

The Record

News about admissions, records, and financial aid

January 1997, Vol. 21, No. 1

Paper registration and course approvals will no longer be accepted

As of spring quarter 1997 registration, the Office of the Registrar (OTR) will no longer accept registration and course approvals granted using paper forms, Registrar Sam Lewis announced on January 6.

Approvals must be granted electronically, using the various registration and course approval screens, the temporary hold release screen, or magic numbers for course approvals. Use of nonelectronic paper approvals prevents students from using the Student Access System off-site.

This policy was originally announced in May 1995 and was implemented for winter quarter 1996 registration. However, paper approvals have been accepted in a few circumstances when requested.

If staff need training in granting approvals electronically, call OTR Systems Group, 625-1800.

FOR MORE INFORMATION

Mary Koskan, Office of the Registrar, 202 Fraser Hall
625-0160 or m-kosk@tc.umn.edu

Spring Class Schedule on the way

Spring quarter *Class Schedules* will be available in most college offices by February 18. Students pick up their copies in University Bookstores beginning February 19.

FOR MORE INFORMATION

Judith Shalaby, Office of the Registrar, 130 Coffey Hall
624-8792 or j-shal@tc.umn.edu

CBSU roundtable scheduled for January 28

The Civil Service Bargaining Unit (CSBU) Women's Initiative, Commission on Women, will sponsor a discussion on changing careers and identifying transferable skills from noon to 1 p.m., January 29, in 210 Donhowe Building. The discussion is limited to 40 participants. RSVP to Juan Carlos Cervantes, 625-2031 or cerv0007@tc.umn.edu.

Staff news

Tina Westphal is the new coordinator of communications for the Office of Admissions. She comes to the University from WOMENVENTURES, a St. Paul non-profit agency, where she served as communications specialist.

During first two weeks of each quarter

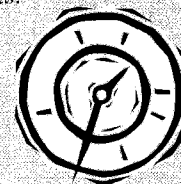
Fraser Hall offices offer extended hours

Beginning winter quarter 1997, the Office of the Registrar's Registration Center, 202 Fraser Hall, remains open until 5:30 p.m., Monday through Thursdays, for the first two weeks of each quarter.

Student Accounts Receivable and the Office of Scholarships and Financial Aid, also located in Fraser Hall, maintain the same extended schedule, providing convenience and consistency for students.

FOR MORE INFORMATION

Mary Koskan, Office of the Registrar
202 Fraser Hall, 625-0160
m-kosk@maroon.tc.umn.edu



Gopher Student Line adds features

The Gopher Student Line has added a TTY line for hearing impaired students, 624-1248. All services currently available on the Gopher Student Line (624-5200), including the recently added features of grade information and registration eligibility, can be accessed by dialing the TTY number.

By the end of January, loan information for students with Perkins, University Trust, and health professions student loans disbursed at the Morris, Crookston, and Twin Cities campuses will be available on the Gopher Student Line. (However, it will not be available on the TTY line at this time.) Loan information that can be obtained on the system will include current amount due, total payoff amount, and balance on outstanding individual loan principle. Also available will be information on requesting a loan deferment or cancellation, and a summary of hold policies.

A Student Accounts Receivable script is in final draft stages. This service should be added to the Gopher Student Line by the end of March.

FOR MORE INFORMATION

Jim Doten, project coordinator, SOSS
625-9534 or j-dote@tc.umn.edu

Winter training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN.

Free guest parking is available in the small lot in the rear of 2221 University Avenue S.E.

PC File Management

Feb. 11, 1:30-3:30 p.m.

March 11, 10 a.m.-noon

260C Williamson Hall

Prerequisite: PC users. Limit: 6

LAN Orientation Sessions

Jan. 23, 10:00 a.m.-noon

Feb. 27, 1:30-3:30 p.m.

March 25, 10:00 a.m.-noon

260C Williamson Hall

Supervisors should complete a LAN user form prior to session. See your cluster rep for details.

Word for Windows 6.0 series

Sessions will be held from 10 a.m.-noon at 2221 University Ave. S.E., Suite 425. Limit: 6 per session

Feb. 19 Word for Windows 6.0, Part I

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Prerequisite: Word for Windows 6.0 user.

Feb. 26 Word 6.0 for Windows, Part II

Multiple page documents; working with styles, drawing tools, and columns; more.

Prerequisite: Completion of Part I

March 5 Word 6.0 for Windows, Part III

Creating and modifying tables, merging documents, outlines.

Prerequisite: Completion of Part II

FOR MORE INFORMATION OR TO REGISTER:

Nancy Martin, SOSS

625-8821 or n-mart@tc.umn.edu

On request: MARDB/DB2 (Admissions database) and RRDB/DB2 (Registered Student Reporting Database) workshops, required for those seeking access to the BASIS Information Center version of these databases. Contact John Kellogg, Office of Planning and Analysis, 625-3387. For workshop on FARDB/DB2 (Financial Aid Reporting Database), contact Grace Lindberg, 626-7564.



Winter quarter datebook

January

- 10 Major/adviser input lists produced
- 11 Last day to cancel with 100 percent refund
- 17 Collegiate roster produced
- 17 End of second week reports produced
- 18 Deadline for student cancel/add of individual class without transcript record
- 18 Last day financial aid recipients can register for fall and have registrations count for financial aid eligibility (Students in units that do not follow the regular quarterly schedule should contact their college office for deadlines)
- 20 Martin Luther King, Jr. birthday. Classes excused and University offices closed
- 31 Deadline for major/adviser input, 4:30 p.m.
- 31 Major/adviser output reports produced

February

- 7 RSNs produced for spring quarter
- 19 Winter quarter *Class Schedule* available
- 26 Start of spring quarter queued registration

March

- 7 Grade reports produced
- 14 Last day of instruction
- 17-22 Final exams
- 24 First day class lists produced for spring quarter
- 24-26 Grades posted for winter quarter
- 26 Winter quarter grade reports due from academic departments, 9:30 a.m.
- 27 Transcripts produced
- 28 Floating holiday. University offices closed
- 29 Last day to register for spring without paying late fee
- 31 Spring quarter classes begin

UNIVERSITY OF MINNESOTA

Calendar of Events

DR. MARTIN LUTHER KING, JR. CELEBRATION OF EVENTS



WEDNESDAY, JAN. 15

YOUTH DAY AT THE U*

10:30 a.m., Great Hall,
Coffman Memorial Union

Sponsored by Academic Affairs and Student
Development & Athletics. For information,
call 626-0293.

THURSDAY, JAN. 16

"I HAVE A DREAM" AND A VOICE*

Noon to 1 p.m.,
Throughout campus

Martin Luther King's "I Have a Dream" speech
will be read in locations across campus during
the lunch hour. Sponsored by the Diversity I
nstitute. For information, call 626-2324.

SUNDAY, JAN. 19

DR. MARTIN LUTHER KING, JR.
MEMORIAL CONCERT

4 p.m., Ted Mann Concert Hall
Featuring The Steeles, Mary Easter and Dancers,
and the Reginald Buckner Memorial Ensemble.
For information, call 624-6868.

All events are free of charge

*Funded in part by the Coca-Cola Community-Building Initiative in
partnership with Coca-Cola.

MONDAY, JAN. 20

2ND ANNUAL MLK BRUNCH*
10:30 a.m. to 12:30 p.m.,
Centennial Hall

Sponsored by the African American Learning
Resource Center and Housing & Residential Life.
For information, call 625-1363.

TUESDAY, JAN. 21

CIVIL RIGHTS:

A TIME LINE OF DIVERSITY*

Noon to 1 p.m., President's Room,
Coffman Memorial Union

A panel will examine different civil rights move-
ments through history. Sponsored by the Diversity
Institute. For information, call 626-2324.

WEDNESDAY, JAN. 22

Speaker: Dr. Henry Louis Gates, Jr.
12:15 to 1:15 p.m.,
Ted Mann Concert Hall

Dr. Gates is chairman of Harvard University's
African American Studies Department. Presented
by the University of Minnesota Law School. For
information, call 625-1000.

The University of Minnesota is an equal opportunity educator and employer.
For disability accommodations, call 624-6868.

The Record is 20 years old

1997 marks the beginning of *The Record's* 20th year of continuous publication. Vol. 1 No. 1 was published February 17, 1977. (A short-lived series of the newsletter was published from January to November 1971.)

In 1977, *The Record* was published by the Registration and Records Office, located in Morrill Hall. The office is now two units, Office of the Registrar and Office of Admissions, both located in Williamson Hall.

Along with providing news from those departments, *The Record* currently covers the Office of Scholarships and Financial Aid (OSFA) and Student and Office Systems Support (SOSS). The newsletter is sent to college and department staff who work in student services; University deans, directors, and department heads; as well as employees of Admissions, OTR, OSFA, and SOSS. Circulation is around 800.

The Record's first issues illustrate how technologies used in both student support systems and publications production have changed radically in the past 20 years: the first issues of the newsletter were created on a typewriter and duplicated; now it's created using desktop publishing software with the completed layout sent via LAN to University Printing Services. *The Record's* original logo portrays tape storage reels associated with mainframe computers. The image seems a world away from today's networked personal computers.



This was *The Record's* logo for over a decade—from its inception in 1977 until March 1989!

Look for "20 years ago in *The Record*" features throughout the coming year for other glimpses at the changes the past two decades have brought at the University, as well as some of the continuities.

Regents Scholarship form now available online

The Regents' Scholarship form is now available on the University website. The form is available from the Forms Online menu at URL:

<http://www.umn.edu/tc/students/forms/>

Staff wishing to view and download the form will need to use a computer with Adobe Acrobat Reader installed. There is a link to the Adobe website for downloading that program if needed.

FOR MORE INFORMATION

Collin Ames, OTR Web Development Team
c-ames@soass_gw.st.umn.edu

The Record

is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Senior Vice President for Academic Affairs.

Laura Weber, senior editor

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626-1785, or b-carl1@tc.umn.edu

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

This publication is available in alternative formats upon request.

Contact Barb Carlson, Communications & Publications, 626-1785.

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The Record

News about admissions, records, and financial aid

February 1997, Vol. 21, No. 2

Student 2000 Project progress report

The Student 2000 Project implementation team is continuing its efforts in several areas.

• Comparing U of M requirements to PeopleSoft software

As the second beta release of the software is being evaluated, a better sense of system capabilities is emerging. Several more versions will be reviewed before final implementation, each more complete than the last. Priorities are setting up the University of Minnesota's academic structure and other key tables in the PeopleSoft software. When completed, demonstrations to interested groups of parts of the system using University examples will commence.

• Reviewing critical reporting needs

More than 400 reports that are considered "production," meaning they are run on a regular basis against any of the primary data bases or their counterparts in the data warehouse (archive), are the first focus. College and departmental staff will later be invited to discuss how current reports are used and what they would like to see in the new system. Other major efforts will be to develop a broader reporting strategy, including how the data warehouse will be handled in the new system, to examine interfaces among systems, and conversion strategies. Such technical efforts assist in understanding what will be required to make the transition to the new system.

• Developing a preliminary implementation plan.

The preliminary implementation plan is being shared with the Process Owners Group for feedback. In February it will be brought to the advisory groups for more discussion. Components of the plan include: project scope statement, summary of various analyses, implementation approach, process redesign considerations, training, project organization, project resource requirements, and work plan.

The Process Owners are working on related projects, including the policy team, APAS/Transfer and semester support, and Web developments (each led by Sam Lewis), work force team (Judith Gaston), Duluth one-stop pilot (Jerry Allen), and customer service philosophy (Sheryl Spivey).

Contacts with Student 2000 advisory groups will continue. Membership has been expanded to ensure that colleges have representatives who can address their concerns in admissions, registration/records, financial support, and student financial aid.

Student 2000 to page 2

Registration highlights—winter '97

Campus	Enrollment	Change from '96		
		Number	%	
Twin Cities	34,781	-74	-0.2	
Crookston	1,648	-31	-1.8	
Duluth	7,097	124	1.8	
Morris	1,909	10	0.5	
Total	45,435	29	0.1	
Twin Cities colleges		Enrollment	Number	%
Agricultural, Food, Environ. Sciences	835	-30	-3.5	
Architecture/Landscape Arch.	44	-17	-27.9	
Biological Sciences	482	-3	-0.6	
Dental Hygiene	97	10	11.5	
Dentistry	340	-2	-0.6	
Education and Human Development	1,285	81	6.7	
General College	1,192	-2	-0.2	
Graduate School	7,656	-266	-3.4	
Human Ecology	791	30	3.9	
Institute of Technology	3,968	-93	-2.3	
Law School (spring semester)	780	9	1.2	
Liberal Arts	12,662	170	1.4	
Management	957	215	29.0	
Medical School	1,714	-17	-1.0	
Medical Technology	68	-2	-2.9	
Mortuary Science	56	-10	-15.2	
Natural Resources	494	-80	-13.9	
Nursing	228	8	3.6	
Occupational Therapy	68	2	3.0	
Pharmacy	314	-29	-8.5	
Physical Therapy	61	2	3.4	
Public Health	231	15	6.9	
University College (day school only)	165	-63	-27.6	
Veterinary Medicine	293	-2	-0.7	
Total University		Enrollment	Number	%
New high school	210	19	9.9	
New advanced standing	811	13	1.6	
New adult special	268	-178	-39.9	
Total	1,289	-146	-10.2	
Continuing	42,787	118	0.3	
Intercampus	78	-11	-12.4	
Intracampus	868	120	16.0	
Readmits	413	-52	-11.2	

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625-8821 or n-mart@tc.umn.edu

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Meeting to present new Route 52 bus route plan Feb. 12

University staff and students will have an opportunity to hear a new plan for the Route 52 commuter bus routes proposed by the Metropolitan Council Transit Operations (MCTO) at a meeting at noon, February 12, 1997, in the Mississippi Room of Coffman Memorial Union. The meeting will also offer a chance to ask questions and voice concerns, said Steve Mahowald of the MCTO.

The University currently operates the Route 52 system, but announced last spring that it wanted to phase out the 52 route by fall 1997.

Those who cannot attend the meeting can register comments in a variety of ways. public comment lines via phone

or e-mail—291-6536; TTY, 349-7439; or data.center@metc.state.mn.us.
Write—Steve Mahowald, MCTO, 560 6th Ave. N., Minneapolis, MN 55411
Fax:—c/o Mahowald, 349-7675

Student 2000 from page 1

At a University-wide level, an integration team has been established to coordinate efforts across the various PeopleSoft project implementations and with other major systems efforts, such as grants management.

FOR MORE INFORMATION
Bob Kvavik, Project Sponsor, 625-0052
Robert Armstrong, Implementation Project Director, 625-6674, r-arms@umn.edu



Winter quarter 1997 40 largest classes

Rank	Enrollment	Course	Instructor	Rank
1.	620	Psy 1001	Gail Peterson, others	Associate Prof.
2.	475	Th 1101	James Norwood	Associate Prof.
3.	438	Th 1102	James Norwood	Associate Prof.
4.	373	Hist 1302, 1302H	David Roediger	Professor
5.	353	Chem 1052-2	Jeffrey Roberts	Associate Prof.
6.	345	Geo 1001-1	James Stout	Professor
7.	321	Chem 1051-2	Marian Stankovich	Professor
8.	308	Econ 1101-1	Marguerite Oneto	Teaching Asst.
9.	301	Chem 1051-1	Harold Swafford	Professor
10.	295	Biol 1009-2, 1009H	Emily Hoover	Associate Prof.
11.	293	Econ 1101-2	Robert Rebelein	Teaching Asst.
12.	274	Biol 1201	Kendall Corbin	Professor
13.	270	Chem 1052-1	John Evans	Professor
14.	266	Phys 1252-3	Keith Ruddick	Professor
15.	262	Phys 1251-1	James Kakalios	Associate Prof.
16.	261	Biol 1009-1	Janet Schottel	Professor
17.	256	Psy 3011	Gail Peterson	Associate Prof.
18.	244	Biol 1101	David Fan	Professor
19.	238	Econ 1102-1	Ronald Gecan	Teaching Asst.
20.	234	Econ 1102-2	Paul Sotkiewicz	Teaching Asst.
21.	233	ArH/AmSt 3575	Karal Ann Marling	Professor
22.	221	Phsl 3051	George Bloom	Instructor
23.	215	CPsy 1301/3309	Allen Stroufe	Professor
24.	214	Phil 1002	Keith Gunderson	Professor
25.	213	Pol 1001-1	Steven Smith	Professor
26.	211	PubH 3003/5003	James Rothenberger	Instructor
27.	210	Arch/LA/ArH 3412	Katherine Solomonson	Assistant Prof.
28.	210	Soc 3101	Joachim Savelsberg	Associate Prof.
29.	209	Clas 1042/1042H	Jackson Hershbell	Professor
30.	209	Hist 1012/1012H	Mary Jo Maynes Ann Waltner	Professor Associate Prof.
31.	206	Math 1151-2	Peter Webb	Professor
32.	205	Chem 3302-1	Ibro Tabakovic	Professor
33.	199	Psy 3051	Chad Marsolek	Assistant Prof.
34.	198	Anth 3003	Peter Wells	Professor
35.	195	Soc 1001-3	Joseph Galaskiewicz	Professor
36.	195	Chem 3301-1	Jane Cornille	Instructor
37.	193	CSci 3113	Chris Dovolis	Assistant Prof.
38.	191	CBN 5111	Medical School faculty	
39.	187	Chem 3302-2	Wayland Noland	Professor
40.	187	Phys 1041-1	Peter Border	Sr. Res. Associate

DATA SOURCE: Scheduling Office, Office of the Registrar, 625-4094

Bulletins on-line

Graphic from the official University
bulletin Web site: www.umn.edu/commpub

1996-99 college bulletins available in Web versions

Bulletins produced for the 1996-99 cycle are available on the World Wide Web at <www.umn.edu/commpub>. Each bulletin is linked to its college's home page as well. These bulletins will be used until conversion to semesters in fall 1999. They include

- Agricultural, Food, and Environmental Sciences
- Architecture/Landscape Architecture
- Duluth—School of Medicine
- Education and Human Development
- Graduate School
- Human Ecology
- Liberal Arts
- Management
- Natural Resources
- Nursing
- Public Health

The following bulletins, to be published in this year's 1997-99 cycle, will be the last college bulletins produced before the conversion to semesters. Fourteen undergraduate college bulletins will be replaced by one undergraduate catalog by August 1999. (See *The Record*, August 1996.)

- Biological Sciences
- Crookston
- Dentistry/Dental Hygiene
- Duluth
- General College
- Institute of Technology
- Law School
- Medical School
- Medical Technology
- Morris
- ROTC
- University College ("historic")
- Veterinary Medicine

Gopher versions of the above colleges's 1995-97 bulletins can also be accessed from the "Bulletins on-line" site.

News briefs

Display of transfer work on transcripts will change

By early April, University transcripts will no longer display specific transfer course information; number of credits and the name of the transfer institution will be the information that will appear. This change was jointly proposed by Admissions and Office of the Registrar, and was approved by the Undergraduate Dean's Council last year.

Staff will still be able to view specific transfer course information on the Student Data Base from the Student Records Menu. Information and instructions about changes will be sent to all users with Student Data Base access.

FOR FURTHER INFORMATION:

OTR Systems Group, 625-1800, or
Sam Lewis, OTR director, 625-8098 or s-lewi@tc.umn.edu

Day and evening classrooms both scheduled electronically

Both day and evening fall 1997 classes are being scheduled electronically this month, fully utilizing Office of the Registrar's (OTR) Schedule 25 software for the first time, said Elizabeth Grundner, assistant director, OTR.

Schedule 25 was first used last summer to electronically schedule winter quarter 1997 day school classes, and has subsequently scheduled spring quarter and summer session 1997 classes. Extension classes were scheduled by hand, and later merged into Schedule 25.

In addition, BASIS has completed programming that will electronically lift Schedule 25 room assignments into the course-offering data base. OTR staff who were instrumental in this process include Sue Van Voorhis, Don Chamberlain, and Nancy Peterson, said Grundner.

FOR FURTHER INFORMATION:

Elizabeth Grundner, Scheduling Office, 625-4094 or e-grun@tc.umn.edu



February 17, 1977

"The University of Minnesota set an all-time high for enrollment for winter quarter with 53,792 students registered.... Women students increased by 1,367, continuing a trend for the past several years.... Currently women comprise 42 percent of the total enrollment. A decade ago [1967] 35 percent of the U's enrollment was female."

In comparison, winter quarter 1997 enrollment for all campuses is 42,787. (See page 1.) However, the percentage of male and female students is now virtually equal. For fall quarter 1996 the Twin Cities campus percentages were 50.1 percent female and 49.9 percent male (18,531 women and 18,487 men). Systemwide, the percentage is similar; there were 378 more women than men enrolled (24,534 women and 24,156 men).

The Record

is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Senior Vice President for Academic Affairs.

Laura Weber, senior editor

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The Record

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Simplifying student systems is a complicated problem

Current student information systems have been altered, patched, and adapted so many times over the past years that they're now hopelessly complex.

According to Student 2000 Team Chair Sam Lewis, "The development of the new student service system provides a great opportunity to simplify life for all of us. The new system gives us a unique opportunity to rethink our very bureaucratic ways of doing business. If we work hard at it, we will end up with a system that's simpler, more responsive, and more accessible to students, faculty, and staff."

Simple does not mean easy, however. One of the reasons for the complexity of current systems is the hundreds of decisions the University has made in the past: that each office has its own set of student addresses; that day school and University College (UC) need different payment processes; that each campus has its own start and end dates. All the decisions made sense at one time, but do they make sense now?

Take student addresses. A student employee may have a summer address, school-year address, and work department address, some or all of them on the data bases of various student service departments. When that student moves, he or she may let their employer know, but forget about the registrar. The result—misdirected mail, extra mailing costs, and, most importantly, an unhappy student.

According to Lewis, the new PeopleSoft software will allow departments to access and share the same data. When students update their address at their work department, the change will automatically be available to other departments as well.

Along the same lines, why not let students register for both day and UC classes at the same time and pay for them with a credit card, rather than accessing two systems and paying under two different sets of rules, the current mode?

Simplifying the myriad policies and processes that have sprung up over the years will make accurate data available more easily to more users, but there is a trade-off, says Student 2000 Project Director Roberta Armstrong. "The trade off is since we share the data, we have to share the decision-making about it—what information to collect, save, store. And making these decisions with a university, rather than a department, perspective will be hard, but rewarding work."

Spring registration available on Web

With spring quarter 1997 registration, (which began February 26), students have another option for course registration: the World Wide Web. The new registration system is built on the features of the Student Access System, which may still be used. Students may also register in-person in Fraser and Coffey halls.

By registering on the Web, students will have access to more options than with the Student Access System. One such option is the customized enrollment statement (formerly fee statement), which can include textbook prices, bookstore locations, professors' contact information, final exam schedules, and campus maps. Students select which pieces of information they would like to appear on their enrollment statements. Another advantage of web registration is its "point and click" interface, which is easier to use than the function keys used on Student Access System.

Web registration is a collaborative effort of Office of the Registrar and Office of Information Technology, and is available at: <<http://www.umn.edu/tc/students/registrar>>.

FOR MORE INFORMATION, OR TO OBTAIN WEB REGISTRATION WALLET CARDS: Mary Koskan, Office of the Registrar
625-0160 or m-kosk@tc.umn.edu

Grad Fest '97 set for April 9-10

Mark your calendar now for Grad Fest '97, Wednesday, April 9, from 10 a.m. to 6 p.m., and Thursday April 10 from 9 a.m. to 3 p.m. in the Great Hall of Coffman Memorial Union.



Sponsored by University Bookstores and University Relations, Grad Fest was established in 1994 to serve as a "one-stop" source for graduation information, services, and products for University students.

The theme (and mission) of Grad Fest is "No hassle for a tassel." More than 50 exhibitors will be on hand to address every concern graduating students may have, including the essential steps of applying for graduation with Office of the Registrar and completing financial aid exit interviews. Students can also pick up caps and gowns and order graduation announcements.

For further information about Grad Fest, call University Bookstores at 625-6564 or check out the Grad Fest web site at <<http://www.bookstore.umn.edu>>.



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- 28 Floating holiday. University offices closed
- 29 Last day to register for spring without paying late fee
- 31 Spring quarter classes begin

Address and telephone updates requested

Academic departments and undergraduate advising offices are asked to update their addresses and telephone numbers as they appear in the *Class Schedule*. The directories appear on pages 158-159 of the *Spring Class Schedule*.

CHANGES SHOULD BE REPORTED BY FRIDAY, MARCH 21 TO:

Judith Shalaby Office of the Registrar
130 Coffey Hall, 624-8792
624-4943 (fax) or j-shal@maroon.tc.umn.edu

STUDENT 2000 continued

Not all policy issues are as easily resolved as consistent address information and credit card payment. The calendar issue—having all four campus start and end their year at the same time—was hotly debated. In the end, the simplicity of one calendar was outweighed by the traditions of the individual campuses.

Hundreds more decisions need to be made about policies that must be rethought, rejected, retailored, or saved intact before the first data is even entered. Most of those decisions can be made at the unit or department level, avoiding a lengthy approval process. Others, like the calendar issue, will require much more discussion at all levels of decision-making.

"I wish it were as easy as changing the machine on your desk or the data on your screen," Lewis says. "But changing systems and policies means changing the ways we work, too."

FOR MORE INFORMATION ON STUDENT 2000:

Roberta Armstrong, Project Director, r-arms@umn.edu
Sam Lewis, Team Chair, s-lewi@umn.edu
Judith Gaston, jgaston@mail.cee.umn.edu

Obituary: Dean Arnold

Dean P. Arnold, former assistant director for Student Support Services (SSS), died January 31, 1997. Arnold worked for the University for 15 years, retiring in 1981. Mary Amundson, Student Development & Athletics, recalled that Arnold was responsible for implementing the original University ID card (which was used for almost 25 years) and the earliest word processing systems used in SSS. Cards may be sent to daughter Laurie Arnold Bloch, 509 NW 21st Street, Fort Lauderdale, FL 33311.

The Record

is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Senior Vice President for Academic Affairs.

Laura Weber, senior editor

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The Record

News about admissions, records, and financial aid

April 1997, Vol. 21, No. 4

Official transcripts available on the Web

The Office of the Registrar (OTR) began accepting transcript requests online from its Web site on April 1. Students, staff, and alumni with active University e-mail accounts (or X.500 entries) can use Netscape Navigator or Microsoft Internet Explorer (versions 2.0 or higher) to access the University's Web site, then use their e-mail username (or X.500 entry) and password to get to the transcript order form.

Brooke Nielsen of the OTR Web Development Team designed the forms and links for the most recent contribution to improved student services via the World Wide Web. University community members can now order official transcripts quickly and securely from remote locations without needing a form, worrying about orders lost in the mail, or being constrained by an office's limited hours. Staff benefit too by receiving the information in a standardized format that has already been receipted.

Federal Educational Rights and Privacy Act staff in Washington, D.C., have approved this password system in lieu of a required signature to release records.

Payment is made using a Visa or MasterCard. The credit card information is encrypted using CyberCash's Secure Internet Payment System. Once the credit card has been debited, the order is sent via e-mail to a service center staff member who processes the order. Most

Transcripts, to page 3

The software will have the look and feel users have come to expect—and no more codes to memorize! Here are examples of the graphical interface the student services system will use.

Student 2000 staff explores the potential of new student services software

Student 2000 Records Team Lead Sue Van Voorhis calls it a "great adventure." Admissions Team Lead John Printz calls it "detective work." They are both talking about their exploration of the new student system software made by PeopleSoft. Along with Team Leads Carolee Cohen, Bursar's Office, and Lauri Enger, Office of Scholarships and Financial Aid, they are spending their days looking at the PeopleSoft screens and menus, trying to find ways to make the software do what its users need.

"There's no map for us to follow," Project Director Roberta Armstrong says, "because the software isn't finished yet. It's a very new product for PeopleSoft, so they have involved universities to help to develop it."

Armstrong says the universities receive copies of each new beta [trial] release. "That gives us a chance to explore the software's capabilities—see

what will work for us or where there are gaps. Then we tell PeopleSoft where we think they need to strengthen their program." As a result of all the input, each new beta release is more complete than the last.

The process itself is extremely valuable, Printz says. "Project staff are getting to know the software functionalities extremely well. We explore menus, see what's behind the drop-downs, and look for ways PeopleSoft can perform the functions we need, like admitting students, packaging financial aid, and degree auditing. When the final version comes out this fall, we will know exactly what the software can and can't do. And we'll have added ideas and features that makes the software fit our needs even better."

And there are some nice surprises: Van Voorhis talks about a discovery

Potential, to page 3

Spring training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN.

Free guest parking is available in the small lot in the rear of 2221 University Avenue S.E.

LAN Orientation Sessions

April 17, 10:00 a.m.–noon

May 13, 1:30–3:30 p.m.

June 19, 10:00 a.m.–noon

260C Williamson Hall

Supervisors should complete a LAN user form prior to session. See your cluster rep for details.

Word for Windows 6.0 series

Sessions will be held from 1:30–3:30 p.m. at 2221 University Ave. S.E., Suite 425. Limit: 6 per session

May 1 Word for Windows 6.0, Part I

Creating and editing/printing a document, working with blocks of text, formatting.

Prerequisite: Word for Windows 6.0 user.

May 8 Word 6.0 for Windows, Part II

Multiple page documents; working with styles, drawing tools, and columns; more.

Prerequisite: Completion of Part I

May 15 Word 6.0 for Windows, Part III

Creating and modifying tables, merging documents, outlines.

Prerequisite: Completion of Part II

FOR MORE INFORMATION OR TO REGISTER:

Nancy Martin, SOSS

625-8821 or n-mart@tc.umn.edu

On request:

MARDB/DB2 (Admissions database) and RRDB/DB2 (Registered Student Reporting Database) workshops, required for staff seeking access to the BASIS Information Center version of these databases. Contact John Kellogg, Office of Planning and Analysis, 625-3387.

For workshop on FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2, contact Grace Lindberg, 626-7564.



Spring quarter datebook

April

- 5 Last day to cancel with 100 percent refund
- 7 Major/adviser input lists produced
- 11 Collegiate roster produced
- 11 End of second week reports produced
- 12 Deadline for student cancel/add of individual class without transcript record
- 12 Last day financial aid recipients can register for fall and have registrations count for financial aid eligibility (Students in units that do not follow the regular quarterly schedule should contact their college office for deadlines)
- 25 Deadline for major/adviser input, 4:30 p.m.
- 25 Major/adviser output reports produced

May

- 1 Major/adviser output records distributed to colleges
- 2 RSNs produced for fall quarter
- 15 Summer session registration begins for currently enrolled students
- 19 Early registration for fall 1997 begins
- 26 Memorial Day, holiday. Classes excused and University offices closed
- 30 Grade reports produced

June

- 6 Last day of instruction
- 7 Study day
- 9–14 Final exams
- 11 First day lists produced for summer session
- 16 Grades posted for spring quarter
- 16 Spring quarter grade reports due from academic departments, 9:30 a.m.
- 17 First term summer session classes begin

Students respond to Web registration

As of the last day of March, 13,700 students had registered for spring quarter classes on the World Wide Web. When registration is complete, a screen automatically appears asking if the student would be willing to take a survey. Some 1,840 students responded.

The survey asks three questions: (1) How easy was Web registration to use; (2) How useful were the help screens; (3) How current was the information the user found. Some comments from the Web registration survey follow.

- ✓ I register for my classes on-line every quarter. This system is so much easier to use. I'm almost sorry that this is my last quarter of school! Well O.K. maybe not.
- ✓ I registered from Costa Rica...a very simple process, and the web page was easy to find.
- ✓ My goal is to complete my Ph.D. in Instructional Systems Technology without registering in person. So far I've made it three quarters. This on-line system is wonderful.
- ✓ I would like to be able to have the option of mailing my fee statement to myself instead of having to go into the Student Access System to request one. [OTR will make this option available in April.]
- ✓ There aren't enough adjectives powerful enough to describe how great this application is. Publicize it! This thing should be on the 5:00 news! I stumbled onto it by accident. I don't think most students are aware of the system.
- ✓ I've been going to the U of M on and off since 1986 and this absolutely is the BEST thing I've ever seen done by this University. It's an excellent use of technology to fill a dire need, i.e., an easy registration for students. It's too bad that I am reaching the end of my program. I would look forward to using this system again in the future.
- ✓ Too bad the rest of the U cannot operate this efficiently.
- ✓ This ROCKS! I'm never going back to the old way.
- ✓ I'm usually pretty critical of many aspects of the U of M bureaucracy. I'm a tough customer. Nonetheless, I have to say this registration system is marvelous—I can't imagine how to make it easier to use, and I laugh now when I recall my undergraduate days of standing in lines for two hours at a time to register. This is SUPER. Good work.
- ✓ I registered from home while sipping on coffee in my bathrobe. How much easier can it get? This is fantastic. Everyone working on this project is to be congratulated.
- ✓ I have been a student at the U of M since the mid-80s working on both master's and Ph.D. degrees. I was very impressed by the phone registration system that the University of Oregon used when my son first registered for classes a freshman there in 1992. I longed for a similar system at the U of M. I have been using this system of registering for classes since fall of 1996. I love it! It is very time-efficient compared with standing in those god-awful lines at Fraser like we used to. Keep up the good work!
- ✓ This is the best invention since Ben and Jerry's ice cream.
- ✓ I just loved being able to access professors' names and office information, textbook information, and final exam schedules right away. What a great addition to the registration process!!

Potential, from page 1

staff made last week. "We looked under a label called 'milestones' and found a way to track graduate student program events like filing a thesis title, appointment of a committee. The graduate school staff are excited—it solves a problem they've had for years."

Armstrong cautions, however, that the new system isn't going to fill every department's needs. "We have to remember we're replacing very old, very complicated systems with essentially one new one. It will be accurate, accessible, user-friendly, and sharable. It will do a lot, but it can't do everything—at least not right away."

FOR MORE INFORMATION
Project Director Roberta Armstrong
r-arms@tc.umn.edu.

Transcripts, from page 1

of the process is automated—once the student submits the request, the receipted and formatted order is in a staff member's incoming mailbox in seconds.

FOR MORE INFORMATION
Scott Lindgren, Office of the Registrar
624-8212 or lindg004@tc.umn.edu

To order an official transcript, surf to
<<http://www.umn.edu/tc/students/grades/transcripts.html>>. Have a credit card ready!

Take Our Daughters to Work Day is April 24

Take Our Daughters to Work Day is Thursday, April 24. For the past five years, various University of Minnesota departments and organizations have sponsored events for the day, coordinated by the Minnesota Women's Center.

Girls and young women, aged 8-15 years, are invited into the workplace where they can talk to adults, learn about jobs, and get hands-on experience in the work world. In addition, student-parents are encouraged to bring their daughters to experience the atmosphere of higher education.

This year's theme is "Working Towards a Lifetime of Confidence." The Minnesota Women's Center will compile and distribute a brochure listing activities on campus and will publicize events in a variety of ways.

To request a copy of the brochure, call or visit the Minnesota Women's Center, 212 Nicholson Hall, 625-9837. Information is also available on the Web at <<http://www.umn.edu/mnwomen>>.

Student services evolve over two decades

From *The Record*, March 17, 1977

"The Student Relations unit of Registration and Records Office was established to provide trained problem solvers for the myriad questions from students. Mary Koskan supervises a staff of four. Phone calls average 70 per day, with about 65 personal contacts with students daily for the unit."



Mary Koskan, Office of the Registrar assistant director, described the changes in the Student Relations unit since 1977. "The unit expanded to add the transcripts and certification areas," she said. "Last summer we changed the whole concept to 'one-stop shopping,' where students could walk up to the counter in Williamson or Coffey Hall and be served by any staff member." The current name for the student services function is Office of the Registrar Service Center.

Koskan, who also has responsibility for the Registration Center in Fraser Hall, said that student services, including transcripts, APAS, and certifications, are now also available at the Registration Center.

The Service Center today has 13 full-time staff members, 10 student workers, and 16 other OTR employees who work some hours in the Service Center. In one year, 95,000 transcript requests and 22,000 certification requests were processed. Approximately 300 phone calls are received per day. Last year, 31,000 face-to-face contacts occurred.

The World Wide Web, unimaginable by most 20 years ago, is a new way to provide registration services. (See related articles, pages 1 and 3.) One of the newest services available on the Web is the ability to download and print OTR forms.


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The Record

News about admissions, records, and financial aid

May 1997, Vol. 21, No. 5

Lewis announces decision to step down as Office of the Registrar director

Sam Lewis, director of the Office of the Registrar, sent this letter (excerpted) to his staff on April 8, 1997.

Dear OTR Staff,

I have decided to change my work situation. I have been thinking about this for a while, and since an opportunity to do so is probably available now, I have decided to step down as director of OTR on or before September 1.

My wish to do so has nothing to do with any unhappiness with OTR or the people I work with here at the University; it has a lot to do with the fact that I have been a director since 1971 (since 1982 in OTR), and it is time for a change for me. There is every possibility that I will be assigned to work 75 percent time (which is what I want to do) on one or several large projects for the next few years. Some possibilities include Student 2000, semester conversion, Web stuff, or APAS/degree audit...

Dr. Kvavik will be rethinking structure and what to do about my leaving. He may want to consult with OTR staff. I will probably be involved in helping him think about the future... While this may seem sudden, I will still be here for a few months (maybe almost 5) to help sort things out. I have greatly enjoyed my 15-plus years here and value your cooperation and pleasant attitudes in making this a super office.

Best wishes, Sam

'U' is pacesetter for provision of electronic student services

Higher education student service administrators from around the country paid a visit to the University in April. The group, members of the State Higher Education Executive Officers, sponsored a survey that ranked the University as one of four higher education "best practice" sites in the nation. They wanted to get a closer look at the current Web site and the Student 2000 Project, which are already changing the way the University provides services to students.

"We're definitely a pacesetter in electronic student services," Associate Vice President Bob Kvavik said. "Our web access strategy is generating incredible interest not only

PACESSETTER to p. 2

Registration highlights—spring 1997

Campus	Enrollment	Change from '96		
		Number	%	
Twin Cities	33,606	8	0.0	
Crookston	1,579	-18	-1.1	
Duluth	6,800	155	2.3	
Morris	1,829	-21	-1.1	
Total	43,814	124	0.3	
Twin Cities colleges		Enrollment	Number	%
Agricultural, Food, Environ. Sciences	775	-49	-5.9	
Architecture/Landscape Arch.	38	-19	-33.3	
Biological Sciences	486	-22	-4.3	
Dental Hygiene	94	8	9.3	
Dentistry	340	-3	-0.9	
Education and Human Development	1,317	97	8.0	
General College	966	-28	-2.8	
Graduate School	7,532	-256	-3.3	
Human Ecology	794	43	5.7	
Institute of Technology	3,682	-64	-1.7	
Law School (spring semester)	780	11	1.4	
Liberal Arts	12,067	211	1.8	
Management	1,059	262	32.9	
Medical School	1,743	-28	-1.6	
Medical Technology	57	-12	-17.4	
Mortuary Science	50	-11	-18.0	
Natural Resources	477	-46	-8.8	
Nursing	218	9	4.3	
Occupational Therapy	66	2	3.1	
Pharmacy	312	-28	-8.2	
Physical Therapy	61	2	3.4	
Public Health	214	4	1.9	
University College (day school only)	185	-73	-28.3	
Veterinary Medicine	293	-2	-0.7	
Total University		Enrollment	Number	%
New high school	37	-12	-24.5	
New advanced standing	553	-35	-6.0	
New adult special	326	-28	-7.9	
Total	916	-75	-7.6	
Continuing	41,650	238	0.6	
Intercampus	58	2	3.6	
Intracampus	846	101	13.6	
Readmits	344	-142	-29.2	

Repayment required when students receive aid above their cost of attendance

Many graduate students who receive federal student loans also receive fellowships, stipends, tuition benefits, and other forms of departmental or institutional aid. Students in this situation should understand that the federal requirement for the University is to monitor student aid to insure aid is not higher than the cost of attendance.

Student loan programs require loan amounts to be reduced if other forms of assistance are received, regardless of when during the year these additional resources become available to the student or known to the Office of Scholarships and Financial Aid (OSFA).

During the 1996-97 academic year, hundreds of graduate students lost loan eligibility because they received departmental aid and tuition benefits. The University returned those ineligible loan proceeds back to the Federal Direct Student Loan Program and billed the students. Numerous students were billed thousands of dollars, payable to the University. Holds were frequently placed on the records of these students, which prevented them from registering, obtaining transcripts, and carrying out other transactions.

To prevent this severe situation, it is imperative that departments report all forms of assistance early, including GA/RA appointments to payroll and the Graduate Assistantship office early, and encourage students to self-report these resources to OSFA. The goal is to give OSFA adequate lead time to reduce loans *before* they are disbursed to students.

FOR MORE INFORMATION:
Maureen Andrew, assistant director, OSFA
Graduate and Professional Programs
Maureen.R.Andrew-1@tc.umn.edu or
624-1309



Spring quarter datebook

May

- 1 Major/adviser output records distributed to colleges
- 2 RSNs produced for fall quarter
- 15 Summer session registration begins for currently enrolled students
- 19 Early registration for fall 1997 begins
- 26 Memorial Day, holiday. Classes excused and University offices closed
- 30 Grade reports produced

June

- 6 Last day of instruction
- 7-8 Study day
- 9-14 Final exams
- 11 First day lists produced for summer session
- 16 Grades posted for spring quarter
- 17 First term summer session classes begin
- 18** Spring quarter grade reports due from departments, 9:30 a.m.

** Note change from date published in April issue of *The Record*

PACESETTER from p. 1

in higher ed circles, but in the technology industry as well."

If the Web site is the tip of the iceberg, then the Student 2000 project is the iceberg itself. Right now, the Web site depends on a rather precarious patchwork of dated computer systems, interfaces, programs, and hundreds of policies and procedures that over the years have produced a bureaucratic nightmare for many students.

"Students praise the education they receive here," Kvavik said, "but what they remember are the long lines, the shuffle from office to office. That blurs the first-rate academic reputation we have. The Student 2000 Project, with its focus on technology and rethinking the ways we do business, will change that."

The Student 2000 Project began as a

response both to the U2000 push to become more user-friendly, and to the inability of the University's current 22 computer systems in student services to address the conversion to semesters and the year 2000.

"We could spend \$8 million and end up with the same outdated, cumbersome system, or we could spend \$8 million more and build a modern system and business process that makes sense from a student point of view," said Roberta Armstrong, project director for Student 2000.

The acclaimed Web site is a taste of things to come. The rethinking of the processes that provide financial aid, admit students, monitor academic progress, and collect tuition will make those services even more accessible.



THE TOP
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Spring quarter 1997—40 largest classes

1.	534	Psy 1001-1	G. Peterson, others	Associate Prof.
2.	466	Th 1101-1	J. Norwood	Associate Prof.
3.	443	Th 1101-2	J. Norwood	Associate Prof.
4.	367	Anth 1101-1/H-80	K. Johnston	Lecturer
5.	339	Hist 1302-1/H-80	S. Evans	Professor
6.	311	Psy 3666-1	H. Laube	Visiting Prof.
7.	311	Chem 1051-1	K. Mann	Professor
8.	309	Geo 1001-1	R. Edwards	Associate Prof.
9.	298	CBN 3001-1/3002-1	G. Bauer	Professor
10.	288	Psy 3201-1	A. Rothman	Assistant Prof.
11.	285	Chem 1052-2	A. Stein	Assistant Prof.
12.	279	Psy 3604-1	J. Butcher	Professor
13.	269	Biol 1201-1	S. Naeem	Assistant Prof.
14.	269	Biol 1009-2/H-80	R. Peifer	Educ. Spec.
15.	266	Psy 3101-1	A. Tellegen	Professor
16.	264	Econ 1101-1	P. Sotkiewicz	Teaching Asst.
17.	258	Soc 3101-1	N. Carlson	Professor
18.	256	Phys 1253-3	K. Ruddick	Professor
19.	250	Phys 1252-1	J. Kakalios	Associate Prof.
20.	236	Biol 1009-1	R. Peifer	Educ. Spec.
21.	236	Hist 1013-1/H-80	E. Farmer	Professor
22.	232	Chem 1052-1	A. Stein	Assistant Prof.
23.	218	Phil 1004-1/1007-1	M. Root	Associate Prof.
24.	209	Econ 1102-1	R. Gecan	Teaching Asst.
25.	207	Econ 1102-2	M. Lutterman	Teaching Asst.
26.	204	Geog 3101-1	J. Hart	Professor
27.	203	Hist 3823-1	H. Berman	Professor
28.	199	PubH 3001-1	J. Rothenberger	Instructor
29.	191	Phsl 5112-1	T. Ebner	Professor
30.	187	Chem 3301-1	I. Tabakovic	Professor
31.	186	Phsl 5111-1	O. Wangenstein	Associate Prof.
32.	185	InMd 5204-1	R. Soltis	Associate Prof.
33.	181	Clas 1042-1/H-80	G. Erickson	Professor
34.	178	Phil 1002-1	D. Lewis	Professor
35.	178	MicB 5206-1	P. Schlievert	Professor
36.	178	InMd 5233-1	Senior Medical staff	
37.	176	AdPy 5107-1	T. MacKenzie	Professor
38.	174	ArH 1921-1	B. Jenkins	Lecturer
39.	174	Acct 1050-1	G. Dukel	Associate Prof.
40.	174	Math 1142-2	M. Katzman	Assistant Prof.

DATA SOURCE

Scheduling Office, Office of the Registrar, 625-4094

'User-friendly' changes to financial holds policy announced

Two changes to financial holds policy designed to improve "user-friendliness" of student systems will go into effect September 1, 1997.

First, the minimum hold limit will be raised from \$25 to \$100. Second, departments are required to adopt one of the following two hold collection procedures:

- The preferred alternative is to make an arrangement with the Office of the Bursar to put student accounts receivable on the STARS system. This allows students to get regular bills, look up their accounts, see all charges and credits on the Student Access Screen, and go to the Bursar and pay what they owe. The hold can then be removed on the spot.
- The second alternative is to allow the Cashier's office access to the department's receivable, so when a student wishes to pay her or his account it can be done and a hold can be cleared immediately without the student having to travel to that department.

In a joint memo to department heads and account managers of departments that place financial holds on the student data base, Directors Kay Butler, Office of the Bursar, and Sam Lewis, Office of the Registrar, said that the changes are "to make the payment process as efficient as possible and less bureaucratic for students," while understanding the financial responsibility of every department to collect funds owed to it and the responsibility of students to pay their bills.

When a student has a hold on her or his record and cannot register or get a transcript, running from office to office is time-consuming, and sometimes results in an inability to register in a timely manner, Butler and Lewis said.

Departments will not receive printed early fall queue; available on web only

Departments will not be receiving a paper version of the early fall registration queue. Instead, departments may access the information on the Web at <<http://www.umn.edu/tc/faculty-staff/manage/queue.html>>. Students will find the information in the student section of the U of M Web site, under "Current students/Manage your academic program/Course and registration related information."

There will be no late fall registration queue. On September 2, returning students will be allowed to change courses or process initial registrations on a first-come, first-served basis.

FOR MORE INFORMATION:

Stephanie Nichols, OTR Systems Group, 625-1800

Staff news

Elizabeth Grundner, assistant director, OTR Scheduling Office, has announced her retirement after 28 years of service. Her last day will be June 30. Details, including the date of a farewell reception, will appear in next month's issue.

David Moy, user services specialist, Student Office Systems Support (SOSS), has accepted a position as associate programmer with Lockheed Martin Federal Systems in Oswego, N.Y. Moy began working for the University in St. Paul Admissions & Records in January 1981. Six years later he began working Office Automation (now part of SOSS). Mark Powell, SOSS assistant director, noted that Moy has been instrumental in implementation and maintenance of the Novell LAN.

Jacob K. Javits fellowship program for graduate students deadline is May 19

The Office of Scholarships and Financial Aid (OSFA) wishes to inform staff about the Jacob K. Javits Fellowship Program for graduate students of superior ability pursuing a doctoral degree or Masters of Fine Arts in selected fields of the arts, humanities, or social sciences. Deadline for applications is May 19.

Ninety individual fellowships of up to \$14,400 each will be awarded nationally. Eligibility is limited to students who at the time of application have no more than 30 semester hours or 45 quarter hours or equivalent of graduate credit applicable to the eligible field of study. Sixty percent of new awards will be to eligible applicants who have earned no credit hours applicable to a graduate degree.

Information and copies of the application can be viewed at the U.S. Department of Education Web site: <<http://gcs.ed.gov>>.

FOR MORE INFORMATION:

Phil Morgan, assistant director, OSFA Scholarships Unit, 624-5873

Winter '98 turnaround documents to be mailed to departments May 19

Winter 1998 course turnaround documents (Form A80B) will be sent to academic departments on May 19, 1997. The completed forms will be due back to the Office of the Registrar on June 16, 1997. The May 19 mailing date allows academic units to review the documents while Term B faculty are still available for consultation.

FOR MORE INFORMATION

Nancy Peterson, OTR Scheduling Office, 625-6089

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Laura Weber, senior editor

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The Record

News about admissions, records, and financial aid

June 1997, Vol. 21, No. 6

Elizabeth Grundner retires at the end of June after 28 years of service

Elizabeth Grundner, assistant director, Office of the Registrar, will retire June 30 after 28 years of service to the University. Grundner and her staff are responsible for room scheduling, the *Class Schedule*, classroom management, and reporting (course inventory).

In the years since she began as an administrative fellow in the Scheduling Office (now part of the Office of the Registrar), Grundner said, "I have basically worked from my 1969 job description; the duties have not changed, but the ways we do things have come a long way with the advent of technology—in 1969 the key punch machine was technology."

"It was just about seven years ago that all classrooms were equipped with AV screens and about five years ago that overhead projectors were purchased for the classrooms. Money was never in abundance for classroom equipment," she said. A year ago, classrooms began to be scheduled by computer.

Grundner came to her job in what was then called the Space Allocation and Scheduling office directly from graduate studies in 18th-century colonial U.S. history. "Spring quarter ended on May 31 and I began on June 1. I completed graduate studies with no debts or incompletes and was looking to do something for a couple of years while I sorted out my thoughts about my dissertation," she said. This included contemplating a move to the East Coast to be where the material for her topic of study is concentrated.

Though she remained at the University, Grundner has become an "anti-quarian" nonetheless. "Several times a

A reception for Elizabeth Grundner will be held from 2 to 4 p.m. on June 26 in the atrium of Burton Hall. For further information, contact Nancy Peterson, 625-6089.

Grundner said she would enjoy any notes faculty or staff would like to send, as she will be off campus by the end of June.

ELIZABETH GRUNDNER
Scheduling Office, Office of the Registrar
150 Williamson Hall
6245-4094 or e-grun@tc.umn.edu

month I receive a phone call that begins 'Has the University ever...'. Written deeply in my memory is that the quarter system began in 1917. That is a question often asked."

Grundner lists her deepest job satisfactions as finding suitably quiet meditation rooms for Olympic athletics in 1990 when the Olympic Festival was

sponsored by the University and assisting in planning conferences with faculty in which the quality features of the Twin Cities campus were showcased.

"One of my biggest challenges—since it opened in 1972—is to convey that it is pronounced 'will-ey,' not 'wile-ey,'" Grundner said of the West Bank auditorium building.

After retirement, Grundner will travel to Belgium, Luxembourg, Normandy, and Switzerland for three weeks in September, and then plans extensive volunteer activities. She also intends to take classes at the University when she becomes old enough for senior citizen registration, "where I can enjoy the classes and not take the exams.

"I may even mail my Christmas cards before December 22, which will shock my friends," she laughed.

Fall registration to remain open (but unadvertised) during the summer

Although fall quarter registration is advertised as ending June 20 and resuming September 2, registration *will* remain open during the summer. This option will not be advertised, however. There will be no second queue this year.

"Having registration closed presents a hardship for some students who want to reschedule fall classes, or who could not get in all the steps necessary to register earlier," said Mary Koskan, Office of the Registrar. "But opening up this period presents problems for departments in providing overrides for missing instructors and in reserving spaces for new student registration." The open, unadvertised registration period is the solution, she said.

Fall quarter registration will close for two days in August for the input of new tuition and fees. The exact dates have yet to be determined; *The Record* will publish them when they become known.

FOR MORE INFORMATION
Mary Koskan, Office of the Registrar, 625-0160 or m-kosk@tc.umn.edu

Spring training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN.

Free guest parking is available in the small lot in the rear of 2221 University Avenue S.E.

LAN Orientation Sessions

June 19, 10:00 a.m.-noon
260C Williamson Hall
Supervisors should complete a LAN user form before session. See your cluster rep for details.

FOR MORE INFORMATION OR TO REGISTER:

Nancy Martin, SOSS
625-8821 or n-mart@tc.umn.edu

On request:

MARDB/DB2 (Admissions Database) and RRDB/DB2 (Registered Student Reporting Database) workshops, required for staff seeking access to the BASIS Information Center version of these databases. Contact John Kellogg, Office of Planning and Analysis, 625-3387.

For workshop on FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2, contact Grace Lindberg, 626-7564.

Parking rates to increase

Parking and Transportation Services is announcing a rate increase effective July 1, 1997 for public parking and October 1, 1997 for contract parking. The rate adjustment was approved by the Senior Vice President for Finance and Operations in consultation with the Faculty Senate Committee of Finance and Planning.

Public daily rate and off-peak parking will increase by 25 cents per day; faculty, and staff contract rates will increase by 2.5 percent. Carpool rates will remain at \$1 per day.

The need for the increases is based on increased operating costs, funding capital projects, and an increased subsidy to the Campus Shuttle and Route 52 bus systems.

FOR MORE INFORMATION

Parking and Transportation Services,
626-7275



Spring quarter datebook

June

- 6 Last day of instruction
- 7-8 Study day
- 9-14 Final exams
- 16 Grades posted for spring quarter
- 16 Spring quarter grade reports due from departments, 9:30 a.m.

Summer sessions I and II datebook

June

- 11 First-day class lists produced for summer session I (SSI)
- 17 SSI classes begin
- 30 SSI collegiate roster produced
- 30 SSI grade reports produced

July

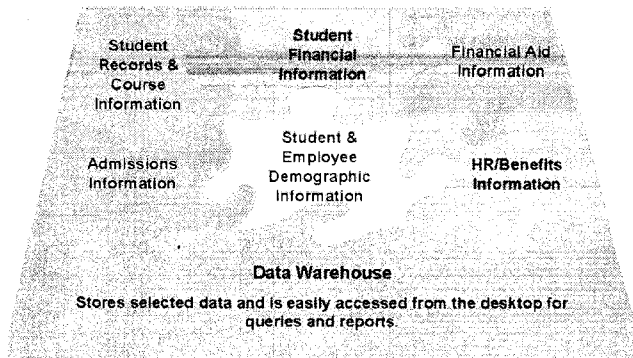
- 3 SSI grade reports produced
- 4 Independence Day, holiday. Classes excused and University offices closed
- 18 First day class lists produced for summer session II (SSII)
- 22 Last day of classes, SSI
- 24 SSII classes begin
- 25 & 28 SSI grades posted
- 25 SSI grade reports due from academic departments, 9:30 a.m.
- 28 SSI transcripts produced

August

- 6 SSII collegiate roster produced
- 6 SSII end-of-second-week reports produced
- 11 SSII grade reports produced
- 27 Last day of classes, SSII
- 29 SSII grade reports due from academic departments, 9:30 a.m.
- 29 & 9/2 SSII grades posted

September

- 1 Labor Day, holiday. University offices closed
- 2 SSII transcripts produced



The University currently has 22 student services computer systems, running 3,000 programs. Each of the 22 systems is an "island," communicating with other systems through 400-plus complicated and expensive interfaces. The new system (above) is one big "continent"—the data warehouse—shared across the University. All information about a student will exist in one record in one location, but will be accessible to the department that needs it, whether Admissions, the Registrar, Human Resources, or the student's advisor.

Student 2000 staff start building prototype of new student services system

In the past year the Student 2000 staff have researched the current student information system, designed a new system, explored the capabilities of the PeopleSoft beta software to find out how well it will meet the University's needs, determined which policies need to be changed, and decided where interfaces are needed.

Now they're ready to *build* the new system. Using real data (20 prospect names from the Admissions database, for example), Student 2000 staff will see if the software works the way it needs to, a process known as prototyping.

"It's where the rubber hits the road," says Mark Powell, Student 2000 assistant project manager from Student & Office Systems Support. "It's like creating a new car model. Various teams have been designing the drive train, the engine, the chassis, or the fuel intake. Now it's time to actually build them and then see if they run together."

Most symbolic of that transition is moving the software off individual computers and onto an Oracle server where everyone involved in the Student 2000 and Human Resources projects can see it and work with it together.

"Now the problem solving starts in earnest," said Kris Boley, Student 2000 assistant project manager from the Office of Information Technology. "We

will sit down with the users of the data and decide on questions such as, which ethnicity codes should we use, how many different addresses need to be in the student record, do we want to include University College [UC] conference credits, and many more."

Project staff from UC and the Office of the Registrar will work together to determine if the software will support day school, extension, and noncredit course enrollment. Human Resources and Scholarships and Financial Aid staff likewise need to see how they want to handle financial aid eligibility for student employees, Boley said.

Student 2000 staff held three roundtable discussions with advising staff in late May to discuss in detail their information needs. "They're the experts and we're the architects," Boley said. "We've got the framework up, now we have to sit down together and make some fundamental decisions. How much student information do advisors need and how will they access it? What do they need for their 'what if' scenarios, and is the data available?"

The prototyping process will continue through October. "It's going to be a very intense summer and fall," Powell says returning to his car metaphor, "because it's a very complicated automobile."

Academic departments can review course enrollments on the Web

Following the end of the fall registration queue on June 5, academic departments are encouraged to review course enrollments by accessing the fall 1997 section status reports at <http://www.umn.edu/tc/courses/secstat.f97/> on the Web.

Because information is available electronically, hard copy preliminary reports for fall 1997 will not be distributed this year.

Academic departments can use the section status reports to judge if courses are meeting anticipated enrollments and to assess the need for additional sections for heavily subscribed courses.

Courses may also be checked to identify problems with classroom size and to determine quantities for bookstore orders.

FOR MORE INFORMATION
Nancy Peterson, Office of the Registrar
625-6089 or n-pete@tc.umn.edu

Briefs

The College of Biological Sciences (CBS) will begin admitting freshmen fall 1997. The fall freshman class will be limited to 100 students. CBS currently enrolls about 650 students; eventual college enrollment has been targeted at 1,000... A reminder that transcripts are no longer mailed to students for day school grades for any term, including summer sessions. ... Grades are available electronically—(1) the Student Access System, available with the proper software from a variety of locations on campus, or from home, and (2) the Gopher Student Line, 624-5200. Students will now find clearer directions in accessing grades... Two new designators have been added for fall 1997—EdHD, Education and Human Development and WPS, Wood and Paper Science (replaces ForP, Forest Products). ABus, Applied Business, was added retroactively to fall 1996, replacing BAB, Bachelor of Applied Business.

Note these changes in St. Paul and West Bank bursar's hours

As of June 23, 1997 the following changes will go into effect:

- The St. Paul Cashiers in 107 Coffey Hall will be open on Monday, Wednesday, and Friday from 8:00 a.m. to 3:30 p.m.
- The West Bank Cashiers in 101a Anderson Hall will be open on Tuesday and Thursday from 8:00 a.m. to 3:30 p.m.



Both offices will be open all week the first week of classes for fall, winter, and spring quarters (though not for summer sessions).

Departments can make their deposits using the bursar drop boxes located in the St. Paul Student Center and the H. D. Smith Bookstore only on the days that bursar offices are closed.

Students who need more information can use the Student Access System, or contact the Student Accounts Receivable Office or East Bank Bursar in 145 Williamson Hall (open Monday through Friday, 8 a.m. to 3:30 p.m.).

FOR MORE INFORMATION
Patricia Roth, Office of the Bursar
625-9096 or 624-2873 (fax)

Summer session classes with low enrollment will be canceled

Summer session classes with low enrollment will again be canceled this year, continuing the policy implemented last year. The goal is to reduce costs in ways that affect the fewest number of students, while maintaining flexibility and avoiding abrupt, "last minute" decisions, said Jack K. Johnson, Summer Session director in a memo to deans, department heads, and department administrators.

Staff and faculty are reminded to encourage students to register early for summer session, lest a class be canceled needlessly.

Courses or sections with fewer than the prescribed minimum number of registrants at least *five working days* before the first day of class will be canceled, unless exceptions have been agreed to in advance.

Lower division summer session classes (1XXX and 3XXX) require at least eight registered students; 5XXX and 8XXX level courses require at least five registered students.

The policy applies to structured courses only—not individualized instruction such as internships or directed study—and only to courses that are budgeted through Summer Session. Cross-listed and concurrent course cancellations will be based on the sum total enrollment for such courses.

FOR MORE INFORMATION
Jack Johnson, Summer Session director
624-8595 or 626-0077 (fax)
jjohnso1@mail.cee.umn.edu


The Record

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The Record

News about admissions, records, and financial aid

July 1997, Vol. 21, No. 7

Change within University affects Office of the Registrar services

This is the first in a series of articles in *The Record* about OTR services and how they may be changed in the future.

The Office of the Registrar (OTR) has received abundant feedback about its services in recent months. Much of this feedback has been positive—particularly about new electronic services such as Web access to registration and information. There has, however, also been concern expressed about the loss or possible loss of service, particularly the loss of historic (paper) ways of doing business.

Change is rife at the University. Some of this change is being forced upon OTR; other changes are self-imposed. A major issue is resource allocation—to what extent should OTR bring up “new and improved” ways of doing business, and to what extent should OTR support the historical methods.

First, some background on who OTR serves, how they are served, and some of the major transformations underway within OTR.

Who is served

OTR's list of constituents includes coordinate campuses, colleges, departments, faculty, staff, students, alumni, central administration, other administrative units, governmental agencies, and other agencies.

How service is provided

OTR uses a number of systems to provide services: student database, authorized course database, course offering database, Schedule 25 room scheduling system, reporting databases, registration system, Academic Progress Audit System, World Wide Web, interactive voice response, and internal databases such as a graduation database.

OTR offers its services from four locations—150 Williamson Hall, 130 Coffey Hall, 202 Fraser Hall, and B25 Fraser Hall. Business is transacted via a number of media: in person, telephone, fax, e-mail, Web, and the University computer network.

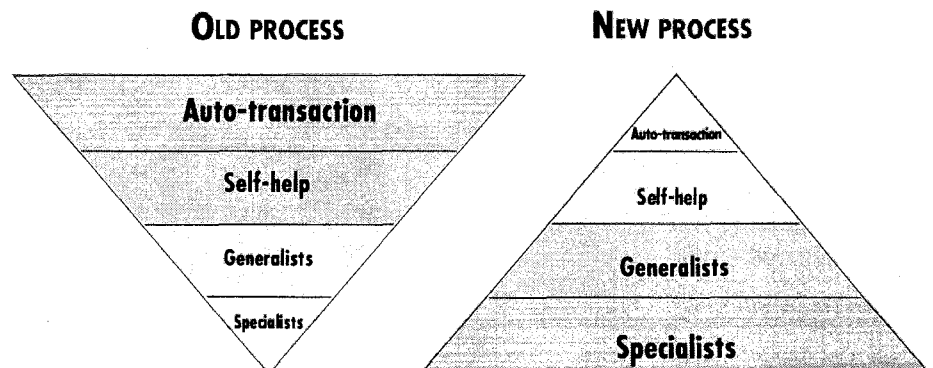
Major changes

OTR is undergoing a paradigm shift in the way services are provided. Automated transactions and self-help processes for students and staff are

seeing more frequent use. (See diagram below.) The shift is also reflected in the following major changes:

- OTR is in the process of bringing up Student 2000, a new, integrated student records system. [*The Record* has run a number of articles in the past months detailing the progress of Student 2000; see page 3 of this issue for the latest.] The University, and a number of other schools, have partnered with PeopleSoft Corporation to build a system that integrates student, financial, and human resources. Access to this integrated system is through current generation desktop PCs and the Web. For a three-year period, OTR needs to devote 5 to 10 percent of its total staff time to the Student 2000 project.
- Concurrent with Student 2000 efforts is the transition to semesters and the new room scheduling system. While the Student 2000 project incorporates much of the semester conversion effort, there are many more things to be done. The room scheduling system involves

OTR services to page 3



Summer training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN.

Information about SOSS workshops will resume in the August issue.

FOR MORE INFORMATION:
Nancy Martin, SOSS
625-8821 or n-mart@tc.umn.edu

Workshops on request:

MARDB/DB2 (Admissions Database) and RRDB/DB2 (Registered Student Reporting Database) workshops, required for staff seeking access to the BASIS Information Center version of these databases.

CONTACT:
John Kellogg, Office of Planning and Analysis, 625-3387

For workshop on FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2,

CONTACT
Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564

1997-98 tuition figures will be published in the August issue of *The Record*.



Summer sessions I and II datebook

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September

- 1 *Labor Day, holiday. University offices closed*
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- 2 SSII transcripts produced
- 2 Fall quarter registration reopens*
- 19 First day class lists produced for fall quarter
- 25 Fall quarter begins

* Publicized date of fall registration reopening. Registration actually remains open all summer. See page 1 of June issue of *The Record*.

Staff training, new roles necessary for Student 2000 success

Twin Cities campus staff from the admissions, financial aid, registrar, and bursars offices got a glimpse of the future of student services in a series of

recent presentations organized by the Student 2000 Human Resources Team. "We're spending \$15 million to give our

students great service and to give our staff the information they need to provide it," Associate Vice President of Academic Affairs Bob Kvavik said, "and it's money down the drain if we don't train you to use it."

Training means both getting to know the software and preparing staff for new roles. "Since students can access routine information and perform routine transactions, such as registering for classes through the Web," Kvavik said, "then staff can do what staff do best—problem-solving, facilitating, and giving advice." And with one student record containing recruitment, admission, enrollment, and financial information, staff will have much more complete information than they now have.

These new roles for staff mean jobs will change, a transition that Kvavik hopes will occur without layoffs, but using attrition if necessary. Generally, he said, staff will need to know the broader realm of student services rather than the more focused departmental perspective that exists now. Kvavik pointed to the "one-stop" pilot project

soon to get underway at UMD as an illustration of the new roles.

The one-stop centers will be staffed by "generalists," staff with knowledge about the range of services available and able to advise and solve problems, and "specialists," staff with depth and experience in one area. "The fragmented way we work now is a huge frustration for students and staff alike," Kvavik said. The "one stop" centers will eliminate the student trek from office to office.

Other new roles will include Web specialists, staff who know the technical and creative aspects of the Web, as well as content specialists from the student service areas who help translate complex policies and procedures into a user-friendly Web interface.

The Human Resources Team, headed by Judy Gaston, a University College/ Student 2000 staff member, is in the beginning stages of developing job descriptions and titles that will provide staff with more promotable opportunities. "Because the software is still in development it's not clear yet what functions the system will be able to support," Gaston said. "It's hard to be really specific until the prototype is done."

Gaston said there will be plenty of opportunity for staff input. "We'll take a first shot at it and bring it back to staff for feedback. This is a big change, and we need everybody at the table."

FOR MORE INFORMATION ON STUDENT 2000
Jude Poseley, communications coordinator
624-3879 or jposeley@umn.edu

OTR services from page 1

learning the new system, loading information, tying it to the current mainframe systems, and—later—building links to the Student 2000 system.

- While all of this is going on, OTR is also engaged with efforts to make the Web one of its principal service conduits by 2000. Since OTR started a small Web site in fall 1995, it has added an extensive amount of information and a number of on-line services, including course information, registration, record access (including grades), advising, financial aid information, search capabilities, transcript ordering, and many planning and performance tools for students.
- Electronic access has also begun to change the way OTR provides customer service. Expanded hours of computer access have allowed student self-service during times the OTR offices have normally been closed. OTR is moving toward the "7-24" concept—electronic services that will be available 7 days a week, 24 hours a day. □

NEXT MONTH

Changes OTR sees coming in how it serves the coordinate campuses and the colleges.



April 19, 1977

The new Admissions and Records/Bookstore building is winner of a national architectural award. Designed by Myers and Bennet Architectural Studio of BRW, Inc., the building, constructed of "board-formed architectural concrete," is cited because it "preserves campus space, is energy-efficient, and [is] humane."

May 17, 1977

The new building is to be dedicated on May 19 and will be named Williamson Hall. [Edmund G. Williamson was instrumental in establishing counseling services at the University in the 1930s and became the University's first dean of students in 1941.]

* * *

"Because of recent federal legislation to ensure privacy of student records, student requests for transcripts will no longer be accepted via phone. University personnel can no longer obtain information on student grades by phoning the Registration and Student Records office." Instead, requests had to be made in writing on department stationary.

Chronicle of Higher Education sets financial aid story in Minnesota

The June 20, 1997, issue of the *Chronicle of Higher Education* used Minnesota students and financial aid administrators as sources to illustrate a national story on a move to redefine what constitutes independent status for student financial aid purposes.

"Students Who Lack Funds from Parents Say Federal-Aid System is Unfair—They complain that Congress has made it too hard to demonstrate financial independence," (page A29) featured quotes from University's Sheryl Spivey, director of the Office of Scholarships and Financial Aid, about the use of "professional judgment" that the current law allows financial aid administrators to make use of under unusual circumstances.

As Congress prepares to reauthorize the Higher Education Act, groups that represent students are urging lawmakers to broaden the government's definition of who can qualify as independent. The definition "clamped down" in 1992, when Congress extended the Higher Education Act. The current definition of independent student is someone 24 years old or older, or an orphan, ward of the court, veteran, graduate student, married, or parent. Prior to 1992, if a student was younger than 24, but his or her parents hadn't claimed them as a dependent on their income tax return or given their student more than \$4,000, the student could be declared independent.

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Laura Weber, senior editor

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The Record

News about admissions, records, and financial aid

August 1997, Vol. 21, No. 8

APAS, Student 2000, computer access

Coordinate campuses and colleges will see change in services offered by OTR

Second in a series about current Office of the Registrar (OTR) services and potential changes. This month the focus is OTR services to the coordinate campuses and Twin Cities colleges.

Current services

OTR currently provides coordinate campuses and colleges with the following services:

- registering students
- maintaining student academic records
- providing transcripts and student progress reports
- publishing the *Class Schedule* and *Course Guide*
- enforcing academic holds and approvals
- maintaining CEE transcripts
- determining class standing and GPA
- processing administrative withdrawals
- providing enrollment reports
- posting degrees and honors
- ordering diplomas
- assisting with new student and parent orientation

OTR also develops systems, trains campus staff on these systems, and maintains communication via (1) standing groups such as the coordinate campus committee and registrar's advisory committee, (2) ad hoc groups such as those for Student 2000, and (3) individual interaction.

Major changes

APAS—A project finally coming to fruition is the Academic Progress Audit System (APAS). APAS will change how OTR provides advising, degree progress monitoring, and degree clearance.

APAS is being used to track liberal education requirements for all undergraduates and provide graduation clearance for some departments. The number of departments using APAS for the clearance process is growing; most of IT will participate by next winter. The possibility of a completely automated system to check progress and holds, post degrees, and print diplomas is not far off.

This fall, a test group of new transfer students are going to receive a transfer record (TRAC) document generated by APAS. TRAC is a list of all transferable courses and how they satisfy University requirements. Within a year, all new undergraduate transfer students will receive this report. Tables describing how courses transfer are being built for colleges from which OTR gets a large number of transfers. The number of tables will continue to expand until all transfer credits are included.

APAS is also being used to produce a "crosswalk" table for semester conversion. This table will show how quarter courses can be used toward degrees under the semester system.

Tuition and fees for 1997-98 approved

New tuition rates for the 1997-98 academic year have been set—see pages 3 and 4 for details. The following changes in tuition structure were also approved.

- The plateau for Twin Cities and Duluth undergraduates has been raised to 17-20 credits (from 16-20). There is no change in the plateau for the Morris or Crookston campuses.
- Upper division rates for Liberal Arts, Human Ecology, and General College continue to edge closer to the rates for all other upper division units; these other units received no increase in upper division tuition for 1997-98.
- After one year of a two-tiered, full-time rate structure, the Graduate School has reverted to a single full-time plateau—7-14 credits.
- Several new programs in the Graduate School have rates considerably higher than regular Graduate School rates—College of Biological Sciences professional master's, software engineering master's in computer science, and manufacturing systems master's in mechanical engineering.
- The master's programs in industrial relations and healthcare administration in the Carlson School of Management now have separate rate structures.
- Five additional colleges have added technology fees to those described in the *Fall Class Schedule*—Agricultural, Food, and Environmental Sciences; Education and Human Development; Human Ecology; Natural Resources; and Law School. Morris's new \$35 fee has been folded into its student services fee; Crookston's technology access fee has risen from \$300 to \$320.

Summer training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN.

Note: Nancy Martin, SOSS associate administrator and long-time contact person for SOSS workshops and training tapes, has turned over these duties to Jennifer Gisslen Lee.

LAN orientation sessions

August 19, 1:30 to 3:30 p.m.

September 18, 10 a.m. to noon

Location: 260C Williamson Hall

FOR MORE INFORMATION:

Jennifer Gisslen Lee, SOSS

625-2821 or gissl002@sossgw.stu.umn.edu

Workshops on request

MARDB/DB2 (Admissions Database) and RRDB/DB2 (Registered Student Reporting Database) workshops

CONTACT:

John Kellogg, Office of Planning and Analysis, 625-3387

FARDB/DB2 (Financial Aid Reporting Database)

CONTACT:

Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564



Summer sessions I and II datebook

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* Publicized date of fall registration reopening. Registration actually remains open all summer. See page 1 of June issue of *The Record*.

Student 2000 two months into prototype phase: work, work, work

Student 2000 project staff are two months into the prototyping phase—developing the working model of the system. Building the prototype involves entering the setup tables (campuses and

courses), testing processes (application, registration, fee assessment), entering test data, identifying reporting needs, and

highlighting policy and procedures that are candidates for simplification or elimination.

Staff from the student, human resources, and finance projects began meeting in June for six hours daily working on tables and data they share in

common, for example, address, job code, department, license/certificate, chart of accounts, and hundreds more. Staff are now working on the student prototype but are continuing the cross-project collaboration.

Prototyping involves making the hundreds of decisions necessary for an accurate, comprehensive, easy-to-use database.

- How do we define “location”—residence hall, building, or location’s address?
- How many address types do we need?
- How do we define “programs”?

After weeks of working at that level of complexity and detail, one expects to see the teams leaving the prototype

sessions looking dazed and confused—and they would but for the knowledge and experience of the “functional experts” who have volunteered to assist.

These people have saved the project teams both time and brain cells—answering questions and clarifying issues and processes. If you see them in the halls, be sure and say “thanks.”

Thanks!

This month, Carolee Cohen and her student financials team thank Laura Cullen, FSS; Sarah Delaney, OPA; Carole Fleck, Budget Office; Sandy Keith, Training Services; Susan Secord, FSS; and Mary Trandem, HRMS Core Team. More thanks next month.

Student
2000
update

Twin Cities undergraduate tuition rates, 1997-98*

Per credit	Resident	Nonresident
Lower Division		
Agricultural, Food, and Environmental Sciences; Architecture and Landscape Architecture; Biological Sciences; Education and Human Development; General College; Human Ecology; Liberal Arts; Management, Carlson School of; Natural Resources; Technology, Institute of; University College	\$80.30	\$236.90
Upper Division		
General College; Human Ecology; Liberal Arts	\$88.40	\$260.80
All other undergraduate units and colleges	\$90.45	\$266.80

Credits 1 through 17 are assessed on a per-credit basis. There is no charge (except course fees) for credits 18, 19, and 20 (day school only). Each credit above 20 is assessed on a per-credit basis.

Graduate School tuition rates, 1997-98*

Part-time rates	Resident	Nonresident
1 credit	\$290.00	\$520.00
2 credits	520.00	980.00
3 credits	750.00	1,440.00
4 credits	980.00	1,900.00
5 credits	1,210.00	2,360.00
6 credits	1,440.00	2,820.00
Full-time rates		
7-14 credits	\$1,660.00	\$3,260.00
Each credit over 14	210.00	420.00
Architecture and Landscape Architecture		
Per credit	\$255.75	\$463.80
7-15 credits	1,850.00	3,306.60
Each credit over 15	255.75	463.80
College of Biological Sciences professional master's rates		
Per credit	\$400.00	\$800.00
7-15 credits	2,860.00	5,660.00
Each credit over 15	400.00	800.00
Humphrey Institute master's rates		
Per credit	\$251.90	\$432.90
7-15 credits	1,823.00	3,090.30
Each credit over 15	251.90	432.90
Manufacturing systems master's rates		
Per credit	\$396.15	\$792.30
7-15 credits	2,833.00	5,606.00
Each credit over 15	396.15	792.30
Software engineering master's rates		
Per credit	\$396.15	\$792.30
7-15 credits	2,833.00	5,606.00
Each credit over 15	396.15	792.30

All amounts above except those labeled "per credit" include the \$60 base tuition rate.

* **Base tuition rate and student services fee**—A base tuition rate of \$60 is assessed once each quarter for all students. All students registered for 6 or more credits must pay a \$158.01 per quarter (\$237.01 per semester) student services fee in addition to tuition.

Professional school tuition rates, 1997-98*

	Resident	Nonresident
Dentistry, School of		
Per credit	\$282.75	\$473.05
Term (12 or more credits)	3,453.00	5,736.60
Departmental master's, Colleges of Agricultural, Food, and Environmental Sciences and Education and Human Development		
Per credit	\$120.10	\$240.20
12-18 credit plateau	1,501.20	2,942.40
Law School (semester rates)		
Per credit	\$355.70	\$607.55
Term (12 or more credits)	4,328.40	7,350.60
Management, Carlson School of		
<i>Healthcare administration master's rates</i>		
Per credit	\$142.80	\$328.35
12-19 credit plateau	1,773.60	4,000.00
<i>Industrial relations master's day program, entering students (guaranteed two-year rates)</i>		
Per credit	\$235.70	\$348.70
12-19 credit plateau	1,755.00	3,522.00
<i>Industrial relations master's day program, continuing students</i>		
Per credit	\$235.70	\$348.70
12-19 credit plateau	1,638.00	3,287.00
<i>M.B.A. day program, entering students (guaranteed two year rates)</i>		
Per credit	\$235.70	\$348.70
12-19 credit plateau	3,259.00	4,520.00
<i>M.B.A. day program, continuing students</i>		
Per credit	\$235.70	\$348.70
12-19 credit plateau	3,042.00	4,842.00
<i>M.B.A. evening program</i>		
Per credit, 11 or fewer	\$235.70	\$235.70
Per credit, 12 or more	235.70	348.70 [§]
<small>§ Nonresidents who take 12 or more credits pay the nonresident rate for all credits, not just those over 11.</small>		
Medical School		
1-5 credits	\$1,048.75	\$1,910.00
6-10 credits	2,037.50	3,760.00
11-15 credits	3,026.25	5,610.00
16 or more credits	4,015.00	7,460.00
<i>Medical fellow specialists residency program</i>		
Per term	121.00	121.00
<i>Psychology fellow specialists</i>		
Per term	121.00	121.00
Pharmacy, College of		
Per credit	\$187.40	\$343.15
Term (14 or more credits)	2,683.60	4,864.10
Public Health, School of		
Per credit	\$128.90	\$257.80
12-18 credit plateau	1,606.80	3,153.60
Veterinary Medicine, College of		
Per credit	\$241.30	\$482.60
Term (12 or more credits)	2,955.60	5,851.20
Veterinary fellow specialists, per term	121.00	121.00
All amounts above except those labeled "per credit" include the \$60 base tuition rate.		

OTR services from page 1

A number of advisers have commented that students with APAS reports come in to see them just as often, or even more often, than those without APAS. But their questions are different. These students ask more specific questions about alternatives. Some advisers have also reported that their job has changed—they are spending less time making lists of alternative courses and more time doing career planning.

Student 2000—OTR, along with several other offices, is building and testing the new PeopleSoft records and advising modules. The priority is meeting the basic business needs of OTR's customers, for example, registration, degree posting, publishing the *Class Schedule*, and providing transcripts.

Staff members are discovering the flexibility and functionality of the Student 2000 software. This knowledge will allow OTR to work with coordinate campus and college offices to provide needed services. OTR is committed to APAS and believes PeopleSoft software can be configured to support it.

Computer Access—OTR is proceeding under the assumption that by the time Student 2000 arrives, all University employees with a need to use student records will have computer access.

Steve Cawley of the Office of Information Technologies recently released a memo recommending equipment for the new systems. The memo can be viewed at <http://www.umn.edu/s2000/docs/req.htm>.

Next month—changes in services to departments and faculty

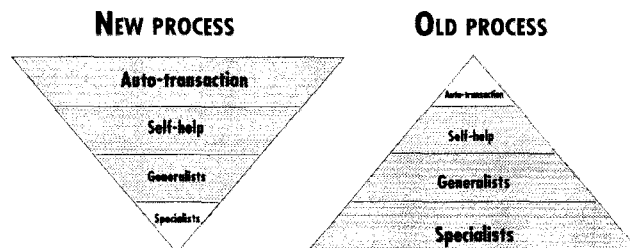
FOR MORE INFORMATION:
Chuck Dahl, OTR, 625-1064

Coordinate campus tuition rates, 1997-98

Crookston (no plateau)	Resident	Nonresident
Lower division	\$68.50	\$202.10
Upper division	76.90	226.90
Student services fee—\$81.50		
Duluth		
Lower division (17-20 credit plateau)	\$78.40	\$231.00
Upper division (17-20 credit plateau)	87.40	257.90
Departmental master's (12-18 credit plateau)	120.10	240.20
Evening M.B.A.	235.00	235.00
Student services fee—\$114.60		
Morris (15-20 credit plateau)		
Lower and upper division	\$93.90	\$277.00
Student services fee—\$155 (includes \$35 technology fee)		

Correction

The labels for the diagrams below, representing the shift in the way the Office of the Registrar provides services, were inverted in last month's issue. The correct labels are below.



The Record

is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Executive Vice President and Provost.

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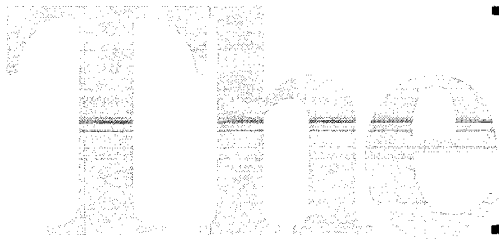
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Record

News about admissions, records, and financial aid

September 1997, Vol. 21, No. 9

Technology changes and improves services Registrar offers to departments and faculty

Third in a series about Office of the Registrar (OTR) services and potential changes. This month's focus is on the way OTR serves departments and faculty.

Note: Processes and changes written about here are not exclusive to OTR; often other units are involved. For example last month's article included information on APAS; the Admissions Office maintains the APAS transfer tables and was instrumental in the development of transfer reports.

Current services

Services OTR provides to departments and faculty include:

- maintaining the authorized course database
- scheduling course sections each term
- scheduling special events in classrooms
- maintaining classroom equipment
- negotiating classroom space
- enrolling students in courses
- providing course lists
- scheduling final exams
- processing grades
- providing credit hour reports
- monitoring instructional space
- training staff to use systems.

Major changes

Automated Room Scheduling

OTR has purchased an interlocking set of scheduling programs:

- Schedule 25—a batch-process room scheduler
- Schedule 25e—schedules events and updates the results of the batch processor
- Resource 25—schedules, and bills for, equipment (coming)
- Model 25—runs various “what if” possibilities; will be used extensively to model semester offerings

With these new programs, room characteristics and course needs only need to be put into the system once—characteristics and needs carry forward from one term to the next, with updates as needed. The system has the capability to look at

many weighted factors when assigning rooms; OTR can improve the fit between needs and rooms. A major issue is the extent to which assignments will be made based on the best fit as opposed to honoring traditional assignments.

The actual scheduling process now takes seconds, not days as in the past. This could result in both later course information submission deadlines *and* an earlier publication of *Class Schedule*. Not only is scheduling speed increased, but because of self-registration, we can handle a shorter queue period. Also, a completed *Class Schedule* can be electronically posted in a short time. (The *Class Schedule* is now on-line, updated nightly, and is web viewable.)

Automation also means quicker and more accurate utilization reporting and faster forwarding of reservation confirmations for both classes and meetings.

Future enhancements could include departments doing their own on-line course changes, having access to room availability information, and electronically submitting requests for meetings and other uses.

Updated Classrooms

The Minnesota Legislature has provided special funding for high-tech classrooms and for general renovation. Nine high-tech rooms have been developed at the University. Extensive remodeling was done to several other rooms. Use of equipment is expanding; VCRs, and to some extent computers, are becoming standard classroom issue.

These technological changes not only influence how standard classes are taught but also make “distance education” more viable. The improved utilization reports from the new scheduling system will help with decisions about closing or updating classrooms.

Student 2000 system and APAS

The Student 2000 system is still in the process of being developed—a number of changes will be the result over the next few years. Included are on-line class lists and on-line grade submission. Instructors will be able to get an up-to-date class list on-line to start their grade books. Grades will be directly submitted on-line using electronic authentication.

The Student 2000 project includes a concerted effort to simplify policies and procedures. A policy group has gathered a large set of policy issues and is now in the process of examining them. The move toward common, simplified processes means that, for some units, procedures will be changed.

Fall training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN.

Free guest parking is available in the small lot in the rear of 2221 University Avenue S.E.

LAN Orientation Sessions

Tues., September 18, 10 a.m.–noon

Tues., October 14, 10 a.m.–noon

Both at 260C Williamson Hall

Supervisors should complete a LAN user form prior to session. See your cluster rep for details.

More workshops will be offered in November and December.

FOR MORE INFORMATION:

Jennifer Gisslen Lee, SOSS

625-2821 or gissl002@sossgw.stu.umn.edu

Workshops on request:

MARDB/DB2 (Admissions Database) and RRDB/DB2 (Registered Student Reporting Database) workshops, required for staff seeking access to the BASIS Information Center version of these databases.

CONTACT:

John Kellogg, Office of Planning and Analysis, 625-3387

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT:

Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564

OTR from p. 1

The Academic Progress Audit System (APAS), in conjunction with Student 2000 and the Web, will dramatically change the advising process. APAS and Web search engines will make it easy for a student to determine the courses he or she needs. The advising role may focus on career planning and providing "inside information" on advanced courses.

NEXT MONTH — CHANGES OTR SEES COMING IN HOW IT SERVES STUDENTS AND ALUMNI.



Fall quarter datebook

September

24 Last day to register for fall quarter without paying late registration

25 Fall quarter classes begin

October

1 * Major/adviser input lists produced

4 Last day to cancel with 100% refund

10 * Collegiate roster produced

10 * End of second week reports produced

11 Last day to cancel individual course without transcript record

11 Last day financial aid recipients can register for fall and have registrations count toward financial aid eligibility. (Students in units that do not follow the regular quarterly schedule should contact their college office for deadlines.)

24 * Deadline for major/adviser input

24 * Major/adviser output reports produced

30 * Major/adviser output records distributed to colleges

November

3 * RSNs produced for winter quarter

10 Winter quarter *Class Schedules* available

17 Start of winter quarter queued registration

26 * Grade reports produced

27–28 Thanksgiving holiday—classes excused and University offices closed

30 * First day class lists produced for winter quarter

December

5 Last day of instruction

6 Study day

8–13 Final examinations

13 End of fall quarter

15–17 Grades posted for fall quarter

17 Fall quarter grade reports due from academic departments, 9:30 a.m.

17 * Transcripts produced

24–26 Christmas holiday—University offices closed

* Date not confirmed at press time

Registration highlights for 1997 summer sessions



Summer Session I—1997

Summer Session II—1997

Campus	Enrollment	Change from '96	
		Number	%
Twin Cities	11,953	-397	-3.2
Crookston	248	11	4.6
Duluth	1,375	-59	-4.1
Morris	95	23	31.9
Total	13,671	-422	-3.0

Campus	Enrollment	Change from '96	
		Number	%
Twin Cities	5,857	-473	-7.5
Crookston	99	-91	-47.9
Duluth	693	49	7.6
Morris	113	-30	-21.0
Total University	6,762	-545	-7.5

Twin Cities colleges	Enrollment	Number	%
Agricultural, Food, Environ. Sciences	134	16	13.6
Architecture/Landscape Arch.	6	0	0.0
Biological Sciences	181	-8	-4.2
Dental Hygiene	16	0	0.0
Dentistry	185	-11	-5.6
Education and Human Development	1,615	-118	-6.8
General College	170	-34	-16.7
Graduate School	2,322	-434	-15.7
Human Ecology	223	-1	-0.4
Institute of Technology	941	-89	-8.6
Law School	160	-5	-3.0
Liberal Arts	3,723	141	3.9
Management	227	32	16.4
Medical School	1,500	179	13.6
Medical Technology	11	-14	-56.0
Mortuary Science	21	-5	-19.2
Natural Resources	65	17	35.4
Nursing	114	-3	-2.6
Occupational Therapy	27	-1	-3.6
Pharmacy	83	-52	-38.5
Physical Therapy	2	2	—
Public Health	79	-28	-26.2
University College (day school only)	73	15	25.9
Veterinary Medicine	75	4	5.6

Twin Cities colleges	Enrollment	Number	%
Agricultural, Food, Environ. Sciences	93	12	14.8
Architecture/Landscape Arch.	2	-3	-60.0
Biological Sciences	121	-20	-14.2
Dental Hygiene	10	5	100.0
Dentistry	16	7	77.8
Education and Human Development	1,057	-41	-3.7
General College	86	-18	-17.3
Graduate School	1,076	-372	-25.7
Human Ecology	117	-6	-4.9
Institute of Technology	613	27	4.6
Law School (spring semester)	1	1	—
Liberal Arts	2,170	-42	-1.9
Management	138	14	11.3
Medical School	33	-11	-25.0
Medical Technology	8	-11	-57.9
Mortuary Science	22	-2	-8.3
Natural Resources	119	13	12.3
Nursing	95	2	2.2
Occupational Therapy	1	1	—
Pharmacy	0	-12	-100.0
Physical Therapy	26	-2	-7.1
Public Health	16	-13	-44.8
University College (day school only)	37	-2	-5.1
Veterinary Medicine	0	0	—

Total University	Enrollment	Number	%
New high school	0	0	—
New advanced standing	327	0	0
New adult special	148	-13	-8.1

Total University	Enrollment	Number	%
New high school	0	0	—
New advanced standing	56	-85	-60.3
New adult special	21	-33	-61.1

Intercampus	64	2	3.2
Intracampus	187	30	19.1
Readmits	553	-79	-12.5
Summer only	2,057	61	3.1

Continuing	5,456	-328	-5.7
Intercampus	12	10	500.0
Intracampus	15	1	7.1
Readmits	151	-79	-34.3
Summer only	1,051	-31	-2.9

Admissions to hold open houses for prospective students in October

The Office of Admissions will host three Saturday open houses for Twin Cities campus prospective students and their parents from 9 a.m. to 3 p.m. on October 4, 18, and 25.

Campus Preview '97 will give prospective students a chance to explore the exceptional educational and student life opportunities on the Twin Cities campus. Throughout the day, guests will have a chance to meet with faculty and staff from colleges and programs, admissions, housing, financial aid, honors, and other student programs.

The day will begin with a welcome at Ted Mann Concert Hall, where guests will be entertained by a University music ensemble and a slide show introducing them to Twin Cities campus life. A guided bus tour of the campus will follow.

After the tour, participants will break up into information sessions of their choosing on topics ranging from available academic majors to internships and career services, financial aid, honors programs, and residential life. Students will end the day meeting with 'U' student ambassadors to talk about campus community and activities, while parents have a separate session to discuss issues of special concern to them, such as financial aid and living on campus. An optional residence hall tour will be offered for interested students and parents after the close of the program.

Admissions expects about 1,000 persons at each event. For more information and to make reservations, contact the Twin Cities campus VISITLINE at (612) 625-0000; toll free (800) 752-1000; or TTY (612) 625-9051.

Fall Course Guide out of print; refer students to Web site

Office of the Registrar and University Bookstores are out of fall *Course Guides*. Please refer students to the electronic version on the Web: <<http://www.umn.edu/tc/courses/guide.html>>.

Note these changes to tuition figures

The nonresident rate for College of Veterinary Medicine students published in last month's issue of *The Record* applies to entering students only. The nonresident rate for *continuing* students is \$362.00 per credit and \$4,403.40 per term (12 or more credits per quarter).

A category not listed last month is Industrial Relations master's evening program rates. For residents, the per-credit rate is \$235.70, regardless of the number of credits. For nonresidents, the per-credit rate for 11 or fewer credits is \$235.70. Nonresidents who take 12 or more credits pay \$348.70 for each credit.

FOR MORE INFORMATION:

Judith Shalaby, OTR, 624-8729 or j-shal@tc.umn.edu

Minutes, reports now available on Web

Beginning with fall quarter 1997, Registrar's Advisory Committee minutes will be available on the Web at <www.umn.edu/registrar/>.

Section status reports will be available one last time in printed form from BASIS/OTR during fall quarter orientation. After the fall queue period, the report can be accessed at <www.umn.edu/tc/courses/sectstat.html>. For more information, contact Mary Koskan at 625-0160.

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Laura Weber, senior editor

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The Record

News about admissions, records, and financial aid

October 1997, Vol. 21, No. 10

Sue Van Voorhis is new University registrar

Sue Van Voorhis has accepted the position of director in the Office of the Registrar (OTR). Van Voorhis had previously served as associate registrar. She succeeds Sam Lewis, who resigned in September after 16 years as registrar to work as director on special assignment in the associate vice president and provost's office.

During the past year, Van Voorhis has led the student records/advising team for the Student 2000 Project, charged with improving student services through redesigned processes and installation of an integrated database. She will continue in that capacity in a reduced-time commitment.

"She is absolutely the best person for the job," said Associate Vice President Robert Kvavik, who heads the student services area. "She knows systems, she has excellent leadership and team skills, she understands and respects students, and she knows what we have to do to serve them better."

OTR is in the midst of many changes, including conversion to semesters, implementation of Student 2000, and creation of a one-stop shop student service center in Minneapolis. Van Voorhis is excited about the challenges ahead.

"Sam Lewis made the University a best-practice institution in electronic student services and made OTR an advocate for streamlining the bureaucratic processes that frustrated our students and staff," Van Voorhis said. "I'm absolutely committed to that direction."

Besides Student 2000 duties, Van Voorhis most recently managed all registrar and Student Development & Athletics administrative operations for the St. Paul campus. She also chaired

the St. Paul Academic Affairs, Student Affairs, and Collegiate Committee from 1993-1996, organized all student database training for St. Paul administrators, faculty, and staff from 1994 to 1996, and has been team lead and facilitator for quality improvement teams from 1993 to the present.

Van Voorhis came to the University in 1993 from Montana State University in Bozeman, where she was assistant registrar, Office of the Registrar and Admissions. There she directed all

registrar and admission functions, as well as coordinating the conversion to semesters and development and implementation of student records software.

Lewis continues to work on the Student 2000 project, the student Web site, and is chair of the Student 2000 Policy Team. "The registrar's job is in great hands," Lewis said of Van Voorhis. "Sue has the combination of creativity and problem solving that's badly needed with all the change occurring in the University and OTR." □

OTR services to students and alumni continue to evolve

Fourth in a series about Office of the Registrar (OTR) services and potential changes. This month's focus is more specific to possible changes in service to students and alumni.

Current services

Services OTR provides to students and alumni include assisting with new student orientation, scheduling classes, publishing the *Class Schedule* and *Course Guide*, doing course registration, maintaining student academic records, providing transcripts, managing the academic progress system, providing progress reports, posting degrees and honors, and ordering diplomas.

Changes

Academic Progress Audit System (APAS)

APAS is used to help track liberal education requirements for all undergraduates and to do graduation clearance for some departments. The number of departments using APAS to do the clearance process is growing and will include most of IT by next winter. Other programs are being added weekly.

The APAS system will also be used

in semester conversion to generate reports showing how quarter courses can be used toward degrees under the new system. The feasibility of a completely automated system to check progress, check holds, post degrees, and print diplomas is not far off.

Improved classrooms

The Minnesota Legislature provided special classroom funding for high-tech rooms and general renovation. Nine "high-tech" rooms have been developed. Extensive remodeling was done to several other rooms. VCRs and, to some extent, computers are becoming standard classroom issue. President Yudof has asked the state legislature for more classroom improvement funds. If these funds are provided, there will be a dramatic change in classroom potential.

A new computer classroom scheduling system is in place. This could result in earlier publication of the *Class Schedule* or a registration period closer to the start of the term, or both. The *Class Schedule* is now on-line (<http://>

Fall training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN. **Free guest parking** is available in the small lot in the rear of 2221 University Avenue S.E.

LAN Orientation Sessions

Tues., October 14, 10 a.m.–noon
260C Williamson Hall
Tues., Nov. 18, 1:30–3:30 p.m.
Thurs., Dec. 18, 10 a.m.–noon
Both at 2221 University Ave. S.E.
Supervisors should complete a LAN user form prior to session. See your cluster rep for details.

Word for Windows, version 6.0 workshops

All classes at 2221 University Ave. S.E.

Part 1

Wed., Nov. 5, 1:30–3:30 p.m.
Thurs., Dec. 4, 1:30–3:30 p.m.

Part 2

Wed., Nov. 12, 1:30–3:30 p.m.
Thurs., Dec. 11, 1:30–3:30 p.m.

Part 3

Wed., Nov. 19, 1:30–3:30 p.m.
Thurs., Dec. 18, 1:30–3:30 p.m.

FOR MORE INFORMATION:

Jennifer Gisslen Lee, SOSS
625-2821 or gissl002@sossgw.stu.umn.edu

Workshops on request

MARDB/DB2 (Admissions Database) and **RRDB/DB2** (Registered Student Reporting Database) workshops, required for staff seeking access to the BASIS Information Center version of these databases.

CONTACT:

John Kellogg, Office of Planning and Analysis, 625-3387 or j-kell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT:

Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu



Fall quarter datebook

All dates below are confirmed

October

- 1 Major/adviser input lists produced
- 4 Last day to cancel with 100% refund
- 10 Collegiate roster produced
- 10 End of second week reports produced
- 11 Last day to cancel individual course without transcript record
- 11 Last day financial aid recipients can register for fall and have registrations count toward financial aid eligibility. (Students in units that do not follow the regular quarterly schedule should contact their college office for deadlines.)
- 13–17 Inauguration Week activities
See <http://www.umn.edu/urelate/inaug> for details
- 24 Deadline for major/adviser input
- 24 Major/adviser output reports produced
- 30 Major/adviser output records distributed to colleges

November

- 10 Winter quarter *Class Schedule* available
- 17 Start of winter quarter queued registration
- 26 Grade reports produced
- 27–28 Thanksgiving holiday—classes excused and University offices closed

December

- 5 Last day of instruction
- 6 Study day
- 8–13 Final examinations
- 13 End of fall quarter
- 15–17 Grades posted for fall quarter
- 17 Fall quarter grade reports due from academic departments, 9:30 a.m.
- 17 Transcripts produced
- 24–26 Christmas holiday—University offices closed
- 30 First day class lists produced for winter quarter

The goal is satisfied students

Simplifying student systems will save time, money, frustration

Two important recent policy changes have greatly simplified student systems processes, and therefore implementation of the new PeopleSoft system.

First, instead of four campus calendars, there are now two. Second, nine

Student 2000 update

grading systems have been reduced to three. Student 2000 Project Director Roberta Armstrong says the changes make a huge difference: "Imagine the complexity involved in prototyping the system to accommodate 60,000 students, enrolled in thousands of classes, using nine different grading systems. The more complexity, the more cost, the more chance for error."

"Paving the cowpaths"—another way of describing mistakenly automating outmoded work processes—also describes a major worry of the Student 2000 staff. "It's a waste of money to use a new information system to support cumbersome ways of doing business," said Student 2000 Project Sponsor Robert Kvavik. "That's why new systems

and redesigning business processes go hand-in-hand."

"Cowpath" is a good description of the current University grading process, which requires 16 steps, reams of paper, and several days. As a result, the University has the highest percentage of late grades of any Big 10 school. "Simplifying grading means eliminating department sign-offs and having faculty or staff enter the grades on-line with the new PeopleSoft system," said Registrar and Student Records Team Lead Sue Van Voorhis. "It's a process with a big impact on students."

Other fixes will be more difficult. "Our scholarship process is really broken," says Sheryl Spivey, director, Office of Scholarships and Financial Aid (OSFA). "Admissions, colleges, the University Foundation, area and national businesses and organizations—all award scholarships. We need to know about all of them to build an accurate financial aid package." Fragmented communication means at worst a student may have to repay federal funds. At best, it means OSFA reworks the

package a second time—not a good use of time for an already busy staff. A proposed redesigned process uses electronic communication to coordinate information.

The above changes will next be proposed to colleges and departments. □

Six more processes under review

The Student 2000 Process Owners Group selected six more processes to redesign in September.

- Change of college or program (IUT)
- UC/summer session enrollment authorization
- Streamline degree clearance
- Track awards for third party billing
- Evaluation of transfer credit
- Automate course approval/class schedule offerings.

For more information about these processes, selection criteria, and team staffing, see <http://www.umn.edu/s2000/bpr>.

OTR services to students and alumni from page 1

www1.umn.edu/tc/courses/schedule.html), updated nightly, and Web-viewable.

In the future, OTR foresees having view-access to room availability information, electronic submission of requests for student group meetings, and other special usage.

Student 2000

Access to Student 2000 will be through current generation desktop PCs and the Web. The general release of the software will be this winter. OTR and project staff expect a system with better ties among registration, student records, financial aid, and student accounts receivable. Included in the Student 2000 project is a concerted effort to simplify policies and procedures (see related article above).

New means of access

Self-registration has been around for several years. The process was recently made more user-friendly by rewriting the system for Web use. This Web site, started by OTR in 1995, has been extensively expanded; OTR has added a great deal of information for students and a number of on-line services, including course information, registration, record (grade) access, search capabilities, transcript orders, and many planning and performance tools (<http://www1.umn.edu/tc/students/>).

Telephone access via interactive voice response (IVR) is also a recent addition. Grades and registration information are available at (612) 624-5200. Use of this tool is expanding.

Electronic access is also changing the ways OTR provides service. Expanded hours of computer access has allowed student self-service during times the

office is closed. OTR is now moving toward the "7-24" concept: electronic services will be available 7 days a week, 24 hours a day. OTR expects the Web, with increased search engine capabilities, to become one of its principal service conduits by 2000.

Several administrators have suggested that the University should expect that all students, faculty, and staff have access to a computer. OTR currently offers student database training for colleges and departments. OTR is also working with other service departments, including the bursar and financial aid offices, to develop one-stop service centers. These would put an end to, or at least greatly diminish, "runaround." □

NEXT MONTH—

Changes OTR sees coming in how it serves central administration, other administrative units, government agencies, and other agencies.

Receive updates on Student 2000 project through new University listserv

The Student 2000 staff has created a University-wide, open listserv as a means to electronically reach University staff interested in or involved with Student 2000.

Listserv subscribers will receive a short biweekly report on recent events, decisions, and announcements, along with URLs where more complete information is available. The update will be mailed as a message, not an attachment, so it can be read by all e-mail programs.

To subscribe to the listserv, follow the instructions below.

—Address an e-mail message to LISTSERV@tc.umn.edu (Add "internet:" if needed)

—Leave the "Subject" line blank

—On the first line of the Message area, type `SUBSCRIBE stu-2000-qa Your Name` (Type first name and then last name, e.g., Jude Poseley)

—Send message

FOR MORE INFORMATION

Jude Poseley, Student 2000 Project
624-3879 or jposeley@tc.umn.edu

Note new phone numbers for OTR services

The following services of the Office of the Registrar are no longer handled by calling the Systems Group at 625-1800. New contacts are:

Class list—Heather McMullen, 624-9564

Section status—Barbara Schuminski, 625-7517

Password resets—OTR Service Center, 625-5333

Magic number requests—Jane Lindelien, 625-6624

'User-friendly' financial holds policy in effect

Two changes to financial holds policy designed to improve "user-friendliness" of student systems went into effect September 1, 1997.

First, the minimum hold limit was raised from \$25 to \$100. Second, departments were required to adopt one of the following two hold collection procedures:

The preferred alternative has been to make an arrangement with the Office of the Bursar to put student accounts receivable on the STARS system. This allows students to get regular bills, look up their accounts, see all charges and credits on the Student Access Screen, and go to the bursar and pay what they owe. The hold can then be removed on the spot.

Many departments have taken advantage of this option. This will improve the quality of service to students as students will have one central office to contact about holds, said Mary Koskan, assistant director, Office of the Registrar.

The second alternative was to allow the cashier's office access to the department's receivable, so when a student wishes to pay her or his account it can be done and a hold can be cleared immediately without the student having to travel to that department. No departments have taken advantage of this option at this time.

If your department has not yet chosen a collection procedure, both of the options above are still available.

FOR MORE INFORMATION

Mary Koskan, Office of the Registrar
202 Fraser Hall
625-0160 or m-kosk@tc.umn.edu

The Record

is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Senior Vice President for Academic Affairs.

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The Record

News about admissions, records, and financial aid

November 1997, Vol. 21, No. 11

Transcripts will no longer list some transfer information

The University transcript will no longer list transfer courses and grades taken at other institutions. It *will* continue to list a transfer institution's name and total number of credits transferred. The transfer course and grade information is now available in the new APAS report (see below).

This change is necessary, according to the Office of the Registrar (OTR), for two reasons. First, a transcript is a certification of coursework taken at a particular institution. The national registrars' organization recommends, therefore, that transfer courses, and especially transfer course grades, not be listed on the transcript. Second, the process of creating tables of credit equivalents from other institutions, known as transfer articulation, is underway at the University. The automated articulation system has caused problems with printing titles on the University transcript. Programming costs to fix this problem would be very expensive.

OTR has been working with Office of Admissions staff to automate the transfer of courses. Six metro community colleges are now "articulated." Admissions has a goal of adding three schools a month and is committed to having a large majority of schools done and in use by August 1998.

A new, more efficient APAS report, known as the "Student Course Report," is now available. For articulated students/colleges, it shows each course with both previous college number and University equivalent as defined by the current program. Students can ask for this report at any of the three OTR offices (130 Coffey, St. Paul, and 202 Fraser and 150 Williamson, Minneapolis).

The APAS team is available to work with departments regarding the new report. Call Margo Mueller, Jason Holscher, Lynn Jordan, or Peg Johnson at 625-1800. Mueller can also be reached at m-muel@tc.umn.edu.

20 Years Ago in *The Record*

TRANSCRIPT POLICY CHANGES

The University will adopt a single transcript system beginning fall quarter 1977. ... From fall 1972 to 1977, the University maintained a 'dual transcript' system that included an operational record and an official transcript for each student. The official, or external, transcript included only positive academic achievements. Courses in which the student received a grade of N, I, or W only appeared on the internal transcript.



—June 22, 1977

Registration highlights—fall 1997

Campus	Enrollment	Change from '96	
		Number	%
Twin Cities	37,615	597	1.6
Crookston	2,219	18	0.8
Duluth	7,442	-59	-0.8
Morris	1,908	-62	-3.1
Total	49,184	494	1.0

Twin Cities colleges	Enrollment	Number	%
Agricultural, Food, Environ. Sciences	823	-50	-5.7
Architecture/Landscape Arch.	33	-14	-29.8
Biological Sciences	654	160	32.4
Dental Hygiene	96	0	0
Dentistry	347	0	0
Education and Human Development	1,423	124	9.5
General College	1,532	105	7.4
Graduate School	8,167	-121	-1.5
Human Ecology	842	15	1.8
Institute of Technology	4,298	98	2.3
Law School (fall semester)	802	-24	-2.9
Liberal Arts	13,491	64	0.5
Management	1,381	312	29.2
Medical School	1,691	-65	-3.7
Medical Technology	73	-10	-12.0
Mortuary Science	60	9	17.6
Natural Resources	530	6	1.1
Nursing	218	-13	-5.6
Occupational Therapy	53	-30	-36.1
Pharmacy	319	-10	-3.0
Physical Therapy	30	-30	-50.0
Public Health	238	-18	-7.0
University College (day school only)	217	86	65.6
Veterinary Medicine	297	3	1.0

Total University	Enrollment	Number	%
New high school	7,014	100	1.4
New advanced standing	5,059	-36	-0.7
New adult special	1,465	177	13.7
Continuing	32,317	361	1.1
Intercampus	392	-47	-10.7
Intracampus	1,839	171	10.3
Readmits	1,098	-232	-17.4
Total	49,184	494	1.0

Fall training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN.

Free guest parking is available in the small lot in the rear of 2221 University Avenue S.E.

LAN orientation sessions

At Fraser Hall, room B-15—

Mon., Nov. 10, 1:30–3 p.m.

Mon., Dec. 8, 1:30–3 p.m.

At 2221 University Ave. S.E.—

Tues., Nov. 18, 1:30–3:30 p.m.

Thurs., Dec. 18, 10 a.m.–noon

Supervisors should complete a LAN user form prior to session. See your cluster rep for details.

Word for Windows, version 6.0 workshops

All classes at 2221 University Ave. S.E.

Part 1

Thurs., Dec. 4, 1:30–3:30 p.m.

Part 2

Wed., Nov. 12, 1:30–3:30 p.m.

Thurs., Dec. 11, 1:30–3:30 p.m.

Part 3

Wed., Nov. 19, 1:30–3:30 p.m.

Thurs., Dec. 18, 1:30–3:30 p.m.

FOR MORE INFORMATION:

Jennifer Gisslen Lee, SOSS

625-2821 or gissl002@sossgw.stu.umn.edu

Workshops on request

MARDB/DB2 (Admissions Database) and **RRDB/DB2** (Registered Student Reporting Database) workshops, required for staff seeking access to the BASIS Information Center version of these databases.

CONTACT:

John Kellogg, Office of Planning and Analysis, 625-3387 or j-kell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT:

Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu



Fall quarter datebook

All dates below are confirmed

November

- 10 Winter quarter *Class Schedule* available
- 17 Start of winter quarter queued registration
- 26 Grade reports produced
- 27–28 Thanksgiving holiday—classes excused and University offices closed

December

- 5 Last day of instruction
- 6 Study day
- 8–13 Final examinations
- 13 End of fall quarter
- 15–17 Grades posted for fall quarter
- 17 Fall quarter grade reports due from academic departments, 9:30 a.m.
- 17 Transcripts produced
- 24–26 Christmas holiday—University offices closed
- 30 First-day class lists produced for winter quarter

Student 2000 project briefs

- The first round of prototyping (testing the Student 2000 system to see if the software works the way it needs to) is nearly complete. A test student database has been developed to put the system to work. Carolyn Marker, University College, populated the test database with several make-believe students named Johnson to approximate real-world Minnesota conditions.
- Cross-departmental teams are enthusiastically involved in redesigning some of the more complex and frustrating work processes. They've analyzed the current processes, envisioned new ones, and are now systematically mapping the policy, process, and technical changes that need to occur. Detailed work plans are now at <http://www.umn.edu/s2000/bpr.htm>
- Don't forget to subscribe to the Student 2000 listserv to receive messages on the latest project developments. To subscribe, send an e-mail message to listserv@tc.umn.edu.

Office of the Registrar provides services to administrators on and off campus

Fifth and last in a series about Office of the Registrar (OTR) services and potential changes.

This month's focus is on possible changes in service to central University administration, other University administrative units, government, and other agencies.

Current services

Services OTR provides to the above groups include:

- administer financial holds
- assess and adjust tuition and fees
- maintain the academic calendar
- process administrative withdrawals
- maintain databases for classrooms and courses
- archive catalogs, administer special fee categories (with Office of Admissions)
- assist in classroom design
- maintain classrooms and assist in classroom renovation
- schedule special events in classrooms
- develop central computer systems
- compile teaching-effort reporting
- certify past attendance and degrees
- provide transcripts for alumni.
- complete government agency reports
- certify student status for lending agencies
- bill agencies
- maintain data for special state and federal requirements

Major changes

Government Reporting

Much of what OTR does for government and other agencies is provide information via reports. Requirements are constantly changing. For example, the new federal tax law may require OTR to maintain parental tax identification numbers.

The U.S. Department of Education has also asked schools to track students who transfer to other institutions. Although it appears at this time that OTR is not required to do this reporting, OTR may need to set up procedures in the future.

Administrative Reporting

Reporting methods and mechanisms are improving. Information is becoming easier to access with the development of new technology. For instance, the Office of Planning and Analysis maintains a web site (<http://www.opa.pres.umn.edu>) with a great deal of data provided by OTR. With the improved search engines, the concept of data on demand 7 days a week, 24 hours a day is becoming a reality.

Schedule 25, the room scheduling system, is already providing improved reporting capabilities. These reports will assist in classroom design planning, better room use, and classroom technology upgrades. The scheduling system could also assist the University with semester classroom modeling.

Priority given to human resource and student systems; finance project on hold

Completion of the human resource and student systems efforts will be given highest priority, said Vice Presidents Bob Bruininks, Frank Cerra, and JoAnne Jackson.

The three administrators concluded after consulting with President Yudof that the student system is especially critical given the change to semesters in fall 1999 and that, "We will not be able to admit and register students without this system." Replacement of the finance system has been postponed; the existing CUFS system will be supported as the financial system of the University.

The decisions were announced in a memo to the Enterprise Systems Project Team, charged with replacing and redesigning the University's administrative systems.

Student 2000 Project Director Roberta Armstrong said that CUFS will soon be fully Year 2000-compliant and is therefore more easily postponed. Minimizing financial assessments on units was also a factor.

"The big expenses for the systems are at the front end: purchasing the software and paying departments for loaned staff. There just isn't enough money to go around," Armstrong said. Finance Director Linda Woock and staff will continue to work with Student 2000 and Human Resources to build interfaces from the new systems to CUFS.

Armstrong said the effort to inform the president and vice presidents of the enterprise projects' necessity and soundness was an intense process. "They really challenged us to examine our planning and budgeting assumptions. The workout really strengthened the projects individually and as a group."

The full text of the memo is at <http://www.umn.edu/s2000/docs/memo.htm>.

University is test location for new bicycle storage facilities

The University has volunteered to test the "Bike Lid," a durable hinged and steel reinforced plastic shell. The lid protects bicycles parked under it from vandalism and bad weather, while keeping the bike secure with the cyclist's own lock.

Two bike lids have been installed on campus—one in front of the Bell Museum and the other on the plaza in front of Moos Tower/Weaver Densford Hall. After a trial period, Parking and Transportation Services will determine whether the program should be adopted on a larger scale on the Twin Cities campus.

Bike lids are virtually indestructible and graffiti resistant. They have been tested at the 1996 Summer Olympic Games in Atlanta and in Chicago, New York City, San Francisco, and Seattle. To date there have been no reported thefts of bicycles secured under a bike lid.

FOR MORE INFORMATION

Cari Hatcher, Parking & Transportation Services
625-0357 or peter165@tc.umn.edu

Tracking the "one-time late cancel"

The new grading system has a provision for students to use a one-time-only late cancel. This all-University undergraduate policy replaces similar policies in several colleges.

OTR has set up a tracking flag coded "CD" for college use. Starting this fall, colleges will enter the CD flag for the one-time late cancels.

Information on the policy can be found on the University policy site on the Web at <http://www.umn.edu/userate/policies/gradingpolicy.html>.

OTR services, from page 3

Schedule 25 could also help with semester conversion by doing modeling of room usage. Administrative decisions regarding changing classroom configurations will be able to be made in advance of semesters.

Another system that provides reports is the Academic Progress Audit System (APAS). APAS is used to help track liberal education requirements for all undergraduate students. APAS reports will provide students and staff with information on how quarter courses will count towards a degree under the semester system. Some administrative units will be using the reports to clear students for graduation. APAS has enormous potential to assist units with functions that are currently manual or labor intensive.

System Integration

OTR has been working with the bursar's office to simplify student financial accounting by promoting a central billing system. Centralizing fee collection not only cuts down on

runaround for students but also potentially saves the University administrative costs.

An example of working with other units for a simpler system is the Student 2000 project. The University joins a number of other institutions who are partnering with the PeopleSoft corporation to build a system that integrates student, financial, and human resources.

One of the biggest pluses of the PeopleSoft system is that admissions, records, financial aid, student financials, and human resources will all be on one system. Integration is a new concept for the University. Students and staff will no longer need to run all over campus to update addresses. These updates can be done in one place. They can even have an effective date. There will be several challenges to overcome with these units being integrated into one system, but the payoff will be tremendous, not only for central administration, but the University community.

Some of the current system capabilities will not be available in the new system the first day it goes "live," but the PeopleSoft system has a great deal of potential.

OTR is identifying where policies may need to be changed or processes reworked. Any changes will involve the help of many units on campus to make the implementation a success.

OTR's goal is to provide University community members with the information or tools they need to perform their jobs.

Next month—

- ✓ "The top 40"—largest fall quarter classes

The Record

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Laura Weber, senior editor

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The Record

News about admissions, records, and student systems December 1997, Vol. 21, No. 12

First rollout only six months away

Student 2000 project progress report

Student 2000 project staff and cross-departmental teams are readying the software to "go live" over the next two years and are simplifying the processes the system will support.

System 2000 update The first implementation—Graduate Student Tracking (which monitors students' progress toward their degrees)—will occur in May 1998.

• **Prototyping**—The first wave of prototyping is finished—developing hundreds of setup tables and configuring the basic processes necessary to recruit, admit, and enroll students. The software still has gaps in functionality, some of which will be filled by the release this month of the PeopleSoft software. Other gaps will be filled by subsequent releases in the months that follow.

• **Policy simplification and process redesign**—Cross-departmental teams are redesigning 12 processes that have been a source of confusion, frustration, and unnecessary complexity for years. (The 12 are listed at the Student 2000 Web site; see end of article.) The first completed redesign, grade reporting, reflects savings of 50 percent in both time and money.

Some policy changes will be required for the redesigned processes to work. Key academic policy recommendations—for example, grading, calendar, and holds—recommended by the semester conversion project are currently under discussion by college deans.

• **Pilot projects**—UMD's "one-stop" Student Assistance Center is open. Staff are continuously refining the customer service concept, providing a wealth of information to Twin Cities campus staff, who will open "one-stops" in several locations.

The Learning Portfolio Pilot Project proposed by UMD faculty/adviser Paul Treuer was approved by the Process Owners Group. A learning portfolio is a student-initiated and maintained on-line "resume," which could contain PeopleSoft student record data, multimedia presentations of a student's work, letters of recommendation, and more.

• **Data conversion**—Teams are deciding how much data should be converted to the new system. The trade-off is between convenience and cost: having all relevant data converted and available versus spending the time and money required to do it. Each conversion requires a detailed written

Financial aid news no longer part of *The Record*

At the request of the Office for Scholarships & Financial Aid, news about financial aid will henceforth be available directly from their office, 210 Fraser Hall, 624-1665.

There is a new tagline for *The Record*: News about admissions, records, and student systems.

OTR offices close early on December 17

All Office of the Registrar (OTR) student contact areas will close early on December 17 due to a staff event. 202 Fraser Hall will close at 1:30 p.m., 130 Coffey Hall will close at 2:00 p.m., and 150 Williamson will close at 2:30 p.m.

Class Schedule updates requested

Academic departments and advising offices are asked to review their listings on pages 162-163 of the winter quarter 1998 *Class Schedule*. Send any changes to Judith Shalaby by December 15.

JUDITH SHALABY

Office of the Registrar, 130 Coffey Hall,
624-8792, 624-4943 (fax), or j-shal@maroon.tc.umn.edu

In brief—

Fraser Hall self-service—A self-service area in the common area of 202/210 Fraser Hall has 20 personal computers available to give students access to the Web and Student Access System. Students may use these computers to register for classes or find answers to financial aid or STARS questions.

Web registrations—Over 80 percent of students who were eligible to self-register fall quarter 1997 did so. An impressive 97 percent of new freshmen processed their own registrations. Office of the Registrar still checks for incomplete transactions and sends an updated fee statement to the students who did not complete the registration.

Summer session terminology—Because of federal financial aid regulations, summer session terminology has been changed. The University will now have one summer term, comprising two sessions. The systems will not change. The only significant change is the way attendance is certified.

New grading policy—The new University grading policy is on the Internet: <http://www.umn.edu/usenate/policies/gradingpolicy.html>

Source—Registrar's Advisory Committee meeting minutes, November 3, 1997

December training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN.

Free guest parking is available in the small lot in the rear of 2221 University Avenue S.E.

LAN orientation sessions

At Fraser Hall, room B-15—

Mon., Dec. 8, 1:30–3 p.m.

At 2221 University Ave. S.E.,
room 335-51—

Thurs., Dec. 18, 10 a.m.–noon

Supervisors should complete a LAN user form prior to session. See your cluster rep for details.

Word for Windows, version 6.0 workshops

All classes at 2221 University Ave. S.E.

Part 2—room 335-51

Thurs., Dec. 11, 1:30–3:30 p.m.

Part 3—room 335-25

Thurs., Dec. 18, 1:30–3:30 p.m.

FOR MORE INFORMATION:

Jennifer Gisslen Lee, SOSS

625-2821 or gissl002@sossgw.stu.umn.edu

Workshops on request

MARDB/DB2 (Admissions Database)

and **RRDB/DB2** (Registered Student

Reporting Database) workshops,

required for staff seeking access to the BASIS Information Center version of these databases.

CONTACT:

John Kellogg, Office of Planning and Analysis, 625-3387 or j-kell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT:

Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu



Fall 1997 and winter 1998 date book

December

- 5 Last day of fall quarter instruction
- 6 Study day
- 8–13 Final examinations
- 13 End of fall quarter
- 15–17 Grades posted for fall quarter
- 17 Fall quarter grade reports due from academic departments, 9:30 a.m.
- 17 Transcripts produced
- 24–26 Christmas holiday—University offices closed
- 30 First-day class lists produced for winter quarter

January

- 1 New Year's Day—University offices closed
- 3 Last day to register for winter quarter without paying late registration fee
- 5 Winter quarter classes begin
- 9 Major/adviser input lists produced
- 10 Last day to cancel with 100 percent refund
- 16 Collegiate roster produced
- 17 Last day to cancel individual course without transcript record
- 17 End of second week reports produced
- 19 Martin Luther King, Jr. birthday observed. Classes excused and University offices closed.
- 30 Deadline for major/adviser input, 4:30 p.m.
- 30 Major/adviser output reports produced

February

- 5 Major/adviser output reports distributed to colleges (~3-5 workdays after run date)
- 11 Registration eligibility information available to students on-line
- 18 Spring *Class Schedules* available
- 25 Spring quarter queued registration begins

March

- 6 Grade reports produced
- 13 Last day of instruction
- 16–21 Final examinations
- 23 First day class lists produced for spring quarter
- 23–25 Grades posted for winter quarter
- 25 Winter quarter grade reports due from academic departments
- 27 Transcripts produced



Fall quarter 1997—40 largest classes

1.	616	Psy 1001-1	G. Peterson (& others)	Associate professor
2.	458	Hist 1301-1/H-80	S. Ruggles	Professor
3.	449	Econ 1101-1	J. Bangs	Teaching assistant
4.	441	Th 1101-1	J. Norwood	Associate professor
5.	441	Th 1102-1	J. Norwood	Associate professor
6.	424	Anth 1101-1/H-80	M. Tappen	Assistant professor
7.	389	Econ 1101-2	P. Sotkiewicz	Teaching assistant
8.	385	Biol 1201-1	C. Packer	Professor
9.	364	Biol 1009-1	J. Anderson	Professor
10.	331	Chem 1051-1	D. Blackburn	Instructor
11.	323	Geo 1001-1	K. Kirby	Adjunct professor
12.	314	Pol 1001-2/H-80	L. Jacobs	Associate professor
13.	304	Chem 1051-2	L. Pignolet	Professor
14.	304	Chem 1051-3	L. Pignolet	Professor
15.	287	PubH 3003-1	J. Rothenberger	Instructor
16.	270	Biol 1009-2/H-80	J. Anderson	Professor
17.	270	Soc 3101-1	J. Samaha	Professor
18.	266	Biol 1101-1	P. Magee V. Woodward	Professor Professor
19.	263	CSci 3113-1	C. Dovolis	Assistant professor
20.	260	Psy 3604-1	W. Iacono	Professor
21.	250	CBN 5103-1	R. Linck	Professor
22.	244	Chem 1001-1	D. Britton	Professor
23.	243	Hist 1011-1/H-80	K. Reyerson	Professor
24.	242	Econ 1102-1	C. Swan	Vice provost/professor
25.	238	Chem 3301-1	L. Miller	Professor
26.	237	Math 1051-1	M. Harris	Professor
27.	235	Chem 3301-2	W. Tolman	Professor
28.	232	BA 1001-1	G. Duke	Professor
29.	231	Psy 1004-1	K. Ferstl	Teaching assistant
30.	227	Chem 1052-1	H. Swofford	Professor
31.	225	Mus 1480-1	C. Kirchhoff	Professor
32.	223	HSci 1711-1	E. Layton	Professor
33.	221	Phys 1251-3	K. Heller	Professor
34.	219	PubH 3001-1/3004-1	J. Rothenberger	Instructor
35.	217	Phys 1253-1	J. Wygant	Assistant professor
36.	216	AEM 1015-1	Y. Ketema	Assistant professor
37.	214	Clas 1042-1/H-80	J. Hershbell	Professor
38.	214	Soc 1001-1	E. Boyle	Assistant professor
39.	211	Soc 1001-2	S. Preves	Instructor
40.	209	Chem 1001-2	D. Britton	Professor
(tie)	209	Math 1251-3	G. Anderson	Professor

DATA SOURCE
Scheduling Office, Office of the Registrar, 625-4094

STUDENT 2000 from page 1

script, which, for a large data base, could take one programmer a month or more. And then there's the processing time. Converting all 60 million data elements in the Student Records data base could take 30-plus weeks, running all day, every day.

Reporting—The Reporting Team has reviewed and documented existing reports and are now identifying reports needed to support new processes. There will be fewer scheduled reports in the new system, but there will be much improved and easier access to data.

Training—Venoreen Browne-Boat-swain is the new training coordinator. She will work with the enterprise group, other training staff at the University, and PeopleSoft to develop training plans matched to implementation schedules. First training for users will occur this summer.

Student 2000 Human Resources Task Force—This task force is meeting weekly with Human Resources staff to outline job descriptions for "one-stop" generalist staff and technical systems support staff.

Communications—A Student 2000 listserv is available to facilitate communications within the University community. Subscribe via the the Student 2000 website (see below.)

Implementation time line

May 1, 1998—Graduate student tracking

July 1, 1998—Course catalog information for fall 1999

August 1, 1998—Admissions recruitment for class entering fall 1999

December 1998—Financial aid year 2000 setup

March 1999—Registration for fall 1999

The remainder of applications will be rolled out from summer 1998 through summer 1999.

Detailed information about these subjects is available at the Student 2000 Web site: <http://www.umn.edu/s2000>.

FOR MORE INFORMATION
Roberta Armstrong, Student 2000 Project
r-arms@umn.edu or 625-6674

Maroon & gold: wear it, don't e-mail it!

It's true, really. You can safely e-mail messages without using the "maroon" and "gold" designations in your addresses. The color designators have been completely phased out and are unnecessary.

Mary Kelleher of Academic and Distributed Computing Services in the Office of Information Technology (OIT) says that the "maroon" and "gold" have been unnecessary for successful message transmission since January 1997.

Kelleher suggests that anyone wishing further information see the following Web site: <http://www.umn.edu/validate>. Once on site, type in your user name and password, then select "your unique identifies and servers" from the "directory Update Form." The "identifiers" page states that maroon and gold should no longer be used and gives you the exact form of your e-mail address.

The January 1997 issue of OIT's on-line newsletter, <http://www.umn.edu/oit/newsletter/>, also covers "identifier" information.

Reprinted with permission from *Points* (November 1997), a newsletter for faculty and staff of the College of Education and Human Development.

U-Save offers employees discounts

Employees are eligible to receive discounts at local movie theaters, retailers, and cultural centers through the "U Save" program, a joint project of Coffman Memorial Union and Human Resources.



Some deals require you to pre-purchase tickets at the U-Save counter, located next to the post office in Coffman Union, or at outlet ticket counters located in the West Bank Skyway Service Center and Union Station in the St. Paul Student Center. Most other discounts may be obtained by stating that you are a University of Minnesota employee—no card or coupon is required.

Mr. Tire, Camp Snoopy, General Cinema and United Artist movie theaters, Chanhasen Dinner

Theater, St. Paul Chamber Orchestra, Minnesota Zoo, and the Science Museum and Omni Theater are just a few of the participants in the U-Save program. Discounts are also available on books, cars, daycare, hotels, fitness, flowers, jewelry, drycleaning, chocolates, and more.

For more information, call 625-0981 or visit the U-Save Web site at <http://www.coffman.umn.edu> for a complete list of participating merchants.

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