ergonomics to see that "the work fits the person, rather the person being made to fit the work."

Last year in a pilot program, Amundson's Office Services unit used and evaluated adjustable computer tables, wrist rests, antiglare screens, monitor arms, and monitor risers that can make furniture more ergonomic. Some of this equipment is now being used on workstations across SSS.

Forms of Cumulative Trauma Disorder

According to Carlson, a mild form of CTD is tendinitis, an achy inflammation of tendons, tendon sheaths, and muscle tissue in the arms, wrists, or shoulders. When the wrists are subjected to persistent strain, the result can be carpal tunnel syndrome, a more severe form of CTD.

With this syndrome, tissues around the tendons become so enlarged that they compress the median nerve that runs through the carpal tunnel in the wrist. Symptoms start with a tingling sensation in the fingers, which may progress to numbness and burning or aching pain. At first, the discomfort strikes only at night. Then it lingers into the morning. The pain may radiate up the arm. The hand loses sensation and grip strength. Sometimes the pain becomes so intense that it becomes impossible for the person to perform ordinary activities like buttoning a shirt.

**Carpal
tunnel
syndrome
starts with a
tingling
sensation in
the fingers.**

The syndrome is most common among women between the ages of 29 and 62, though men are also susceptible. Treatment ranges from taking an anti-inflammatory drug

to wearing a splint to surgery that repairs the tissue or tendons. The best course, however, is prevention.

For more information about cumulative trauma disorder and what you can do to prevent it, contact Carlson, 6-5714, or Amundson, 5-1887. ■

Article contributed by Mary Amundson.

Safeguards to Reduce Risk of Cumulative Trauma Disorder

The Student Support Services program to educate staff about CTD includes the following general and specific safeguards:

- Adjust your chair height and back support.
- Design your workstation to minimize body stress.
- Encourage supervisors and staff to vary work tasks.
- Learn to type lightly and smoothly.
- Exercise to relieve body stress.

Arms and hands

- Take a 15-minute break approximately every two hours.
- Use a wrist pad.
- Use a table and keyboard that have rounded edges.

Legs

- Position your thighs parallel to the floor with your feet flat on the floor.
- Avoid crossing your legs for a long period of time.

Neck and shoulders

- Position your screen and document at the same distance, height, and pitch from your eyes.
- Use an upholstered chair that rotates.
- Instead of wearing traditional bifocals, wear eyeglasses designed for users of video display terminals.

Eyes

- Keep your computer screen clean.
- Do not rub your eyes.
- Rest your eyes at least once per hour when using a computer. ■

Class Schedule Department Listing

Departments are asked to review addresses and telephone numbers on page 108 of the spring *Class Schedule*. Please report changes by March 22 to Judith Shalaby, Office of the Registrar, 5-1530. ■

Winter Term 1991 Registration Highlights

Campus Highlights

| Campus | Change from Winter 1990 | | |
|--------------|-------------------------|-------------|-------------|
| | Enrollment | % | N |
| Twin Cities | 38,399 | -2.2 | -867 |
| Crookston | 1,447 | 14.8 | 186 |
| Duluth | 7,444 | 0.4 | 29 |
| Morris | 1,958 | -1.3 | -26 |
| Waseca | 1,071 | -17.3 | -224 |
| Total | 50,319 | -1.8 | -902 |

Selected Twin Cities Highlights

| Unit | Change from Winter 1990 | | |
|------------------------|-------------------------|-------|------|
| | Enrollment | % | N |
| Agriculture | 770 | 13.2 | 90 |
| Architecture/ | | | |
| Landscape Architecture | 243 | -9.0 | -24 |
| Biological Sciences | 327 | 2.8 | 9 |
| Education | 1,628 | -1.3 | -22 |
| General College | 1,885 | -6.4 | -128 |
| Graduate School | 7,992 | 1.7 | 130 |
| Human Ecology | 996 | -7.4 | -80 |
| Law (spring semester) | 770 | 1.9 | 14 |
| Liberal Arts | 14,669 | -4.5 | -686 |
| Management | 834 | 3.0 | 24 |
| Medical School | 1,698 | -11.0 | -209 |
| Mortuary Science | 69 | 6.2 | 4 |
| Natural Resources | 473 | 45.5 | 148 |
| Nursing | 176 | 1.7 | 3 |
| Occupational Therapy | 57 | -10.9 | -7 |
| Pharmacy | 334 | -1.2 | -4 |
| Physical Therapy | 59 | 0 | 0 |
| Public Health | 243 | 0.8 | 2 |
| Inst. of Technology | 4,366 | -2.0 | -87 |
| University College | 138 | -8.0 | -12 |
| Veterinary Medicine | 253 | -1.2 | -3 |

University-wide New Student Highlights

| Status | Change from Winter 1990 | | |
|-------------------|-------------------------|--------------|-------------|
| | Enrollment | % | N |
| New Freshman | 447 | -24.4 | -144 |
| New Transfer | 861 | 1.9 | 16 |
| New Adult Special | 751 | -19.4 | -181 |
| Total | 2,059 | -13.0 | -309 |

Grade Report Deadline for Winter Quarter 1991

The 1991 winter quarter grade run is scheduled for March 19, 20, and 21. The deadline for academic departments to submit winter quarter grade reports to the Office of the Registrar is **8:30 a.m. Thursday, March 21**. Grades submitted after the deadline will not be reflected on winter grade slips distributed to students beginning Monday, March 25.

Grade Deliveries. If you deliver grade reports, please leave them with the receptionist in the Student Relations Unit, 150 Williamson Hall, or at the Admissions and Records Office, 130 Coffey Hall. These offices open at 8 a.m. Monday through Friday. Please do not deliver grade reports elsewhere or send them through campus mail.

Messenger Pickup. Messenger pickup of grade reports is available on the Minneapolis campus. When calling 5-3030 to request a grade pickup, please indicate any times your office is closed or any unusual scheduling that would impede pickup. Request for messenger pickup must be made no later than **8:30 a.m. March 21**.

If you have questions about the grade run, call Data Management, 5-5069, or Student Relations, 5-9050. ■

Time Students Spend Registering Remains at Six-Minute Record Low

For winter 1991 queued registration, the average wait time for all students, including time they spent registering, was six minutes. Winter 1989 and 1990 average wait times were also six minutes.

Longest average wait time for winter was eight minutes.

Average daily waits ranged from five to nine minutes for College of Liberal Arts students, three to nine minutes for graduate students and students in the colleges of Architecture and Education, four to ten minutes for students in the other Minneapolis colleges, and four to eight minutes for those in the St. Paul Colleges.

The longest daily average wait time for winter quarter 1991 registration was eight minutes. The shortest was

four minutes. The average wait times were consistently shorter before 11 a.m. and after 2 p.m.

Before the implementation of the current registration system in spring 1982, the average time spent on the activities included in this wait-time study was 73 minutes. The average for spring 1982 was 35 minutes.

Contact Jeff von Munkwitz-Smith or Don Meyers, System Control, 5-1800, if you have questions about this study. ■

The Record

University of Minnesota
Student Support Services

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

Copy deadline for April edition: Friday, March 22

The Record

Fall 1991 Registration Begins May 9

Early fall registration will begin May 9, with queued registration running until May 31. Open registration will be available June 3 to 14.

Second Registration Period

No fall registrations will be accepted from June 17 through August 23. Queued registration will reopen August 26 for students who have not yet registered and for students canceling and adding courses to their early registrations. Students should receive a Registration Status Notice during the second week of August for this second registration period. (New-student orientation begins August 19.)

Fall Class Schedule

The *Fall Class Schedule* and *Pre-Winter/Spring Class Schedule* will be distributed to students May 3. The fall schedule will not include tuition figures, actual or estimated, due to the uncertainty of the state budget.

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.

August Mailing

Students registering early will receive a course confirmation form. Fee statements and the *Fall Quarter Update* will be mailed to registered students in mid-August. The first tuition installment will be due October 21.

Remind students planning to leave campus for the summer to submit a change of address form to their registration center so they can receive the *Registration Status Notice*, fee statement, *Fall Quarter Update*, and July transcript mailings. ■

Summer 1991 Financial Aid Applications Available

Applications for summer 1991 financial aid are now available in the Office of Student Financial Aid. Students are to complete and return the application by **July 18, 1991**, to apply for Pell Grants, Minnesota State Grants, College Work-Study employment, and loans.

In addition, students must have a 1990-91 Family Financial Statement (FFS) on file at the American College Testing (ACT) offices in Iowa City, Iowa, by **May 1, 1991**, to be considered for summer financial aid.

Applications for summer Minnesota Part-Time Student Grants are available in the Extension Counseling Office, 314 Nolte Center. **June 3, 1991**, is the application deadline for this program.

Students seeking additional information about financial aid may call the Office of Student Financial Aid, 4-1665, or stop by the offices in 210 Fraser Hall, Minneapolis, or 197 Coffey Hall, St. Paul.

Students seeking information about non-College Work-Study employment may contact the Student Employment Center, 120 Fraser Hall, 4-8070. ■

Transcript Fee for Rush Service Changing

Rush service for official University transcripts will increase from \$6 to \$9 on July 1, by decision of the University Administrative Fees Committee. The fee for rush service, which guarantees that the transcript is issued in person or put in the mail on the day it is requested, has not changed since the service began in 1985. The increase reflects rising processing costs over the past six years.

The \$3 fee for regular service, which has a processing time of two to three workdays, remains unchanged.

As an additional option, prepaid courier service is now available for both regular and rush transcripts. Students may call Students Relations, 5-5333, for more information about these services. ■

Inside The Record

| | |
|--|--------|
| <i>Student Employment Center Directory</i> | page 3 |
| <i>Spring Financial Aid Information and Counseling Hours</i> | page 4 |

The Month Ahead

Information Systems and Services Workshops

Location: 260H Williamson. Enrollment limited to 12.
Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.

SSS Reporting Workshop

—April 18, 1:30–3 p.m.

SSS reporting services and data bases, available data, types of reports.

For more information: Ron Matross R-MATR@UMINN1, 5-1027)

ARDB/DB2 Workshop

—May 2, 1:30–3:30 p.m.

Documentation, data base contents, typical problems in using data tables.

For more information: George Hudachek (G-HUDA@UMINN1, 5-5010)

ID Card System Overview

—May 6, 10 a.m.–12 noon

Bar-coded University ID card, issuance procedures, ID Card Validation Data Base.

For more information: Mary Amundson (M-AMUN@UMINN1, 5-1887)

Meetings and Events

Information Network

— Wednesday, April 17, 3 p.m.,
Atrium, Humphrey Center

Registrar's Advisory Committee

— Monday, May 6, 10–11:30 a.m.,
240G Williamson Hall

Important Dates

| | | |
|--------------|-----------|--|
| April | 15 | Graduate School application deadline for first term of summer session |
| May | 6 | Summer registration begins for currently enrolled students |
| | 9 | Early registration for fall quarter 1991 begins |
| | 15 | Graduate School application deadline for second term of summer session |
| | 27 | Memorial Day holiday |
| | 31 | Last day of spring quarter classes |

Staff News

Andris Straumanis joined the Publications and Communications Office on April 1 as an editor. Straumanis, who replaces Kate Tyler, will be responsible for the publication of the *Record*, *Counselors' Quarterly*, *New Student News*, and the college briefs. He will also coordinate information for the SSS electronic bulletin board.

Straumanis most recently was a writer for the Public Information Office of the Minnesota House of Representatives. ■

Exam Week Aftermath

Final exam week for winter quarter 1991 was cut from the traditional six days to five and included a final, solitary exam date of Monday, March 18. These changes resulted in more requests to change exam dates than usual, including 18 for moving up Monday exams. A total of 60 requests were received.

The Wednesday, January 2, start date for winter quarter meant the adding of a Monday and a Tuesday class date to the instructional schedule at the end of the quarter. So the usual Monday and Tuesday of final exam week were used for classes.

The March 1995 final exam week will be the next time an exam week might be constricted because of a Wednesday, January 2, start date for winter quarter.

Contact the Scheduling Office, 5-6030, if you have questions about the exam or instructional schedule. ■

Information Network To Visit Humphrey Center and Forum

Deb Plattes of the Hubert H. Humphrey Institute of Public Affairs will introduce network participants to the Humphrey Center and the Humphrey Forum on Wednesday, April 7. The forum is a permanent exhibit and educational program focusing on the ideas of Hubert H. Humphrey and his influence on public policy. Interested staff are to meet in the first floor atrium of the Humphrey Center at 3 p.m. Call Jan Bobrowske, Office Services, 5-8073, for more information. ■

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions and Prospective Student Services • Information Systems and Services • Office of the Registrar • Office of Student Financial Aid

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 service units across the Twin Cities campus.

Gail A. Froncek, interim editor

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

Student Support Services Outstanding Employee Nomination

Admissions/Prospective Student Services
 Budget and Personnel
 Information Systems and Services
 Office of Student Financial Aid
 Office of the Registrar

The most valuable asset of Student Support Services (SSS) is its employees. As a University student, faculty member, or civil service employee, you have probably encountered an SSS employee who has rendered outstanding service or displayed a willingness to help you beyond normal expectations. We invite you to confidentially nominate such employees for the SSS Outstanding Employee Award so they might receive some of the commendation they deserve. Turn this nomination in at any SSS office (in an envelope), or mail it to SSS Outstanding Employee Program, 260 Williamson Hall, 231 Pillsbury Dr. S.E., Minneapolis, MN 55455. Nominations must be received no later than April 30, 1991. Those who received awards last year (see reverse) are not eligible this year.

Please print or type.

| | | | |
|--|--|----------------|--------------|
| Employee Name (last, first) | | Employee Title | |
| Department | | Building | |
| Reason(s) for Nomination (Give specific examples; note the sample on the back of this page.) | | | |
| | | | |
| Your Name | | Home Phone | Office Phone |
| Your Address | | | |

for office use only

| | |
|--|------|
| I endorse this nomination: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> see attached material | |
| director's signature | date |
| comments | |

Sample

Please print or type.

| | | | |
|--|--|-------------------------------------|--------------------------|
| Employee Name (last, first) Employee, Chris | | Employee Title Office Specialist | |
| Department SSS - Budget and Personnel | | Building Williamson Hall | |
| Reason(s) for Nomination | | | |
| <p>Completes projects ahead of deadlines.</p> <ol style="list-style-type: none"> 1. Completing all payroll documents before due dates. 2. Willing to make last-minute changes (including rushing payroll documents to the payroll office at 1919 University Avenue). <p>Volunteers to help fellow employees.</p> <ol style="list-style-type: none"> 1. Walking through forms at the last minute. 2. Putting forth extra effort to help fellow employees when needed. | | | |
| Your Name Jane Doe | | Home Phone | Office Phone 625-XXXX |
| Your Address 260 Williamson Hall | | | |

Outstanding Service Awards for 1990 were given to the following employees:

Adm/PSS

John Printz
Winston Minor, Jr.
JoAnn Myers
Erlyne Briere
James Rowan

Budget & Personnel

Linda Hanson
Sarah Hinneberg

ISS

Laura Phillips
Lucille Moorman
Mark Powell
Mary Amundson
Valerie Meyer-DeJong

OSFA

Mary Sue Gilbertson
Shirley Nordstrom
Ruanne Pearson
Gloria Spohn

OTR

Janet Crittenden
Vance Schrimpf
Marlene Nevala
Joan Kahle-Berger
Cathy Twohig
Sam Lewis
Aileen Lively
Sheila Berger
Don Meyers

Nominations for SSS Service Awards Invited

Student Support Services (SSS) employees observing length-of-service milestones and those who are to receive outstanding service awards for their work during 1990-91 will be honored at the annual SSS Employee Recognition Program this July.

Anyone within the University community may nominate an SSS employee for an outstanding service award. A nomination form, due back April 30, is enclosed with this *Record*. Additional copies may be obtained from the SSS Budget and Personnel Office, 260 Williamson Hall, or the Admissions and Records Office, 130 Coffey Hall.

Consider nominating individuals whose contributions exemplify any of these criteria: excellent service delivery to students and the University community, professional attitude, creative ideas for operational improvements, and innovative ideas for cost reductions.

Last year's 25 honorees, whose names are listed on the nomination form, are not eligible for an award this year.

Contact a member of the Employee Recognition Committee if you have questions about the nomination or selection process.

1990-91 Employee Recognition Committee

- Roberta Armstrong, ex officio
Information Systems and Services
- Sheila Berger, chair
Office of the Registrar
- Erdyne Briere, *Admissions and Prospective Student Services*
- Winston Minor, *Admissions and Prospective Student Services*
- Ruanne Pearson
Office of Student Financial Aid
- Laura Phillips
Information Systems and Services
- Mark Powell
Information Systems and Services
- Vance Schrimpf
Office of the Registrar
- Gloria Spohn
Office of Student Financial Aid
- Jeff von Munkwitz-Smith,
member-at-large
Office of the Registrar ■

Student Employment Center Directory

General Information 4-8070

Personnel Services and College Work-Study

Applicant recruiting and referral; job analysis; labor relations, including grievance handling; information services; document audits; file maintenance

Deb Wilkin, *manager* 4-5207

Telephone information and employment assistants:

Jennifer Haag, Deborah Thill, Kim Christenson 4-8070

Patrick Nutter, *Screening and Referral supervisor* 6-7288

Personnel assistants: Marcelline Blethen, Thomas Everson, Babette Johnson, Kristine Kanne, Christine Koch, Patrice Lofthus, Celia Marshik, Michael Papi, Alan Plantikow, Scott Schuette, Peter Swanson, Dana Thompson, Amie VanNatta, Lee Ann Woodward

Marcy Maki, *College Work-Study coordinator* 5-8837

Student Temporary Services

Applicant recruiting; employee placement and payroll; employee orientation; classification analysis; financial management; marketing; microcomputer skills testing and training; labor relations, including grievance handling

Dana London, *manager* 4-5714

Michelle Leland, *placement supervisor* 4-3393

Dan Collins, *recruiting and employment representative* 4-5554

Dana Peitso, *payroll accounting supervisor* 6-0870

Barbara Ramsdell, *microcomputer training supervisor* 6-2211

Community Programs

All community service programs; cooperative education and orientation programs for students and employers

Community Service-Learning and Community Services-

Job Location and Development 6-7238

To be announced, *manager* 4-5820

Andrea Long, *supervisor*, Office Services 4-4814

Judy Sicora, *secretary*, Office Services 4-4814

Troy Harper, *Job Location and Development coordinator* 4-4814

Graduate research fellows: Steve Wilke, Madeline Hengel 4-4506

Training and Development, Research, and Publications

Employer and student employee orientation and training; student employment research; program information and publicity

Barbara Foster, *manager* 4-0049

Administration

Susan Treinen, *director/personnel services manager* 4-1844

Joanne Berglund, *office supervisor* 4-4886

Jill Buchholz, *secretary* 4-3821

Phi Beta Kappa Application Deadline Is April 15

Applications for Phi Beta Kappa membership beginning spring 1991 are being accepted by Student Relations through April 15.

Phi Beta Kappa is a national liberal arts honorary society founded in 1776 at the College of William and Mary in Williamsburg, Virginia. Membership is an honor and a recognition of intellectual achievement in education. Currently, there are chapters at about 220 colleges and universities. The Alpha of Minnesota chapter, established at the University of Minnesota in 1892, elects about 150 members each year.

Juniors and seniors in the College of Liberal Arts (CLA) and non-CLA seniors are eligible to apply. Recent graduates of the University may also apply. Students who have graduated more than one year ago are occasionally considered for membership. CLA juniors must have a minimum grade point average (GPA) of 3.75. CLA and non-CLA seniors must have a minimum GPA of 3.50.

To apply students must submit a completed application form and current transcript to Student Relations. An unofficial transcript is acceptable. Have students contact Student Relations, 150 Williamson Hall, 5-5333, for further information and an application. ■

Spring Financial Aid Information and Counseling Hours

| General Information | Outreach Appointment Schedule |
|---|---|
| 210 Fraser Hall, Minneapolis Monday, 8 a.m. – 6 p.m. Tuesday – Friday, 8 a.m. – 4 p.m. 197 Coffey Hall, St. Paul Monday – Wednesday, Friday 8 – 11:30 a.m., 12:30 – 4 p.m. Thursday, 12:30 – 4 p.m. | Appointments are usually required for counseling at the Learning Resource Centers (LRC). Have students call the appropriate telephone number below to schedule their appointments. African American LRC 323 Walter Library, 5-1363 Monday, 1 – 4 p.m. American Indian LRC 125 Fraser Hall, 4-2555 Tuesday, 8:30 a.m. – 12 noon Asian/Pacific American LRC 306 Walter Library, 4-2317 Monday, 8:30 a.m. – 12 noon Chicano/Latino LRC 332 Walter Library, 5-6013 Wednesday, 8:30 a.m. – 12 noon |
| Walk-in Counseling | |
| 210 Fraser Hall Monday – Wednesday, Friday 8:30 a.m. – 12 noon, 1 – 4 p.m. Thursday, 1 – 4 p.m. 197 Coffey Hall Monday – Wednesday, Friday 8 – 11:30 a.m., 12:30 – 4 p.m. Thursday, 12:30 – 4 p.m. | |
| Outreach Walk-in Counseling | Telephone Numbers |
| Health Professions (Dentistry, Nursing, and Pharmacy) 2-693 Moos Tower Wednesday, 10 a.m. – 1 p.m. Friday, 10 a.m. – 1 p.m. Veterinary Medicine 260 Veterinary Teaching Hospital Monday, 11 a.m. – 1 p.m. Law School 182 Law Center Tuesday, 12 noon – 4 p.m. Friday, 2 – 4 p.m. | General Information 4-1665 Students experiencing delays or processing problems may also call 4-1665 to schedule an appointment. Students with specific program questions may call the following numbers: OMSSA 6-2277 Pell/Quality Control/Verification /Loan Processing 4-3334 Medical School Financial Aid Office 5-1440 Fax Transmittals 624-9584 |

The Record

University of Minnesota
Student Support Services

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

Copy deadline for May edition: Friday, April 19

The Record

STARS coming out this summer

STARS, the new Student Accounts Receivable System, debuts this summer with the eventual goal of providing University students with one-step billing and a method to better budget their school expenses.

With implementation of phase one of STARS, gone will be the days of different due dates on individual fee statements. Fee statements no longer will carry due dates. Instead, students will receive a billing statement that summarizes all the transactions—registrations and cancel/adds—they have made, up to the beginning of the quarter or term. This billing statement will be mailed after the start of classes and will have a due date about two weeks after the billing date.

Two features of phase one respond directly to student needs expressed in a Bursar's Office survey taken last year. Later due dates will allow students more time to accumulate funds for tuition. And expanded installment payments for fall, winter, and spring will allow students three payments over the quarter rather than two. Phase two will simplify financial aid procedures for students and will keep them out of lengthy lines for check issuance.

Summer terms will not have an installment plan. First term billing statements this year will be mailed June 17, with tuition and fees due July 8. Second term dates will be mailed July 22 with payment due Aug. 12.

In the fall, STARS will add three installment payments to the billing system. The first billing statement for fall quarter will be mailed on Sept. 30 (fall classes start on Sept. 24). Students will be asked to pay a minimum of 30 percent of their total charges for fall (and 100 percent of charges for previous quarters) by Oct. 21. The second billing statement will be mailed on Oct. 25 with a payment due date of Nov. 18; the minimum payment will be 60 percent of the balance. The third and final billing statement for the fall quarter will be mailed Nov. 22 and will require payment of 100 percent of the balance by Dec. 13.

As in the past, a modest billing fee of \$5 per statement will be charged for installment payments. The *Fall Class Schedule* has detailed information about the new system on pages 20-21.

Work is being completed on the reporting aspects of STARS. Reports have been designed to provide better estimates of tuition income for Accounting Records and Services.

The second phase of STARS will link the financial aid system to the billing system. Currently students must first wait in long lines to get their financial aid checks. Then they wait in lines to turn in these same checks and pay their fees. In phase two, aid awards will be posted directly to students' accounts and will be credited on their billing statements. Disbursement will no longer be dependent on student-

STARS continued to back page

Registration begins for fall and summer

Summer registration starts May 6

Summer registration for both terms begins Monday, May 6, for academic year students. There is no queue for summer registration, which is on a first come, first serve 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 3014; EPsy 3131; Span 1101, 1102, and 1103; and all engineering courses.

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

Early fall registration begins May 9

Early fall registration begins Thursday, May 9. 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 required signatures now. Fall *Class Schedules* became available May 3. College of Liberal Arts, Institute of Technology, and University College undergraduates may get a schedule in 202 Fraser Hall. Undergraduates in other units may obtain schedules in their college offices. Copies for graduate students are available in departmental offices. Students should read pages 4-5 in the *Class Schedule* for a summary of early fall registration procedures.

Calendar

Information Systems and Services workshops

Location: 260H Williamson Hall. Enrollment is limited to 12.
Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.

Public Correspondence

—May 9, 1:30-3:30 p.m.

For more information: Steve Baker (S-BAKE@UMINN1, 5-3884)

Financial Aid Reporting Data Base (FARDB/DB2)

—May 21, 10 a.m.-noon

For more information: Gloria Spohn (G-SPOH@UMINN1, 4-1334)

Writing Questionnaires

—May 23, 1:30-3:30 p.m.

For more information: Ron Matross (R-MATR@UMINN1, 5-1027)

Registered Student Reporting Data Base (RRDB/DB2)

—June 6, 1:30-3:30 p.m.

For more information: John Kellogg (J-KELL@UMINN1, 5-3387)

Important dates

| | | |
|------|-----|--|
| May | 9 | Early Fall Quarter 1991 registration begins. |
| | 15 | Graduate School application deadline for second term of summer session. |
| | 27 | Memorial Day observed. Classes excused and University offices closed. |
| June | 31 | Last day of instruction. |
| | 1 | Study day. |
| | 3-8 | Final exams. |
| | 6 | Last day for undergraduates and students in professional degree programs to pay graduation fees for Summer Session first term. |
| | 8 | End of Spring Quarter 1991. Commencement. |
| | 11 | Summer Session first term classes begin. |

Final exam schedules sent to academic offices

Winter and Spring quarter 1992 final examination hours and dates will be sent to academic departments about May 10 for distribution to faculty.

This is the first time instructors will have detailed information on final exams for the full coming school year. The grids will be similar to those on pages 114 and 115 of the 1991 Fall Quarter *Class Schedule*.

The number of final exam schedules sent to each department will be about the same as the number of instructors listed in the Fall Quarter "Course Inventory Table V" in rank categories of professor through instructor.

For further information contact Elizabeth Grundner, Student Support Services, 5-4094.

Turn-around documents to be mailed earlier

Winter course turn-around documents (Form A80B) will be sent to academic departments on May 20. The completed forms will be due back on June 18.

The May 20 mailing is two weeks earlier than in preceding years because of requests from academic units for the documents while Term B faculty still are available for consultation.

The June 18 due date is the same as it would have been for the regular two-week turn-around time. For more information, contact Nancy Peterson at 5-6089.

Student Ombuds Service topic of Info Network

Jan Morse, director of the Student Ombuds Service, will be the featured speaker at the May meeting of the Information Network.

The meeting is scheduled for 3 p.m. May 22 in 240G Williamson Hall.

For further information about the Information Network, contact Jan Bobrowske, Student Support Services, 5-0873.

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions and Prospective Student Services • Information Systems and Services • Office of the Registrar • Office of Student Financial Aid

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.

Andris Straumanis, editor

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

Bulletin recyclability is part of design system

As it begins a two-year cycle of publishing 25 new college bulletins, the Publications and Communications Office (PCO) of Student Support Services also is doing its part to help the environment.

The bulletins of 18 colleges will be entirely recyclable through the University Recycling Program's office paper recycling barrels. Recycling instructions appear on the inside back cover of all recyclable bulletins.

Recycling of bulletins will help the University gain on its goal of recycling up to 40 percent of its waste stream by 1992, says Dana Donatucci, recycling director. Currently about 24 percent of the University's waste is recycled.

The inside pages of bulletins have been recyclable for quite a while, but now the cover is too. That's in keeping with the University's new design system, one goal of which is to produce "environmentally friendly" publications, says Steve Baker, assistant director for the PCO. "It was an opportunity to go with a cover stock that is not only recyclable, but cheaper," he says. Over the two-year run of the new bulletins, Baker figures SSS will save \$5,000 in printing costs because of the non-glossy cover stock.

Actually, Donatucci explains, bulletins and other publications with glossy covers and inside pages could be recycled, but handling that waste is difficult because of special sorting and milling requirements.

Only those bulletins that are "saddle stitched"—meaning that the pages are bound together with staples—will be accepted for recycling. Seven of the 25 bulletins planned for publication are so thick that they need to be bound with a glue that prohibits recycling.

Because the cover is printed on a matte finish rather than glossy, production considerations had to be taken into account. Baker says the PCO was able to work with University Printing to test various recyclable and non-recyclable

cover stocks before final publication of the first bulletin for General College.

"We had to rethink a few production methods," he says. "I think we're creating a different image, and I think it's a positive image for the University."

Besides office paper, the University Recycling Program also takes in newspaper, cardboard, and bottles and cans, says Donatucci.

The new design system will be featured in a story planned for the June faculty-staff *Update*.

Annual audit transcripts, information to be mailed

The week of June 24 the Office of the Registrar will begin mailing the annual audit transcript and a fall information sheet to all students enrolled this past academic year. Approximately 75 percent of the Continuing Education and Extension grades also will appear on the transcript. College and department staff are asked to remind students who plan to change their address to submit an address change to one of the Office of the Registrar locations: 150 Williamson Hall, 202 Fraser Hall or 130 Coffey Hall.

Registrar's office keeps busy

The Office of the Registrar fulfills many functions, from processing course registration, to scheduling space for classes, to issuing diplomas. Here are some numbers that show just how busy the Office of the Registrar was during the 1989-1990 academic year:

| | |
|--|--------------------------------|
| Registrations processed..... | 145,511 |
| Cancel/adds processed | 152,840 |
| Transcripts produced | 234,076 |
| New diplomas issued | 10,835 |
| Grades processed | 613,000 |
| Certifications processed (not counting lists and computer tapes) | 58,000 |
| Special room reservations | 13,052 |
| Course sections scheduled | 30,490 |
| Student contacts | 750,000 to more than 1 million |
| Rooms scheduled | 300 |
| Student records maintained | about 1.8 million |
| Athletes certified | 600 |
| Regularly scheduled reports produced | 100 |
| Ad hoc reports produced | 200 |
| Courses maintained | 25,000 |
| <i>Class Schedules</i> produced | 200,000 |
| Grade slips produced | about 300,000 |

Time marches on, but at a fast pace

Processing all those requests takes time, but the Office of the Registrar has managed to keep the wait to a minimum. Here's a rundown of the office's processing times:

| | |
|--|-----------|
| Registration wait time for Winter 1991 | 6 minutes |
| Unofficial transcript | 2 minutes |
| Official transcript by mail | 1.2 days |
| Official transcript on-the-spot | 3 minutes |
| Special room reservation (written confirmation the same day) | 3 minutes |
| Intra-college transfer (all in OTR) | 2-3 days |

STARS to help students deal with school expense

Continued from first page

provided proof of registration. And students will not have to wait in several lines and will not have to go through lengthy replacement procedures for lost fee statements.

At the same time, links will be established with the Housing billing system and Continuing Education and

Students will not have to wait in several lines and will not have to go through lengthy replacement procedures for lost fee statements.

Extension (CEE). Students will get billing statements that include day school tuition, CEE tuition, and dorm charges, plus credits for financial aid awards. The goal is to bring smaller billing departments

into the system as well. Then students will have one-step billing and payment for all their obligations to the University. They'll also benefit from later due dates and installment payments that make it easier for them to budget for their expenses.

Questions about any of the features of STARS can be directed to Carolee Cohen in Student Accounts Receivable, 5-6579.

Top 40 Large Classes: Spring Quarter 1991

| | Enroll. | Class | Location | Instructor |
|----|---------|-------------------|---------------------------|------------------------|
| 1 | 567 | Psy 1001 | 175 Willey | Film |
| 2 | 442 | Biol 1101 | 175 Willey | Woodward, V. |
| 3 | 365 | Hist 1305 | 125 Willey | Howe |
| 4 | 356 | ArtH 1002 | 125 Willey | Cooper and Asher, F. |
| 5 | 342 | Anth 1102, 1102H | 100 Smith | Ogan |
| 6 | 334 | Econ 1101-2 | 175 Willey | Asleakson |
| 7 | 309 | Psy 3604 | B6 Botany | Butcher |
| 8 | 289 | Th 1101-2 | 190 Rarig | Nolte |
| 9 | 286 | Econ 1102-2 | 175 Willey | Debuque |
| 10 | 285 | Hist 1013, 1013H | 125 Willey | Farmer and May |
| 11 | 268 | Econ 1101-1 | 210 Anderson | Song |
| 12 | 265 | Bio 1009-2, 1009H | 125 Willey | Brooker |
| 13 | 260 | PubH 3001, 5022 | 2230 Owre | Rothenberger |
| 14 | 251 | Hist 3823 | 5 Blegen | Berman |
| 15 | 246 | Phil 1001-1 | 100 Smith | Dolan |
| 16 | 245 | Arch 1022/LA 1022 | 100 Smith | Martin |
| 17 | 238 | Anth 1101, 1101H | 375 Science Classroom | Walker |
| 18 | 235 | Geol 1001 | 100 Smith | Jackson |
| 19 | 232 | Chem 1005-1 | 375 Science Classroom | Lipsky |
| 20 | 225 | Th 1101-1 | 185 Rarig | Norwood |
| 21 | 215 | CBN 3001 | 2135 Jackson | Magney |
| 22 | 212 | Soc 1001-1 | 270 Anderson | Fulton |
| 23 | 211 | ArtH 3012 | 310 Anderson | Haxthausen |
| 24 | 210 | Pol 1025 | 210 Anderson | Freeman |
| 25 | 208 | Bio 1009-1 | 125 Willey | Gleason |
| 26 | 206 | Hist 1302, 1302H | 175 Willey | Murphy |
| 27 | 203 | Econ 1102-1 | 210 Anderson | Tobin |
| 28 | 203 | Phsl 5112 | 2470 Phillips-Wangensteen | Medical School faculty |
| 29 | 202 | Phys 1281 | 150 Physics | Jones, R. |
| 30 | 201 | Bio 5001 | 335 Borlaug (St. Paul) | Woodward, C. |
| 31 | 195 | Geog 1401 | 125 Willey | Squires |
| 32 | 192 | Chem 1005-2 | 375 Science Classroom | Leopold, D. |
| 33 | 189 | Phsl 5111, 8111 | 2470 Phillips-Wangensteen | Medical School faculty |
| 34 | 187 | Soc 1001-3 | 210 Anderson | Spitzer |
| 35 | 181 | Geog 1501 | 125 Willey | Gersmehl |
| 36 | 178 | LaMP 5101 | 2470 Phillips-Wangensteen | Medical School faculty |
| 37 | 176 | MicB 5206 | 2470 Phillips-Wangensteen | Medical School faculty |
| 38 | 175 | Bio 1008, 1008H | 2650 Moos Tower | Hatch |
| 39 | 175 | Pol 3835 | 370 Anderson | Duvall |
| 40 | 175 | AEM 3036 | B75 Amundson | Longmire |

The Record

University of Minnesota
Student Support Services

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

5-6579

UNIVERSITY OF MINNESOTA
STUDENT SUPPORT SERVICES
150 WILLIAMSON HALL
MINNEAPOLIS, MN 55455

Copy deadline for June edition: Friday, May 24

MIW 2/20/91

The Record

UNIVERSITY OF MINNESOTA

A newsletter about Student Support Services, Twin Cities June 1991, Vol. 15, No. 6

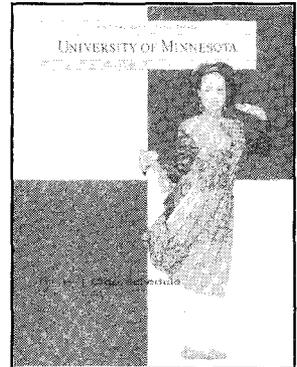
Have a better idea? Registrar wants it for *Class Schedule*

Do you have an idea for improving the quarterly *Class Schedule*? If so, the Office of the Registrar (OTR) would like to hear from you. OTR seeks suggestions for ways to make the *Class Schedule* more "user friendly."

Questions being asked by OTR include: Can students find the courses they want with ease? If not, what could be done to make it easier to find those courses? Are there sections in the *Class Schedule* that are not useful? Are there sections or items that could be added that would be particularly useful to students and advisers? And are there ways to improve the *Class Schedule* so it is helpful to the undecided or exploring student and to make the University a more open place for him or her?

Here's a list of some possible improvement ideas that have been suggested by various people or that OTR has developed after reviewing class schedules from other institutions:

- Identify course sections that are reserved for special populations (honors, OMSSA, students in certain colleges).
- Course sections should always carry a "time."
- Include advising offices in the schedule.
- Add lists of general education requirements for undergraduate colleges.
- Include an up-front listing of recent course designator changes.
- Display class level credit breaks for colleges.
- Create an index to help locate courses by topic or by major topic areas (such as writing or statistics). List departments in which these courses can be found.
- List courses that assist in major, career, and personal exploration in a special section for undecided or exploring students.
- Include a glossary of academic terms (such as GPA, honor points, and coefficient of completion).



OTR also plans to solicit suggestions from student groups and University administration and will create a plan for improvements in the schedule. If you have a suggestion, contact Sam Lewis (5-1530, PROFS: S-LEWI) or Judith Shalaby (5-1530, PROFS: J-SHAL), both in 150 Williamson Hall.

Grade reports due June 12

Grade reports for spring quarter should be submitted to the Office of the Registrar no later than 8:30 a.m. on Wednesday, June 12. Departments are urged to submit grade reports early.

Grades not received by the deadline will not be reflected on transcripts mailed to students later in June. According to University Senate rules, grades are due 72 hours from the time of the scheduled final exam. This rule includes holidays and weekends.

Departments on the Minneapolis campus that would like a messenger to pick up day school grade reports should contact Office Services, 5-3030, no later than 8:30 a.m. on June 12. Departments are asked to indicate times their offices may be closed or any other unusual scheduling that might prevent grade pick-up.

Grade reports delivered to the Office of the Registrar should be left with the receptionist in the Student Relations Unit in 150 Williamson Hall. Student Relations opens at 8 a.m. Monday through Friday. Departments on the St. Paul campus also may drop off grade reports at 130 Coffey Hall.

Grade reports for graduate thesis credits are now produced to assign teaching credit. These grade reports are stamped, "Do not submit grades," and neither the grades nor the grade reports should be submitted to the Office of the Registrar.

Questions about the spring 1991 grade run should be directed to Data Management at 5-5069 or Student Relations at 5-9050.

Calendar

Information Systems and Services workshops

Location: 260H Williamson Hall. Enrollment is limited to 12. Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.

WP PLUS Glossary

—June 13, 1:30-3:30 p.m. (reserved for SSS employees only)
For more information: Deb Parker (D-PARK1@UMINN1, 5-3089)

Crime Prevention

—June 27, 1:30-3:30 p.m. (reserved for SSS employees only)
For more information: Mary Amundson (M-AMUN@UMINN1, 5-1887)

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

—July 11, 1:30-3:30 p.m.
For more information: George Hudachek (G-HUDA@UMINN1, 5-2006)

Effective Filing Systems

—July 18, 1:30-3:30 p.m. (reserved for SSS employees only)
For more information: Mary Amundson (M-AMUN@UMINN1, 5-1887)

Important dates

| | | |
|--------|----|---|
| June | 8 | End of Spring quarter. Commencement. |
| | 11 | First term of summer session classes begin. |
| | 12 | Spring quarter grade reports due to the Office of the Registrar. |
| July | 4 | Independence Day. Classes excused and University offices closed. |
| | 11 | SSS Employee Recognition Program, Earle Brown Continuing Education Center, St. Paul campus. |
| | 15 | Graduate School applications deadline for fall quarter. |
| | 16 | End of first term of summer session. Commencement. |
| | 17 | Last day for undergraduates and students in professional programs to pay graduation fees for second term of summer session. |
| | 18 | Second term of summer session classes begin. |
| August | 19 | Orientation programs for new students begin; continue through September 20. |
| | 21 | End of second term of summer session. Commencement. |
| | 26 | Registration reopens for fall quarter. |

UNIVERSITY OF MINNESOTA

WORKING

A Student Employment Center Newsletter

Bush Administration proposes CWS changes for 1992

Funding allocations and percentages of total federal College Work Study (CWS) program may change for fiscal year 1992-93. The Bush Administration has proposed a 20% cut in new year and Congress is considering revisions. For further news...

In late April the U.S. Department of Education (DOE) submitted recommendations to the House Education Committee for Reauthorization Act of 1993. The House Education Committee has scheduled the initial review of all programs, including CWS.

Two potential changes in CWS funding are especially significant for future employment. These changes would:

- Reduce the employer share of funding from 80% to 70%.
- Change the Community Service Learning (CSL) Program as reported CWS program.

The proposed changes are outlined in the attached article. DOE also grants an additional 10% increase in the number of positions for the CSL Program. This was announced in 1986 and is scheduled to be implemented in 1992.

For many students, CSL is a valuable experience in college. The increase in funding will allow more students to participate in the program. The increase in funding will also allow more students to participate in the program.

The increase allowed the greater number of students to participate in the program. The increase in funding will also allow more students to participate in the program.

Policy changes undergraduate deduction, hours

Effective Summer 92, the 10% deduction for undergraduate students will be reduced to 5%. This will result in a 5% increase in the amount of CWS funding available for undergraduate students. The increase in funding will also allow more students to participate in the program.

Although the student share of funding will be reduced to 70% from 80%, the total amount of funding available for undergraduate students will be increased by 5%. This will result in a 5% increase in the amount of CWS funding available for undergraduate students.

Although the student share of funding will be reduced to 70% from 80%, the total amount of funding available for undergraduate students will be increased by 5%. This will result in a 5% increase in the amount of CWS funding available for undergraduate students.



INSIDE

- FYI column p. 2
- 15 hours limited p. 3
- Employer tips p. 3
- Staff directory p. 4

Route to:

'Working Notes' revived, features new design

The June/July issue of *Working Notes*, the first in more than a year, has been published by the Student Employment Center. The bimonthly newsletter also sports a new design.

Working Notes is aimed at University employers of students. It will include updates on procedures and policies, announcements of events and workshops, and other information.

Susan Treinen, director of the Student Employment Center, says she hopes to receive feedback as well as provide information. Looking forward to future issues, she says, "During the next year we will pay special attention to proposed changes in federal and state College Work-Study programs, to new payroll procedures, and to collective bargaining agreements that affect student employees."

If you did not receive a copy of *Working Notes* and would like to be on the mailing list, call Barbara Foster at 4-0049.

Employment policy changes undergrad deductions, hours

Effective Summer Sessions I and II, undergraduate assistants who are working but not registered will have FICA payments deducted from their paychecks, says the Student Employment Center. Recent interpretations of FICA regulations say undergraduate assistants are not exempt during periods of non-enrollment.

Effective July 1, undergraduate teaching or research assistant appointments will be limited to a maximum of 30 hours per week when classes are in session and during finals week.

Although rare, students can currently hold a 40-hours-per-week undergraduate assistant appointment during the quarter. According to the Academic Personnel Office, the limitation will emphasize the administration's commitment to academic achievement and the supporting role employment plays.

Other undergraduate assistant policy changes effective July 1 are as follows:

- **Holiday pay:** Undergraduate assistants assigned to work during an official University holiday must be paid at the rate of time and a half for all hours worked.

- **Shift differentials:** Undergraduate assistants regularly assigned to work scheduled shifts of at least six hours are eligible for a 40-cents-per-hour shift differential if their work shifts begin before 6 a.m. or end on or after 7 p.m.

A bulletin with the announcements will be issued soon. Call the Student Employment Center, 4-8070, if you have questions about these new policies.

Course inventory

Course Inventory Table IX, *Faculty Instructional Activity, 1990-1991 Academic Year Summary*, will be run June 28 and sent to collegiate units by July 8. Contact Elizabeth Grundner (E-GRUN@UMINN1, 5-4094), Office of the Registrar, if you have questions.

Registration highlights, spring 1991

| Campus | Enrollment | Percent | Number |
|--------------|---------------|----------|----------|
| Twin Cities | 36,796 | -0.3 | -105 |
| Crookston | 1,370 | 13.9 | 167 |
| Duluth | 7,144 | 1.2 | 85 |
| Morris | 1,893 | -1.4 | -27 |
| Waseca | 788 | -12.4 | -112 |
| Total | 47,991 | 0 | 8 |

| College | Enrollment | Percent | Number |
|--|--------------|--------------|------------|
| Agriculture | 686 | 11.2 | 69 |
| Architecture / Landscape Architecture | 218 | -2.2 | -5 |
| Biological Sciences | 338 | 11.6 | 35 |
| Education | 1,576 | -4.7 | -77 |
| General College | 1,602 | -3.7 | -62 |
| Graduate | 7,989 | 5.3 | 399 |
| Human Ecology | 929 | -10.8 | -113 |
| Law School | 770 | 1.9 | 14 |
| Liberal Arts | 13,870 | -4.4 | -634 |
| Management | 875 | -3.8 | -35 |
| Medical School | 1,767 | 22.1 | 320 |
| Mortuary Science | 70 | 7.7 | 5 |
| Natural Resources | 426 | 38.3 | 118 |
| Nursing | 173 | 33.1 | 43 |
| Occupational Therapy | 55 | -12.7 | -8 |
| Pharmacy | 325 | -1.2 | -4 |
| Physical Therapy | 58 | -6.5 | -4 |
| Public Health | 226 | -5.0 | -12 |
| Institute of Technology | 4,030 | -2.9 | -121 |
| University College | 131 | -10.3 | -15 |
| Veterinary Medicine | 252 | -1.2 | -3 |

| Total university | Enrollment | Percent | Number |
|-----------------------|--------------|-------------|------------|
| New high school | 83 | -32.0 | -39 |
| New advanced standing | 636 | 0.5 | 3 |
| New adult special | 612 | -1.9 | -12 |
| Total | 1,331 | -3.5 | -48 |

College bulletin publication cycle begins

New bulletins for many of the University's coordinate campuses, colleges, and schools are under production this spring by editors in the Publications and Communications Office (PCO). The bulletins sport a colorful new cover design.

So far, new bulletins for the General College, Institute of Technology, Law School, and University of Minnesota at Morris have been published. All feature covers with black-and-white, cut-out photographs of students against a colored background grid.

Of the 25 bulletins that need to be produced every two years, PCO expects to publish 13 this year. For more information, contact Steve Baker at 5-3884.

Information available on CWS procedures

A fact sheet, *1991-92 College Work-Study Employer Procedures and Requirements*, is available by calling the Student Employment Center, 4-8070.

The fact sheet was developed for CWS orientation sessions held in May. It stresses the need to follow procedures.

Funds no longer are available to correct payroll documents or to retroactively refund. If you were unable to attend any of the spring sessions, the fact sheet is a good way to "catch up" on the information presented.

Temporary student help

Do you need help with a special project this spring? Is your regular student employee leaving for the summer?

If so, consider hiring temporary help from Student Temporary Services (STS). For a modest fee, STS will provide you with staff within 24 hours of your call. STS performs all recruiting, payroll, and paperwork. For further information, call 4-5554.

Transcript fee increase

Rush service for University transcripts increases from \$6 to \$9 on July 1. The \$3 fee for regular service, which has a processing time of two to three work days, remains unchanged.

OSFA administrator honored by peers

Dianne Danov, assistant director of the Data Management Division in the Office of Student Financial Aid, has been honored with three awards from the Minnesota Association of Financial Aid Administrators (MAFAA).

During MAFAA's annual conference in May, Danov was recognized for her work as chair of the association's Student Loan Counseling Task Force, which also received the Special Achievement Award from MAFAA's Executive Council. The award is presented only when the council decides a significant contribution to the financial aid profession in Minnesota has been made by an individual or group.

Danov also received the Distinguished Service Award for her years of service to MAFAA. She has served as chair of the Professional Development Committee that won National Association of Student Financial Aid Administrators' (NASFAA) awards for two consecutive years.

In addition to her current leadership role, Danov was cited for her part in bringing recognition to MAFAA by the national association. In 1989, MAFAA received NASFAA's state award for the best service to the financial aid profession; in 1990, MAFAA received

the state award for service to other constituencies.

Both MAFAA and NASFAA are nonprofit, professional organizations serving the student financial aid industry. MAFAA has 408 members from post-secondary schools across Minnesota and is one of 53 states and U.S. territories belonging to NASFAA.

Fall enrollment report scheduled for June

Following completion of early fall registration on June 14, the Office of the Registrar plans to run a report for Twin Cities colleges and academic departments showing enrollment in all fall 1991 course offerings.

The report will be mailed to academic departments during the week of June 17. *Units should review 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 also may be checked to identify problems with classroom size and to determine quantities for bookstore orders.

For more information, call Elizabeth Grundner in the Office of the Registrar, 150 Williamson Hall, 5-4094.

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES
Office of Admissions and Prospective Student Services •
Information Systems and Services •
Office of the Registrar • Office of Student Financial Aid

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.

Andris Straumanis, editor

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

00379

UNIVERSITY ARCHIVES
10 WALTER LIBRARY
MPLS, EAST BANK

Copy deadline for July edition: Friday, June 21

The Record

UNIVERSITY OF MINNESOTA

A newsletter about Student Support Services, Twin Cities

July 1991, Vol. 15, No. 7

Fall information sheet

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

The sheet was mailed to students beginning July 1 with a year-end audit transcript, as part of the Office of the Registrar's annual transcript mailing to all students registered for any class from fall 1990 through first term summer 1991.

Contact Judith Shalaby in the Office of the Registrar (J-SHAL@UMINN1, 5-1530) for more information.

Admissions counseling

Individual admissions counseling is available in the Office of Admissions, 240 Williamson Hall, to prospective students by appointment Monday through Friday. Walk-in counseling also is available from 4-6 p.m. on Mondays.

A group information session for prospective students is held each Friday afternoon during the summer from 1-2 p.m. These sessions cover general admissions, housing, and financial aid information.

For more information on either of the above services, call 5-2008.

Campus Preview Days

Campus Preview Days this year are slated for Sept. 28; Oct. 12, 19, and 26, and Nov. 2. The program provides a chance for prospective students and their parents to experience the atmosphere of the University.

Further information is available by calling the Office of Admissions at 5-2008.

ISS gets new name, functions

Information Systems and Services, which provides a broad range of support functions for Student Support Services, has a new name.

On July 1, ISS became IAS, Information and Administrative Services. The name change is more than cosmetic, reflecting an SSS reorganization meant to provide more support to "the University's increased emphasis on recruiting and admissions-related activities," according to a memorandum prepared by SSS directors.

Roberta Armstrong, director of IAS, has assumed overall responsibility for SSS budget and personnel, in addition to her current duties. Sharing the workload with her will be Mary Amundson, who was the assistant director in charge of Office Services and now will be in charge of the Administrative Services division, which handles day to day management of budget, personnel, procurement, and mailing services for the Office of Admissions and Prospective Student Services and the Office of the Registrar. They've taken over duties previously handled by Rebecca Colberg, who since February has been employed by Student Activities in Coffman Memorial Union.

For some SSS employees, the reorganization means changes in what they do and where they work. Office Services also has a new name, Administrative Services, which reflects the addition of personnel and budget responsibilities. Some Office Services functions have been transferred to the Admissions Office and the Office of the Registrar. The last several days of June were spent moving about a dozen employees to new offices in Williamson Hall.

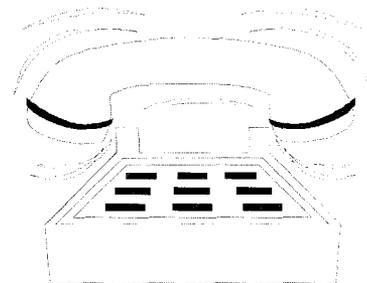
Users of SSS services may feel little effect from the reorganization (other than a couple new telephone numbers to remember; see box below).

New telephone numbers announced

Effective July 1, Student Support Services is taking requests for information and services on two new telephone lines.

Requests for **college bulletins, briefs (mini-bulletins), and Viewbooks** should be directed to Admissions at 625-2008.

College offices requesting **forms or grade pick-ups** should call 625-9864.



Calendar

Information Systems and Services workshops

*Location: 260H Williamson Hall. Enrollment is limited to 12.
Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.*

Effective Filing Systems

—July 18, 1:30-3:30 p.m. (reserved for SSS employees only)
For more information: Mary Amundson (M-AMUN@UMINN1, 5-1887)

Registered Student Reporting Data Base (RRDB/DB2)

—Aug. 1, 1:30-3:30 p.m.
For more information: John Kellogg (J-KELL@UMINN1, 5-3387)

Introduction to Student Systems

—Aug. 8, 1:30-3:30 p.m.
For more information: Roberta Armstrong (R-ARMS@UMINN1, 5-6674)

Financial Aid Reporting Data Base (FARDB/DB2)

—Aug. 20, 1:30-3:30 p.m.
For more information: Gloria Spohn (G-SPOH@UMINN1, 4-1334)
or Grace Lindberg (G-LIND@UMINN1, 4-9310)

Fire Safety

—Aug. 22, 1:30-3:30 p.m. (reserved for SSS employees only)
For more information: Mary Amundson (M-AMUN@UMINN1, 5-1887)

Important dates

| | | |
|-----------|----|---|
| July | 11 | SSS Employee Recognition Program, Earle Brown Continuing Education Center, St. Paul campus. SSS offices will close at 1:30 p.m. |
| | 15 | Graduate School applications deadline for fall quarter. |
| | 16 | End of first term of summer session. Commencement. |
| August | 17 | Last day for undergraduates and students in professional programs to pay graduation fees for second term of summer session. |
| | 18 | Second term of summer session classes begin. |
| | 19 | Orientation programs for new students begin; continue through September 20. |
| September | 21 | End of second term of summer session. Commencement. |
| | 26 | Registration reopens for fall quarter. |
| | 2 | Labor Day. University offices closed. |
| | 20 | Last day to register for fall quarter without paying late registration fee. |

Lukas named to foreign ed council

Karen Lukas, assistant director in the Office of Admissions, has been appointed to a three-year term on the National Council for the Evaluation of Foreign Educational Credentials.

The Washington, D.C.-based council sets placement recommendations for international students seeking admission to U.S. colleges and universities. It does so by comparing foreign educational systems to U.S. systems, an exercise that sometimes leads to controversy, says Lukas.

Lukas, who holds a master's degree in educational psychology from the University of Minnesota, has worked for the admissions office since 1974. Her work with international students began in 1978 and has led to publication, in 1987, of a book on the Austrian educational system. This summer Lukas expects publication of her book on the educational system of the former East Germany, as well as publication of an update to another author's work on the Swiss educational system.

Her appointment to the national council lasts until April 1994.

On-line bulletin board has SSS information

The Student Support Services electronic bulletin board is looking for feedback on how to improve the information provided on the computer system.

Information about SSS—as well as updates from Food Services, Academic and University Personnel, and the LUMINA on-line library catalog—are among offerings available through the University's public access computer system.

If you have comments about the SSS bulletin board, or need help logging on, contact Andris Straumanis, bulletin board manager/editor (A-STRA@UMINN1, 5-5579).

Grade reports due July 22

Grade reports for summer session I should be submitted to the Office of the Registrar no later than 8:30 a.m. on Monday, July 22. **Grades not received by the deadline will not be reflected on grade slips scheduled to be mailed to students beginning July 24.** Departments are urged to submit grade reports early.

According to University Senate rules, grades are due 72 hours from the time of the scheduled final exam. This rule includes holidays and weekends.

Departments on the Minneapolis campus that would like a messenger to pick up day school grade reports should contact Administrative Services, 5-9864, no later than 8:30 a.m. on July 22. Departments are asked to indicate times their offices may be closed or any other unusual scheduling that might prevent grade pick-up.

Grade reports delivered to the Office of the Registrar should be left with the receptionist in the Student Relations Unit in 150 Williamson Hall. Student Relations opens at 8 a.m. Monday through Friday.

Departments on the St. Paul campus also may drop off reports at 130 Coffey Hall.

Grade reports for graduate thesis credits are now produced to assign teaching credit. These grade reports are stamped, "Do not submit grades," and neither the grades nor the grade reports should be returned to the Office of the Registrar.

Questions about the spring 1991 grade run should be directed to Data Management at 5-5069 or Student Relations at 5-9050.

Bursar's office closing

The Bursar's Office will be closed from 8 a.m. to 1 p.m. Thursday, Aug. 1, and Thursday, Aug. 8, for a retreat.

Areas affected by the closing include the Cashier's Offices in Williamson Hall, the West Bank, and St. Paul; Check Disbursement; Student Loan Collections, and Student Accounts Receivable.

REACH searching for volunteers to build sense of community

REACH, a program designed to help build a sense of community at the University of Minnesota, is searching for volunteers willing to talk to new students about needs or problems they face.

REACH, an acronym derived from Reaching Out to Express Our Awareness of Your Concerns and Offer Help, is one of 21 Community Building Small Grants awarded in March by the vice presidents for Student Affairs and External Relations.

New Student Programs, part of Student Support Services, received \$1,900 to develop REACH, says Judy Werthauser, who directs the University's orientation efforts.

"Being an active community member at the University of Minnesota," says REACH's grant proposal, "can be a difficult role for students to fill. Many of the students spend their time living, working, and socializing in other communities. For some it is a matter of convenience, but for others, it is because they are not familiar with the opportunities to do these same activities within the University."

The goal of REACH is to develop a volunteer network of contacts whom new students may call for help. During the fourth through sixth weeks of fall quarter, new students will be contacted by telephone to inform them about REACH, explains Werthauser. Rather than just calling the housing office, for example, students will be given the name of a specific individual in the office who has volunteered to spend extra time with students.

Volunteers are being recruited to spend an hour in late October and early November to make those phone calls to new University students. Faculty, staff, and other students may volunteer to do the calling. In addition, REACH is searching for volunteers to serve as resource people to answer students' questions.

People interested in volunteering for the program may contact Werthauser or Becky Novisky, a student coordinator, at 4-0666.

In all, 67 proposals were reviewed by the Community Building Small Grants program. The 21 projects chosen represent more than \$32,000 in funding and include such efforts as creation of a Hispanic Club, renovation of the St. Paul Student Center lounge, and a program to highlight careers in chemistry.

Survey: Summer Honors College helps recruit students

Summer Honors College, a program offered since 1985 by Summer Session and the CLA Honors Program, continues to play an important role in getting high ability high school students to apply to the University of Minnesota, according to results of a recent survey.

The survey looked at what former Summer Honors College participants thought about the program and its influence on their post-secondary education choices. Sixty percent of University students who attended the program say "it influenced their decision to enroll by giving them a positive academic experience," according to a summary of the survey prepared by Margie L. Tomsic of Continuing Education and Extension.

A copy of the research paper, "Introducing High School Students to Postsecondary Experiences: A Survey of Former Participants of the Summer Honors College," is available by calling Tomsic at 5-1578. A copy of the research summary, and information about receiving other research summaries, is available from Ron Matross, Data and Reporting Services (R-MATR@UMINN1, 5-1027).

Financial aid briefs

Student loans see drop in interest rate

Lower interest rates of 9.34 percent went into effect July 1 for Supplemental Loans for Students (SLS) and Parent Loans for Undergraduate Students (PLUS), reports the Office of Student Financial Aid (OSFA). This rate is in effect through June 30, 1992. Last year's interest rate was 11.49 percent.

Isham wins Starr award

David Isham of OSFA is this year's recipient of the Gordon L. Starr Award from the Minnesota Student Association, recognizing dedicated student service. Isham has been a financial aid counselor working with the Office of Minority and Special Student Affairs (OMSSA) program for more than five years. He coordinates American Indian student awarding activities with tribal agencies and the State Indian Scholarship Program.

OMSSA Summer Institute

The Office of Minority and Special Student Affairs Summer Institute began June 20 and continues through Aug. 17. Summer Institute is an intensive head-start program designed to help incoming freshmen and current lower division

students certified by the OMSSA program. Most of the 160 students who are participating this summer are incoming freshmen taking courses in English, mathematics, and science.

Thirty currently enrolled OMSSA students who have successfully completed their freshman or sophomore years are participating in a curriculum designed to help them satisfy part of the prerequisites for their major fields. Eleven students are participating in Summer Institute off-campus: one at William Mitchell College of Law in St. Paul, six in China, and four in Mexico.

A data base record

Student financial aid records were loaded into the Student Aid Management (SAM) data base Feb. 22, the earliest date since the SAM system was implemented in 1984-85, according to Gloria Spohn, manager of the Computer Services unit.

Aid center has busy May

The Financial Aid Information Center had a total of 16,237 student contacts in May, including one holiday. The figure includes repeat visits by the same student. The figure breaks down to 8,676 contacts at the information booth; 1,136 were referred to OSFA windows; 901 were walk-in counselor contacts, and 5,524 were telephone calls.

OTR to help gather faculty data

The new Minnesota higher education law requires state public institutions to gather and report information about faculty teaching activities. As a way to assist the University in gathering data, the Scheduling Unit of the Office of the Registrar is undertaking initiatives this summer to obtain more complete information for the quarterly course inventory reports about faculty instructional activities.

With few exceptions, academic units provide good data on courses meeting at specific times and rooms, but complete information on faculty teaching in directed studies courses and thesis advising often is lacking in questionnaires returned from academic units. Because this one-on-one teaching (one faculty member meeting with one student) is expensive and generates credit hours, Scheduling will be working with academic units about providing the data.

Some departments will be individually interviewed; workshops and information sessions for new academic department staff will be scheduled closer to the beginning of the 1991-92 school year; and problems related to identifying faculty on the Academic Personnel Data Base are being reviewed.

For further information, contact Elizabeth Grundner (E-GRUN@UMINN1, 5-4094).

TheRecord

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions and Prospective Student Services • Information and Administrative Services • Office of the Registrar • Office of Student Financial Aid

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.

Andris Straumanis, editor

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

00679

UNIVERSITY ARCHIVES
10 WALTER LIBRARY
MPLS, EAST BANK

Copy deadline for August edition: Friday, July 19

The Record

UNIVERSITY OF MINNESOTA

A newsletter about Student Support Services, Twin Cities

August 1991, Vol. 15, No. 8

On-line name search for SDB

An on-line name search facility for the Student Data Base (SDB) is scheduled to be added this month by Student Support Services (SSS).

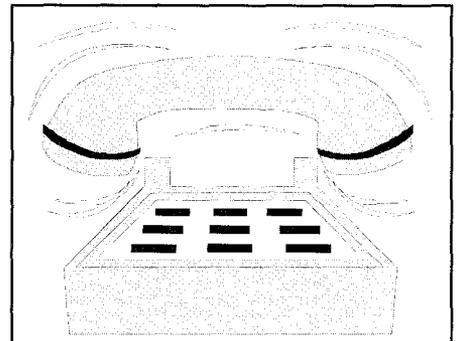
Two new screens will permit SDB users to search the data base to identify records of past or present students using either alphabetic or phonetic search criteria. One screen will display the student's name and "personal identifiers" such as birthdate and Social Security number. The second screen will repeat that information and add the student's address and telephone number.

The search screens will be accessed via a new menu option (36) or by "screen hopping" from other SDB application screens. After identifying the proper

record using the search facility, users also will be able to select that record and hop directly to any other student records menu option.

SSS plans to begin distributing user instructions and scheduling optional training sessions for all users soon. Initially, access to the search function will be limited to SSS staff. After SSS has determined that the system is stable and has had the opportunity to provide users with instructions and training, access will be expanded in phases to all those with SDB access.

For further information, contact Jim Doten in Information and Administrative Services, (5-9534, J-DOTE@UMINN1).



New telephone numbers clarified

Since July 1, Student Support Services has been taking requests for information and services on two new telephone lines.

University offices requesting college bulletins, briefs (mini-bulletins), viewbooks, forms, or grade pick-up should call Barb Carlson at 625-9864.

From outside the University, requests for college bulletins, briefs, and viewbooks should be directed to the Admissions office, 625-2008.

Coordinate campus tuition, 1991-1992

Here are the 1991-92 University of Minnesota coordinate campus per-credit tuition rates for undergraduates and departmental masters. Crookston, Duluth, and Waseca have a 14- to 18-credit plateau. Morris has a 14- to 20-credit plateau. Twin Cities rates are listed on the enclosed "Fall Quarter Update." The Board of Regents approved the rates July 12.

| Students registering in | Resident | Non-resident |
|-------------------------|----------|--------------|
| Crookston campus | \$58.93 | \$173.84 |
| Duluth campus | | |
| Lower Division | 58.93 | 173.84 |
| Upper Division | 63.73 | 188.00 |
| Departmental masters | 77.00 | 154.00 |
| Morris campus | | |
| Lower Division | 58.93 | 173.84 |
| Upper Division | 63.73 | 188.00 |
| Waseca campus | 58.93 | 173.84 |

Fall Quarter Update sent to students, departments

Copies of the two-piece *Fall Quarter Update*—showing changes to University policy, procedures, and courses—are inserted in this edition of *The Record*.

The *Fall Quarter Update* also is in the process of being mailed to students and to college departments.

More information is available from Judith Shalaby in the Office of the Registrar (5-1530, J-SHAL@UMINN1).

Calendar

Information Systems and Services workshops

Location: 260H Williamson Hall. Enrollment is limited to 12.
Call Nancy Martin (5-8821, N-MART@UMINN1) to register.

Financial Aid Reporting Data Base (FARDB/DB2)

—Aug. 20, 10 a.m.-noon

For more information: Gloria Spohn (4-1334, G-SPOH@UMINN1) or Grace Lindberg (4-8872, G-LIND@UMINN1).

Admission/Prospective Students Reporting Data Base (ARDB/DB2)

—Sept. 5, 1:30-3:30 p.m.

For more information: George Hudachek (5-2006, G-HUDA@UMINN1) or John Kellogg (5-3387, J-KELL@UMINN1).

WP Plus Laser Printing

—Sept. 19, 1:30-3:30 p.m. (SSS employees only)

For more information: Rick Bard (5-0552, R-BARD@UMINN1) or Deb Parker (5-3089, D-PARK1@UMINN1).

Writing Effective Minutes

—Sept. 26, 1:30-3:30 p.m. (SSS employees only)

For more information: William Magdalene (5-5826, W-MAGD@UMINN1).

Important dates

| | | |
|-----------|-------|---|
| August | 19 | Orientation programs for new students begin; continue through September 20. |
| | 21 | End of second term of summer session. Commencement. |
| | 26 | Registration reopens for fall quarter. |
| September | 2 | Labor Day. University offices closed. |
| | 20 | Last day to register for fall quarter without paying late registration fee. |
| | 23 | Fall quarter classes begin. |
| | 23-28 | Welcome Week. |
| October | 1 | Last day for Graduate School students who want to participate in fall commencement ceremony to pay graduation fees. |
| | 4 | Last day to cancel individual courses without transcript record. |
| | 14 | Last day for undergraduates and students in professional degree programs to pay graduation fees for fall quarter. |
| | 25 | Graduate School application deadline for winter quarter. |

Student services fees

Here are the 1991-92 student services fees for the University of Minnesota. Additional Twin Cities campus fees are listed on the enclosed "Fall Quarter Update." Fees were approved July 12 by the Board of Regents.

| Campus | Fee |
|-------------|---------|
| Crookston | \$65.30 |
| Duluth | 91.75 |
| Morris | 102.00 |
| Twin Cities | 118.03 |
| Waseca | 59.65 |

Note: The Twin Cities fee includes a \$54 Health Service fee.

Viewbook, counselors guide published by SSS

Among recent publications by Student Support Services are the *Twin Cities Campus Viewbook*—a glossy booklet designed to attract new students to the University—and the 76-page *Handbook for Counselors*.

The viewbook departs from previous designs by emphasizing the diversity and excitement of University life. Large portraits of students and professors are used throughout the 16-page publication.

The viewbook was a joint effort of the Office of Admissions, the SSS Publications and Communications Office, and Yanovick & Associates, a Minneapolis-based graphic design firm.

Handbook for Counselors, a guide to the University for high school and community college counselors. The handbook provides detailed information about the admission requirements of the colleges, schools, and programs on the Twin Cities and coordinate campuses.

For further information about the publications, contact Steven D. Baker, assistant director, Publications and Communications Office (5-3884, S-BAKE@UMINN1).

Grade reports due Aug. 26

Grade reports for summer session II should be submitted to the Office of the Registrar no later than 8:30 a.m. on Monday, Aug. 26. **Grades received after the deadline will not be reflected on grade slips scheduled to be mailed to students beginning Aug. 28.**

Departments are urged to submit grade reports early.

According to University Senate rules, grades are due 72 hours from the time of the scheduled final exam. This rule includes holidays and weekends.

Departments on the Minneapolis campus that want a messenger to pick up day school grade reports should contact Administrative Services, 5-9864, no later than 8:30 a.m. on Aug. 26. Departments are asked to indicate times their offices may be closed or other unusual scheduling that might prevent grade pick-up.

Grade reports delivered to the Office of the Registrar should be left with the receptionist in the Student Relations Unit in 150 Williamson Hall. Student Relations opens at 8 a.m. Monday through Friday. Departments on the St. Paul campus also may drop off reports at 130 Coffey Hall.

Questions about the summer session II grade run should be directed to Data Management at 5-5069 or Student Relations at 5-9050.

Preliminary Class Schedule Report mailing

Winter quarter 1992 Preliminary Class Schedule Reports (PCSRs) were mailed to academic units for review on Monday, Aug. 5, and will be due back on Monday, Aug. 19.

The reports give units one more opportunity to check their winter quarter 1992 course descriptions, credits, times, and rooms before the winter *Class Schedule* is distributed.

Registration highlights: Summer Session I, 1991

| Campus | Enrollment | Change from 1990 | |
|--------------|---------------|------------------|-----------|
| | | Percent | Number |
| Twin Cities | 13,932 | 1.0 | 133 |
| Crookston | 139 | -46.5 | -121 |
| Duluth | 1,885 | 2.8 | 52 |
| Morris | 108 | -3.6 | -4 |
| Waseca | N/A | N/A | N/A |
| Total | 16,064 | 0.4 | 60 |

| College | Enrollment | Percent | Number |
|---------------------------------------|------------|---------|--------|
| Agriculture | 173 | 49.1 | 57 |
| Architecture / Landscape Architecture | 48 | 140.0 | 28 |
| Biological Sciences | 178 | 30.9 | 42 |
| Education | 1,611 | -1.5 | -24 |
| General College | 362 | 0 | 0 |
| Graduate | 2,041 | 9.7 | 181 |
| Human Ecology | 266 | -12.8 | -39 |
| Law School | 161 | -12.5 | -23 |
| Liberal Arts | 5,203 | -3.2 | -174 |
| Management | 294 | -9.5 | -31 |
| Medical School | 1,629 | 10.6 | 156 |
| Mortuary Science | 37 | 27.6 | 8 |
| Natural Resources | 76 | 68.9 | 31 |
| Nursing | 95 | 17.3 | 14 |
| Occupational Therapy | 19 | -9.5 | -2 |
| Pharmacy | 71 | -20.2 | -18 |
| Public Health | 149 | -9.1 | -15 |
| Institute of Technology | 1,215 | -3.2 | -40 |
| University College | 65 | 32.7 | 16 |
| Veterinary Medicine | 62 | -4.6 | -3 |

| Summer only registration | Enrollment | Percent | Number |
|--------------------------|--------------|-------------|------------|
| Twin Cities | 2,500 | -4.0 | -104 |
| Crookston | 0 | 0 | 0 |
| Duluth | 406 | -0.7 | -3 |
| Morris | 34 | 183.3 | 22 |
| Waseca | N/A | N/A | N/A |
| Total | 2,940 | -2.8 | -85 |

Source: Office of the Registrar

Submissions sought for *The Record*

News about Student Support Services activities, as well as about college departments, is welcome in *The Record*. Submit items to the editor, Andris Straumanis, in 150 Williamson Hall (5-5579, A-STRA@UMINN1).

SSS employees honored for performance, years of service

Twenty-five employees of Student Support Services were honored for their performance and others were recognized for their years of service during a program July 11 in the Earle Brown Continuing Education Center on the St. Paul campus.

SSS Coordinator James Preus also received a special award in honor of his work for the department. Preus has been head of SSS since 1975.

Employees recognized for their job performance during the past year were Leo Abbott, director, Office of Admissions; Rick Bard, senior editor, Information and Administrative Services (IAS); Ella Lorraine Bell, senior data entry operator, Office of the Registrar (OTR); Rockne Bergman, principal student personnel worker, Office of Student Financial Aid (OSFA); Lou Branca, assistant director, Admissions; Laurie Enger, senior systems analyst, OSFA; Rebecca Fiedler, office specialist, IAS; David Georgina, senior data entry operator, Admissions; James Guenther, senior data entry operator, OTR; Jacquelyn Heinen, senior

accounts specialist, OSFA; David Isham, principal student personnel worker; OSFA; Sandra Kelsey, office supervisor, Office for Student Affairs; Mary Koskan, assistant director, OTR; Rebecca Kroening, office specialist, OTR; Carrie Latvala, office specialist, Admissions; Nancy Martin, administrative aide, IAS; Scott Lindgren, senior data entry operator, OTR; Margo Mueller, SSS associate, OTR; Scott Murdoch, analyst/programmer, IAS; Deborah Parker, word processing supervisor, IAS; Virginia Schweder, office specialist, OTR; Betty Stewart, associate administrator, New Student Programs; Agnes Vaughn, office specialist, Admissions; Donna Weispfenning, senior editor, OSFA; and Judith Werthausen, student personnel worker, New Student Programs.

Sixty-eight employees were recognized for their years of service in SSS. At the top of the list is Dorothy Boehm, a Student Support Services associate in OTR's Student Relations office, who has worked at the University for 44 years.

Anna Huston was honored for 32 years of employment, Robert Hammel for 26 years, and Dan Patenaude and Dana Rogers for 25 years.

Leo Abbott, Judy Madsen, and Maureen Nielsen received recognition

for 24 years of service. Lorna McLeod and Cynthia Ryg were honored for 22 years of employment.

Honored for 21 years of service were Lou Branca, Sandy Britsch, Elizabeth Grundner, Sandra Kelsey, Mary Koskan, Sam Lewis, Phil Morgan, and Jackee Wernersbach.

Also recognized for their longevity with SSS were:

- **20 years of service:** Roberta Armstrong, Chuck Dahl, Mary Herheim, Marilyn Hofler, Andrew Huang, and Shirley Nordstrom.

- **15 years of service:** Kay Anderson, Kathy Georges, Karen Lukas, Barbara Schuminski, Jerri Scruggs, and Judith Shalaby.

- **10 years of service:** Vickie Axen, JoAnne Berglund, Jan Bobrowske, Carol Flannigan, Mary Sue Gilbertson, Sarah Johnson-Wilson, Rebecca Kroening, Lora McClain, Pat Melser, Linda Miza, David Moy, Eleanor Pijut, Mary Jo Shamp, Joanne Shun, and Susan Treinen.

- **5 years of service:** Sherri Aho, Gary Andersen, Linda Bieza, Gloria Bluhm, Gloria Colburn, Linda Hanson, David Isham, Cathy Jewett, Joan Kahle, Sandy Koch, Nancy Martin, Rich Meyer, Scott Murdoch, Ruth Nelson, Theresa Nelson, Jon Nichols, Paul Polley, Janet Powell, Vance Schrimpf, Barb Schulz, Rose Smith, Gloria Spohn, and Teresa Tuzinski.

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions •

Information and Administrative Services •

Office of the Registrar • Office of Student Financial Aid

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.

Andris Straumanis, editor

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

Copy deadline for September edition: Friday, August 23

The Record

UNIVERSITY OF MINNESOTA

A newsletter about Student Support Services, Twin Cities



Brief project nears completion

A project to produce more than 20 brochures is nearing completion this month. The brochures, or briefs, are used in conjunction with the viewbook and other materials to recruit students.

The project, an annual activity coordinated by the Publications and Communications Office, this year has involved incorporation of a new design matching other Student Support Services publications.

As with the new University bulletins, the design of the briefs emphasizes a pattern of quadrants. Black-and-white photographs of one or two students are displayed on a cover that also prominently displays the new University wordmark.

Inside, the briefs use text and photos to introduce the prospective student to admissions requirements, program offerings, and the University's environment.

So far, briefs have been published for Agriculture, Architecture and Landscape Architecture, Dental Hygiene, Dentistry, General College, Graduate School, Human Ecology, Inter-College Program, Institute of Technology, Law, Liberal Arts, Management, Medical Technology, Natural Resources, Pharmacy, and Veterinary Medicine. The remaining briefs are expected to be printed by the end of the month.

For more information:
Steven D. Baker, Publications and Communications Office
Telephone: 5-3884
BITNET: S-BAKE@UMINN1; INTERNET: S-BAKE@VMI.SPCS.UMN.EDU

The new briefs incorporate a new design.

New scheduling calendar

The 1991-92 calendar of mailing and due dates for interactions between the Scheduling Office and University teaching departments has been distributed.

The calendar, intended to help with departmental planning, covers August 1991 through July 1992.

For more information:
Vickie Axen, Scheduling Office
Telephone: 5-7335
BITNET: V-AXEN@UMINN1
INTERNET: V-AXEN@VMI.SPCS.UMN.EDU

Snap shot class lists

Colleges requesting "snap shot" class lists from the Office of the Registrar may be assisted by anyone who answers the telephone at System Control, 5-1800. The office no longer has a designated person assigned to handle all snap shot requests.

A snap shot class list gives information about students enrolled in a specific course: name, file number, address, collegiate unit, telephone number, grade option, and course credits.

INTERNET IDs added

Stories in *The Record* that include the name, telephone number, and PROFS or BITNET electronic mail address for a contact person now also will include the person's INTERNET electronic mail address.

Listing INTERNET addresses should make it easier for those not directly connected to the Administrative Information Services (AIS) network to reach Student Support Services staff.

Calendar

Information and Administrative Services workshops

Workshops are held in 260H Williamson Hall. Enrollment is limited to 12.

To register:
Nancy Martin, Information and Administrative Services
Telephone: 5-8821
BITNET: N-MART@UMINN1
INTERNET: N-MART@VM1.SPCS.UMN.EDU

Writing Effective Minutes

—Sept. 26, 1:30-3:30 p.m. (SSS employees only)

For more information:

William Magdalene, Publications and Communications Office

Telephone: 5-5826

BITNET: W-MAGD@UMINN1; INTERNET: W-MAGD@VM1.SPCS.UMN.EDU

Introduction to Student Services

—Oct. 2, 1:30-3:30 p.m.

For more information:

Roberta Armstrong, Information and Administrative Services

Telephone: 5-6674

BITNET: R-ARMS@UMINN1; INTERNET: R-ARMS@VM1.SPCS.UMN.EDU

Registered Student Reporting Data Base (RRDB/DB2)

—Oct. 3, 1:30-3:30 p.m.

For more information:

John Kellogg, Data and Reporting Services

Telephone: 5-3387

BITNET: J-KELL@UMINN1; INTERNET: J-KELL@VM1.SPCS.UMN.EDU

Crime Prevention

—Oct. 7, 10 a.m.-noon (SSS employees only)

For more information:

Carol Flannigan, Administrative Services

Telephone: 6-8627

BITNET: C-FLAN@UMINN1; INTERNET: C-FLAN@VM1.SPCS.UMN.EDU

Important dates

| | | |
|-----------|-------|---|
| September | 23 | Fall quarter classes begin. |
| | 23-28 | Welcome Week. |
| October | 1 | Last day for Graduate School students who want to participate in fall commencement ceremony to pay graduation fees. |
| | 4 | Last day to cancel individual courses without transcript record. |
| | 14 | Last day for undergraduates and students in professional degree programs to pay graduation fees for fall quarter. |
| | 25 | Graduate School application deadline for winter quarter. |

OSFA employee named to Civil Service panel

Mary Easterling, executive assistant in the Office of Student Financial Aid (OSFA), has been appointed to a three-year term on the Civil Service Committee.

Easterling was one of about 50 civil service employees who submitted applications to a search committee. The committee forwarded four of the applications to President Nils Hasselmo, who selected Easterling and James Gregory, a senior engineer in Media Resources.

Easterling has worked with OSFA for more than five years. She manages human resources, payroll, training, and development for OSFA. She is completing a master's degree in industrial relations, with a concentration in staffing, training, and development. Prior to coming to the University, Easterling worked in private industry as a training manager and in education as a secondary school teacher.

The Civil Service Committee is a University-wide body that advises the president on civil service issues. Easterling says her objectives as a Civil Service Committee member are to enhance communication between the committee and civil service employees, within the committee itself, and from the committee to the Regents and the central administration. The committee meets on the fourth Thursday of the month, usually in Morrill Hall. Meetings are open to the public.

Submissions sought for *The Record*

News about Student Support Services activities, as well as about colleges and departments, is welcome in *The Record*.

Submit items to editor Andris Straumanis, Publications and Communications Office, 150 Williamson Hall.

Telephone: 5-5579

BITNET: A-STRA@UMINN1

INTERNET: A-STRA@VM1.SPCS.UMN.EDU

Information Center drops notary services

Beginning Sept. 25, notary services no longer will be provided by the staff of the Williamson Hall Information Center. The change in service is due to budget cuts and staff reorganization.

Notary services still are available from other offices:

- 240 Williamson Hall: Kay Anderson or Karen Pylka will provide signatures only. For information, call 5-2008.
- 130 Coffey Hall: Mike Fernandez. For information, call 4-4704.
- Legal Services, 160 West Bank Union Skyway: 8:30 a.m.-5 p.m., Monday-Friday. For information, call 4-1001.
- Office of International Education, 20 Nicholson Hall: 8 a.m.-4:15 p.m., Monday-Friday. The office imposes a limit of five notarizations per visit. For information, call 6-7100.
- Regents office, 100 Morrill Hall: Cheryl Baldwin or Carol Haus will provide signatures only. For information, call 4-7582.

Class Schedule department listing

Departments are asked to review addresses and telephone numbers on page 110 of the fall *Class Schedule*. Please report changes by Sept. 20 to Judith Shalaby, Office of the Registrar:

Telephone: 5-1530
BITNET: J-SHAL@UMINN1
INTERNET: J-SHAL@VMI.SPCS.UMN.EDU

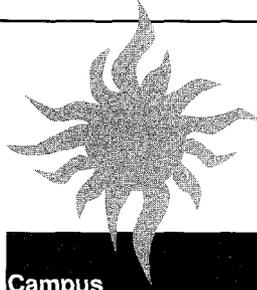
Turn-around documents due

Spring course turn-around documents (Form A80B) were sent to academic departments on Sept. 6. The completed forms are due back on Sept. 20.

For more information:

Nancy Peterson, Office of the Registrar
Telephone: 5-6089

BITNET: N-PETE@UMINN1
INTERNET: N-PETE@VMI.SPCS.UMN.EDU



Registration highlights: Summer Session II, 1991

| Campus | Enrollment | Change from 1990 | |
|--------------|--------------|------------------|-------------|
| | | Percent | Number |
| Twin Cities | 7,524 | -1.6 | -124 |
| Crookston | 78 | -63.4 | -135 |
| Duluth | 1,101 | -1.0 | -11 |
| Morris | 55 | -53.8 | -64 |
| Waseca | 443 | 10.5 | 42 |
| Total | 9,201 | -3.1 | -292 |

| College | Enrollment | Percent | Number |
|---------------------------------------|------------|---------|--------|
| Agriculture | 125 | 58.2 | 46 |
| Architecture / Landscape Architecture | 19 | -13.6 | -3 |
| Biological Sciences | 104 | 15.6 | 14 |
| Education | 1,191 | -4.7 | -59 |
| General College | 151 | 2.7 | 4 |
| Graduate | 1,103 | 8.2 | 84 |
| Human Ecology | 175 | -12.5 | -25 |
| Institute of Technology | 680 | -5.6 | -40 |
| Law School | 1 | N/A | 1 |
| Liberal Arts | 3,376 | -5.7 | -204 |
| Management | 159 | -7.0 | -12 |
| Medical School | 66 | 20.0 | 11 |
| Mortuary Science | 36 | 28.6 | 8 |
| Natural Resources | 108 | 63.6 | 42 |
| Nursing | 85 | 18.1 | 13 |
| Occupational Therapy | 1 | N/A | 1 |
| Pharmacy | 8 | -38.5 | -5 |
| Physical Therapy | 28 | 7.7 | 2 |
| Public Health | 27 | -22.9 | -8 |
| University College | 49 | 14.0 | 6 |
| Veterinary Medicine | N/A | N/A | N/A |

| Total University | Enrollment | Percent | Number |
|-----------------------------------|------------|--------------|------------|
| New high school | 51 | -30.1 | -22 |
| New advanced standing (transfers) | 54 | 42.1 | 16 |
| New adult special | 57 | -62.0 | -93 |
| Total | 162 | -37.9 | -99 |

| | | | |
|--------------|-------|-------|-----|
| Continuing | 7,024 | -1.2 | -84 |
| Inter-campus | 68 | 4.6 | 3 |
| Intra-campus | 26 | 52.9 | 9 |
| Readmits | 329 | -12.3 | -46 |
| Summer only | 1,592 | -4.5 | -75 |

Source: Office of the Registrar

Admissions decline at Twin Cities campus

The University's Twin Cities campus has admitted 1,171 fewer new freshmen for Fall Quarter 1991, a decrease of nearly 16 percent from last year. Figures prepared by the Office of Admissions show that 6,287 students have been admitted for fall. Last year, 7,458 students were admitted.

Across the University system, admissions also are down. The five campuses have admitted 10,048 new freshmen for this fall, a decrease of nearly 20 percent from last year's 12,462 admitted students.

As part of the University's controlled enrollment program, the University has been decreasing the size of its freshman class over the last few years.

Among the Twin Cities' six freshman-admitting colleges, only General College has posted an increase in admissions. The college has a modest gain of 4.7 percent, from 1,512 students last fall to 1,584 students this fall. The College of Liberal Arts, the largest freshman-admitting college, this fall has admitted 3,494 students (or 55.5 percent of all newly admitted students), compared to 4,326 (58 percent of the total) last fall. The Institute of Technology has admitted 971 students

A profile of admitted students, Fall 1991

| Sex | Twin Cities | All campuses |
|---------|-------------|--------------|
| Male | 3,310 | 5,142 |
| Female | 2,974 | 4,893 |
| Unknown | 3 | 13 |

| Ethnicity | Twin Cities | All campuses |
|-----------------|-------------|--------------|
| White/other | 5,175 | 8,617 |
| Asian | 457 | 527 |
| Black | 224 | 276 |
| Hispanic | 118 | 151 |
| American Indian | 77 | 121 |
| Unknown | 236 | 356 |

| Home location | Twin Cities | All campuses |
|-------------------------------|-------------|--------------|
| Twin Cities metropolitan area | 3,155 | 4,515 |
| Wisconsin | 1,288 | 1,501 |
| Minnesota, non-Twin Cities | 917 | 2,765 |
| Other states | 792 | 1,072 |
| Foreign | 134 | 190 |
| Unknown | 1 | 5 |

Source: Office of Admissions

(15.4 percent of the total) for fall 1991, compared to 1,277 (17.1 percent) last year.

Other notes from Twin Cities figures:

- The proportion of men, 53 percent, to women, 47 percent, admitted for fall is unchanged from last year.
- The average age of the admitted student at the Twin Cities campus is 18.4 years.

- All freshman-admitting college high school rank figures are up from last year. The largest increase, up 5.3 to an average HSR percentile of 78.9, is in the College of Human Ecology. The highest average HSR percentile is 90.2 in the Institute of Technology.

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES
Office of Admissions •
Information and Administrative Services •
Office of the Registrar • Office of Student Financial Aid

Colleges and departments are invited to submit items of interest to student services units across the Twin Cities campus.

Andris Straumanis, editor
Publications and Communications Office,
150 Williamson Hall, 231 Pillsbury Drive S.E.,
Minneapolis, MN 55455.

Phone: (612) 625-5579 / Fax: (612) 626-1754
BITNET: A-STRA@UMINN1
INTERNET: A-STRA@VMLSPCS.UMN.EDU

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

00679

UNIVERSITY ARCHIVES
10 WALTER LIBRARY
MPLS, EAST PANK

Copy deadline for September edition: Friday, September 27

The Record

UNIVERSITY OF MINNESOTA

A newsletter about Student Support Services, Twin Cities

October 1991, Vol. 15, No. 10

Academic Progress Audit System promises 'gold mine' for advisers, students

By winter quarter, students and advisers in at least four academic units on the Twin Cities campus could benefit from the new Academic Progress Audit System (APAS). The computerized system allows a student and the adviser to gauge how the student is progressing toward meeting degree requirements.

Already being used on the University's Morris campus, APAS could be in use early next year on the Twin Cities campus in the College of Liberal Arts, the College of Biological Sciences, the Carlson School of Management, and the management school's master of business administration programs, says Registrar Samuel Lewis. The College of Human Ecology and the Duluth campus are expected to be next in line.

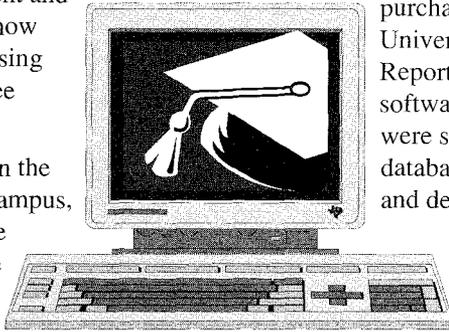
Unlike a transcript, which presents a student with a chronological listing of completed coursework, an APAS report will show a student how coursework is meeting program requirements. "Students around this place don't often receive accurate information about academic requirements," especially when changing majors, Lewis says.

APAS has the ability to show a student how completed coursework meets requirements of other programs.

The registrar's office has been working on APAS for three years, ever since purchasing a copy of Miami University's Degree Audit Reporting System (DARS) software. Eighteen months were spent on preparing a database of course offerings and degree requirements, and another 18 months working with colleges to develop the system. The University has spent about \$300,000 to implement APAS.

At Morris, reaction to APAS from students and advisers has been favorable, says Clare Strand, assistant registrar. Morris volunteered to be a test site for APAS in part because the campus earlier this year implemented new general education requirements. Getting APAS up and running has taken much time and work, Strand says, but the benefits to planning a student's college years are worth the effort. "It's kind of like this hidden gold mine," she says. "But somebody's going to have to

APAS continued to page 3



Printz named acting head of admissions

John Printz, a 20-year veteran of the University's staff, has been named acting director of admissions. The appointment was effective Sept. 24, said Marvalene Hughes, vice president for student affairs.

Printz, who holds a doctorate in American studies from the University, will serve until a new director of Office of Admissions is named. The University is taking applications for the director's post until Nov. 27.

Printz began his University career as a member of the College of Liberal Arts Student Affairs staff. Before being named acting director, he was associate director of admissions and was responsible for central recruiting services and New Student Programs.

"Under his leadership," Hughes said in a memorandum to University officials, "central recruiting services have meshed well with the collegiate units, and a strong recruiting effort for students of color has been in place."

Leo Abbott, former director of admissions, now is guiding efforts to improve the experiences of transfer students who come to the Twin Cities campus from other public colleges in Minnesota. He also is managing the University's residency and reciprocity processes.

Directories included

Included with this edition of *The Record* are copies of the Fall 1991 Student Support Services white and yellow pages. The white pages list SSS offices alphabetically by name, while the yellow pages list offices alphabetically by subject.

Calendar

Student Support Services workshops

Workshops are held in 260H Williamson Hall. Enrollment is limited to 12.

To register:

Nancy Martin, Information and Administrative Services
 Telephone: 5-8821
 BITNET: N-MART@UMINN1
 INTERNET: N-MART@VML.SPCS.UMN.EDU

Sexual Harassment Training

—Oct. 24, 8:15-10:30 a.m. (SSS employees only)

For more information:

Mary Easterling, Office of Student Financial Aid
 Telephone: 4-7892

BITNET: M-EAST@UMINN1; INTERNET: M-EAST@VML.SPCS.UMN.EDU

Office Manuals

—Oct. 24, 1:30-3:30 p.m. (SSS employees only)

For more information:

Bill Magdalene, Publications and Communications Office
 Telephone: 5-5826

BITNET: W-MAGD@UMINN1; INTERNET: W-MAGD@VML.SPCS.UMN.EDU

Fastback Plus

—Oct. 28, 10 a.m.-noon (SSS employees only)

For more information:

Mark Powell, Information and Administrative Services
 Telephone: 5-8598

BITNET: M-POWE@UMINN1; INTERNET: M-POWE@VML.SPCS.UMN.EDU

Project Management

—Oct. 31, 1:30-3:30 p.m. (SSS employees only)

For more information:

Roberta Armstrong, Information and Administrative Services
 Telephone: 5-6674

BITNET: R-ARMS@UMINN1; INTERNET: R-ARMS@VML.SPCS.UMN.EDU

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

—Nov. 7, 1:30-3:30 p.m.

For more information:

George Hudachek, Office of Admissions
 Telephone: 5-5010

BITNET: G-HUDA@UMINN1; INTERNET: G-HUDA@VML.SPCS.UMN.EDU

Important dates

| | | |
|----------|-------|--|
| October | 25 | Graduate School application deadline for winter quarter. |
| November | 7 | Winter quarter registration begins. |
| | 28-29 | Thanksgiving holiday. University closed. |
| December | 3 | Last day of instruction. |
| | 4 | Study day. |

On-line name search now available for SDB

Users of the Student Data Base may now search for student records using either alphabetic or phonetic search criteria. The service became available the week of Oct. 7.

Records of current and former students may be accessed on a computer through two new screens. One screen shows a student's name and "personal identifiers" such as birthdate, college, last term/year registered and Social Security number. The other screen shows the student's address and telephone number, in addition to the information on the first screen.

After identifying the proper record using the search facility, SDB users can "hop" to other student records menu options.

For more information:

Jim Doten,

Information and Administrative Services
 Telephone: 5-9534

BITNET: J-DOTE@UMINN1

INTERNET: J-DOTE@VML.SPCS.UMN.EDU

Winter Class Schedules arriving in colleges

Winter *Class Schedules* will arrive in many college offices Oct. 21 and in all department and remaining college offices by Oct. 30. Distribution to students begins Oct. 31.

Queued winter quarter registration opens Thursday, Nov. 7. The complete winter quarter queue will be on pages 12 and 13 of the *Class Schedule*.

Correction

The names and address of those who provide notary services in Morrill Hall were incorrectly reported in the September edition of *The Record*.

In the Regents office, 220 Morrill Hall, Cheryl Brady and Carol Kraus will provide signatures only. For information, call 4-7582.

Also, the Office of International Education, 20 Nicholson Hall, provides notary service for international students only.

Study: Most students work to pay for education

Most undergraduates on the Twin Cities campus work at least part time, and many do so to cover the cost of education, according to a study announced in August.

The study, "Employment Experiences of University of Minnesota Twin Cities Campus Undergraduates," was prepared by Darwin D. Hendel and Jeanne Solberg of the Office of the Senior Vice President for Academic Affairs and Provost. The research looked at students' work experiences during the 1989-1990 academic year.

Among findings of the study were:

- Four out of five undergraduates worked for pay sometime during the year. Employment was higher among seniors than freshmen, sophomores, and juniors.
- The average number of hours per week spent at a job varied widely depending on a student's college of enrollment (see table). Nearly 93 percent of Biological Sciences students worked, the highest among 11 colleges for which results were reported.

Students who work, 1989-1990

| College in which enrolled | Percent who worked | Average number of hours per week |
|---------------------------|--------------------|----------------------------------|
| Biological Sciences | 92.9 | 17.9 |
| Agriculture | 91.5 | 20.4 |
| Architecture | 89.7 | 15.2 |
| Human Ecology | 87.1 | 19.8 |
| Natural Resources | 86.5 | 20.6 |
| Liberal Arts | 86.4 | 19.5 |
| Management | 84.0 | 17.8 |
| General College | 77.7 | 18.1 |
| Health Sciences | 77.4 | 16.1 |
| Technology | 74.7 | 12.9 |
| Education | 71.6 | 13.5 |

Source: "Research on University of Minnesota Students," Data and Reporting Services

Students in Agriculture and in Natural Resources worked an average of more than 20 hours per week; in the Institute of Technology the average was 12.9 hours.

- The top benefit of a job was the increased ability to work with people, students said, while the main drawback was being tired because of the work schedule.
- The average grade point average of students who worked was 2.84, compared to 3.0 for students who didn't work.

A summary of the research was reported in

"Research on University of Minnesota Students," a bulletin series published by Data and Reporting Services.

For more information on the research: Darwin D. Hendel or Jeanne Solberg
Office of the Senior Vice President
for Academic Affairs and Provost
Telephone: 5-0129

For more information on the bulletin series: Ron Matross, Data and Reporting Services
Telephone: 5-1027
BITNET: R-MATR@UMINN1
INTERNET: R-MATR@VM1.SPCS.UMN.EDU

Graduate/Professional School Day is Oct. 24

Representatives of graduate and professional programs from around the U.S. will be on the Twin Cities campus from 10 a.m. to 2 p.m. Thursday, Oct. 24, to talk to students about what their schools have to offer.

The annual Graduate/Professional School Day will take place in the Great Hall of Coffman Memorial Union. The event is open to the public; no admission will be charged.

In addition to information about graduate and professional programs, applications for the LSAT, GMAT, and GRE tests will be available.

The event is sponsored by the College of Liberal Arts Career Development Office.

APAS promises to help students, advisers

Continued from page 1

pick up a shovel and do the digging."

This quarter, all students at Morris can expect to receive APAS reports with their registration status notices.

Perhaps the greatest benefit has been improving the relationship between advisers and students, says Craig Kissock, chair of the division of education at Morris. After APAS was introduced in time for early fall registration, Kissock says, for the first time in his 24 years with the University "I spent my time with advisees talking about what their academic plans were, and not looking through bulletins."

It might take another two years to implement APAS throughout the University system, Lewis says. APAS

ultimately could lead to students not only being able to better plan their coursework, but also to identify needed courses and register for them on-line. The APAS system eventually could be used statewide, allowing potential transfer students from community or four-year colleges to tap into a database that could tell them how their coursework stacks up to University requirements.

Other potential uses of APAS include:

- Improvement of retention and graduation rates by clarifying degree requirements.
- Projecting course demand.
- Helping to determine a student's eligibility to upper division programs.

Students spending less time registering

Students registering for fall quarter 1991 classes spent an average of four minutes in line, according to the Office of the Registrar. That's one minute less than time spent in line during early fall registration in May, and also one minute less than for spring 1991 registration.

Before the current registration system was implemented in spring 1982, the average time spent registering for class was 73 minutes. The first quarter with the new system saw the wait slashed to 35 minutes.

Decreases in wait time since then are attributed to greater staff and student familiarity with the registration system, adjustments in the registration queue, and other fine tuning. The introduction of early fall registration in 1986 is cited as a major factor in cutting fall quarter wait times.

Before spring 1982, the average student travelled to several locations on campus and waited in long lines to register. In spring 1982, the student had to stand in a line of about 150 other students at the registration center. Now, only one or two students will be in line in front of a student who wants to register.

For more information:

Jeff von Munkwitz-Smith, Office of the Registrar
Telephone: 5-1800
BITNET: J-VON@UMINNI
INTERNET: J-VON@VM1.SPCS.UMN.EDU

Top 40: Largest classes of Fall Quarter 1991

| | Enroll. | Course | Classroom | Instructor |
|----|---------|-----------------------------|---------------------------|------------------------|
| 1 | 536 | Psy 1001 | 175 Willey | Senior faculty |
| 2 | 444 | Clas 1042 | 45 Nicholson | Erickson |
| 3 | 444 | Biol 1009-2 and 1009H | 175 Willey | Wood |
| 4 | 395 | Hist 1305 | 175 Willey | Howe |
| 5 | 366 | Econ 1101-1 | 125 Willey | Rebelin |
| 6 | 358 | Anth 1102 and 1102H | 45 Nicholson | Rowe |
| 7 | 331 | Phys 1251-1 | 150 Tate Lab of Physics | Johnson and Dahlberg |
| 8 | 328 | Pol 1001 and 1011H | 125 Willey | Smith |
| 9 | 322 | Phys 1251-2 | 150 Phys | Jones and Courant |
| 10 | 310 | Geog 3101 | 125 Willey | Hart |
| 11 | 309 | Biol 1101 | 175 Willey | Fan |
| 12 | 309 | Chem 1004-1 | 100 Smith | Woods |
| 13 | 304 | Econ 1101-2 | 125 Willey | Song |
| 14 | 297 | Chem 1004-2 | 100 Smith | Roberts |
| 15 | 272 | Psy 1004 | 100 Smith | Weed |
| 16 | 270 | Biol 1009-1 | 125 Willey | Wood |
| 17 | 264 | Psy 3604 | 211 Nicholson | Iacono |
| 18 | 264 | CBN 5103 | 2470 Phillips-Wangensteen | Medical school faculty |
| 19 | 264 | Hist 1011 and 1011H | 125 Willey | Phillips and Farmer |
| 20 | 261 | Arch/LA 1021 | 45 Nicholson | Satkowski |
| 21 | 257 | Phys 1104 | 150 Tate Lab of Physics | Waddington |
| 22 | 249 | Ast 1011-2 | 150 Tate Lab of Physics | Davidson |
| 23 | 248 | PubH 3003, 3004, 5003, 5023 | 2470 Phillips-Wangensteen | Rothenberger |
| 24 | 247 | Biol 1008 | 2650 Moos | Corbin |
| 25 | 243 | Geol 1001-1 | 100 Smith | Kleinspehn |
| 26 | 233 | Geol 1001-2 | 100 Smith | Magloughlin |
| 27 | 227 | Soc 1001-1 and 1001-5 | 210 Anderson | Jun |
| 28 | 225 | Psy 3801 | 45 Nicholson | Cudek |
| 29 | 224 | CBN 3001 | B6 Botany | Magney |
| 30 | 220 | Phil 1001-2 | 100 Smith | Owens |
| 31 | 214 | AEM 1015 | 211 Nicholson | Abrahamson |
| 32 | 214 | Soc 1001-3 and 1001-6 | 5 Blegen | Fulton |
| 33 | 214 | PubH 3001, 3004, 5022, 5023 | 2470 Phillips-Wangensteen | Rothenberger |
| 34 | 212 | Anth 1101 and 1101H | 175 Science Classroom | Withrow |
| 35 | 210 | Soc 1001-4 | 310 Anderson | Spitzer |
| 36 | 209 | Th 1101-2 and 1101-4 | 190 Rarig Center | Norwood |
| 37 | 199 | Chem 3301-2 | 325 Science Classroom | Miller |
| 38 | 197 | Fscn 1612 | 2470 Phillips-Wangensteen | Kurzer |
| 39 | 188 | Ast 1011-3 | 150 Tate Lab of Physics | Skillman |
| 40 | 187 | Geog 1401 | 175 Willey | Brown and Skaggs |

Source: Office of the Registrar

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions •

Information and Administrative Services •

Office of the Registrar • Office of Student Financial Aid

Colleges and departments are invited to submit items of interest to student services units across the Twin Cities campus.

Andris Straumanis, editor

Publications and Communications Office,
110 Williamson Hall, 231 Pillsbury Drive S.E.,
Minneapolis, MN 55455.

Phone: (612) 625-5579 / Fax: (612) 626-1754

BITNET: A-STRA@UMINNI

INTERNET: A-STRA@VM1.SPCS.UMN.EDU

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

Copy deadline for November edition: Friday, October 25

The Record

UNIVERSITY OF MINNESOTA

A newsletter about Student Support Services, Twin Cities

November 1991, Vol. 15, No. 11

New structure aims for streamlining, centrality

The restructuring of Student Support Services (SSS), announced in late October, will not result in decreased services to the University community, says Marvalene Hughes, vice president for Student Affairs. But the restructuring will mean changes in the Office of Admissions and other units.

Changes in SSS will be part of a larger effort to streamline administration and improve centrality throughout Student Affairs, Hughes says. While the vice president has been working on refocusing Student Affairs since joining the University in August 1990, recent cuts in state funding have intensified the need for changes.

The position of coordinator of Student Support Services, which had been held by James Preus, has been eliminated. Preus now is working on special projects with Hughes. The Office of Admissions, the Office of the Registrar, the Office of Student Financial Aid (OSFA), and Information and Administrative Services—the four units that formerly made up SSS—now report directly to the vice president.

"In order to assure centrality of those three functions...I viewed it as critical that a direct administrative relationship be brought to the vice president's office," Hughes says. "I want those functions to be aware of their centrality."

The elimination of the coordinator's position is among cuts in several areas of Student Affairs that are expected to save the University \$521,000, according to President Nils Hasselmo's budget plan revealed earlier this month. Cuts also are called for in the vice president's office, in University Counseling Services, and

other support areas.

Student Affairs already has consolidated operations of student unions and made changes in the operation of Boynton Health Service. Other organizational changes are planned, Hughes says.

The changes are designed to improve Student Affairs' role in the academic process and the co-curricular activities of education.

Reallocation of resources from within the former SSS, meanwhile, is planned to strengthen key functions. The Office of Admissions, for example, will receive added resources to develop a targeted recruitment program aimed particularly at high ability students with special emphasis on students of color. The University also is seeking a new director of admissions.

Changes in other functions of former SSS units still are being discussed. Hughes has been meeting regularly with directors and encourages input from staff.

A time frame for changes has not been nailed down. "I would not hope we'd put expediency above appropriate, careful

analysis," Hughes says. An audit of staff functions in the admissions, registrar's and financial aid offices is planned to determine how best to reallocate resources.

Preus, who headed SSS since 1975, will work with Hughes in three areas:

- Development of an undergraduate enrollment projection model.
- Planning for management of central scholarship awards and the coordination of those awards with collegiate awards. Besides awards offered through OSFA, Hughes notes, many colleges and units also have scholarships and grants. The University needs to make more effective use of these resources.
- Implementation of Student Affairs' role in the University's plans to boost diversity on campus.

While the restructuring of SSS should not directly affect the University community at large, Hughes says, "I hope it makes a ripple that reflects fundamental change in the emphasis in Student Affairs."

The University of Minnesota's Office of Student Affairs provides services, programs, activities and co-curricular education designed to increase opportunities for students to access the University, adjust and succeed while at the University and prepare for productive citizenship upon leaving the University.

From the Office of Student Affairs mission statement

Calendar

Student Support Services workshops

Workshops are held in 260H Williamson Hall and 102 Fraser Hall. Enrollment is limited to 12.

To register:

Nancy Martin, Information and Administrative Services

Telephone: 5-8821

BITNET: N-MART@UMINN1

INTERNET: N-MART@VML.SPCS.UMN.EDU

Sexual Harassment Training

—Dec. 5, 8:30-10 a.m. (SSS employees only)

For more information:

Mary Easterling, Office of Student Financial Aid

Telephone: 4-7892

BITNET: M-EAST@UMINN1; INTERNET: M-EAST@VML.SPCS.UMN.EDU

Registered Student Reporting Data Base (RRDB/DB2)

—Dec. 5, 1:30-3:30 p.m.

For more information:

John Kellogg, Data and Reporting Services

Telephone: 5-3387

BITNET: J-KELL@UMINN1; INTERNET: J-KELL@VML.SPCS.UMN.EDU

Sexual Harassment Training

—Dec. 12, 8:30-10 a.m. (SSS employees only)

For more information:

Mary Easterling, Office of Student Financial Aid

Telephone: 4-7892

BITNET: M-EAST@UMINN1; INTERNET: M-EAST@VML.SPCS.UMN.EDU

Managing Your Hard Disk

—Dec. 12, 10 a.m.-noon, 1:30-3:30 p.m. (SSS employees only)

For more information:

David Moy, Information and Administrative Services

Telephone: 4-4384

BITNET: D-MOY@UMINN1; INTERNET: D-MOY@VML.SPCS.UMN.EDU

Customer Service Training II

—Dec. 13, 8:30-10 a.m. (SSS employees only)

For more information:

Nancy Martin, Information and Administrative Services

Telephone: 5-8821

BITNET: N-MART@UMINN1; INTERNET: N-MART@VML.SPCS.UMN.EDU

Important dates

| | | |
|----------|-------|--|
| November | 28-29 | Thanksgiving holiday. University closed. |
| December | 3 | Last day of instruction. |
| | 4 | Study day. |
| | 5-11 | Final examinations. |
| | 11 | End of fall quarter. |
| | | Commencement. |

Admissions office starts central telemarketing effort

A central telemarketing program has been started by the Office of Admissions in an effort to increase recruitment of students of color and students who rank in the top 10 percent of their high school class.

Student staff will make calls three nights each week from 4:30-7:30 p.m., but the program could be expanded by one night if demand is great.

"A telemarketing program will allow the Twin Cities campus to personalize its recruitment effort and better serve the needs of its prospective students," says John Printz, acting director of admissions. "Although some colleges already phone some prospective students, we hope to coordinate a communications cycle in which we initiate contacts with prospective students at appropriate points between the time a recruited student first becomes a prospect until the time the student enrolls."

Rather than just calling prospective students to introduce them to the University, the telemarketing effort will be used at different times of the year to highlight specific University programs, such as financial aid, housing, and orientation. The telemarketing staff also may be used to help complete information missing on prospective students' applications.

Staff asking for telemarketing services will be asked to complete request forms.

Names of prospective students will be drawn from several sources, including PSAT and ACT data.

Users of the telemarketing program will be provided with reports detailing results of efforts.

For more information:

Julie Loken, Office of Admissions

Telephone: 5-7895

BITNET: J-LOKE@UMINN1

INTERNET: J-LOKE@VML.SPCS.UMN.EDU

Telephone service using SDB name search

A special version of the Student Data Base (SDB) computerized name search is now being used by Telephone Services information operators. The new feature replaces cumbersome, and often out of date, paper rosters.

With the new screen, operators are able to retrieve the most recent information on the name, address, telephone number, unit, and last term/year registered for students who have had SDB record activity within the last calendar year.

Telephone operators have reacted enthusiastically to the new screen. "The system is very user friendly," says operator Kathleen Quinn. "It works great. We just love it."

For more information:

Jim Dote, Information and Administrative Services
Telephone: 5-9534
BITNET: J-DOTE@UMINNI
INTERNET: J-DOTE@VML.SPCS.UMN.EDU

Employee honored

John Kellogg, a principal user services specialist in Data and Reporting Services, has received a service award from the Minnesota Council for Quality.

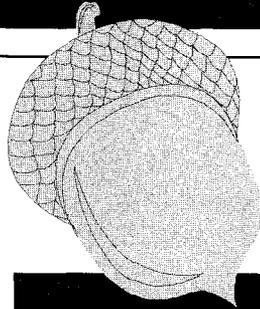
Kellogg and Ron Matross, assistant director in charge of Data and Reporting Services, attended a luncheon last month honoring winners of the award. Kellogg was one of 1,000 people statewide recognized for their service.

The council chose Kellogg for an award based on his work in helping to assemble a readership survey of the *Minnesota Daily*.

Addition to directories

The white and yellow Student Support Services directories included with the October edition of *The Record* omitted the name of Leo Abbott, director, Transfer Relations and Residency/Reciprocity.

Abbott's name should be included in the listing with policy responsibility for Transfer Relations, Residency/Reciprocity, and Project Inform. His telephone number is 5-9827; his campus mailing address is 260 Williamson Hall.



Registration highlights: Fall Quarter, 1991

| Campus | Enrollment | Change from 1990 | |
|--------------|---------------|------------------|---------------|
| | | Percent | Number |
| Twin Cities | 39,315 | -4.0 | -1,657 |
| Crookston | 1,336 | 0 | 0 |
| Duluth | 7,770 | -1.9 | -153 |
| Morris | 1,915 | -5.2 | -106 |
| Waseca | 550 | -47.2 | -492 |
| Total | 50,886 | -4.5 | -2,408 |

| College | Enrollment | Percent | Number |
|---------------------------------------|------------|---------|--------|
| Agriculture | 858 | 14.2 | 107 |
| Architecture / Landscape Architecture | 269 | 6.3 | 16 |
| Biological Sciences | 380 | 17.6 | 57 |
| Education | 1,358 | -26.4 | -488 |
| General College | 1,866 | -12.0 | -255 |
| Graduate | 8,603 | 3.7 | 303 |
| Human Ecology | 925 | -15.8 | -174 |
| Institute of Technology | 4,532 | -1.8 | -82 |
| Law School | 832 | 5.6 | 44 |
| Liberal Arts | 14,503 | -7.7 | -1,202 |
| Management | 897 | -7.0 | -67 |
| Medical School | 1,964 | 0.3 | 5 |
| Mortuary Science | 52 | -23.5 | -16 |
| Natural Resources | 525 | 20.1 | 88 |
| Nursing | 205 | 12.6 | 23 |
| Occupational Therapy | 71 | 4.4 | 3 |
| Pharmacy | 331 | -3.5 | -12 |
| Physical Therapy | 60 | 0 | 0 |
| Public Health | 243 | -8.0 | -21 |
| University College | 147 | 15.7 | 20 |
| Veterinary Medicine | 267 | 5.5 | 14 |

| Total University | Enrollment | Percent | Number |
|-----------------------------------|---------------|-------------|-------------|
| New high school | 5,834 | -12.5 | -831 |
| New advanced standing (transfers) | 5,063 | 0.1 | 7 |
| New adult special | 811 | -15.1 | -144 |
| Total | 11,708 | -7.6 | -968 |
| Continuing | 35,400 | -2.8 | -1,006 |
| Inter-campus | 600 | -7.4 | -48 |
| Intra-campus | 1,701 | -7.9 | -146 |
| Readmits | 1,477 | -14.0 | -240 |

Source: Office of the Registrar

University ranks 11th in number of foreign students

The University of Minnesota-Twin Cities ranked 11th in the total number of international students enrolled in American institutions last year, says the Institute of International Education.

The results of the New York-based institute's annual survey of foreign students on U.S. campuses were reported in the Oct. 23 edition of *The Chronicle of Higher Education*.

The University's Twin Cities campus recorded 2,636 foreign students during the 1990-91 academic year. The total represents 6.4 percent of Twin Cities campus enrollment.

Leading the list was Miami-Dade Community College with 5,757 foreign students accounting for 11.2 percent of the college's total enrollment.

The institute also found that Asia dominated the top 10 nations sending students to American colleges and universities. China was No. 1 with 39,600 students, followed by Japan, Taiwan, India, the Republic of Korea, Canada, Malaysia, Hong Kong, Indonesia, and Pakistan.

In a ranking of the number of foreign students by state, Minnesota was 25th. California, New York, and Texas were the top three.

Foreign students in U.S. institutions, 1990-91

| Rank | Institution | Number of foreign students | Proportion of total enrollment |
|------|--|----------------------------|--------------------------------|
| 1 | Miami-Dade Community College | 5,757 | 11.2% |
| 2 | University of Southern California | 3,886 | 14.1% |
| 3 | University of Texas, Austin | 3,867 | 7.8% |
| 4 | Boston University | 3,633 | 13.0% |
| 5 | University of Wisconsin, Madison | 3,565 | 8.7% |
| 6 | University of Pennsylvania | 3,122 | 15.5% |
| 7 | Columbia University | 3,077 | 16.2% |
| 8 | Ohio State University, main campus | 3,021 | 5.6% |
| 9 | University of Illinois, Champaign-Urbana | 2,967 | 8.5% |
| 10 | University of California, Los Angeles | 2,921 | 8.3% |
| 11 | University of Minnesota-Twin Cities | 2,636 | 6.4% |

Sources: Institute of International Education; Office of the Registrar

Foreign students at the University of Minnesota



Twin Cities, Fall 1990

Top five countries of origin

1. China (501 students)
2. Republic of Korea (268)
3. Taiwan (256)
4. India (205)
5. Canada (103)

Top five fields of study

1. Engineering (578 students)
2. Health Sciences (297)
3. Life Sciences (198)
4. Physical Sciences (173)
5. Social Sciences (172)

Source: Office of the Registrar

TheRecord

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions •

Information and Administrative Services •

Office of the Registrar • Office of Student Financial Aid

Colleges and departments are invited to submit items of interest to student services units across the Twin Cities campus.

Andris Straumanis, editor

Publications and Communications Office,
110 Williamson Hall, 231 Pillsbury Drive S.E.,
Minneapolis, MN 55455.

Phone: (612) 625-5579 / Fax: (612) 626-1754

BITNET: A-STRA@UMINNI

INTERNET: A-STRA@VMI.SPCS.UMN.EDU

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

00679

UNIVERSITY ARCHIVES
10 WALTER LIBRARY
MPLS, EAST BANK

Copy deadline for December edition: Wednesday, November 27

The Record

News about admissions, records, and financial aid

December 1991, Vol. 15, No. 12

Audit transcripts replace grade slips to meet student need

Beginning fall quarter 1991, grade slips usually provided to students are being replaced by audit transcripts. The unofficial transcripts, prepared by the Office of the Registrar, are designed to meet the needs of students who wanted information about their grade point average and total credits completed, in addition to their course grades.

Students registered in Architecture and Landscape Architecture, Education, General College, Liberal Arts, Graduate School, Institute of Technology, Nursing, and University College will be able to pick up transcripts in the Great Hall Annex of Coffman Memorial Union during the following times **only**:

- 8 a.m.-6 p.m., Monday, Jan. 6.
- 8 a.m.-5:30 p.m., Tuesday and Wednesday, Jan. 7 and 8.
- 8 a.m.-4 p.m., Thursday and Friday, Jan. 9 and 10.

Audit transcripts for students in St. Paul campus colleges will be available in 130 Coffey Hall during the times listed above. Audit transcripts for students in all remaining academic units will be distributed through college offices (see table at right). To receive their audit transcript, students must present picture identification (student ID card, driver's license, or current passport) and cannot obtain anyone else's transcript.

During grade distribution Jan. 6-10, unofficial transcripts will not be available in Williamson or Coffey halls.

Where students will get grades...

| Academic unit: | Audit transcript will be at: |
|---|--|
| Agriculture | 130 Coffey Hall |
| Architecture and Landscape Architecture | Great Hall Annex, Coffman Memorial Union |
| Biological Sciences | 130 Coffey |
| Dental Hygiene | 5-164 Moos Tower |
| Dentistry | 15-106 Moos Tower |
| Education | Great Hall Annex, Coffman Memorial Union |
| General College | Great Hall Annex, Coffman Memorial Union |
| Graduate School | Great Hall Annex, Coffman Memorial Union |
| Human Ecology | 130 Coffey |
| Institute of Technology | Great Hall Annex, Coffman Memorial Union |
| Law | <i>No student copy issued</i> |
| Liberal Arts | Great Hall Annex, Coffman Memorial Union |
| Management | 290 Hubert H. Humphrey Center |
| Medical Technology | 15-170 Phillips-Wangensteen Building |
| Medicine | <i>No student copy issued</i> |
| Mortuary Science | A275 Mayo |
| Natural Resources | 130 Coffey |
| Nursing | Great Hall Annex, Coffman Memorial Union |
| Occupational Therapy | 271 Children's Rehabilitation Center |
| Pharmacy | 5-110 Health Sciences Unit F |
| Physical Therapy | 271 Children's Rehabilitation Center |
| Public Health | A302 Mayo |
| University College | Great Hall Annex, Coffman Memorial Union |
| Veterinary Medicine | 130 Coffey Hall |

Class Schedule updates requested

Academic departments are asked to update their addresses and telephone numbers as they appear in the *Class Schedule*. The departmental directory appears on pages 121-122 of the Winter *Class Schedule*.

Changes should be reported by Monday, Jan. 6, to Judith Shalaby, Office of the Registrar, 150 Williamson Hall. Her telephone number is 5-1530. She also may be reached via BITNET at J-SHAL@UMINN1 or via INTERNET at J-SHAL@VM1.SPCS.UMN.EDU.

Calendar

Information and Administrative Services workshops

Enrollment is limited to 12.

To register:

Nancy Martin, Information and Administrative Services

Telephone: 5-8821

BITNET: N-MART@UMINN1

INTERNET: N-MART@VMI.SPCS.UMN.EDU

Financial Aid Reporting Data Base (FARDB/DB2)

—Dec. 17, 10 a.m.-noon, 240G Williamson Hall.

For more information:

Gloria Spohn, Office of Student Financial Aid

Telephone: 4-1334

BITNET: G-SPOH@UMINN1; INTERNET: G-SPOH@VMI.SPCS.UMN.EDU

Important dates

| | | |
|----------|-------|---|
| December | 23-25 | Christmas holiday. University closed. |
| January | 1 | New Year's Holiday. University closed. |
| | 3 | Last day to register for winter quarter without paying late registration fee. |
| | 6 | Winter quarter classes begin. |

OSFA open house draws 75 visitors

Some 75 visitors from on and off campus attended the annual Office of Student Financial Aid (OSFA) open house Nov. 21.

Off-campus guests included representatives of loan guarantee agencies, banks, and a contingent from the College of St. Benedict in Collegeville. Marvalene Hughes, vice president for Student Affairs, addressed the OSFA staff at the close of the event.

Guests got an inside look at how OSFA employees annually disburse more than \$200 million in student aid. Three computer-based processes — the Financial Aid Reporting Data Base (FARDB), Loan Application Processing System (LAPS), and Student Aid Management System (SAM) — were demonstrated.

OSFA's open house is a means of putting a human face on the financial aid process, and to publicize the staff's availability to assist members of the University community who advise students. Copies of the 1991-92 *Office of Student Financial Aid Directory*, a guide to staff and office functions, were distributed. To request a copy, call the OSFA Publications Unit, 4-1606.

Registrar, Financial Aid closing early on Dec. 17

The Office of the Registrar and the Office of Student Financial Aid will close at 3 p.m. on Tuesday, Dec. 17, for the annual staff holiday reception.

Any students waiting at 3 p.m. will be accommodated both in Fraser Hall and in Williamson Hall.

Grade reports due December 16

Grade reports for fall quarter should be submitted to the Office of the Registrar no later than 8:30 a.m. on Monday, Dec. 16. **Grades received after the deadline will not be reflected on audit transcripts scheduled to be distributed to students beginning Jan. 6, 1992.** Departments are urged to submit grade reports early.

According to University Senate rules, grades are due 72 hours from the time of the scheduled final exam. This rule includes holidays and weekends.

Departments on the Minneapolis campus that want a messenger to pick up day school grade reports should contact Administrative Services, 5-9864, no later than 8:30 a.m. on Dec. 16.

Grade reports delivered to the Office of the Registrar should be left with the receptionist in the Student Relations Unit in 150 Williamson Hall. Student Relations opens at 8 a.m. Monday through Friday. Departments on the St. Paul campus also may drop off reports at 130 Coffey Hall.

Questions about the fall quarter grade run should be directed to Data Management at 5-5069 or Student Relations at 5-9050.

Entrance interviews offered for borrowers

Entrance interviews for first-time student loan borrowers will be available Jan. 6-10 during winter quarter check disbursement in the Great Hall of Coffman Memorial Union. First-time borrowers at the University are required to attend an entrance interview.

Entrance interviews are held on a walk-in basis throughout the quarter at 210 Fraser Hall from 8 a.m.-noon on Mondays and from 1-4 p.m. on Tuesdays and Thursdays.

First-time, first-year student loan borrowers are required by federal regulations to have the first loan check delayed for 30 days after the start of the quarter.

Remote Internet printing available

Remote Internet printing, which will provide departments a low cost and convenient way to print mainframe computer applications, has been announced by Administrative Information Services (AIS).

To use the system, a department must have an AppleTalk computer network or have a special LPD server on the department's host computer. The new system will allow printing from applications such as transcripts, Academic Progress Audit System (APAS), PROFS, Application System (AS), and public access. For the many departments on AppleTalk, this option provide a no-cost (other than printer supplies and a SecurID) way to access these applications.

AIS will provide details on this new printing option in its *EXTRA Information* newsletter.

For information on the connection services request form, contact the AIS Client Assistance Center, 4-0555.

To request or change access to the Student Record Data Base, contact Carolyn Davidson, 5-6390.

For general information on the printing option or for help in getting started, call Jon Nichols, 5-1800.

Parking, transit issues addressed by task force

Jeff von Munkwitz-Smith, an assistant director in the Office of the Registrar, has been appointed a representative to a parking and transit task force by Robert Erickson, senior vice president for Finance and Operations.

The task force is seeking written comments about major issues relating to parking and transit on the University's Twin Cities campus.

Comments should be sent to Professor Richard Goodrich, chair of the task force, at Animal Science, 120 Peters Hall.

The deadline for comments is Jan. 31.

Admissions Reporting Data Base improved

Several modifications have been introduced to the Admissions Reporting Data Base (ARDB), the weekly and annual versions of which can be accessed through "AS" (Application System) on the Administrative Information Services mainframe computer.

ARDB contains data on students who have contacted the University for publications or other prospective student information, who have submitted an application, or who have designated the University as a recipient of ACT, SAT, or GRE test scores.

The weekly data base, known as MARDB, is intended for operational reporting where relatively current data are required. One full year of prospective student data, plus the five past terms and all future terms of applicant data, are available on MARDB.

The annual data base, AARDB, is intended for annual reporting. Three years of student data, as well as the 10 past terms and all future terms of applicant data, are available on AARDB.

Recent modifications to ARDB include:

- Student name now is available in the format, "First Middle Last."
- Contact and publication dates have been included. When a contact has been made or when a publication has been ordered, these dates will be associated with that contact.
- The "Fee_Post" table contains records for all application fees and tuition deposits paid.
- The "Letter" table contains records for all of the letters that are associated with each application.
- The "Credentials" and "Reviewer" tables contain records associated with Graduate School applications.

Current users of ARDB will receive updated documentation reflecting the changes.

For more information:

George Hudachek, Office of Admissions
Telephone: 5-5010

BITNET: G-HUDA@UMINN1

INTERNET: G-HUDA@VM1.SPCS.UMN.EDU

Student record access compliance forms due

All University staff who have on-line access to student records systems (the Student, Admissions, Financial Aid, and Reporting data bases) are required to read and sign the *Access to Student Records Compliance Statement*.

Copies of the statement, which must be renewed annually, were circulated to appropriate University staff last month. They should be returned no later than Dec. 16.

If you have access to student records systems or reporting date bases and have not received a copy of the compliance statement, or if you have questions, contact: Carolyn Davidson, Systems Development/Operations, 260 Williamson Hall. Her telephone number is 5-6390. She may be reached via BITNET at C-DAVI@UMINN1 or via INTERNET at C-DAVI@VM1.SPCS.UMN.EDU.

New organizational structure established

A new organizational structure affecting the four former units of Student Support Services has been announced by the Office of Vice President for Student Affairs (OSA).

The Office of Admissions, headed by Acting Director John Printz; the Office of the Registrar, led by Sam Lewis, and

the Office of Student Financial Aid, headed by Chris Halling, now report to Donald Peters.

Information and Administrative Services, headed by Roberta Armstrong, now reports to Susan Grotevant.

As enrollment drops, big classes get smaller

Twenty years ago, fall quarter 1971, a total of 1,745 students flooded into Northrop Auditorium each week to attend the introductory psychology class, Psy 1001 — one of the consistently largest classes offered at the University of Minnesota.

Enrollment figures like that helped produce and perpetuate the myth that the University has huge classes. But the myth is being debunked, says Elizabeth Grundner, assistant director for scheduling in the Office of the Registrar.

For example, five years ago, in fall quarter 1986, Psy 1001 crammed 1,069 students into Willey Hall; this fall 536 students took the course, which again ranks No. 1 in a list of the University's "Top 40" largest classes.

Although proposed cuts in faculty could now lead to some courses increasing in size, the trend for the past several years has been for the largest classes to shrink (see table at right).

What's behind the change? "The numbers are going down because the numbers of incoming freshmen are going down," Grundner explains. The "baby bust" legacy of the baby boom generation led to a smaller population of high school students during the 1980s, resulting in fewer students coming to the



Number of students in big classes, 1986 and 1991

| Class/Section | Fall '86 | Fall '91 |
|---------------------|----------|----------|
| Psy 1001-1 | 1,069 | 536 |
| Biol 1101-1 | 801 | 309 |
| Biol 1009-2, 1009H | 595 | 442 |
| Ast 1011-2 | 489 | 249 |
| Clas 1042-1 | 488 | 444 |
| PubH 3003-1, 3004-1 | 417 | 214 |
| PubH 3001-1, 3004-1 | 414 | 214 |
| Th 1101-2 | 397 | 209 |
| Anth 1102-1, 1102H | 377 | 358 |
| Arch/LA 1021 | 370 | 261 |

Source: Office of the Registrar

University. The University's selective enrollment efforts, designed in part to trim admissions, also have contributed to a smaller pool.

Large class sizes sometimes can be deceptive: Although many introductory courses usually see large numbers of students, those numbers can swell when sections are brought together to benefit from a distinguished professor's lectures. In the fall of 1986, two sections of the introductory economics course Econ 1001 — a total of 733 students — were merged for 45 minutes once a week to hear Regents' Professor Walter Heller lecture.

While the largest classes remain large, Grundner says quality is improving. "It looks as if the departments as a whole are putting effort into their introductory courses," she says, noting how more of the largest classes are being taught by full professors.

Capital improvements, such as \$2.7 million spent in 1987 to update large classrooms in the Science Classroom Building and the Tate Lab of Physics, also have helped promote a good teaching environment.

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Vice President for Student Affairs, Publications and Communications Office

Colleges and departments are invited to submit items of interest to student services units across the Twin Cities campus.

Andris Straumanis, editor

Publications and Communications Office,
110 Williamson Hall, 231 Pillsbury Drive S.E.,
Minneapolis, MN 55455.

Phone: (612) 625-5579 / Fax: (612) 626-1754

BITNET: A-STRA@UMINN1

INTERNET: A-STRA@VMILSPCS.UMN.EDU

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

00679

UNIVERSITY ARCHIVES
10
WALTER LIBRARY
MPLS. EAST BANK

Copy deadline for January edition: Friday, December 20