

The Record

News about admissions, records, and financial aid

January 1992, Vol. 16, No. 1

New bulletin production cycle begins

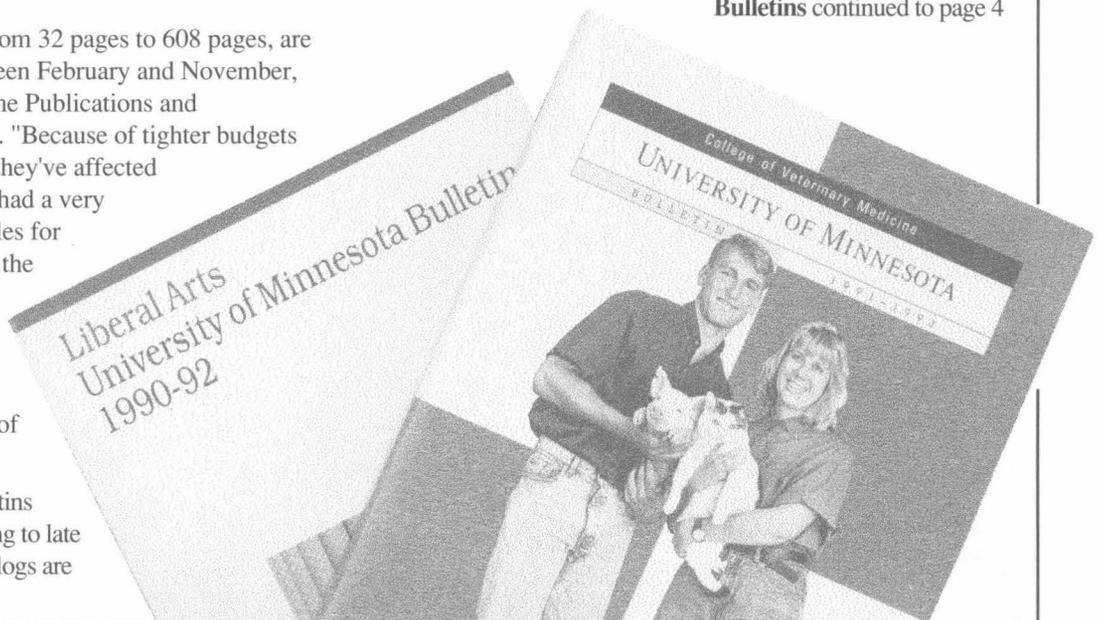
Another sign of the start of a new year: The next cycle of college bulletins, for 1992-1994, is now in production. This year, however, the process of editing, designing, and printing 12 bulletins will be made difficult by the University's budget problems.

The bulletins, ranging in size from 32 pages to 608 pages, are scheduled to be delivered between February and November, says Steve Baker, manager of the Publications and Communications Office (PCO). "Because of tighter budgets across the University and how they've affected programs," Baker says, "we've had a very difficult time setting up schedules for production." Uncertainty about the direction they might take is a concern facing several colleges and programs. "Some colleges have had to delay production, despite the fact that they're out of bulletins," Baker says.

Baker notes that in the past, bulletins have been delivered in early spring to late summer, but now the course catalogs are

being printed all year long. The last bulletin of the 1991-1993 series, for the College of Biological Sciences, was delivered on New Year's Eve. Colleges are having to decide between timely delivery of bulletins and out-of-date information.

Bulletins continued to page 4



Admissions director's job sought by 29

The search committee reviewing 29 applications for the University's new admissions director expects to submit a list of potential interviewees to Marvalene Hughes, vice president for Student Affairs, by the end of the month.

Robert Kvavik, associate vice president for Academic Affairs, and chair of the search committee, says the pool of applicants includes heads of admissions offices at large public and smaller private institutions, as well as people in supporting roles in colleges and universities.

Applications for the director's job were accepted until Nov. 27, 1991. John Printz, associate director of admissions, was named acting admissions director Sept. 24. Leo Abbott, former director of admissions, is now director of Transfer

Relations and Residency/Reciprocity.

Members of the search committee, besides Kvavik, are Nick Barbatsis, associate vice president for Student Affairs; Linda Johnston, assistant director of admissions; Harvey Keynes, director of special projects, mathematics, in the Institute of Technology (IT); Kate Maple, director of student services, College of Human Ecology; Brian Neurauter, an IT student and president of University Scholars; Gail Peterson, associate professor of psychology, College of Liberal Arts (CLA); Rufus Simmons, director of school, college and community relations; Patricia Sullivan, Student Affairs administrative fellow; and Judith Wanhala, associate director of honors, CLA.

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@VM1.SPCS.UMN.EDU

Introduction to Student Data Base

—Jan. 16, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Aileen Lively, Office of the Registrar
 Telephone: 5-1800

BITNET: A-LIVE@UMINN1; INTERNET: A-LIVE@VM1.SPCS.UMN.EDU

Introduction to Financial Aid System (SAM)

—Jan. 21, 10 a.m.-noon, 240G Williamson Hall. (SSS employees only.)

For more information:

Phil Morgan, Office of Student Financial Aid
 Telephone: 4-6586

BITNET: P-MORG@UMINN1; INTERNET: P-MORG@VM1.SPCS.UMN.EDU

Introduction to Electronic Bulletin Boards

—Jan. 23, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Andris Straumanis, Publications and Communications Office
 Telephone: 5-5579

BITNET: A-STRA@UMINN1; INTERNET: A-STRA@VM1.SPCS.UMN.EDU

WP Plus Techniques

—Jan. 30, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Deb Parker, Publications and Communications Office
 Telephone: 5-3089

BITNET: D-PARK1@UMINN1; INTERNET: D-PARK1@VM1.SPCS.UMN.EDU

Registered Student Reporting Data Base (RRDB/DB2)

—Feb. 6, 1:30-3:30 p.m., 260H Williamson Hall.

For more information:

John Kellogg, Data and Reporting Services
 Telephone: 5-3387

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

Important dates

January	17	Last day to cancel individual course without transcript record.
	20	Martin Luther King's Birthday observed. University closed.
February	11	Last day for undergraduates and students in professional degree programs to pay graduation fees for winter quarter.

Scholarship manager dies

Bill Bossert, manager of scholarship programs and coordinator of University Merit Scholarship Programs in the Office of Student Financial Aid (OSFA), died Dec. 26. He joined OSFA in January 1990.

Bossert, who had a heart transplant in 1985, collapsed in his office in Fraser Hall.

"Those who knew Bill will remember him as a kind and gentle man, with deep commitment and respect for student service and scholarship," says Sara Shuford, assistant director of OSFA's Student Affairs division. "His colleagues will miss his friendship, sensitivity, and professional integrity."

A graduate of the University, Bossert began his financial aid career in the late 1970s at St. Mary's College in Winona and was director of financial aid at the College of St. Catherine in St. Paul. Before joining OSFA, he also did financial aid counseling at the Twin Cities Opportunities Industrialization Center.

A scholarship fund has been set up in his name. Contributions may be sent to the William Bossert Memorial Fund, 210 Fraser Hall.

Turnaround documents for 1992-93 Class Schedules sent

Turnaround documents (form A80b) for the 1992-93 *Class Schedules* were sent to departments Dec. 31 for completion. Fall quarter documents are to be returned to the Scheduling Office by Jan. 23. Winter and spring documents are to be returned by Feb. 6.

Departments will receive fall quarter Preliminary Class Schedule Reports (PCSRs) for review on March 2. 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.

For more information:

Elizabeth Grundner, Scheduling Office
 Telephone: 5-4094

BITNET: E-GRUN@UMINN1

INTERNET: E-GRUN@VM1.SPCS.UMN.EDU

Study tracks transfer students' performance

Enrolling more upper division transfer students, compared to lower division transfers, might be one way to boost the number of likely University of Minnesota graduates, suggests a recently released study.

Researchers Ronald P. Matross and Stephen L. DesJardins of Data and Reporting Services in early December reported the results of their study, "Retention and Graduation Rates of Undergraduate Transfers to the Twin Cities Campus." The study examined transfer students enrolled at the University in Fall Quarter 1985.

Lower division transfer students had a higher drop-out rate after their first year at the University, 32 percent, compared to upper division transfers, 23 percent. Upper division transfers also showed a higher five-year graduation rate, 68 percent, than lower division transfers, 43 percent.

The study also found few differences among transfers from different college systems in either first-year retention rates or five-year graduation rates. Community college transfers had retention and graduation rates as high or higher than students from other systems.

Matross and DesJardins say that student transfer issues "are currently a major topic of discussions among Minnesota's systems of higher education."

For more information:

Ronald P. Matross, Data and Reporting Services

Telephone: 5-1027

BITNET: R-MATR@UMINNI

INTERNET: R-MATR@VML.SPCS.UMN.EDU

Class Schedules, summer bulletins arrive in February

Spring *Class Schedules* will arrive in many college offices Feb. 4 and in all department and remaining college offices by Feb. 14. Distribution to students starts Feb. 17. Queued registration for spring quarter opens Monday, Feb. 24. The complete queue will be on pages 12 and 13 of the schedule.

Summer Session Bulletins

Summer Session bulletins are due on campus by the end of February, allowing students to plan spring and summer programs concurrently. Bulletins will be 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 and Early Fall Registration

Summer registration for academic-year students begins May 14. Queued registration for fall quarter runs from May 18-June 5. Registration for summer-only students opens May 22.

OSFA notes—

1992-93 Financial aid applications available

Students should apply now for financial aid for the 1992-93 academic year. Application materials are available from the Office of Student Financial Aid, 210 Fraser Hall, Minneapolis, or 197 Coffey Hall, St. Paul. Many funds are distributed on a first-come, first-served basis, so early applicants are considered first for the available funds.

Exceptions to the above: International students should contact the Office of International Education, 20 Nicholson Hall, for appropriate financial aid applications. New minority or disadvantaged students should first call the Office for Minority and Special Affairs (OMSSA) at 625-9556 to be certified for learning resource center services. Students with disabilities should contact the Office for Students

with Disabilities, 16 Johnston Hall, 624-4037, to determine eligibility for funding from the Minnesota Division of Rehabilitation Services.

Students already certified by OMSSA are advised to have their applications reviewed by Learning Resource Center staff. Waivers to cover the American College Testing (ACT) fee are available to OMSSA students on a first-come, first-served basis.

Hours listed for service

Financial aid staff are available to answer questions about the application process, as well as to answer questions about already awarded aid. Winter quarter hours for general information are 8 a.m. to 6 p.m. Monday, and 8 a.m. to 4 p.m. Tuesday through Friday in 210 Fraser Hall.

The St. Paul financial aid office general information hours are 8-11:30 a.m. and 12:30-4 p.m. Monday, Tuesday, Wednesday, and Friday; and 12:30-4

p.m. on Thursday. The office is at 197 Coffey Hall.

Walk-in counseling is available at both locations. Hours are limited to 8:30 a.m. to noon and 1 to 4 p.m. Monday, Tuesday, Wednesday, and Friday in Fraser Hall. St. Paul walk-in hours are the same as the Coffey Hall general information hours listed above.

Personal appointments with a particular counselor are available at Fraser Hall only. Students should call 624-1665 or stop at the Information Center in Fraser Hall to schedule an appointment.

Summer financial aid

Summer financial aid requires a separate application (available on or after the first day of spring quarter 1992). For aid during summer 1992, students must also have submitted a completed 1991-92 Family Financial Statement (FFS) to American College Testing (ACT) by May 1, 1992.

Bulletins

Continued from page 1

The University's bulletins are produced biannually. All bulletins in the 1992-1994 series will continue the new bulletin design format, which began with the 1991-1993 series.

Bulletins under production this year, and the scheduled month of delivery, are School of Nursing, February; College of Natural Resources, April; College of Human Ecology, April; University of Minnesota, Crookston, May; College of Education, July; College of Liberal Arts (CLA), July; Graduate School, September; Carlson School of Management, August; University College, September; School of Public Health, September; University of Minnesota, Duluth, School of Medicine, November; and College of Architecture and Landscape Architecture, November.

In an effort to cut costs, printing of bulletins has been opened to bids from vendors other than University Printing. Bids for the 10 smaller bulletins were sought from about 25 printers in the seven-county metropolitan Twin Cities area, says Baker. A decision on a printer is expected by mid-January.

Bids for printing the two largest bulletins, the 356-page CLA catalog and the 608-page Graduate School book, also will be solicited.

Publications Advisory Board revived

Cutting the cost of bulletins, brochures, and other publications produced by the Publications and Communications Office (PCO) is among the first chores of the new Publications Advisory Board (PAB).

The 15-member board, which met for the first time in October, includes representatives from academic and administrative units served by PCO. Originally assembled in 1982, the board is charged with helping PCO improve the quality of publications.

During its first meeting the PAB reviewed two dozen cost-cutting suggestions proposed for publications to solve a nearly \$53,000 budget shortfall caused by price increases and funding retrenchment, says Steve Baker, manager of the PCO. Three options received the most favorable reactions from board members: limiting the number of free bulletins students may receive; bidding out printing of publications, rather than automatically contracting with University Printing and Graphics; and eliminating "phantom" courses—those that have not been offered during the past two years—from college bulletins.

Other measures—such as printing quantities of bulletins based on a formula tied to a college's enrollment and using lower-quality paper—also were discussed.

PAB members will meet again in late winter, Baker says, to continue discussion of cost-cutting measures and to begin evaluation of publications by focus groups.

Members of the PAB are:

Don Birmingham, community program associate, Institute of Technology; Matt Dion, director of admissions, College of Liberal Arts (CLA); Linda Ellinger, assistant vice provost, Academic Affairs; Gayle Grika, assistant to the dean, College of Education; Sharon Grimes, assistant director, University Relations; Susan Grotevant, director of budget and planning, Student Affairs; Raj Karim, associate vice chancellor, Academic Administration, Duluth; Ed Kawczynski, director of admissions, Law School; Wendy Larson, editor, Graduate School; Kate Maple, director of student services, College of Human Ecology; Les Metz, director, University Printing and Graphics; Lonna Riedinger, student support services associate, Student Information Office, CLA; Gale Shea, community program associate, Enrollment Management, School of Dentistry; Jean Ward, professor, School of Journalism and Mass Communication; and Tim Wolf, student, CLA.

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@VML.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 February edition: Friday, January 24

The Record

News about admissions, records, and financial aid

February 1992, Vol. 16, No. 2

Application decline: economy, competitive market seen as causes

University admissions officials aren't in a panic about it, but the number of applications from prospective new freshmen has dropped about 10 percent from last year. While fewer freshman applicants probably will not have a major impact on meeting the University's fall 1992 enrollment target for all students, a smaller undergraduate student body could become a concern over the next five years, says John Printz, acting admissions director.

"There's no panic," Printz says of the numbers. "The University is on course with the goals it set out to achieve."

Through the third week of January, the Twin Cities campus had received 5,981 applications from high school students interested in attending the University. That's 10.2 percent less than the same time last year, when 6,661 applications had been received.

Applications from Twin Cities area students were down 18 percent. Fewer applications also had been received from students in other parts of Minnesota. Applications from minority students remained relatively stable. Applications from Wisconsin students and from international students, however, were up.

Printz says he doesn't believe the overall decline is due to the drop in the number of high school seniors, a demographic phenomenon caused by the "baby bust."

Applications decline

	1/24/92	1/25/91	Change
Total	5,981	6,661	-10.2%
Minority students	703	713	-1.4%
Twin Cities metro students	2,541	3,103	-18.1%
Other Minnesota students	813	900	-9.7%
International students	161	148	8.8%
Top 5% of high school class	794	920	-13.7%

Source: Office of Admissions



So what's behind the drop? Some students are filing fewer multiple applications (applying to more than one University college at the same time), Printz says, while others might be waiting to apply later in the year. And the recession, Printz adds, also is having an effect. "We talked to a number of students — good students — who plan to attend a local community college, live at home, and transfer to the U later," he says.

In addition, the market for new students — especially targeted students — has become much more competitive.

Admissions officials also have cited recent negative publicity about the University and increased tuition as reasons some students might be hedging. Additionally, the fact that the University is trimming its undergraduate enrollment

Applications continued to page 3

RRDB gets bigger, better

A new version of the Registration Reporting Data Base (RRDB) is scheduled to be available to users on Feb. 24. Data and Reporting Services has announced.

RRDB includes information such as a student's day school academic history, transfer course data, and degree data.

Changes in the new version include:

- A more liberal set of selection criteria, meaning more students are included in the tables. Two groups of students will be added to RRDB: Continuing Education and Extension (CEE) only students who have not been in day school during the selection window, or never in day school; students who receive degrees during the selection window, even if they were not in day school during the period.
- Dividing two of the tables used in the current version into four new tables. Holds will be separated from tracking flags to help reduce confusion. CEE coursework will be split from other transfer coursework, which will simplify analyses.
- The addition of new data fields.
- Changing the names and field types of some fields to make them consistent with other data bases.
- Changing how "null" fields are defined.

RRDB continued to page 4

Calendar

Information and Administrative Services workshops

Enrollment is limited to 12.

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

WP PLUS Glossary

—Feb. 27, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Deb Parker, Publications and Communications Office

Telephone: 5-3089

BITNET: D-PARK1@UMINN1; INTERNET: D-PARK1@VM1.SPCS.UMN.EDU

Financial Aid Reporting Data Base (FARDB/DB2)

—March 10, 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@VM1.SPCS.UMN.EDU

PROFS Review

—March 12, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Carolyn Davidson, Information and Administrative Services

Telephone: 5-6390

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

Important dates

February	21	Spring quarter registration begins.
March	13	Last day of instruction for winter quarter.
	14	Study day.
	16-21	Final examinations.
	21	End of winter quarter.
		Commencement. Commencement ceremonies are held by colleges once or twice a year. Students should check with their college office for information.
	27	Last day to register for spring quarter without paying late registration fee.
	30	Spring quarter classes begin.
April	8	Last day for undergraduates and students in professional degree programs to pay graduation fees for spring quarter.

1992-93 Twin Cities campus calendar

Here is the calendar for the 1992-93 academic year:

Fall Quarter 1992

(50 instruction days)

Aug. 17	New student registration begins
Aug. 31	Fall registration reopens
Sept. 7	Labor Day holiday (University closed)
Sept. 24	Fall Quarter classes begin
Nov. 26-27	Thanksgiving holiday (University closed)
Dec. 4	Last day of instruction
Dec. 5-6	Study days
Dec. 7-12	Final examinations
Dec. 23-25	Christmas holiday (University closed)

Winter Quarter 1993

(49 instruction days)

Nov. 12, 1992	Winter Quarter registration opens
Jan. 1	New Year's Day holiday (University closed)
Jan. 4	Winter Quarter classes begin
Jan. 18	Martin Luther King, Jr. holiday (University closed)
March 12	Last day of instruction
March 13-14	Study days
March 15-20	Final examinations
March 22-26	Spring break

Spring Quarter 1993

(49 instruction days)

Feb. 23	Spring Quarter registration opens
March 29	Spring Quarter classes begin
May 31	Memorial Day (University closed)
June 4	Last day of instruction
June 5-6	Study days
June 7-12	Final examinations

Summer Session I 1993

(25 instruction days)

May 13	Summer registration opens for currently enrolled students
May 17	Early registration opens for Fall Quarter 1993
May 21	Registration opens for summer only students
June 15	Summer Session I classes begin
June 18	Early registration closes for Fall Quarter 1993
July 5	Independence Day holiday (University closed)
July 20	Last day of instruction and final examinations

Summer Session II 1993

(25 instruction days)

July 22	Summer Session II classes begin
Aug. 25	Last day of instruction and final examinations

Applications

Continued from page 1

might be perceived by prospective students as a disincentive to apply.

Printz says admissions officials are approaching the applications decline on several fronts, including telemarketing and shoring up financial aid.

A telemarketing unit in the Office of Admissions was established in the fall, Printz notes, and could be expanded soon. Recruiters, meanwhile, are being assigned territories to manage, allowing them each to concentrate on select high schools from which the University would like to draw students.

"We have to be able to make tentative financial aid offers early in the game," Printz adds. The University sometimes fails to enroll a prospective student because other institutions are able to offer estimated financial aid packages earlier. Admissions officials are working with the Office of Student Financial Aid to coordinate the menu of financial aid and to estimate awards for targeted students. James Preus, assistant vice president for Student Affairs, chairs a committee reviewing scholarships.

While the University's short-term enrollment should not be affected by the smaller pool of applicants, Printz suggests that smaller undergraduate enrollments could affect the University later. "As we get five, six years out, the pipeline gets thinner and thinner," he says. The biggest factor in maintaining enrollment is how many students are retained each year, says David J. Berg, director of Management Planning and Information Services (MPIS).

MPIS's enrollment projections for the University see 25,180 students on the Twin Cities campus next fall. By fall 1996, a total of 26,176 students are expected. In the fall of 1986, 32,650 students were enrolled on the Twin Cities campus.

A recent study by the U.S. Department of Education says national enrollment of college students will climb from 14.1 million last year to 16 million by 2002, says *The Chronicle of Higher Education*.

Largest classes of Winter Quarter '92



Rank	Enroll.	Course	Classroom	Instructor
1	568	Psy 1001-1	175 Willey	Burkhardt and Fox
2	356	Biol 1101-1	175 Willey	Woodward, V.
3	337	Chem 1004-2	100 Smith	Barbara
4	335	ArtH 3575-1	125 Willey	Marling
5	330	Anth 1102-1/1102H-80	175 Willey	Lipset
6	325	Chem 1004-1	100 Smith	Ellis
7	318	Biol 109-2/1009H-80	125 Willey	Wick
8	299	Phil 1001-1	100 Smith	Scheman
9	292	Phys 1252-2	150 Tate Lab of Physics	Courant and Jones
10	286	Psy 3011-1	45 Nicholson	Peterson
11	269	Econ 1102-2	175 Willey	Cortes
12	267	Soc 3103-1	210 Anderson	Savelsberg
13	264	Phys 1252-1	150 Tate Lab of Physics	Dahlberg and Johnson
14	263	Hist 1302-1/1302H-80	175 Willey	Green
15	261	Clas 1042-1	45 Nicholson	Hershbell
16	260	Geo 1001-2	100 Smith	Kelts
17	257	Chem 1005-1	100 Smith	Almlof
18	253	Anth 3211-1	210 Anderson	Dunnigan
19	251	Phsl 3051-1	2230 Owre	Bloom
20	250	CBN 5101-1/5109-1	2470 Phillips-Wangensteen	Parsons
21	246	Soc 1001-2	210 Anderson	Bian
22	242	Econ 1101-2	175 Willey	Aslakson
23	235	Hist 3822-1	310 Anderson	Berman
24	233	Hist 3871-1/Amln 3111-1	210 Anderson	O'Brien
25	232	Pol 1001-1	125 Willey	McGuire
26	231	Geog 3101-1	125 Willey	Gersmehl
27	231	Soc 1001-1	210 Anderson	Broadbent
28	230	Chem 1005-2	375 Science Classroom	Matachek
29	223	Acct 1050-1	270 Anderson	Daley
30	223	Hist 1012-1/1012H-80	125 Willey	Farmer and Schwartz
31	212	Phys 1251-1	150 Tate Lab of Physics	Walsh
32	212	Th 1101-2	185 Rarig Center	Norwood
33	206	Biol 1008-1	2650 Moos Tower	Packer
34	204	Anth 1101-1/1101H-80	325 Science Classroom	Walker
35	203	Econ 1101-1	125 Willey	Rebelein
36	200	CBN 5111-1	2470 Phillips-Wangensteen	Ebner and Seybold
37	198	Phys 1105-1	150 Tate Lab of Physics	Waddington
38	196	Econ 1102-1	370 Anderson	Debuque
39	189	Phsl 5110-1	2620 Moos Tower	Wangensteen
40	188	Chem 3302-1	325 Science Classroom	Leete

Source: Office of the Registrar

Fall preliminary class schedule reports coming

Preliminary Class Schedule Reports (PCSRs) for fall quarter 1992 will be delivered to academic units for review on Monday, March 2, and picked up on Friday, March 6.

The reports give units a final opportunity to check their fall 1992 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 March 2 or if you are unable to meet the March 6 deadline.

Last workshop scheduled for international student aid

The last in a series of financial aid workshops for international students is scheduled from 2:30-4 p.m. Thursday, Feb. 20, in 209A Nicholson Hall.

The workshop is sponsored by the Office for International Education (OIE) and the Office of Student Financial Aid.

RRDB

Continued from page 1

In addition, users who have had restricted access to RRDB now will have unrestricted access. This will give more people access to the data and will make all "views" the same, thereby simplifying the use of shared programs and menu-driven systems.

One other change is that all persons who have access to RRDB also will have access to the Retention Data Base (RETDB) beginning Feb. 24. RETDB is similar to RRDB but increases the selection window from two to eight years. Several of the larger tables available in RRDB are not available in RETDB. RETDB allows long-term tracking, but doesn't permit analyses of specific coursework.

To help users understand the changes to RRDB, two workshops are scheduled:

- 1:30-3:30 p.m. Tuesday, Feb. 18, in 260H Williamson Hall.
- 10 a.m.-noon Friday, Feb. 21, in 260H Williamson Hall.

The workshops are limited to persons who currently have access to RRDB. To reserve a space in either of the workshops, contact Rebecca Johnson at 5-65506.

For more information:

John Kellogg, Data and Reporting Services
Telephone: 5-3387

BITNET: J-KELL@UMINNI

INTERNET: J-KELL@VM1.SPCS.UMN.EDU

Day into night

Among the significant changes in the Registration Reporting Data Base is the incorporation of Continuing Education and Extension Division coursework. As the chart shows, it now is possible to obtain accurate counts of the numbers of day students who are concurrently registered in extension classes. The chart shows data for Fall Quarter 1991.

Academic unit	Number of day students	Avg. day credit hours	Number of day students also in extension	Percent of day students also in extension
Agriculture	889	12.5	144	16
Architecture/L.A.	273	12.6	27	10
Biological Sciences	393	11.0	39	10
Dental Hygiene	51	14.2	2	4
Dentistry	324	25.1	0	0
Education	1,888	8.6	318	17
General College	2,046	10.2	282	14
Graduate School	8,799	7.9	46	1
Human Ecology	986	9.8	474	48
Institute of Technology	4,690	12.2	677	14
Law	840	14.7	0	0
Liberal Arts	15,380	11.6	3,165	21
Management	971	11.4	311	32
Medical Technology	81	8.8	14	17
Medical School	2,002	16.4	0	0
Mortuary Science	52	14.4	2	4
Natural Resources	556	12.3	65	12
Nursing	206	12.5	13	6
Occupational Therapy	72	16.1	1	1
Pharmacy	334	13.0	16	5
Physical Therapy	60	16.0	0	0
Public Health	252	10.1	1	0
University College	184	9.0	87	47
Veterinary Medicine	267	21.9	0	0
Twin Cities total	41,596	11.2	5,684	14

Source: Office of the Registrar

TheRecord

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@UMINNI

INTERNET: A-STRA@VM1.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 March edition: Friday, February 21

The Record

UNIVERSITY OF MINNESOTA

News about admissions, records, and financial aid

March 1992, Vol. 16, No. 3

For RRDB and ARDB

Menu-driven system ready

A new menu-driven system for producing reports of student data now is available, Data and Reporting Services has announced. Users of the Registration and Admissions Reporting Data Bases (RRDB and ARDB) now may produce a number of reports by filling in a set of prompted menu screens.

Reports available in the system include:

- Profile reports: Statistical summaries of the demographic and academic characteristics of selected groups of students or applicants.
- Rosters and labels: Standard rosters and sets of mailing labels for selected individual students or applicants.
- Individual performance reports: Summaries of the academic performance of individual students.
- Group performance reports: Statistical summaries of the academic performance of a group of selected students.
- Random sample: Procedures to create data files of randomly selected students or applicants.

The system permits a wide variety of options for selecting the individuals included in a report. Users can select individuals defined by any combination of campus, unit, major, ethnicity, gender, home location, and for admission reports, application year/term, application type, and decision type. Any number of subgroups can be defined from these characteristics. Some examples include: female engineering students at the University's Duluth campus, Twin Cities campus students from Beltrami County, African-American applicants to the Twin Cities College of Liberal Arts, or history majors at Morris.

The reports are run interactively and generally take only a few minutes to produce. They can be printed either at Administrative Information Services or at the user's own printer. Because the system requires knowledge of the Application System (AS) software package and the student reporting data bases, it is available only to those who have received AS training and are authorized to use the RRDB or ARDB.

Data and Reporting Services plans to expand the number of reports available, including reports from the Retention and Financial Aid reporting data bases.

For more information:

Ron Matross, Data and Reporting Services
Telephone: 5-1027
BITNET: R-MATR@UMINNI
INTERNET: R-MATR@VM1.SPCS.UMN.EDU

Scott Murdoch, Data and Reporting Services
Telephone: 5-0745
BITNET: J-MURD@UMINNI
INTERNET: J-MURD@VM1.SPCS.UMN.EDU

Easier registration goal of quality study

Since August a team of six people drawn from across the University have been studying ways to cut the number of hoops a student has to jump through in order to register.

Led by Sam Lewis, registrar, the team is one of three assembled for system-wide pilot projects under the University's Quality Improvement Initiative. The effort grows out of the Board of Regents' 1991 decision to restructure and

Quality continued to page 3

Spring financial aid check disbursements

March 30-31 and April 1

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.

R-Z: Monday, March 30
8 a.m. to 5 p.m.
A-H: Tuesday, March 31
8 a.m. to 5 p.m.
I-Q: Wednesday, April 1
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 25-27, 8 a.m. to 5 p.m.

April 2-3

Students will find shorter lines if they wait until April 2, 8 a.m. to 5 p.m., or April 3, 8 a.m. to 5 p.m., to pick up their checks in the Great Hall of Coffman Memorial Union.

After April 3

From April 6 to June 12, 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.

Calendar

Information and Administrative Services workshops

Enrollment is limited to 12.

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

WP PLUS Laser Printing

—March 19, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Rick Bard, Publications and Communications Office

Telephone: 5-0552

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

Registered Student Reporting Data Base (RRDB/DB2)

—April 2, 1:30-3:30 p.m., 260H Williamson Hall.

For more information:

John Kellogg, Data and Reporting Services

Telephone: 5-3387

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

Communicating on Paper

—April 9, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Steve Baker, Publications and Communications Office

Telephone: 5-3884

BITNET: S-BAKE@UMINN1; INTERNET: S-BAKE@VM1.SPCS.UMN.EDU

Important dates

March	16-21	Final examinations.
	21	End of winter quarter.
		Commencement. Students should check with their college office for information.
	27	Last day to register for spring quarter without paying late registration fee.
	30	Spring quarter classes begin.
April	8	Last day for undergraduates and students in professional degree programs to pay graduation fees for spring quarter.
	10	Last day to cancel individual courses without a transcript record.
	15	Graduate School application deadline for second term of summer session.
	21	High School Counselors Conference, 8:30 a.m. to 2:30 p.m., Radisson Hotel Metrodome, Minneapolis.

Grade reports due March 25

Grade reports for fall quarter should be submitted to the Office of the Registrar no later than 8:30 a.m. on Monday, March 25. **Grades received after the deadline will not be reflected on audit transcripts scheduled to be distributed to students beginning March 30, 1992.** Departments are urged to submit grade reports early, on March 23 and 24, if possible.

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 Office Services, 5-9864, no later than 8:30 a.m. on March 25.

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.

Four finalists named in admissions search

Four candidates are being considered for the job of admissions director, says the Office of the Vice President for Student Affairs.

Scott Healy, formerly of Pennsylvania State University, and Timm Reinhart of the University of Massachusetts at Amherst made presentations and met with University community members last week.

Ted Spencer of the University of Michigan and Wayne Sigler of the University of Houston are scheduled to make presentations from 1-2 p.m. on April 2 and 3, respectively, in the Campus Club of Coffman Memorial Union.

Quality

Continued from page 1
reallocate resources, while at the same time improving quality.

Each project has a sponsor, who is a sounding board for the team's ideas and has the authority to implement the team's solutions to problems, and at least one facilitator who keeps the team focused.

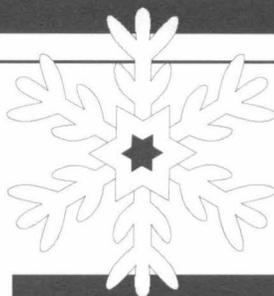
Besides the registration approval study—sponsored by Associate Vice President for Academic Affairs Robert Kvavik—a team sponsored by Senior Vice President for Finance and Operations Bob Erickson is looking at how to control the amount of campus mail. Another team, sponsored by Vice President for Student Affairs Marvalene Hughes and led by Assistant Director of Admissions Karen Lukas, is examining how to better coordinate distribution of information to prospective students.

The registration approval project began with the idea of reducing the number of students who had to get signatures or clear holds before registering. But discussion by the quality team broadened the scope of the effort. "We now state that we want to reduce the number of contacts a student must make before they can successfully register," Lewis says. The team is examining everything in the registration process, from the "A96" form — used by curriculum committees to establish courses — to the registration process itself.

Meeting since August, the registration project team has focused on four main causes for registration hang-ups and now is developing a list of possible solutions. The four causes are the varied permission giving processes (in some cases, for example, a departmental stamp is given; in others, the adviser's signature); restricted or saved classes; the use by the University of the registration process for "housekeeping;" and poor dissemination of information.

"We're now in the process of identifying possible solutions to the issues," Lewis

Quality continued to page 4



Registration highlights: Winter Quarter, 1992

Campus	Enrollment	Change from 1991	
		Percent	Number
Twin Cities	37,152	-3.2	-1,247
Crookston	1,393	-3.7	-54
Duluth	7,422	-0.3	-22
Morris	1,865	-4.7	-93
Waseca	577	-46.1	-494
Total	48,409	-3.8	-1,910

Twin Cities campus colleges	Enrollment	Percent	Number
Agriculture	818	6.2	48
Architecture / Landscape Architecture	256	5.3	13
Biological Sciences	396	21.1	69
Education	1,296	-20.4	-332
General College	1,744	-7.5	-141
Graduate	8,268	3.5	276
Human Ecology	861	-13.6	-135
Institute of Technology	4,297	-1.6	-69
Law School	788	2.3	18
Liberal Arts	13,480	-8.1	-1,189
Management	772	-7.4	-62
Medical School	1,888	11.2	190
Mortuary Science	61	-11.6	-8
Natural Resources	552	16.7	79
Nursing	186	5.7	10
Occupational Therapy	60	5.3	3
Pharmacy	320	-4.2	-14
Physical Therapy	60	1.7	1
Public Health	224	-7.8	-19
University College	153	10.9	15
Veterinary Medicine	267	5.5	14

Total University	Enrollment	Percent	Number
New high school	399	-10.7	-48
New advanced standing (transfers)	877	1.9	16
New adult special	514	-31.6	-237
Total	1,790	-13.1	-269

Continuing	45,021	-3.2	-1,471
Inter-campus	121	-22.4	-35
Intra-campus	841	-2.2	-19
Readmits	636	-15.4	-116

Source: Office of the Registrar

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 117-118 of the *Spring Class Schedule*.

Changes should be reported by Wednesday, March 25, 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.

Quality

Continued from page 3

says. Solutions to the causes, he explains, are being examined using a chart that shows a "solution generation criteria matrix." The matrix helps the quality team study possible solutions in terms of required and desired criteria.

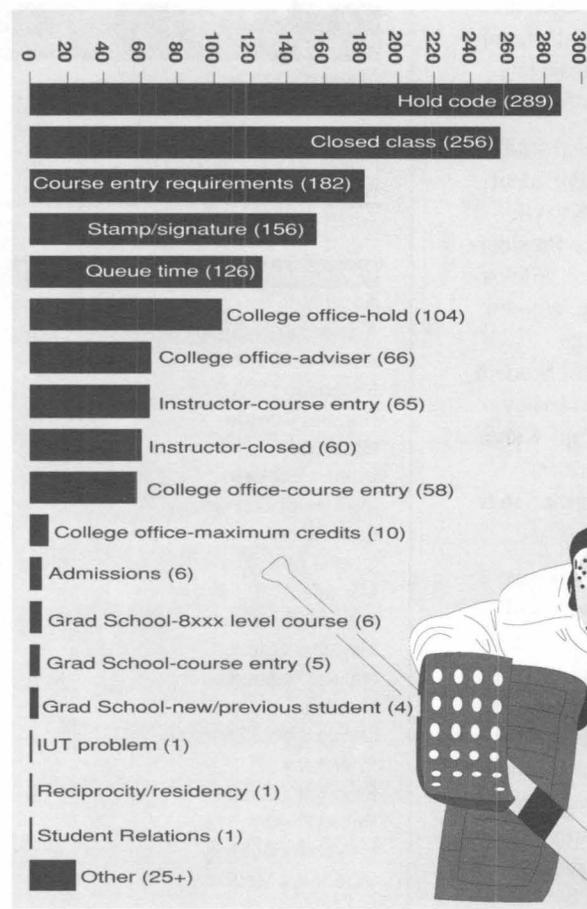
The team hopes to finish its job by early April, Lewis says, after which steps would be taken to put the team's solutions to work.

Members of the team, besides Lewis, are David Frank, an associate professor of mathematics and director of lower division programs in the Institute of Technology; Kari Holmes, a College of Human Ecology student; Kate Maple, director of student services in the College of Human Ecology; Maureen Nielsen, a student support services associate in the Office of the Registrar; and Lonna Riedinger, a student support services associate in the Student Information Office of the College of Liberal Arts. Facilitators for the team are Emily Page, executive assistant to the vice president for academic affairs, and Carol Scipioni, a user services specialist for the Minnesota Extension Service.

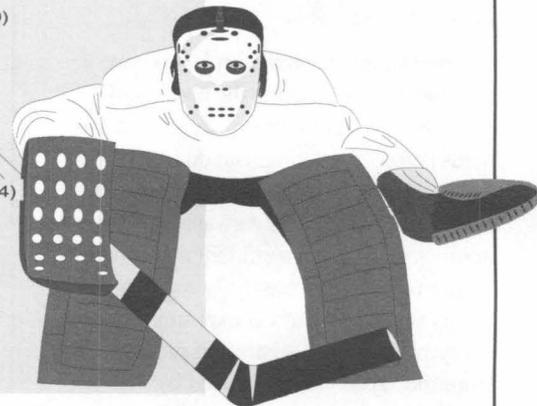
A handful of other quality improvement projects on the department and unit levels are under way, says Patricia Kovel-Jarboe, coordinator for quality improvement.

Turned away:

Quality improvement project studies reasons for turnaways at registration center



As part of its quality improvement pilot project, the Office of the Registrar has kept track of why students are turned away when they try to register for class at the registration center in Fraser Hall on the Minneapolis campus. The goal of the project is to reduce the number of contacts a student must make before registering. Data presented in this graph were collected from Nov. 7, 1991, to Jan. 6, 1992. (Source: Office of the Registrar)



TheRecord

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@UMINNI
INTERNET: A-STRA@VM1.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 April edition: Friday, March 20

The Record

News about admissions, records, and financial aid

April 1992, Vol. 16, No. 4

Fall 1992 registration begins May 18

Early fall registration will begin May 18, with queued registration running until June 5. Open registration will be available June 8 to 19.

Second registration period

No fall registration will be accepted from June 22 through August 28. Queued registration will reopen August 31 for students who have not yet registered and for students canceling and adding courses to their early registrations. (New student orientation begins August 17.)

Fall Class Schedule

The fall *Class Schedule* and pre-winter/spring *Class Schedule* will be distributed to students May 12. 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. The *Fall Quarter Update* will be mailed to registered students in mid-August. The first tuition installment will be due October 23.

Students who plan to leave campus for the summer should be reminded to submit a change of address form to their registration center so they can receive the transcript mailing in July and the *Fall Quarter Update* mailing in August.

Study examines how better to get the message out

If you pile up all the literature — brochures, booklets, and bulletins — a prospective University of Minnesota student receives during recruitment, it can be a hefty stack.

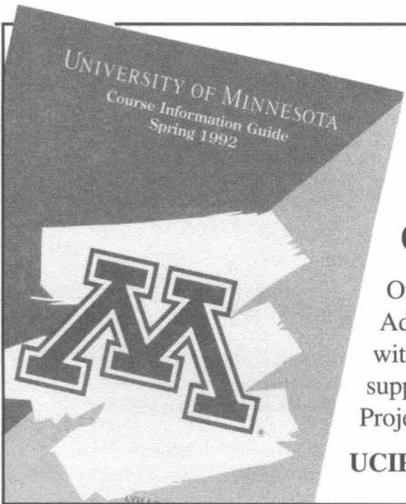
The way that information is coordinated and sent out to prospective students can sometimes lead to confusing messages and missed opportunities for potential recruits. Getting a handle on how and when information is distributed is the goal of a six-member Quality Improvement Initiative group headed by Karen Lukas, an assistant director in the Admissions Office.

"What we're trying to do is to make it easier for students to get information about the University," Lukas says.

The group's study is one of three system-wide quality improvement pilot projects. The other projects are looking at how to simplify the registration process (see last month's edition of *The Record*) and how to control the amount of campus mail.

Besides Lukas, the group's members are Dianne Danov, assistant director, Office of Student Financial Aid; Matt Dion, director of admissions, College of Liberal Arts (CLA); Julie Loken, assistant director, Admissions; Ralph Rickgarn, research and staff development administrator, Housing Services; and Judith Wanhala, associate

Information continued to page 3



OTR, IAS help students prepare course info guide

Office of the Registrar and Information and Administrative Services staff are cooperating with the Minnesota Student Association to support the University Course Information Project (UCIP), a booklet about courses designed

UCIP continued to page 2

Calendar

Information and Administrative Services workshops

Enrollment is limited to 12.

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

Communicating on Paper

—April 9, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Steve Baker, Publications and Communications Office

Telephone: 5-3884

BITNET: S-BAKE@UMINN1; INTERNET: S-BAKE@VM1.SPCS.UMN.EDU

Introduction to Registration System (8100s)

—April 16, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Aileen Lively, Office of the Registrar

Telephone: 5-1800

BITNET: A-LIVE@UMINN1; INTERNET: A-LIVE@VM1.SPCS.UMN.EDU

WP PLUS Techniques

—April 23, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Deb Parker, Publications and Communications Office

Telephone: 5-3089

BITNET: D-PARK1@UMINN1; INTERNET: D-PARK1@VM1.SPCS.UMN.EDU

Windows 3.0, Part I

—April 30, 10 a.m.-noon, 260H Williamson Hall. (SSS employees only.)

For more information:

David Moy, Information and Administrative Services

Telephone: 5-4384

BITNET: D-MOY@UMINN1; INTERNET: D-MOY@VM1.SPCS.UMN.EDU

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

—May 7, 1:30-3:30 p.m., 260H Williamson Hall.

For more information:

George Hudachek, Prospective Student Services

Telephone: 5-5010

BITNET: G-HUDA@UMINN1; INTERNET: G-HUDA@VM1.SPCS.UMN.EDU

Important dates

April	8	Last day for undergraduates and students in professional degree programs to pay graduation fees for spring quarter.
	10	Last day to cancel individual courses without a transcript record.
	15	Graduate School application deadline for first term of summer session.

UCIP

Continued from page 1

to help students make more informed choices during registration.

Roberta Armstrong, director of IAS, served on the project's advisory board and worked with the students and OTR to define the required information for courses to be included in the booklet. Administrative Information Services computer programmers created a data file, which was downloaded by IAS staff and forwarded to programmers working with UCIP.

Faculty teaching the courses were then asked to supply information about the courses beyond what is in the bulletin and *Class Schedule* (for example, pages of reading per week, desired preparation, or required papers). The first booklet, with a press run of 25,000, was published in time for spring 1992 registration, and its use now is being evaluated.

A second booklet will be produced for use in fall registration. Project staff Michael Handberg and Peter Lacznik will work to expand the course listings to include Carlson School of Management and the College of Agriculture, as well as Liberal Arts, Biological Sciences, and Architecture & Landscape Architecture. 5-XXX level courses also will be added. Project staff will be spending considerably more time on followup with faculty to ensure a higher response rate. The first guide netted a 11 percent response from faculty. "It's going to be qualitatively and quantitatively improved," Lacznik says of the forthcoming course guide.

If the booklet receives favorable evaluations, project staff hope that some or all of the information collected during these pilot projects could be incorporated into routinely-produced publications.

For more information:

Roberta Armstrong,

Information and Administrative Services

Telephone: 5-6674

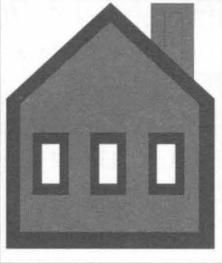
BITNET: R-ARMS@UMINN1

INTERNET: R-ARMS@VM1.SPCS.UMN.EDU

Student demographics

Here's a look at the 39,315 University of Minnesota students on the Twin Cities campus, based on fall 1991 enrollment. Data were compiled by Data and Reporting Services, which

has prepared a "facts-at-a-glance" summary of the student body for the past three years. More information is available by calling Ron Matross at 5-1027.



Home

53.9% Twin Cities metro
14.7% Greater Minnesota
12.1% other states
8.8% Wisconsin
7.4% other countries



Level

64.9% undergraduates
24.1% graduates
5.8% professional
5.2% unclassified



Age

Average is 25 for all students. For undergraduates, it's 22.4. 19.6% of all students are over 30. 8% of undergraduates are over 30.



Gender

47.2% of students are women
The breakdown:
48.4% of undergraduates
47.1% of new freshmen
53.8% of new transfers
45.6% of graduate students
46.5% of professional students

Information

Continued from page 1

director, CLA Honors Program. The facilitator for the team is Kathleen Sellow, grants coordinator, Office of International Education; the sponsor is Marvalene Hughes, vice president for student affairs.

As a part of its research into the problems of information dissemination, Lukas' group performed a telephone survey of 151 students admitted in fall quarter 1991. "About a third of the students said they would like a centralized applications disbursement process," Lukas says. A typical prospective student might have to obtain and complete forms for admissions, financial aid, housing, and an honors program. In addition, a prospect might receive many other pieces of literature from the University:

a viewbook, briefs for various academic programs and services, and bulletins, to name just a few.

Focusing on how information is sent and to whom, the group is seeking solutions for problems such as material being sent from different offices, contradictory information, differing publication timetables, and prospective students not knowing whom to call for what.

"We want to communicate as a whole," Lukas says, "...so (students) get the information they need when they need it."

Although the group has much work to complete, it hopes to have some

solutions in time for the next round of recruitment. And already, Lukas says, the quality study is paying dividends. Some simple solutions have been adopted. One problem that's been solved, she notes, was that separate offices didn't have access to each other's data bases. That meant, for example, that the CLA Honors Program couldn't easily learn if a student applying for the program already had been admitted.

"It's been helpful to sit down and really analyze the causes of problems," Lukas says of her group's work.

'We want to communicate as a whole...so (students) get the information they need when they need it.'

-Karen Lukas, Office of Admissions

What students need for summer financial aid

To be eligible for summer financial aid, students must:

- Have a complete financial aid file in the Office of Student Financial Aid that includes the 1991-92 American College Testing Family Financial Statement (FFS).

The FFS must arrive on or before May 1, 1992, in Iowa City, Iowa. Once the 1991-92 file is complete, a separate Summer Financial Aid Application must be submitted no later than July 17, 1992. The forms are available at 210 Fraser Hall.

- Be currently admitted and enrolled in a degree or certificate program at the University of Minnesota, Twin Cities.
- Make satisfactory academic progress.
- Not be indebted to any institution for repayment of any federal grant or be in default on any Title IV loan.

- Be registered for the following minimum credits for one or both sessions: 6 credits, undergraduate and health professions students; 3 credits, graduate, dental and law students. The credit requirements apply to all funds but the Minnesota Part Time Student Grant Program, where 1-5 undergraduate credits are required. This grant fund requires a separate application available from Continuing Education and Extension Counseling, 314 Nolte Center.

Summer funds, besides the Minnesota Part Time Student Grant Program, include Pell Grant, Minnesota State Grant, College Work-Study, Stafford Student Loan and other loans. Those wanting loans must fill out a separate loan application designating summer dates as the loan period.

For more information, call 4-1665.

Registrar's retreat affects services on April 23

The Office of the Registrar will provide limited service Thursday, April 23, while most of the staff attends a retreat.

Offices will be open normal hours. The following offices will be affected: 190 Coffey Hall, 130 Coffey Hall, 150 Williamson Hall, B25 Fraser Hall, and 202 Fraser Hall.

Students, departments, and others needing service April 23 will be helped, but due to the limited staff some services may be deferred to the following day.

Counselors' meeting set

The annual High School Counselors Conference, offering counselors a chance to learn about the University, is set from 8:30 a.m. to 2:30 p.m. Tuesday, April 21, at the Radisson Hotel Metrodome.

The conference this year will feature an "open mike" session, allowing counselors to ask questions of college and Admissions Office staff.

An information fair will allow college office personnel to provide handouts to and answer questions from counselors.

For more information:
 Lou Branca, Office of Admissions
 Telephone: 5-3052
 BITNET: L-BRAN@UMINN1
 INTERNET: L-BRAN@VM1.SPCS.UMN.EDU

Reciprocity in the summer

Students from other University campuses or other systems who come to the University for summer, and who now receive reciprocity benefits, must notify their home state they have switched campuses or systems.

Any current student receiving a reciprocity benefit will continue to receive it for summer session 1992 and the following academic year.

Students who enter the University for the first time during summer session must apply for the reciprocity benefit (using the 1991-92 application). If a student's first enrollment at the University is for summer session, and reciprocity has been granted, the student need not reapply for the following academic year.

TheRecord is 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@VM1.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 May edition: Friday, April 24

MIW
9A263r

The Record

UNIVERSITY OF MINNESOTA

News about admissions, records, and financial aid

May 1992, Vol. 16, No. 5

Houston official is U of M's new admissions head

Wayne Sigler, who has served as head of the University of Houston's Office of Admissions since 1982, has been named the new director of admissions for the University of Minnesota-Twin Cities.

Marvalene Hughes, vice president for Student Affairs, announced Sigler's hiring to the Office of Admissions on April 30.

Sigler is to begin work August 16, but will travel to Minnesota several days each month until then to get acquainted with the University.

"I'm really looking forward to the opportunity, because first of all, the University is a world-class institution," Sigler said in a telephone interview from Houston. "...I've been very impressed with the overall competence and commitment of the people there." Sigler has developed different models for how admissions efforts should work and emphasizes that he will be "action and results oriented." At the same time, he said he wants to gain a more detailed understanding of Minnesota's approaches to admissions before offering changes. "I clearly, truly understand that you have to adapt to the conditions of the local marketplace," he said.

At Houston, Sigler is dean of admissions and assistant vice president for enrollment services on Houston's main campus. Fall 1992 enrollment there was about 33,600 students. Besides overseeing the school's admissions

Sigler continued to page 2

Bulletins to drop seldom-taught courses

Students paging through college bulletins in the coming two years might find that some have become a quicker read. The reason? Dozens, and in some cases hundreds, of the courses that have been listed in college bulletins but not taught in the past two or three years will be dropped as new catalogs are prepared by the Publications and Communications Office (PCO).

Elimination of these seldom-taught courses is a new policy of the Office of the Vice President for Academic Affairs being implemented in a joint effort by the PCO and the various colleges, says Steve Baker, manager of the PCO.

College advisers, the Registrar and PCO editors for several years have identified the need to drop seldom-taught courses from the bulletins. "The only way to deal with this was to identify the scope of the problem and to get Academic Affairs' support

in pursuing the problem," Baker adds. In announcing the new policy in an April 6 memorandum, Associate Vice President for Academic Affairs Robert B. Kvavik said, "Elimination of seldom-taught courses will provide students and advisers with more accurate information about course availability for program planning; also, it will reduce the cost of bulletin production."

Eliminating seldom-taught courses from bulletins ranked high on a list of potential cost-cutting measures reviewed last year by the Publications Advisory Board, a University-wide panel that helps guide PCO's publication policies.

The first academic unit to begin working on its bulletin under the new policy is the Graduate School. About 2,500 courses in its last bulletin have

Courses continued to page 3

Info Center closed as OTR consolidates

The Williamson Hall Student Information Center closed permanently Thursday, May 14, as the Office of the Registrar consolidated some of its services.

The identification card office, transcript window, student information window and Student Relations operations on the lower level of Williamson Hall have been consolidated into a new student service center.

Some of the services provided by the Student Information Center have been shifted to the Admissions Office, 240 Williamson Hall, or to the Office of the Registrar, 150 Williamson. College bulletins will be available in both offices.

Calendar

Information and Administrative Services workshops

Enrollment is limited to 12.

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

WP Plus Glossary

—May 21, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Deb Parker, Information and Administrative Services

Telephone: 5-3089

BITNET: D-PARK1@UMINN1; INTERNET: D-PARK1@VM1.SPCS.UMN.EDU

Windows 3.0 Part II

—May 28, 10 a.m.-noon, 260H Williamson Hall. (SSS employees only.)

For more information:

David Moy, Information and Administrative Services

Telephone: 5-4384

BITNET: D-MOY@UMINN1; INTERNET: D-MOY@VM1.SPCS.UMN.EDU

Forms Editing and Production

—May 28, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Bill Magdalene, Information and Administrative Services

Telephone: 5-5826

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

Registered Student Reporting Database Workshop (RRDB/DB2)

—June 4, 1:30-3:30 p.m., 260H Williamson Hall.

For more information:

John Kellogg, Data and Reporting Services

Telephone: 5-3387

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

Financial Aid Reporting Database Workshop (FARDB/DB2)

—June 9, 10 a.m.-noon, 260G Williamson Hall.

For more information:

Gloria Spohn, Office of Student Financial Aid

Telephone: 4-1334

BITNET: G-SPOH@UMINN1; INTERNET: G-SPOH@VM1.SPCS.UMN.EDU

Important dates

May	14	Early registration for fall 1992 begins.
	15	Graduate school application deadline for second term of summer session.
	25	Memorial Day. University closed.
June	5	Last day of instruction for spring quarter.

Sigler

Continued from page 1

functions, Sigler also supervises the director of the Office of Scholarships and Financial Aid and the director of the Office of Registrations and Academic Records, a relationship Sigler describes as "very cooperative."

He has been active in professional activities and presentations with the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and its Texas chapter.

Sigler also has worked in admissions and enrollment services at Southwest Texas State University, San Marcos; at the University of Maryland at College Park; and at Towson State University in Baltimore. He earned his bachelor's degree in political science from Towson in 1966 and his master's and doctorate degrees in education from The George Washington University, Washington, D.C., in 1969 and 1979, respectively.

When Sigler moves to Minnesota, he will be joined by his wife, Cheryl, a public school teacher. The Siglers have a daughter and a son.

Sigler was one of four finalists chosen from a field of 29 applicants. The other finalists were Scott Healy, formerly director of admissions at Pennsylvania State University; Tim Reinhart, director of admissions at the University of Massachusetts at Amherst; and Ted Spencer, associate director of admissions at the University of Michigan.

John Printz has served as the University's acting admissions director since September.

Turn-around documents to be mailed May 20

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 allows academic units to review the documents while Term B faculty still are available for consultation.

For more information, contact Nancy Peterson at 5-6089.

Courses

Continued from page 1

been identified as what the Graduate School calls "phantom" courses, says Wendy Larson, the school's editor. Not all those courses will be dropped from the new bulletin, but Larson figures that at least half will.

"I had anticipated a really negative response (from departments)... (but) the response has been favorable," she says.

In the case of the thick Graduate School bulletin, Baker says, "Conservatively, we could be saving 40-50 pages of courses. And that could amount to a savings in printing and postage that's very significant, in the thousands of dollars."

The new policy on including courses in University bulletins calls for dropping all those classes that have not been taught in two years (for graduate and professional school bulletins this term is extended to three years) and that will not be offered in the next two years. College departments will be allowed to submit petitions to reinstate courses that are dropped.

For more information:

Steve Baker,

Publications and Communications Office

Telephone: 5-3884

BITNET: S-BAKE@UMINN1

INTERNET: S-BAKE@VM1.SPCS.UMN.EDU

State higher ed board has new phone number

The Minnesota Higher Education Coordinating Board has a new voice response system in place for financial aid questions.

The new phone number for the state is 296-3974. When students call this number they will be given the following options:

- If you have grant questions, press 1.
- If you have loan questions, press 2.
- If you have reciprocity questions, press 4.
- If you have summer scholarship or nursing grant questions, press 5.
- For further assistance, stay on the line.



Registration highlights: Spring Quarter, 1992

Campus	Change from 1991		
	Enrollment	Percent	Number
Twin Cities	35,800	-2.7	-966
Crookston	1,380	0.7	10
Duluth	7,128	-0.2	-16
Morris	1,819	-3.9	-74
Waseca	440	-44.2	-348
Total	46,567	-3.0	-1,424

Twin Cities campus colleges	Enrollment	Percent	Number
Agriculture	772	12.5	86
Architecture / Landscape Architecture	222	1.8	4
Biological Sciences	399	18.0	61
Education	1,336	-15.2	-240
General College	1,522	-5.0	-80
Graduate	8,245	3.2	256
Human Ecology	834	-10.2	-95
Institute of Technology	3,994	-0.9	-36
Law School	788	2.3	18
Liberal Arts	12,746	-8.1	-1,124
Management	806	-7.9	-69
Medical School	1,908	8.0	141
Mortuary Science	66	-5.7	-4
Natural Resources	499	17.1	73
Nursing	185	6.9	12
Occupational Therapy	59	7.3	4
Pharmacy	319	-1.8	-6
Physical Therapy	61	5.2	3
Public Health	203	-10.2	-23
University College	173	32.1	42
Veterinary Medicine	266	5.6	14

Total University	Enrollment	Percent	Number
New high school	57	-31.3	-26
New advanced standing (transfers)	657	3.3	21
New adult special	438	-28.4	-174
Total	1,152	-13.4	-179
Continuing	43,932	-2.7	-1,206
Inter-campus	70	-26.3	-25
Intra-campus	775	-5.8	-48
Readmits	638	5.6	34

Source: Office of the Registrar

New Student Programs, PCO awarded grants

New Student Programs and the Publications and Communications Office (PCO) are among 24 campus organizations recently awarded grants by the University Community Building Project, a program of the Office of the Vice President for Student Affairs.

New Student Programs was awarded \$2,000 for a New Student Convocation and \$2,000 to help support the volunteer counselors during New Student Weekend. The PCO received \$1,280 to assess how selected faculty can aid in recruiting students.

Simpler tuition schedule, new classifications part of summer changes

Summer Session just won't be the same.

New rules, which simplify the undergraduate tuition schedule and change student classifications, have been adopted for Summer Session 1992, according to Continuing Education and Extension.

Here's a rundown of changes:

- Tuition will increase about 9 percent in all schools and colleges.
- Tuition rate differentiation by college has been eliminated for Summer Session. Undergraduates who are degree students will pay \$64 per credit for lower division courses, \$70 per credit for upper division.
- Students no longer will be classified as "Academic Year" or "Summer-only." Instead, students now will be categorized as "Degree" or "Nondegree."
- Undergraduate nondegree students will pay a higher tuition rate, \$77 per credit. This applies also to visiting and Adult Special students.
- In years past, only some professional schools charged nonresident rates for Summer Session. Now, all nonresident degree students—except those in the Law School and the evening Masters of Business Administration—will pay the

Policies and procedures: Summer Session 1992 registration and tuition			
Type of student	Tuition	Nonresident rate applies?	Registration begins
Undergraduate programs			
Degree students, Twin Cities campus	Lower or upper division rate, as applicable	Yes	May 14
Degree students newly admitted effective summer, Twin Cities campus	Lower or upper division rate, as applicable*	Yes	May 22
Degree students newly admitted effective fall, Twin Cities campus	Lower division rate*	Yes	May 22
Adult Special students	Nondegree rate	No	May 14
Visiting degree students from other U of M campuses	Lower division rate	Yes	May 22
Visiting nondegree students	Nondegree rate	No	May 22
Graduate and professional degree programs			
Degree students, Twin Cities campus	Varies by school (see p. 32 of the Summer Session Bulletin)	Yes, except Law and Evening MBA	May 14
Adult Special student	Same as above.	Same as above.	May 14
Visiting nondegree students	Same as above.	Same as above.	May 22

* Colleges that do not have a lower/upper division rate structure during the academic year will charge the upper division rate.
Source: Summer Session, Continuing Education and Extension

nonresident rate, unless they qualify for reciprocity. All nondegree students registered in undergraduate colleges will pay \$77 per credit regardless of residence. Nondegree students registering in graduate or professional schools (except Law or the evening MBA) will pay a nonresident rate unless qualified for reciprocity.

- The reciprocity status currently on file with the Registrar will apply to the Summer Session.

For more information:
Carol Ann Dickinson,
Continuing Education and Extension
Telephone: 4-3555.

TheRecord is 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@VM1.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 June edition: Friday, May 29

MIW
9R263r

The Record

UNIVERSITY OF MINNESOTA

News about admissions, records, and financial aid

June 1992, Vol. 16, No. 6

Preus retiring after molding student support services

Jim Preus — who helped mold the University of Minnesota's admissions, records and financial aid functions into a coordinated unit — is retiring from the University of Minnesota. He will continue his duties as assistant vice president for Student Affairs while on leave for one year, and then will move with his wife to New Mexico.

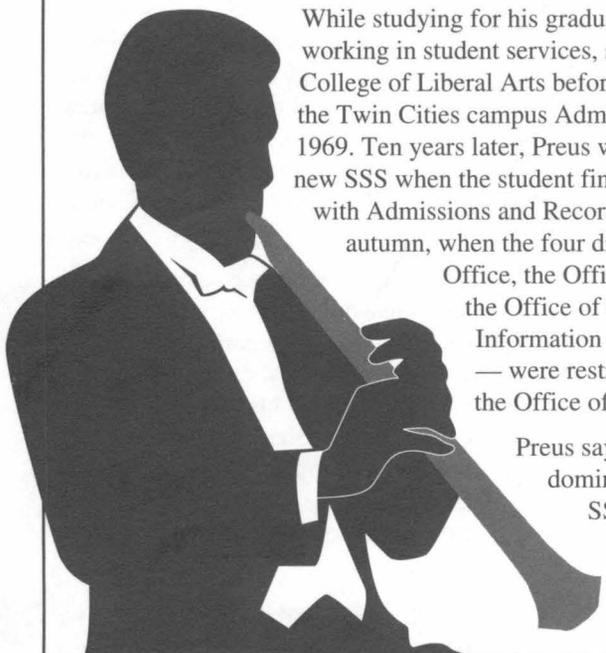
Many people have come to know Preus during the 30 years he has spent as a University of Minnesota employee, especially during the 16 years he was head of Student Support Services (SSS). But Preus has known the University much longer. "I probably started coming to the campus 50 years ago (to attend) kiddie concerts with the Minneapolis Symphony," Preus says.

No doubt that early association encouraged two of the great interests in his life: music and the University. Preus earned a bachelor's degree in music education in 1953 from the University. From 1952 to 1957, he played clarinet part time with the Minneapolis Symphony (which became the Minnesota Orchestra in 1968) and served as a staff sergeant with the United States Air Force Band in Washington, D.C. In 1959 he earned his master's degree and in 1964 his doctorate in psychology, both from the University.

While studying for his graduate degrees, Preus also began working in student services, spending 10 years with the College of Liberal Arts before becoming coordinator of the Twin Cities campus Admissions and Records office in 1969. Ten years later, Preus was named coordinator of the new SSS when the student financial aid office was merged with Admissions and Records. SSS existed until last autumn, when the four divisions — the Admissions Office, the Office of Student Financial Aid, the Office of the Registrar, and Information and Administrative Services — were restructured to report directly to the Office of Student Affairs.

Preus says two major themes dominated his years at the head of SSS: the change in technology and the rise of efficiency.

Preus continued to page 3



Bursar's summer hours

The Bursar's Office has posted summer hours for cashiers' windows, effective from June 22 to August 28.

The East Bank office, 145 Williamson Hall, will be open from 8 a.m.-3:30 p.m. Monday through Friday. The West Bank office, 101A Anderson Hall, will be open from 12:30-3:30 p.m. Monday through Friday.

The St. Paul office, 107 Coffey Hall, will be open from 8 a.m.-2 p.m. Monday through Friday.

Summer records

New records for the number of registrations and the number of fee statements produced were set by the Office of the Registrar on the first day of summer class registration, May 14.

Registrations totaled 4,661 and 4,983 fee statements were produced.

No controlled courses closed on the first day of summer class registration. However, for Summer Session I, 10 sections of controlled courses closed. For Summer Session II, 12 sections of controlled courses closed.

Course inventory

Course Inventory Table IX, *Faculty Instructional Activity, 1991-1992 Academic Year Summary*, will be run by the Office of the Registrar on June 30 and sent to collegiate units by July 10.

For more information:
Elizabeth Grundner
Office of the Registrar
Telephone: 5-4094
BITNET: E-GRUN@UMINN1
INTERNET: E-GRUN@VM1.SPCS.UMN.EDU

Calendar

Information and Administrative Services workshops

Enrollment is limited to 12.

To register, contact:

Nancy Martin, Information and Administrative Services

Telephone: 5-8821

BITNET: N-MART@UMINN1

INTERNET: N-MART@VM1.SPCS.UMN.EDU

Effective Filing Systems

—July 16, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Mary Amundson, Information and Administrative Services

Telephone: 5-1887

BITNET: M-AMUN@UMINN1; INTERNET: M-AMUN@VM1.SPCS.UMN.EDU

WP PLUS Techniques

—July 23, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Deb Parker, Publications and Communications Office

Telephone: 5-3089

BITNET: D-PARK1@UMINN1; INTERNET: D-PARK1@VM1.SPCS.UMN.EDU

Registered Student Reporting Data Base (RRDB/DB2)

—August 6, 1:30-3:30 p.m., 260H Williamson Hall.

For more information:

John Kellogg, Data and Reporting Services

Telephone: 5-3387

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

Important dates

July	3	Independence Day holiday observed. University closed.
	15	Graduate School application deadline for fall quarter.
	21	End of Summer Session I. Commencement.
	22	Last day for undergraduates and students in professional degree programs to pay graduation fees for second term of summer session.
August	23	Summer Session II classes begin.
	17	Orientation programs for new students begin and run through September 23.
	26	End of Summer Session II. Commencement.

Profile reports provide peek at student life

University offices interested in snapshots of demographic and academic characteristics of students might be interested in "Student *Profile Reports*," a new service of Data and Reporting Services (DRS).

The reports, says DRS, can present information on University students or applicants in "subgroups based on any combination of campus, college, major, home location, gender, or ethnic background."

Three *Profile Reports* are available, and others are being developed:

- Student demographic profile, a 12-page summary of demographic and academic characteristics of students enrolled in the most recent or three previous fall terms. The report has two sections, one for all students and the other for new undergraduates only. The section for all students presents information on the students' gender, age, ethnicity, home location, credit load, registration and class. The section for new undergraduates includes the same information, but for new high school students adds details about their high school rank, ACT composite scores, and PSAT verbal and math scores. For new advanced standing students, the report shows previous college credits, previous college GPA, and most recent previous college.

- Student performance summary, a five-page breakdown of students' academic performance. The report shows number, percentages, and averages on cumulative GPA, registration history, and cumulative coefficient of completion. Student performance summaries are available for students enrolled in the current term and in the immediately preceding term.

- Applicant/admit profile, an 11-page

Profiles continued to page 4

Preus

Continued from page 1

"The introduction of the computer had an amazing effect" on student services, Preus says. Bringing computer technology to processes like registration was an evolution. In the late 1970s, for example, students registered for class by carrying computer cards to advisers, professors, academic departments and the registration center.

It wasn't until 1981-82 that the then new registration system was implemented, Preus recalls, adding that it was quite a task to move from the paper record to the computer record serving as the *official* record of a student's career in college. "Instead of keeping information on cards in a shoebox, the computer had all the data," he says.

The change led to a cooperative approach between the admissions, records and financial aid units, because different University offices had to plug into the same databases to retrieve information about students. Before, "there were very large walls between them," Preus says.

Computer technology helped streamline various functions of student services, but the related increase in efficiency has

changed the nature of how administrators help students navigate the University. Providing "student support services" used to mean an admissions effort that saw counselors helping prospective students make the best choices about their University careers, or a financial aid program that assisted students in using their money wisely.

That kind of personal service still exists, but the University's growing student body and the increasing complexity of regulations and policies caused SSS to become more efficient in its use of time and staff. (One reason: In the 1950s, the financial aid office had only about \$50,000 to distribute to students. "Until Sputnik [the Soviet satellite sent into orbit in 1957] and the national move to become more technologically sophisticated," Preus says, "there wasn't much money put into higher education by the state." By comparison, in academic year 1990-1991, \$118 million in financial aid was distributed to Twin Cities campus students.) Still, Preus hopes that students learn something from the "sensitive bureaucracy" of the former SSS units.

Preus can't say for sure what his legacy will be at the University. "It's hard to say what kind of mark an administrator

leaves on an organization. And the more I think about it, the legacy's the people that have been accumulated," Preus says of the staff he's assembled over the years. "There's an important group of people that can help the University accomplish its goals." He notes that the University's student services administrators, unlike those at many other educational institutions, number among them many with degrees in educational psychology, an indicator of Minnesota's commitment to serving students.

Besides his work with student support services, Preus also has been an associate professor with adjunct status on the Counseling Psychology faculty.

Retirement will lead Preus and his wife, Sherry James, to Santa Fe, N.M. Why Santa Fe? "It isn't a retirement community," Preus says. "It has seasons. It has a wonderful arts environment." Preus might find a home for his bassoon in New Mexico as well. He switched from the clarinet to the bassoon years ago, helped found the Minnesota Bassoon Association, and has played the instrument with the Civic Orchestra of Minneapolis.

Students of color



Of the 39,315 students on the Twin Cities campus in Fall 1991, 9 percent were minorities. Here's the breakdown by level:

- 10.6% of undergraduates
- 17% of new freshmen
- 7.7% of new transfers
- 4.4% of graduate students
- 11.8% of professional students

Source: Data and Reporting Services

St. Paul drops in-person Extension registration

Beginning Summer Session II, students no longer will be able to sign up in person at the St. Paul registration center, 130 Coffey Hall, for classes offered by Continuing Education and Extension (CEE).

In-person registration will continue to be offered at CEE in 101 Wesbrook Hall on the Minneapolis campus and at the MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis. Students also may register by mail.

For further information about CEE classes and registration procedures, call 5-3333.

Campus Preview Days

Campus Preview Days, a visitors' program for prospective students and their families and friends, are scheduled on the Twin Cities campus this fall from 9 a.m.-noon on September 26; October 3, 10, 17, 24 and 31; and November 7.

The program includes tours and information about admissions, housing, financial aid, academic and support programs, student organizations, and social, recreational, and athletic opportunities. Prospective advanced standing students also may have their transfer credits evaluated.

The event is coordinated by Loren Anderson in the Office of Admissions. For further information, call 5-2006.

Profiles

Continued from page 2

summary of demographic and academic information about a selected group of applicants and admits for the most recent fall term. The report covers characteristics such as sex, age, home location, and registration status.

Each of the reports can be generated for subgroups based on combinations of these characteristics: campus, unit, major, ethnicity, gender, home location, the term and year in which the student applied, type of application, and the decision made about the application. For example, reports could be generated about female engineering students on the Duluth campus or Twin Cities campus students from Beltrami County. Reports based on characteristics may be available, but because special programming is required a fee of \$25-\$100 is charged.

Profile Reports are available by writing Data and Reporting Services, 260 Williamson Hall, or by calling 5-3387.

Just five minutes

The average wait time for students during the early queued registration period (May 18-June 6) for Fall 1992 was five minutes, says the Office of the Registrar. That's the same as for Spring 1992 and early Fall 1991 registration, even though the registration period was shortened by two days from 1991.

Largest classes of Spring Quarter '92

TOP

Rank	Enroll.	Course	Instructor and title
1	487	Psy 1001-1	Peterson (Associate Professor)
2	368	Biol 1101-1	Woodward, V. (Professor)
3	334	Psy 3201-1	Fleming (Asst. Prof.) and Gonzales (Asst. Prof.)
4	320	Econ 1101-1	Rebelein (Teaching Assistant)
5	310	Anth 1102-1/1102H-80	Gerlach (Professor)
6	308	Chem 1005-1	Leopold, K. (Assistant Professor)
7	295	Psy 3604-1	Butcher (Professor)
8	291	Chem 1005-2	Leopold, D. (Assistant Professor)
9	278	Psy 3101-1	Tellegen (Professor)
10	268	Biol 1009-2/1009H-80	Goldstein (Associate Professor)
11	258	Phys 1253-1	Dahlberg (Professor) and Johnson (Professor)
12	250	Th 1102-2	Norwood (Professor)
13	249	Pol 1001-2	McGuire (Assistant Professor)
14	241	Phys 1253-2	Courant (Professor)
15	238	Geo 1001-1	Edwards (Assistant Professor)
16	235	Geog 3101-1	Gersmehl (Professor)
17	234	CBN 3001-1	Magney (Assistant Professor)
18	233	Hist 3823-1	Berman (Professor)
19	226	Phys 1252-1	Walsh (Professor)
20	225	Econ 1101-2	Moe (Teaching Assistant)
21	221	Hist 1013-1/1013H-80	Evans, S. (Professor)
22	210	Anth 1101-1/1101H-80	Walker (Assistant Professor)
23	207	Biol 1009-1	Gleason (Associate Professor)
24	204	Arch/LA 1022-1	Martin (Professor)
25	201	Hist 1301-1/1301H-80	Ruggles (Associate Professor)
26	201	PubH 3001-1/5022-1	Rothenberger (Instructor)
27	197	Econ 1102-2	Debuque (Teaching Assistant)
28	196	Phil 1001-1	Dolan (Associate Professor)
29	194	Soc 1001-3	Hwang (Teaching Assistant)
30	193	Soc 3501-1	Reiss (Professor)
31	190	Phsl 5111-1/8111-1	Medical School faculty
32	188	ArtH 1002-1	Cooper (Professor) and F. Asher (Professor)
33	185	MicB 5206-1	Schlievert (Professor)
34	184	InMd 5115-1	Medical School faculty
35	183	Econ 1102-1	Cortes (Teaching Assistant)
36	182	AdPy 5107-1	Medical School faculty
37	180	Psy 1005-1	Fox (Professor) and Peterson (Associate Professor)
38	178	Phys 1106-1	Pepin (Professor)
39	177	Geog 1401-1	Squires (Associate Professor)
40	176	InMd 5204-1	Medical School faculty

Source: Office of the Registrar

TheRecord is 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@VM1.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 July edition: Friday, June 26

MIW
9 R263r

The Record

UNIVERSITY OF MINNESOTA

News about admissions, records, and financial aid

July 1992, Vol. 16, No. 7

STARS offers one-step billing for students

The second phase of STARS—the new Student Accounts Receivable System—will be in place on schedule beginning fall quarter,

STARS
An easier way to manage your financial aid

according to Mary Sue Gilbertson, a principal accountant in

the Office of Student Financial Aid (OSFA). Gilbertson is one of three leaders for this phase of the project.

STARS continued to page 3

Fall information sheet

The annual fall quarter information sheet is included with this month's edition of *The Record*. The sheet was mailed to students with a year-end audit transcript, as part of the Office of the Registrar's annual transcript mailing to all students registered for spring quarter 1992.

One correction to the insert should be noted: the first day of class for fall quarter is *Thursday*, Sept. 24.

For more information:
Judith Shalaby, Office of the Registrar
Telephone: 5-1530
BITNET: J-SHAL@UMINN1
INTERNET:
J-SHAL@VM1.SPCS.UMN.EDU

Bulletin survey finds Minnesota's in the minority

Unlike many large colleges and universities in North America, the University of Minnesota produces multiple college bulletins—rather than single catalogs meant for all undergraduate or graduate students—and distributes them free on request. Those are two of the findings of a recent survey by the Publications and Communications Office (PCO).

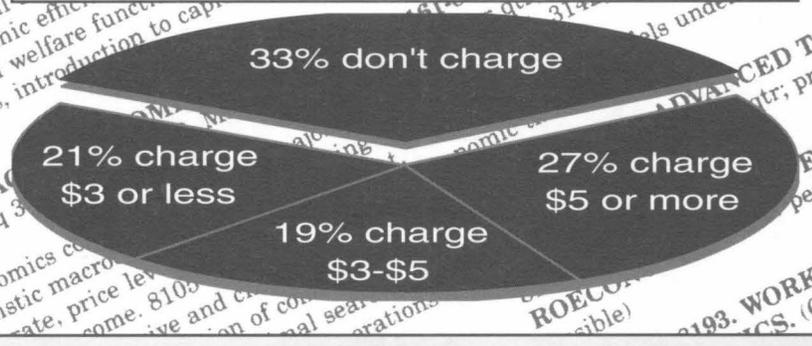
The survey was initiated after discussion with the Publications Advisory Board (PAB), a University-wide group of staff, faculty, and students that counsels PCO about the publications it produces. Results of the survey will be presented to the PAB later this month by Steve Baker, manager of PCO.

The survey drew responses from more than 50 colleges and universities comparable to the University. "Across the country we're in the minority in producing multiple bulletins," Baker says, "and likewise we're in the minority because two-thirds (of institutions responding to the survey) charge something for their bulletins."

Results of the survey could lead to further discussion about how University bulletins are produced and distributed. "It's not unlikely that we would consider,"
Bulletins continued to page 2

Buying bulletins

Two-thirds of colleges surveyed by the Publications and Communications Office charge some segment of their audience \$2-\$10 for college bulletins. The University of Minnesota is one institution that doesn't charge anyone.



Calendar

Information and Administrative Services workshops

Enrollment is limited to 12.

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

WP PLUS Techniques

—July 23, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only.)

For more information:

Deb Parker, Publications and Communications Office

Telephone: 5-3089

BITNET: D-PARK1@UMINN1; INTERNET: D-PARK1@VM1.SPCS.UMN.EDU

Writing Effective Minutes

—July 30, 1:30-3:30 p.m., 260H Williamson Hall. (SSS employees only)

For more information:

Bill Magdalene, Publications and Communications Office

Telephone: 5-5826

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

Registered Student Reporting Data Base (RRDB/DB2)

—August 6, 1:30-3:30 p.m., 260H Williamson Hall.

For more information:

John Kellogg, Data and Reporting Services

Telephone: 5-3387

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

Introduction to Student Systems

—August 20, 1:30-3:30 p.m., 260H Williamson Hall.

For more information:

Roberta Armstrong, Information and Administrative Services

Telephone: 5-6674

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

Important dates

July	21	End of Summer Session I. Commencement.
	22	Last day for undergraduates and students in professional degree programs to pay graduation fees for second term of summer session.
	23	Summer Session II classes begin.
August	17	Orientation programs for new students begin and run through September 23.
	26	End of Summer Session II. Commencement.

Bulletins

Continued from page 1

as we have in the past, a common undergraduate bulletin," Baker notes. "It's not inconceivable that at some point we might charge for bulletins."

According to survey results, 58 percent of colleges and universities produce an undergraduate bulletin, a graduate bulletin, and professional school bulletins, if applicable. Another 25 percent, including the University of Iowa, produce a combined bulletin for undergraduates and graduates. Only 17 percent produce multiple college bulletins. Minnesota produces 25 two-year bulletins.

More than half of the colleges and universities give one free copy of their undergraduate bulletins to enrolled students, faculty, staff, and selected external audiences. At the same time, two-thirds of institutions charge somebody something for their undergraduate bulletins—as much as \$10 at the University of Colorado.

PCO's survey is not the first, and draws on studies already done by Arizona State University, UCLA and the University of Nebraska. Still, Baker says, the survey has garnered plenty of interest among the institutions that participated. "I think colleges and universities are looking at cost and distribution systems (of bulletins) and looking at cutting out waste," he says. "Clearly, the trend is toward fewer pieces produced." The University of Louisville, for example, recently consolidated nine undergraduate bulletins into one two-year catalog that is distributed free to admitted students. Six years ago the various undergraduate bulletins at Washington University at St. Louis were combined into one; next year, the bulletin will be produced biennially rather than annually.

For more information:

Steve Baker,

Publications and Communications Office

Telephone: 5-3884

BITNET: S-BAKE@UMINN1

INTERNET: S-BAKE@VM1.SPCS.UMN.EDU

UNIVERSITY OF MINNESOTA

FALL QUARTER 1992 INFORMATION

About This Mailing—You have received the annual transcript mailing from the Office of the Registrar. There are two pieces in the mailing—this fall quarter information sheet and an audit copy of your transcript.

This info sheet contains a recap of registration and cancel/add procedures for fall. Please read all sections that apply to you.

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

Fall Quarter—Fall quarter classes begin Monday, September 24 and end December 4. Final exams run from December 7-12. Classes are excused and University offices are closed on the following holidays: November 26-27.

Students Already Registered for Fall—You will need the information on these pages *only* if you plan to change your fall program (cancel/add). All cancel/adding must be done on or after your spot in the second fall queue (see the box in the next column). Save your *Fall Class Schedule*; no new *Class Schedule* will be published for fall. The *Fall Quarter Update*, a listing of all course changes since the beginning of registration, complete tuition and fee information, and any policy changes, will be published and sent to you during the second week in August. This mailing will also include a fee statement showing your assessment for fall quarter.

REMEMBER: It is your responsibility to report any change in your address to the University. If you have moved or will be moving, submit an address change to 150 Williamson Hall (612/625-5333) or 130 Coffey Hall (612/624-3731). If, for any reason, you do not receive your fee statement or billing statements in the mail, you are still responsible for paying your tuition and fees when due. (See page 2, Billing Statements for Fall.)

If you need an adjusted fee statement for any reason (e.g., you now have reciprocity, an outside agency tuition authorization, or your graduate assistantship has now been processed), return to the registration center on or after August 31. You do not need to wait for your queue date if you only need an adjusted fee statement and do not need to cancel/add.

Students Not Yet Registered for Fall—Although registration for fall has now closed, you may be able to register before the second fall queue by making arrangements with your college office. *Fall Class Schedules* are available now from your college office (department offices for graduate students; 202 Fraser Hall for CLA, IT, and UC students). In August you can pick up a copy of the *Fall Quarter Update*—a listing of all course changes, tuition and fee information, and registration dates. Use the *Update* before you register to check for course changes to the *Fall Class Schedule*.

Registration and Cancel/Add Dates—The second fall queue is listed below. You can register or cancel/add, and obtain a copy of the *Update* all on the same day by using this queue to plan one trip to campus. Retain this copy of the queue: Registration Status Notices will *not* be issued for late fall registration.

DATE	8:00 a.m.	1:00 p.m.
August 31	Buenger-Ezzz	F-Fzzz
September 1	G-Hedzz	Hf-Hzzz
September 2	I-Kazzz	Kb-Kzzz
September 3	L-Lzzz	M-Mezz
September 4	Mf-Nzzz	O-Pazzz
September 8	Pb-Rozzz	Rp-Seize
September 9	Seizf-Spzzz	Sq-Thzzz
September 10	Ti-Vzzz	W-Wozzz
September 11	Wp-Alzzz	Am-Bazzz
September 14	Bb-Boqzz	Bor-Buengeqzzz

Registration Hours—The registration center in 202 Fraser Hall and the registration and student contact areas in 130 Coffey Hall are open Mondays from 8:00 a.m. until 6:00 p.m. Hours on Tuesday through Friday are from 8:00 a.m. to 4:00 p.m. Student relations, transcripts, and certification services are also available until 6:00 p.m. Mondays in 150 Williamson Hall. All University offices will be closed September 7 for the Labor Day holiday.

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

Holds—If you have a hold on your record, you may not register or cancel/add until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid library fines, unpaid tuition or fees, or delinquent health service payments) or for disciplinary or scholastic reasons. For more information, see page 6 of your *Fall Class Schedule*, check with your college office, or call or visit a student relations staff member in 150 Williamson Hall (612/625-5333) or 130 Coffey Hall.

1992-93 Tuition Rates—Tuition rates for the coming academic year had not been set when this mailing was printed. Complete tuition information for undergraduates as well as graduate and professional school students will be available in the *Fall Quarter Update*. If you registered in May or June, you will receive a copy of the *Update* by mail in August. Copies will also be available in August at your *Class Schedule* distribution site.

Student Services Fee—All students registered for 6 or more credits must pay a student services fee in addition to tuition. The *proposed* fee for the 1992-93 school year is \$128.70 per quarter (\$193.05 per semester).

Billing Statements for Fall—Billing statements for fall will be mailed to all students on October 1. The first installment payment for tuition and fees will be due October 23. See page 21 in the *Fall Class Schedule* for information on other billing dates and fee due dates for fall quarter.

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

Degree Application Dates—Undergraduates and students in professional programs (e.g., MEd.) must submit an Application for Degree form to the Student Relations Unit, 150 Williamson Hall (130 Coffey Hall for St. Paul students). Your application *must* include a \$25 graduation fee (check or money order only). If you fail to apply by the dates listed below, you will not be able to graduate until the following quarter. For information on Graduate School graduation application and commencement deadlines, see page 9 of the *Fall Class Schedule*.

NOTE: Students in the colleges of Agriculture and Human Ecology, and the programs in Agricultural Education and Home Economics Education must meet deadlines earlier than those listed below.

DEGREE APPLICATION DEADLINES	
QUARTER OF GRADUATION	APPLICATION DEADLINE
Second Term Summer 1992	July 22, 1992
Fall 1992	September 30, 1992

Transcripts—There are two types of service for *official* transcripts: regular service and rush service. (Official transcripts are certified and signed by the University Registrar.) Regular service is available for \$3 a copy. Processing time for regular service is 2-3 workdays; after processing, your copies will be mailed to the places you have specified. Rush service is available for \$9 a copy. Rush service guarantees your transcript will be issued to you in person or put in the mail on the same day it is requested. You must have a picture ID (student

ID card, driver's license, or current passport) to receive over-the-counter rush service.

Official transcripts should be requested in 150 Williamson Hall for Minneapolis students or 130 Coffey Hall for St. Paul students. If your last registration in Extension was spring 1989 or earlier, you must request your Extension record in 150 Williamson Hall, Minneapolis. (You may also write for transcripts. See Access to Student Educational Records, below, for complete addresses.) Your request must include a check or money order payable to the University of Minnesota for \$3 or \$9 per transcript or the same amount in transcript vouchers from the Bursar.

Unofficial copies of your student record are also available at 150 Williamson Hall or 130 Coffey Hall. There is no charge for unofficial copies; there is, however, a limit of one copy per day. You must also present a picture ID when you request an unofficial copy of your record.

Access to Student Educational Records—In accordance with regents' policy on access to student records, information about you generally may not be released to a third party without your permission. (Exceptions under the law include state and federal educational and financial aid institutions.) The regents' policy also permits you to review your educational records and to challenge the contents of those records.

Some student information—name, address, telephone number, dates of enrollment and enrollment termination, college and class, major, adviser, academic awards and honors, and degrees earned—is considered public or directory information. You may prevent release of public information outside the University only during your terms of enrollment. To do so, you must notify the records office on your campus.

Students are advised that disciplinary action will be taken if academic records are forged or altered.

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

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

Published by the Office of the Vice President for Student Affairs, Office of the Registrar

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

New bulletins being published

The new bulletin for the College of Liberal Arts, the second-largest course catalog at the University, is scheduled for delivery July 31. It's one of 10 new bulletins for Twin Cities colleges being published this year by the Publications and Communications Office (PCO).

The Graduate School bulletin, the largest catalog, is scheduled for delivery September 21. And the bulletin for the Carlson School of Management is due out August 14.

Already published are new two-year bulletins for the colleges of Education, Human Ecology, and Natural Resources, and the School of Nursing.

Also planned for publication are new bulletins for University College, the College of Architecture and Landscape Architecture, and the School of Public Health.

For more information:

Steve Baker,

Publications and Communications Office

Telephone: 5-3884

BITNET: S-BAKE@UMINN1

INTERNET: S-BAKE@VML.SPCS.UMN.EDU

Send 'em 2nd class

College bulletins should be sent by second class U.S. mail, not first class, says Information and Administrative Services (IAS) in a reminder to college offices and departments.

Doing otherwise could jeopardize the University's second class mailing permit.

Recently several bulletins, which someone has attempted to send by dropping them into first class mail, have been returned to IAS marked "postage due." The bulletins are not reaching the individual for whom they were intended.

College offices may request that bulletins be mailed from IAS by calling 5-9864. If a college offices or department wishes to mail a bulletin itself, the bulletin should be placed in an envelope to which proper postage is affixed.

STARS

Continued from page 1

Initiated in February 1991, STARS provides University students with one-step billing and a method to better budget their school expenses.

STARS will allow financial aid to be applied electronically against tuition, fees, and on-campus housing charges, eliminating the need for students to stand in lines to pick up paper checks and to pay fees. It's estimated that the combination of STARS, Electronic Funds Transfer, and decentralized delivery for the Minnesota State Grant program will cut the number of paper checks disbursed by more than 80 percent, from 96,492 in 1991-92 to 16,000 in 1992-93, Gilbertson says.

The first phase of STARS (see *The Record*, May 1991) eliminated different due dates on fee statements and introduced a new billing system and an expanded installment payment option. The second phase will link the financial aid system to the billing system.

When students return their Financial Aid Notification letters, they will list the number of credits they expect to take for each quarter in the coming year. Students need to accurately predict the

number of credits they will be taking and to register at their assigned queue times before payments will be credited to STARS, Gilbertson points out. Registration must show up on the Student Data Base and match OSFA's Student Aid Management System (SAMS) values. SAMS payments interface to STARS runs each weekend.

Students will select one of three options on their notification letter in the event of a credit balance in their STARS account after tuition, fees, and housing are paid: 1) to keep the balance in the account; 2) to receive a check by mail; or 3) to pick up a check on campus. Students who receive financial aid also will receive account or billing statements that will itemize charges and payments.

For more information:

Mary Sue Gilbertson,

Office of Student Financial Aid

Telephone: 4-7381

BITNET: M-GILB1@UMINN1

INTERNET: M-GILB1@VML.SPCS.UMN.EDU

Carolee Cohen, Bursar/SAR Office

Telephone: 5-6579

BITNET: C-COHE@UMINN1

INTERNET: C-COHE@VML.SPCS.UMN.EDU

Jann Owen,

Administrative Information Services

Telephone: 6-1703

BITNET: J-OWEN@UMINN1

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

Grade reports due July 24

Grade reports for Summer Session I should be submitted to the Office of the Registrar no later than 8:30 a.m. on Friday, July 24. **Grades received after the deadline will not be reflected on audit transcripts scheduled to be mailed to students beginning July 28.** Departments are encouraged to submit grades early, on Wednesday or Thursday, July 22 or 23, if possible.

If a course ends on a day other than July 21, then the grades are due 72 hours from the scheduled final examination, in accordance with University Senate rules. Grades for intensive foreign language classes should be held until all parts of the sequence have been completed.

Departments on the Minneapolis campus that want a messenger to pick up day school grade reports should contact Office Services, 5-9864, no later than 8:30 a.m. on July 24. 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.

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

Gopher speeds search of on-line Class Schedule

The Preliminary Winter/Spring *Class Schedule* for the Twin Cities campus now is available on the "gopher" information server, says Jeff von Munkwitz-Smith, assistant director of System Control in the Office of the Registrar.

The on-line schedule can be searched to find courses based on the course title. For example, searching with the word "meteorology" produces a list of departments that offer courses with that word in the course title during winter or spring quarters 1993.

Gopher is an information retrieval system developed at the University. Administrative Information Services (AIS) clients can use gopher through the "QA" option. When the A-NET "OPTION" prompt appears, type "gopher" for access. For help on using the gopher system through AIS, contact the Microcomputer Help Line at 6-4276, or send INTERNET electronic mail to GOPHER@BOOMBOX.UMN.EDU.

People with direct links to INTERNET from their microcomputer will need gopher client software, says von Munkwitz-Smith. The software is available free from Computer and Information Services (CIS).

```

Wang Local Office Connection
-----
Session Edit Fonts DP Keys WPPlus Keys Help
MICROBIOLOGY (MicB)
Medical School
Winter Quarter
5105 Biology of Microorganisms
5205 Microbiology for Medical Students
R 5218 Immunology
5232 Medical Microbiology
5234 Immunology and Medical Microbiology Laboratory
R 5970 Directed Studies
5990 Directed Research
5992 Practicum: Teaching
8112 Microbial Genetics
8125 Microbial Ecology and Development
R 8217 Frontiers of Immunology II: Cellular Immunology
8777 Thesis Credits: Masters
8888 Thesis Credits: Doctoral
R 8910 Seminar
8911 Colloquium in Microbiology
8990 Research in Microbiology
Spring Quarter
5105 Biology of Microorganisms
5206 Microbiology for Medical Students
5352 Applied Microbiology
--Less-- (55%) [Press space bar to continue, q to quit]
3278-2 STATUS: AVAILABLE AISGWP KBD: READY R24 C57 ALPHA
  
```

The "gopher" system retrieves course listings from the on-line *Class Schedule*. The computer screen shown is from a Windows platform; others may vary.

Other information available from the gopher system includes telephone directories from other universities, National Weather Service forecasts, text from the *Minnesota Daily*, and connections to about 100 other gopher servers around the world.

Regular academic year *Class Schedules* for the Twin Cities campus should be available via the gopher system beginning with winter 1993. His office also is working with AIS and with CIS to make the daily Section Status Report available on gopher, von Munkwitz-Smith says.

For more information:
Jeff von Munkwitz-Smith, System Control
Telephone: 5-1800
BITNET: J-VON@UMINN1
INTERNET: J-VON@VM1.SPCS.UMN.EDU

PCSR mailing set Aug. 5

Winter quarter 1993 Preliminary *Class Schedule* Reports (PCSRs) will be mailed to academic units for review on Wednesday, August 5, and will be due back on Thursday, August 20. PCSRs give units one more chance to check winter quarter 1993 course descriptions, credits, times, and rooms before the winter *Class Schedule* is distributed.

Admission guide published

The 1992-1993 *Guide to Undergraduate Admission*, previously known as the *Application Booklet*, has been published by the Office of Admissions. The 12-page booklet give prospective students information about how to apply to the University. Copies are available by calling the Admissions Office at 5-2006.

TheRecord is 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@VM1.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 August edition: Friday, July 24

The Record

UNIVERSITY OF MINNESOTA

News about admissions, records, and financial aid

August 1992, Vol. 16, No. 8

Some students still will pick up aid checks

STARS (the Student Accounts Receivable System) will electronically apply financial aid against tuition, fees, and on-campus housing

STARS
An easier way to manage your financial aid

charges, eliminating more than 80 percent of paper checks come fall quarter (*The Record*, July 1992). The second phase of the new billing system is to be in place by fall quarter.

But some 16,000 actual checks will still be disbursed for fall quarter, as follows:

- Departmental aid payments will be produced by the Office of Student Financial Aid, but the checks will be routed from Check Control to the Bursar's Office. Departments may pick up the payments there for distribution or have the student pick up payments in 140 Williamson Hall.
- Loans not processed through Electronic Funds Transfer, direct payment private scholarship payments, and agency grants will be distributed through the Check Disbursement Office. Fall quarter issuance will be at Coffman Memorial Union two days only:

STARS continued to page 4

Management experiments with plus/minus grade system

A five-year experiment to gauge the impact of adding pluses and minuses to students' grades is under way in the Carlson School of Management (CSOM). And although it's too early to say for sure, it appears that faculty are pleased with the system and that students' grade point averages (GPAs) aren't suffering.

Since fall quarter 1991, most faculty in the school have been adding pluses and minuses to grades, says Jerry Rinehart, CSOM's director of undergraduate programs.

"It began with faculty dissatisfaction with the five-point system (the A-F system), and that was really amplified in the lower division premanagement courses," Rinehart says. As an upper division program, CSOM looks to the student's performance in lower division courses as one measure of whether he or

Grades continued to page 3

Upping the averages?:

Impact of +/- grade system

Here's a comparison of Carlson School of Management students' grade point averages (GPAs) from academic year 1990-91 and academic year 1991-92, the first year of the +/- grading system experiment. Overall, GPAs have increased.

	1990-1991	1991-92
Fall quarter	3.01	3.04
Winter quarter	3.14	3.15
Spring quarter	3.14	3.22

Source: Carlson School of Management

Registrar's fall quarter updates inside

Two inserts, *Fall Quarter 1992 Update: Course Changes* and *Fall Quarter 1992 Update: Policy Changes and Procedures*, are included in this newsletter. The updates, prepared by the Office of the Registrar, provide the latest information about fall quarter. The updates also are mailed to students and college departments.

One recent change should be noted: The nonresident day school per credit tuition rate for Masters of Business Administration students has been reduced to \$293 from \$327.

For more information:

Judith Shalaby, Office of the Registrar; Telephone: 5-1530

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

Calendar

Information and Administrative Services workshops

Enrollment is limited to 12.

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

Wang WP PLUS Glossary

August 27, 1:30-3:30 p.m., 260H Williamson Hall.

Prerequisite: Wang WP PLUS users.

For more information:

Deb Parker, Publications and Communications Office

Telephone: 5-3089

BITNET: D-PARK1@UMINN1; INTERNET: D-PARK1@VM1.SPCS.UMN.EDU

Managing Your Hard Disk with DOS

September 3, 10 a.m.-3:30 p.m., 260H Williamson Hall.

Prerequisite: Office of Student Affairs IBM PC users.

For more information:

David Moy, System Development/Operations

Telephone: 5-4384

BITNET: D-MOY@UMINN1; INTERNET: D-MOY@VM1.SPCS.UMN.EDU

Financial Aid Reporting Data Base (FARDB/DB2) Workshop

September 8, 10 a.m.-noon, 260G Williamson Hall.

Prerequisite: University staff seeking access to FARDB/DB2.

For more information:

Gloria Spohn, Office of Student Financial Aid

Telephone: 4-1334

BITNET: G-SPOH@UMINN1; INTERNET: G-SPOH@VM1.SPCS.UMN.EDU

PROFS Review

September 10, 1:30-3:30 p.m., 260H Williamson Hall.

Prerequisite: OSA staff using PROFS.

For more information:

Carolyn Davidson, System Development/Operations

Telephone: 5-6390

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

Important dates

August	17	Orientation programs for new students begin and run through September 23.
	26	End of Summer Session II. Commencement.
September	7	Labor Day holiday. University closed.
	23	Last day to register for fall quarter without paying late registration fee.

Grade reports due August 31

Grade reports for Summer Session II should be submitted to the Office of the Registrar no later than 8:30 a.m. on Monday, August 31. **Grades received after the deadline will not be reflected on audit transcripts scheduled to be mailed to students beginning September 2.** Departments are encouraged to submit grades early, on Thursday or Friday, August 27 or 28.

If a course ends on a day other than August 26, then the grades are due 72 hours from the scheduled final examination, in accordance with University Senate rules.

Departments on the Minneapolis campus that want a messenger to pick up day school grade reports should contact Office Services, 5-9864, no later than 8:30 a.m. on August 31. 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. If it is necessary to make a delivery at a time other than from 8 a.m. to 4 p.m., contact the Office of the Registrar at 5-5069 to make special arrangements.

Questions about the summer session grade run should be directed to Office of the Registrar at 5-5069 or 5-9050.

Graduate/Professional School Day scheduled

The 1992 Graduate/Professional School Day, an opportunity for students to meet representatives of graduate and professional programs from around the country, is slated from 10 a.m. to 2 p.m. Wednesday, October 28, in the Great Hall of Coffman Memorial Union.

The event is open to the public and is free of charge. It's sponsored by the College of Liberal Arts (CLA) Career Development Office and the CLA Student Intermediary Board in cooperation with the Graduate School.

Grades

Continued from page 1

she should be admitted to the school.

"We knew we were not making good enough discriminations," Rinehart explains. A student who just misses getting an "A" in a premanagement course, for example, would receive a "B" in the standard A-F grade system. At the same time, a student who just barely avoids a course grade of "C" would get a "B" as well.

Under the experimental system, the first student receives a "B+", while the latter student gets a "B-".

CSOM received approval for the experiment from its masters and undergraduate student governments, as well as from the Faculty Senate. Some students, Rinehart says, were concerned that adding pluses and minuses would hurt GPAs. Research from other colleges and universities, however, has shown that "it's really a wash:" at some schools, GPAs have slipped; at others, GPAs have risen.

A comparison between winter 1991 and winter 1992 shows that CSOM students fared better, increasing their overall GPA from 3.199 to 3.248. But Rinehart cautions: "I wouldn't say it clearly shows that the plus/minus system increases grade point averages."

Management's faculty generally have been pleased with the experiment so far, Rinehart reports. "The only negative comment has been that there have been more discussions about grades," he says, but because students are negotiating about pluses and minuses—rather than whole letter grades—those discussions have been less intense.

Because plus and minus grades don't appear on transcripts of non-CSOM students and because other units don't use CSOM's experimental system, CSOM has had to figure plus and minus grades based on class performance.

"We're anxious for that day when other (academic) units would be interested in joining us," Rinehart says.



Registration highlights: Summer Session I, 1992

Campus	Enrollment	Change from 1991	
		Percent	Number
Twin Cities	13,191	-5.3	-741
Crookston	133	-4.3	-6
Duluth	1,792	-4.9	-93
Morris	121	12.0	13
Total	15,237	-5.1	-827

Twin Cities campus colleges	Enrollment	Percent	Number
Agriculture	188	8.7	15
Architecture / Landscape Architecture	35	-27.1	-13
Biological Sciences	142	-20.2	-36
Education	1,562	--3.0	-49
General College	375	3.6	13
Graduate School	1,881	-7.8	-160
Human Ecology	196	-26.3	-70
Institute of Technology	1,276	5.0	61
Law School	182	13.0	21
Liberal Arts	4,746	-8.8	-457
Management	288	-2.0	-6
Medical School	1,595	-2.1	-34
Mortuary Science	23	-37.8	-14
Natural Resources	69	-9.2	-7
Nursing	103	8.4	8
Occupational Therapy	24	26.3	5
Pharmacy	81	14.1	10
Physical Therapy	2	N/A	2
Public Health	119	-20.1	-30
University College	78	20.0	13
Veterinary Medicine	58	-6.5	-4

Total University	Enrollment	Percent	Number
New high school	2	100.0	1
New advanced standing (transfers)	308	10.0	28
New adult special	150	-14.8	-26
Total	460	0.7	3
Continuing	11,292	-4.8	-571
Inter-campus	17	-61.4	-27
Intra-campus	120	-6.3	-8
Readmits	619	-2.1	-13
Summer only	2,729	-7.2	-211

Source: Office of the Registrar

Scheduling Office has new calendar

The Scheduling Office Calendar for August 1992 through July 1993 will be mailed to academic units on August 17. The calendar lists mail-out dates and due dates for class schedule forms, course inventory, and final exams. Summer Session 1993 bulletin deadlines are set in the Summer Session Office and are not included in this calendar.

Additional copies may be obtained by calling Vickie Axen, Office of the Registrar, at 5-7335.

Coordinate campus tuition, 1992-1993

Here are the 1992-1993 University of Minnesota coordinate campus per-credit tuition rates for undergraduate and departmental masters. Crookston and Duluth have a 14- to 18-credit plateau. Morris has a 14- to 20-credit plateau. Twin Cities rates are listed in the enclosed "Fall Quarter 1992 Update: Policy Changes and Procedures." The Board of Regents approved the rates July 10.

Students registering in	Resident	Nonresident
Crookston campus	\$59.00	\$174.05
Duluth campus		
Lower division	66.00	194.70
Upper division	70.00	206.50
Departmental masters	94.00	188.00
Morris campus		
Lower division	70.00	206.50
Upper division	75.00	221.25

Source: Office of the Registrar

Student services fees

Here are the 1992-1993 student services fees for the University of Minnesota. Additional Twin Cities campus fees are listed on the enclosed "Fall Quarter 1992 Update: Policy Changes and Procedures." Duluth's fee decreases from last year; Morris's remains the same.

Campus	Fee
Crookston	\$66.70
Duluth	90.60
Morris	102.00
Twin Cities	128.70

Note: The Twin Cities fee includes a \$60.70 Health Service fee for most students.

Source: Office of the Registrar

Undergrad handbook published by Admissions

The 1992-1993 *Undergraduate Student Handbook* has been published by the Office of Admissions. The 16-page booklet is a student's guide to resources and services on the Twin Cities campus. It will be distributed to new students during orientation.

For more information:

Judy Werthaus, New Student Programs
 Telephone: 4-0666
 BITNET: J-WERT@UMINN1
 INTERNET: J-WERT@VM1.SPCS.UMN.EDU

STARS

Continued from page 1

Thursday, September 24, and Friday, September 25, from 8 a.m. to 3:30 p.m. There will be no alphabetical breakdowns. Starting Monday, September 28, checks will be available in 140 Williamson Hall.

Mary Trandem, the Bursar's Office administrative director, is creating procedures for special or emergency services to students whose financial aid or resulting credit balance checks have been delayed.

For more information:

Mary Trandem, Office of the Bursar; Telephone: 5-6805
 BITNET: M-TRAN@UMINN1; INTERNET: M-TRAN@VM1.SPCS.UMN.EDU

TheRecord is 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@VM1.SPCS.UMN.EDU

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

Copy deadline for September edition: Friday, August 21

MIW
9/26/92

The Record

UNIVERSITY OF MINNESOTA

News about admissions, records, and financial aid Sept.-Oct. 1992, Vol. 16, No. 9

Accounting system gets good review

The shake-down cruise for STARS (the Student Accounts Receivable System) presented few problems and plenty of praise from students.

STARS
An easier way to manage your financial aid

"It's moving quite smoothly," Mary Trandem,

administrative director in the Bursar's Office, said during the first week of fall quarter.

Carolee Cohen, of the Bursar's Student Accounts Receivable office, agreed: "Friday morning at Coffman union (during the first week of classes) there's usually 40 million people waiting at 8 a.m. to pick up checks, and this year there were just two guys."

STARS electronically applies financial aid against tuition, fees, and on-campus housing charges and has eliminated about 80

STARS continued to page 2

STARS flyer inside

A peach-colored sheet highlighting some of the features of STARS and showing a flow chart of the financial aid payment process is inserted in this edition of *The Record*.

Pre-printed applications could up freshman count

As part of a goal to boost freshman enrollment by 800 new students a year by the fall of 1997, the Office of Admissions in mid-October will begin mailing pre-printed applications to selected students.

The applications will be sent to prospective new freshmen who report their ACT test scores to the University of Minnesota and who recruiters think have a good chance of succeeding here, says George Hudachek, an assistant director in the admissions office.

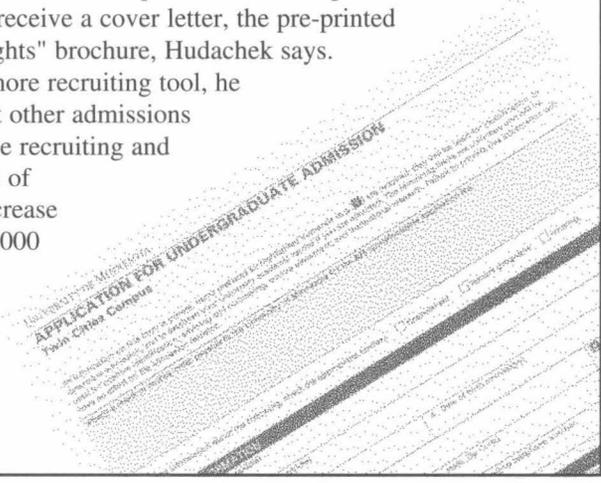
"We found that over the past year or so, of the students who sent us ACT scores, 67 percent never applied here," Hudachek says. Of roughly 15,800 students who had their scores reported to the University in 1991, about 10,700 never applied. Students are allowed to report scores to three institutions as part of the basic fee for the test, and Hudachek speculates that the University of Minnesota often may not be the first choice.

The idea for the pre-printed application was brought from the University of Houston by Wayne Sigler, the new admissions director, but similar programs are used in institutions throughout the country. The application also is part of a larger effort by the Office of Admissions to increase the "user friendliness" of the recruitment process, says Sigler.

By using a two-page application form that has some parts already completed, recruiters hope to make the admissions process less daunting for new freshmen. High school students who report an ACT composite score of 24 or better will receive a cover letter, the pre-printed application and a "Highlights" brochure, Hudachek says.

The program is just one more recruiting tool, he adds, and will supplement other admissions efforts such as face-to-face recruiting and telemarketing. The Office of Admissions expects to increase freshman enrollment to 4,000 new students by fall 1997, says Sigler. This fall, about 3,200 new

Application continued to page 3



Calendar

Office of Student Affairs workshops

Enrollment is limited to 12.

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

Fastback Plus

October 15, 1:30-3:30 p.m., 260H Williamson Hall.

Prerequisite: OSA PC users, hard disk management session, or equivalent.

For more information:

Mark Powell, Systems Development/Operations

Telephone: 5-8598

BITNET: M-POWE@UMINN1; INTERNET: M-POWE@VM1.SPCS.UMN.EDU

Ergonomic Approach to Video Display Terminal Work

October 22, 10:30 a.m.-noon, 260H Williamson Hall.

Prerequisite: OSA CRT and personal computer users.

For more information:

Neil Carlson, Department of Environmental Health & Safety

Telephone: 6-5714

INTERNET: NEIL@EHS.MICRO.UMN.EDU

Introduction to Electronic Bulletin Boards

October 22, 1:30-3:30 p.m., 260H Williamson Hall.

Prerequisite: None.

For more information:

Andris Straumanis, Publications and Communications Office

Telephone: 5-5579

BITNET: A-STRA@UMINN1; INTERNET: A-STRA@VM1.SPCS.UMN.EDU

Important dates

October	21	Deadline for major/adviser input, 4:30 p.m. Major adviser output reports produced.
	25	Graduate School application deadline for winter quarter.
	28	RSNs produced.
November	12	Winter quarter 1993 registration begins.
	23	Grade reports produced.
	26-27	Thanksgiving holiday. University closed.
December	4	Last day of instruction.
	5	Study day.
	7-12	Final examinations.
	14-16	Grades posted.

STARS

Continued from page 1

percent of paper checks. This is the first quarter the system has been used. For most students, that means they no longer have to stand in long lines to pick up their checks, only to have to stand in line again to pay their tuition.

Some students still faced lines at Coffman Memorial Union at the beginning of the quarter, but the wait was not as long as in previous years. "We used to have like 54 boxes of checks (each with about 500 checks). This year we had four," Trandem said.

Enhancements to STARS are being discussed, but no firm plans have been announced, Cohen said. Possible improvements could include depositing a student's unused financial aid directly into his or her bank account, or allowing other departments—such as University bookstores—to charge against a student's STARS account for purchases.

Fewer hand-outs

STARS will mean that fewer checks will be disbursed by hand.

	1990-91	1991-92	1993-94 (est.)
Grant & scholarship checks	50,663	44,430	750
Outside lender checks	50,787	47,001	10,500
Financial aid checks	100,467	96,492	11,000

Submissions sought for *The Record*

News about admissions, records, and financial aid services on the Twin Cities campus, as well as about colleges and departments, is welcome in *The Record*.

Submit items to editor Andris Straumanis, Publications and Communications Office, 110 Williamson Hall.

Telephone: 5-5579

BITNET: A-STRA@UMINN1

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

STARS

An easier way to manage your financial aid



★ Your on-campus charges paid electronically

Beginning this fall 1992, most of your financial aid payments will be applied electronically to your individual student account in the Student Accounts Receivable System (STARS). With STARS, your tuition, fees, and on-campus housing charges will be automatically paid for you. If your financial aid award is less than the amount you owe, you may pay the difference outright or choose to make installment payments. Any funds remaining in your account (your credit balance) will be handled according to one of three options you selected when you returned your Financial Aid Notification:

(1) having a credit balance check mailed to you, (2) picking up a credit balance check, or (3) leaving the credit balance in your account to pay for future charges. You will also receive an account statement showing all the amounts paid out and your ending balance.

★ Registration must match planned enrollment

Remember, the planned registration you indicated on your Financial Aid Notification *must* match your actual enrollment in order for your aid payment to be applied to your STARS account. If your registration plans change, simply notify the Office of Student Financial Aid in person or in writing so they can make the necessary adjustments. If your actual enrollment does not match your planned registration, your aid payment will be delayed. The Office of Student Financial Aid will adjust your aid amount accordingly and apply it to your STARS account in the next weekly disbursement.

★ Express service available for two days only

You will be notified by mail if you have an award from any of the financial aid programs that will not have their funds applied to your STARS account. **Express service will be available for two days only** to disburse these financial aid checks, along with any credit balance checks available, as follows:

8:00 a.m. to 3:30 p.m. Thursday, Sept. 24, and Friday, Sept. 25
Great Hall, Ground Floor, Coffman Memorial Union

Beginning Sept. 28, checks will be disbursed during the same hours at 140 Williamson Hall. You must have your picture I.D. and fee statement(s) to pick up checks.

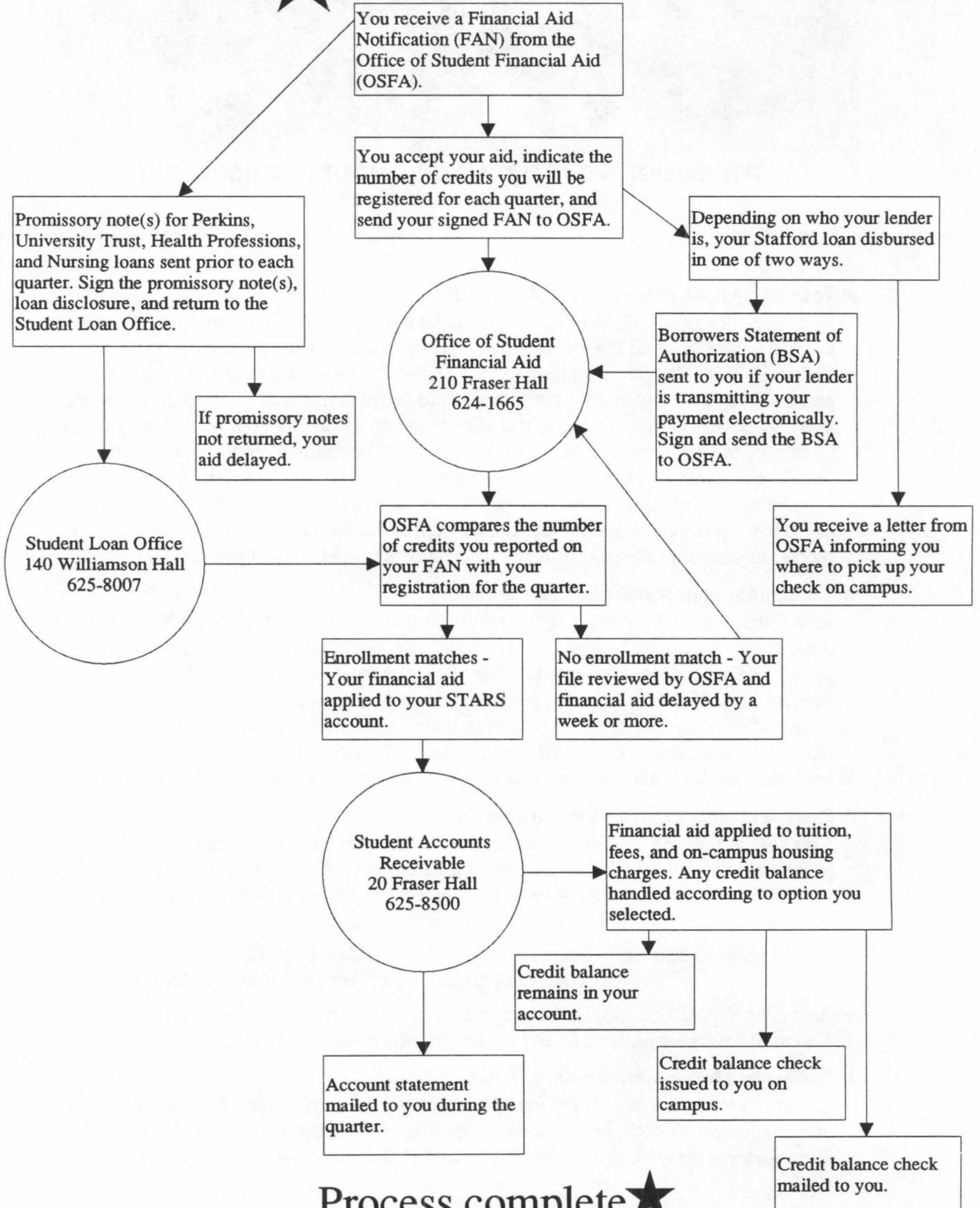
★ See reverse for a payment process chart

Be sure to read the *1992-93 Information Guide for Financial Aid Recipients* for more information on STARS, or if you have questions about your financial aid, see a walk-in counselor at the Office of Student Financial Aid, 210 Fraser Hall or 197 Coffey Hall.

1992-93 Financial Aid Payment Process



Begin here.



Process complete ★

University Community Campaign seeks funds for nonprofit groups

The 1992 University of Minnesota Community Campaign Fund Drive is seeking pledges during October. Eight umbrella organizations, representing nearly 500 nonprofit groups, are participating in the drive. The groups work for concerns like health care, the environment, the homeless, and the arts.

The eight organizations participating in the campaign this year are Combined Health Appeal, Cooperating Fund Drive, Minnesota Environmental Fund, National/United Service Agencies, Open Your Heart to the Hungry and Homeless, United Arts, United Negro College Fund, and United Way.

In the Office of Student Affairs (OSA), a traveling trophy will be awarded to the OSA unit with the highest level of participation in the campaign. A lunch with Marvalene Hughes, vice president for Student Affairs, also is planned for winners of a drawing.

In addition, some OSA units have set up their own incentive programs. The Office of Admissions, for example, will award a gift certificate to the Minnesota Book Center, while Information and Administrative Services has scheduled a thank you party that will include drawings for various prizes.

For more information on the campaign, contact your payroll/personnel representative. Employees in the admissions, registrar's, financial aid, and information and administrative units of OSA may call the following individuals:

- Information and Administrative Services, Becky Johnson, 5-0391.
- Office of Admissions, Karen Pylka, 5-4824.
- Office of the Registrar, Chuck Dahl, 4-2293.
- Office of Student Financial Aid, Chris Halling or Carol Larson, 4-2093.

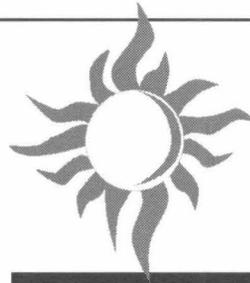
Application

Continued from page 1

freshmen enrolled at the University.

If the program had been in place in 1991, about 6,500 students would have received pre-printed applications. During the next year, admissions officials hope about 3,000 students complete and return the application.

The ACT test is offered five times a year, but the admissions office receives computer tapes of test scores every month. Data from the tapes are loaded into the University's Admissions Reporting Data Base. For the pre-printed application program, new ACT data will be transferred to a personal computer and, using a mail-merge routine, the pre-printed applications will be prepared. Students could see applications arriving in their mail about a month after they take the ACT test.



Registration highlights: Summer Session II, 1992

Campus	Enrollment	Change from '91	
		%	Numbe
Twin Cities	6,814	-9.4	-710
Crookston	302	287.2	224
Duluth	1,075	-2.4	-26
Morris	114	107.3	59
Waseca	147	-66.8	-296
Total	8,452	-8.1	-749

Twin Cities campus colleges	Enrollment	%	Numbe
Agriculture	109	-12.8	-16
Architecture / Landscape Arch.	11	-42.1	-8
Biological Sciences	114	9.6	10
Dental Hygiene	1	-85.7	-6
Dentistry	0	-100.0	-4
Education	1,054	-11.5	-137
General College	151	0	0
Graduate School	1,005	-8.9	-98
Human Ecology	152	-13.1	-23
Institute of Technology	719	5.7	39
Law School	1	0	0
Liberal Arts	2,952	-12.6	-424
Management	124	-22.0	-35
Medical School	65	-1.5	-1
Medical Technology	22	4.8	1
Mortuary Science	22	-38.9	-14
Natural Resources	114	5.6	6
Nursing	90	5.9	5
Occupational Therapy	0	-100.0	-1
Pharmacy	11	37.5	3
Physical Therapy	14	-50.0	-14
Public Health	22	-18.5	-5
University College	61	24.5	12
Veterinary Medicine	0	0	0

Total University	Enrollment	%	Numbe
New high school	0	-100.0	-51
New advanced standing (transfers)	43	-20.4	-11
New adult special	107	87.7	50
Total	150	-7.4	-12
Continuing	6,583	-6.3	-441
Inter-campus	33	-51.5	-35
Intra-campus	13	-50.0	-13
Readmits	255	-22.5	-74

Source: Office of the Registrar

Registrar announces new service hours

New hours of service have been announced by the Office of the Registrar. The changes take effect November 2:

The **Office of the Registrar, 150 Williamson Hall**, will be open from 9 a.m. to 5:30 p.m. every Monday and from 8 a.m. to 4 p.m. Tuesday through Friday.

The **St. Paul Admissions and Records office, 130 Coffey Hall**, will be open from 9 a.m. to 4 p.m. Mondays and from 8 a.m. to 4 p.m. Tuesday through Friday.

The **Registration Center, 202 Fraser Hall**, will be open from 9 a.m. to 4 p.m. on Mondays *except during the registration queue*, when it will be open from 8 a.m. to 5:30 p.m. The center also will be open from 8 a.m. to 4 p.m. Tuesday through Friday.

During the first three days of a quarter and the first day of each summer session, all three services will be open until 5:30 p.m.

ESAO moves to Wulling

The Education Student Affairs Office has moved from University Avenue to 40 Wulling Hall.

TheRecord is 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@VM1.SPCS.UMN.EDU

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

Largest classes of Summer Session I



Rank	Enroll.	Course	Instructor and rank
1	204	Chem 1004-1	Rainville (Associate Professor)
2	177	Chem 3301-1	Holman (Assistant Professor)
3	135	MatS 3004-1	Sivertsen (Associate Professor)
4	135	PubH 3003-1/3004-1/5003-1	Rothenberger (Instructor)
5	110	Chem 3305-1	Holman (Professor)
6	106	PubH 3001-1/3004-1	Rothenberger (Instructor)
7	92	EPsy 5229-1	Terwilliger (Professor)
8	92	Geo 1001-1	Sloan, R. (Professor)
9	88	Biol 5001-1	Sparnins, V. (Lecturer)
10	82	Phys 1041-1	Amin (Visiting Assistant Professor)

Largest classes of Summer Session II

1	188	Chem 1005-1	Miller, W. (Professor)
2	129	Chem 3302-1	Kwan, V. (Lecturer)
3	95	Chem 3306-1	Kwan, V. (Lecturer)
4	66	Biol 5004-1	Blumenfeld, M. (Associate Professor)
5	65	EPsy 5608-1	Bettenhausen (Teaching Assistant)
6	64	Phys 1042-1	Amin (Visiting Assistant Professor)
7	59	Ast 1011-1	Keohane (Teaching Assistant)
8	59	Engl 3851-1	Anson (Program Director/Associate Professor)
9	59	FSoS 5200-1	Olson (Professor)
10	58	EPsy 5139-1	Nickerson (Professor)

Source: Office of the Registrar

Campus Preview Days continue until Nov. 7

The remaining Campus Preview Days for this fall are scheduled October 17, 24, and 31; and November 7. The visitors' program for prospective students runs from 9 a.m. to noon.

The program includes tours and information about admissions, housing, financial aid, academic and support programs, student organizations, and social, recreational, and athletic opportunities. Prospective advanced standing students also may have their transfer credits evaluated. The event is coordinated by Loren Anderson in the Office of Admissions. For further information, call 5-2006.

679
UNIVERSITY ARCHIVES
10 WALTER LIBRARY
MPLS, EAST BANK

Copy deadline for November edition: Friday, October 16

MIW/qR263r

The Record

UNIVERSITY OF MINNESOTA

News about admissions, records, and financial aid November 1992, Vol. 16, No. 10

New computer link betters registration

A new computer system installed for the Office of the Registrar (OTR) should make signing up for winter quarter classes simpler for University of Minnesota students. Advisers in college offices, meanwhile, will be better able to help students plan their coursework. And by next fall, says Registrar Sam Lewis, students should be able to register for classes themselves using computer terminals on and off campus.

The new system connects the registrar's terminals in Fraser and Coffey halls with the University's administrative mainframe computer at Administrative Information Services, 1919 University Ave., St. Paul. It replaces three 10-year-old microcomputers in Fraser Hall. The new system is "much, much faster," says Jeff von Munkwitz-Smith of OTR's System Control.

The system, which began operation November 12, is the first of three phases designed to improve the University's registration process, Lewis explains. Under the first phase, records of how many students have enrolled in a specific class or section will be updated continuously, meaning advisers and registration staff will be better able to determine if a student can get into a requested class. Previously, enrollment information was updated only once a day.

At the registration center in Fraser Hall, meanwhile, students no longer will have to go to a specific window designated for their college. A student will be able to register at any open

window, Lewis says, "and hopefully that will cut down on some of the confusion."

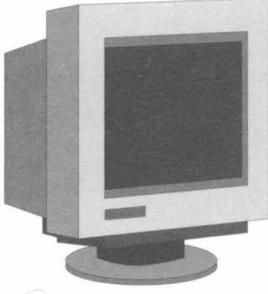
Other improvements include:

- Minneapolis students will be able to register in 130 Coffey Hall on the St. Paul campus. Previously St. Paul students could register in Minneapolis, but not vice versa.
- The new system recognizes all colleges in which a student may enroll. The old registration system recognize admission to only one college at a time. Now, for example, a College of Liberal Arts sophomore

who has been admitted to the College of Human Ecology for winter quarter may register in Human Ecology or may continue in CLA without work having to be done behind the scenes to straighten out the system.

- Staff who previously had access to the Section Status Display (options 22 and 23) in the Student Records on-line system now also have access to a new Course Status Display screen (option 55). The new option will show up-to-the-minute enrollment in any section, in any

Registration continued to page 2



A guide to Gopher

Among the features introduced recently by the Office of the Registrar is the ability to search an electronic edition of the *Class Schedule*.

The on-line schedule allows looking for courses not just by academic unit, but also by key words. For example, asking for winter quarter courses on the topic of water will yield a list of seven classes offered by a number of departments such as Agricultural Engineering and Public Health.

The electronic version of the *Class Schedule* can be found on Internet, an academic computer network, using Gopher software.

To access Gopher, you need:

- A computer or terminal connected to the University's network, or...
- A computer or terminal, modem, and serial communications software such as Procomm or TinCan that will allow you to connect with the University's network.

A brochure on Internet Gopher is available from Computer and Information Services, 152 Shepherd Labs, which also offers telephone support at 626-4276.

Calendar

Office of Student Affairs workshops

Enrollment is limited to 12.

To register, contact:
Nancy Martin, Information and Administrative Services
Telephone: 5-8821
BITNET: n-mart@uminn1
INTERNET: n-mart@vm1.spcs.umn.edu

Financial Aid Reporting Data Base Workshop (FARDB/DB2)

December 8, 10 a.m.-noon, 260H Williamson Hall.

Prerequisite: University staff seeking access to FARDB/DB2.

For more information:

Gloria Spohn, Office of Student Financial Aid

Telephone: 4-1334

BITNET: g-spoh@uminn1; INTERNET: g-spoh@vm1.spcs.umn.edu

Introduction to Student Data Base

December 10, 10 a.m.-noon, 260H Williamson Hall.

Prerequisite: University staff seeking information about the Student Data Base.

For more information:

Aileen Lively, Office of the Registrar

Telephone: 5-1800

BITNET: a-live@uminn1; INTERNET: a-live@vm1.spcs.umn.edu

Important dates

November	26-27	Thanksgiving holiday. University closed.
December	4	Last day of instruction.
	5	Study day.
	7	Graduate School fall commencement.
	7-12	Final examinations.
	14-16	Grades posted.
	15	Graduate School application deadline for spring quarter.
	16	Fall quarter 1992 grade reports due from academic departments, 8:30 a.m.
	22	Late grades posted. Transcripts produced.
	23-25	Christmas holiday. University closed.
	28	First day class lists produced for winter quarter 1993.
	31	Last day to register for winter quarter without paying late registration fee.
January	1	New Year's holiday. University closed.

Registration

Continued from page 1

course, in all courses at a level in a designator, or in all courses in a designator.

- The ability to be more flexible in assessing fees.

The second phase of improvements will extend the phase one changes to the University's campuses in Crookston, Duluth and Morris. Work should be done in time for spring 1993 registration.

The third phase, potentially the most exciting for students, will add several new enhancements, including allowing students to register themselves using the same computer terminals they use to access LUMINA, the library system's on-line catalog, or through personal computers on campus or at home that are equipped with modems and communications software.

The earliest the self-registration system could be operating is next summer, says Lewis: "We need to do some more programming to allow for (registration) approvals by departments on-line." Self-registration probably will be tested first in a pilot project involving several terminals in Fraser Hall.

Improvements to the registration system have been in the works since fall of 1990, says von Munkwitz-Smith. Computer programming to support the new system began early this year with help from Administrative Information Systems and a private consultant.

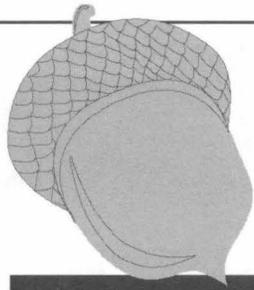
A second project, which is under way, will give students access to their personal school records.

Admissions has new hours

New hours for the Office of Admissions, 240 Williamson Hall, have been announced.

The office now is open from 8 a.m. to 6 p.m. on Mondays and from 8 a.m. to 4:30 p.m. Tuesdays through Fridays.

Walk-in appointments are available.



Registration highlights: Fall 1992

Campus	Enrollment	Change from '91	
		%	Numbe
Twin Cities	38,019	-3.3	-1,296
Crookston	1,352	1.2	16
Duluth	7,649	-1.6	-121
Morris	1,923	0.4	8
Waseca	51	-90.7	-499
Total	48,994	-3.7	-1,892

Twin Cities campus colleges	Enrollment	%	Numbe
Agriculture	901	5.0	43
Architecture / Landscape Arch.	237	-11.9	-32
Biological Sciences	418	10.0	38
Dental Hygiene	67	31.4	16
Dentistry	312	4.0	12
Education	1,275	-6.1	-83
General College	1,783	-4.4	-83
Graduate School	8,505	-1.1	-98
Human Ecology	799	-13.6	-126
Institute of Technology	4,515	-0.4	-17
Law School	788	-5.3	44
Liberal Arts	13,486	-7.0	-1,017
Management	836	-6.8	-61
Medical School	1,999	1.8	35
Medical Technology	64	-15.8	-12
Mortuary Science	70	34.6	18
Natural Resources	575	9.5	50
Nursing	215	4.9	10
Occupational Therapy	72	1.4	1
Pharmacy	338	2.1	7
Physical Therapy	59	-1.7	-1
Public Health	233	-4.1	-10
University College	179	21.8	32
Veterinary Medicine	294	10.1	27

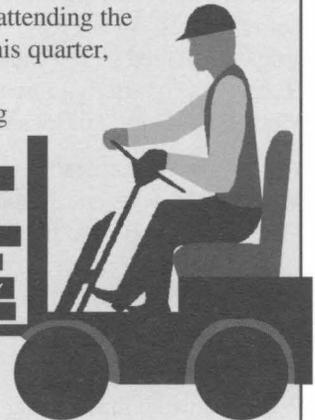
Total University	Enrollment	%	Numbe
New high school	5,705	-2.2	-129
New advanced standing (transfers)	5,140	1.5	77
New adult special	728	-10.2	-83
Total	11,573	-1.2	-135
Continuing	33,887	-4.3	-1,513
Inter-campus	533	-11.2	-67
Intra-campus	1,554	-8.6	-147

Source: Office of the Registrar

Student demographics, Twin Cities, Fall 1992

Nearly 4 out of 10 students are attending the Twin Cities campus part time this quarter, according to demographic facts compiled by Data and Reporting Services. Only 32.3 percent of undergraduates are part-time students, compared to 61.6 percent of graduate students. The average credit load for an undergraduate is 11.9; for a graduate student, it's 7.8.

MATH
PHYSICS
BUSINESS
ART HISTORY
SOCIOLOGY
ECONOMICS



Other demographic data compiled show that:

- 64.1 percent of the 38,019 students enrolled in fall are undergraduates; 24.7 percent are graduates, 6 percent are professional, and 5.3 percent are unclassified.
- More than half, 53.2 percent, of students here call the Twin Cities metropolitan area home. Greater Minnesota is home for 14.6 percent of the student body, while Wisconsin lays claim to 9 percent. Other states contribute 12.4 percent of the students, while other countries are home for 7.7 percent.
- The average age of students is 25, although only 8 percent of undergraduates are 30 or more years old. If undergraduates are considered alone, then their average age is 22.4.

Registrar announces new hours

New hours of service for the Office of the Registrar took effect November 2:

The **Office of the Registrar, 150 Williamson Hall**, will be open from 9 a.m. to 5:30 p.m. every Monday and from 8 a.m. to 4 p.m. Tuesday through Friday.

The **St. Paul Admissions and Records office, 130 Coffey Hall**, will be open from 9 a.m. to 4 p.m. Mondays and from 8 a.m. to 4 p.m. Tuesday through Friday.

The **Registration Center, 202 Fraser Hall**, will be open from 9 a.m. to 4 p.m. on Mondays *except during the registration queue*, when it will be open from 8 a.m. to 5:30 p.m. The center also will be open from 8 a.m. to 4 p.m. Tuesday through Friday.

During the first three days of a quarter and the first day of each summer session, all three services will be open until 5:30 p.m.

Editor wins award from historical society

Laura Weber, an editor in the Office of Student Financial Aid, has received the Solon J. Buck Award for the best article published in 1991 in *Minnesota History*, the quarterly journal of the Minnesota Historical Society.

The article, "'Gentiles Preferred:' Minneapolis Jews and Employment, 1920-1950," appeared in the spring 1991 issue and was based on her thesis examining economic discrimination against Jews in Minneapolis during the Depression Era.

Weber earned a master's degree in U.S. history in 1988 and a bachelor's degree in journalism and mass communication in 1977 from the University of Minnesota. As a freelance journalist and critic, Weber has written on the arts, culture, rock 'n' roll, and history. She is a commentator and sometimes host on KFAI radio's "Radio Verite" program.

Items for *The Record*

News about admissions, records, and financial aid services on the Twin Cities campus, as well as about colleges and departments, is welcome in *The Record*. Submit items to editor Andris Straumanis, Publications and Communications Office, 110 Williamson Hall.

Telephone: 5-5579

BITNET: a-stra@uminn1

INTERNET: a-stra@vm1.spcs.umn.edu

Largest classes of Fall Quarter '92



Rank	Enroll.	Course	Instructor and title
1	684	Psy 1001-1	Peterson (Associate Professor) and senior faculty
2	538	Biol 1009-2/1009H-80	Brooker (Associate Professor)
3	373	Econ 1101-1	Rebelein (Teaching Assistant)
4	356	Chem 1051-1	Gentry (Professor)
5	348	Anth 1102-1/1102H-80	Ogan (Professor)
6	346	Phys 1251-2	Bayman (Professor) and Dehnhard (Professor)
7	338	Phys 1251-1	Jones, R. (Associate Professor)
8	334	Chem 1051-2	Swofford (Professor)
9	315	Chem 1001-1	Britton (Professor)
10	295	Econ 1101-2	Sotkiewicz (Teaching Assistant)
11	287	Clas 1042-1/1042H-80	Erickson (Professor)
12	285	Arch/LA 1021-1	Satkowski (Associate Professor)
13	281	Biol 1009-1	Brooker (Associate Professor)
14	279	PubH 3003-1/3004-1/5003-1/5023-1	Rothenberger (Instructor)
15	271	Biol 1101-1	Fan (Professor)
16	271	Hist 1301-1/1301H-80	Menard (Professor)
17	266	CBN 5103-1	Sorenson (Professor)
18	261	PubH 3001-1/3004-1/5022-1/5023-1	Rothenberger (Instructor)
19	260	Psy 1004-1	Fox (Professor) and Peterson (Assoc. Professor)
20	259	Pol 1001-1	McGuire (Assistant Professor)
21	252	Psy 3604-1	Iacono (Professor)
22	250	CBN 3001-1	Magney (Assistant Professor)
23	244	Geo 1001-1	Magloughlin (Teaching Assistant)
24	243	Geog 3101-1	Hart (Professor)
25	243	Soc 1001-2	Spitzer (Associate Professor)
26	238	Soc 1001-1	Bian (Assistant Professor)
27	231	Phil 1001-1	Dolan (Associate Professor)
28	229	Anth 1101-1/1101H-80	Walker (Assistant Professor)
29	228	AEM 1015-1	Abrahamson (Professor)
30	228	Chem 3301-2	Noland (Professor)
31	226	Psy 3801-1	Cudeck (Associate Professor)
32	224	Biol 1008-1	Corbin (Professor)
33	224	Phys 1104-1	Waddington (Professor)
34	223	Hist 1011-1/1011H-80	Malandra (Assoc. Professor) and Reyerson (Prof.)
35	220	Chem 3331-1	Cramer (Assistant Professor)
36	218	Psy 3031-1	Burkhardt (Professor)
37	218	Chem 3301-1	Miller, L. (Professor)
38	217	Th 1101-2	Norwood (Associate Professor)
39	217	Arth/CLit 1921-1	Silberman (Associate Professor)
40	210	Soc 1001-2	Bian (Assistant Professor)

TheRecord is 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@vm1.spcs.umn.edu

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

679
 UNIVERSITY ARCHIVES
 10 WALTER LIBRARY
 MPLS, EAST BANK

Copy deadline for December edition: Wednesday, Dec. 2

MIW/qR263r

The Record

UNIVERSITY OF MINNESOTA

News about admissions, records, and financial aid December 1992, Vol. 16, No. 11

Numbers change for phone requests



Requests for admissions or records forms, grade pickup, and bulletins or briefs should be called in to these telephone numbers:

- Office of Admissions** 625-2006
(for undergraduate applications for admission, etc.)
Persons wanting information on admission should call 625-2008.
- Office of the Registrar** 625-9019
(for course request forms, override permits, application for degree forms, etc.)
- Grade pickup** 625-5069
- Bulletins or briefs** (*U of M department use only*) 625-2344

Note: The telephone number that has been used for all these requests, 625-9864, will be out of service as of December 15.

Grotevant exits OSA for Liberal Arts

Susan Grotevant, who spent two years as director of budget and human resources and as assistant vice president in the Office of the Vice President for Student Affairs (OSA), has been appointed the director of planning and fiscal management for the College of Liberal Arts (CLA).

The Information and Administrative Services (IAS) unit, headed by Roberta Armstrong, had reported to Grotevant. It now will report to Nick Barbatsis, OSA associate vice president. Grotevant's last day with OSA was December 14.

Before joining OSA in December 1990, Grotevant worked 15 years in Texas state government.

"It's been a real eventful time," she said of her work in OSA. "They made a lot of changes and I was happy to have contributed, to have been a part of it."

OSA is searching for a replacement for Grotevant.

Financial aid changes include new application form

Students and their parents can put away the No. 2 pencils when filling out financial aid applications for 1993-94. The familiar American College Testing (ACT)-Family Financial Statement will be replaced by the Free Application for Federal Student Aid (FAFSA).

The FAFSA form, created by the federal government, will be used by colleges and universities nationwide as a result of changes in federal law. Students will no longer pay a fee to apply for financial aid. The new form is shorter than the ACT form, and students will write out their answers to questions rather than fill in circles.

"In spite of the fact that the FAFSAs will be available from many sources, we encourage University of Minnesota students to fill out information from our packet so they get our application instructions and loan booklet," says Reed Carpenter, policy analyst in the Office of Student Financial Aid (OSFA).

Congress made a number of other financial aid changes this past summer. The financial contribution expected of parents and students for the coming aid year has been lowered for some families. Another change is the definition of independent students. Students under 24 years of age may no longer qualify for independent status by earning \$4,000 in each of two years prior to receiving federal aid.

Carpenter estimates this change will affect 3,000 University students now considered independent. OSFA is preparing a policy for working with affected students.

Some undergraduate students may be asked to complete an additional form to apply for the Minnesota State Grant. Filling out the FAFSA alone is not enough, even though questions about the state grant are on that application.

However, students will need to fill out the state grant form only once, unless they are not enrolled for a year or more.

University staff should be aware of a new section of the financial aid application. If anyone other than a student or a parent fills out the form, such as a school counselor, they must sign a "For preparer's use only" section, similar to the form tax preparers fill out on income tax forms.



Calendar

December

- 15 Graduate School application deadline for spring quarter.
- 16 Fall quarter 1992 grade reports due from academic departments, 8:30 a.m.
- 22 Late grades posted.
Transcripts produced.
- 23-25 Christmas holiday. University closed.
- 28 First day class lists produced for winter quarter 1993.
- 31 Last day to register for winter quarter without paying late registration fee.

January

- 1 New Year's holiday. University closed.
- 4 First day of winter quarter 1993.
- 8 Last day for undergraduates and students in professional degree programs to pay graduation fees for winter quarter.

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 130-131 of the *Winter Class Schedule*.

Changes should be reported by Tuesday, December 29, to Judith Shalaby, Office of the Registrar, 150 Williamson Hall (telephone: 5-1530; BITNET: j-shal@uminn1; or via INTERNET: j-shal@vm1.spcs.umn.edu).

Hemophilia group honors OSFA worker

Shirley Wilson received the Outstanding Chapter Leadership Award at the annual conference of the National Hemophilia Foundation November 19-22 in Atlanta, Georgia.

Wilson is a principal accounts specialist/accounts supervisor in the Office of Student Financial Aid. She was recognized for her work over the last two years as an outreach coordinator, educating the hemophilia community in Minnesota and the Dakotas, in particular women and children, about HIV/AIDS.

At the Atlanta conference, Wilson facilitated a workshop on disclosure for people infected with the HIV virus: how and who do you tell and levels of risk.

She is also involved with Women and Children with HIV/AIDS in Minnesota, and with a group creating a new umbrella agency for Minnesota organizations devoted to women, children, and families dealing with HIV/AIDS.

In addition, she is a member of a Boynton Health Service AIDS task force that she was instrumental in creating, with the support of Office of Student Affairs Vice President Marvalene Hughes and Assistant Vice President Donald Peters.

Compliance statements coming

All University staff who have online access to student records systems (the Student, Admissions, Financial Aid, and Reporting data bases) must read and sign the *Access to Student Records Compliance Statement* every year.

Copies of the statement will be distributed in January and should be returned no later than February 28. If you have access to student records systems or reporting data bases and don't receive a copy of the compliance statement, or if you have questions, contact:

Carolyn Davidson
Telephone: 5-6390
BITNET: c-davi@uminn1; INTERNET: c-davi@vm1.spcs.umn.edu

TheRecord is 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@vm1.spcs.umn.edu

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

679
UNIVERSITY ARCHIVES
10 WALTER LIBRARY
MPLS, EAST BANK

Copy deadline for January edition: Wednesday, Dec. 30