

The Record

News about admissions, records, and student systems January 1999, Vol. 23, No. 1

"Living the Dream" events celebrate life and legacy of Dr. Martin Luther King, Jr.

Performances, workshops, and public forums in honor of Martin Luther King, Jr. continue through January 17. All events are free and open to the public.

A series of public forums will be held January 13-17, leading off at 7 p.m., Wednesday, January 13, with "King's Dream: A Reality Check," a look at Dr. King's speech at the 1963 March on Washington, at the Carlson School of Management's private dining room. On January 14, also at 7 p.m., a panel will discuss the vital role of artists in communicating the spirit, politics, and will of the communities from which they emerge. "Working the Dream," a workshop to challenge participants to create viable solutions to the problems in their communities, will have an orientation session from 6:30 to 8:00 p.m., Friday, January 15, with the workshop from 10 a.m. to 2 p.m., Saturday, January 16. Both will be held at the Humphrey Center, room 205. "Working the Dream" is limited to 30 participants; register by phone at (612) 340-1900.

The concert gala, 2 p.m., Sunday, January 17, concludes the celebration with performances by Chuck Davis, 10,000 Dances and Battlecats, Kathleen A. Hardy, Reginald Buckner Memorial Ensemble, Ragamala Dance Theater, and more. Location is Ted Mann Concert Hall on the West Bank; a reception follows the concert.

Spring Class Schedules arrive in February

The *Class Schedule* for spring quarter will be available in some college offices February 5; remaining college offices and departments will receive theirs by February 16. Students will be able to pick up their copies at University Bookstores on February 17. Spring quarter registration begins February 24.

FOR MORE INFORMATION

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

REMINDER

OTR's Student Services Center in 150 Williamson Hall
IS PERMANENTLY CLOSED after January 8.

Student Services Centers are located in 200 Fraser Hall (formerly known as 202 Fraser), 130 Coffey Hall, and West Bank Skyway.

Aiming for registration implementation

Student 2000 continues to 'go live'

Components of Student 2000, the new student services system, continue to "go live." On December 18, another admissions application process rolled out, this one supporting intra-University transfers, orientation, and University College admissions processing. This implementation involves staff only in core admissions offices.

In February the following processes go live:

- **Financial aid**—The first financial aid process to be implemented will establish the setup tables for financial aid year 2000, process financial aid information from the federal government, develop student characteristics, and support related communications such as financial aid award letters and missing information letters. Financial aid staff will be trained later this month.

- **Preregistration**—This implementation prepares for the important April registration implementation by "populating" fields for academic program/plan/subplan information, registration eligibility, data privacy, and various holds. It also supports various processes for approvals. Office of the Registrar staff will begin training in mid-January.

With this preparatory work done in February, Duluth students will be able to register in April and Twin Cities students in mid-May for fall semester 1999. Most students will use the Web, but the classes they choose and the data they enter will go to the PeopleSoft integrated database. This implementation includes support for the enrollment request, special registrations, level/load criteria, cancel/add, quick enroll, and readmits, among others.

Training has begun for view-only admissions processing for collegiate and professional school staffs. Training for preregistration and registration will begin in February for key staff and extend over several months.

More implementations are scheduled for July. Watch future issues of *The Record* for details.

FOR MORE INFORMATION ABOUT TRAINING

Venoreen Browne-Boatswain, brown239@tc.umn.edu or
(612) 625-4056.

FOR MORE INFORMATION ABOUT IMPLEMENTATIONS

Roberta Armstrong, r-arms@umn.edu or (612) 625-6674.

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.

LAN orientation sessions

2221 University, Room 335-25,
10 a.m.–noon

Thursday, January 21

Monday, February 22

Wednesday, March 24

Supervisors should complete a LAN user form before a session. For details, see your cluster rep or contact Charlie Pruy, pruy001@sossgw.stu.umn.edu or 625-2821.

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, 625-3387 or jkell@tc.umn.edu

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

CONTACT: Grace Lindberg, 626-7564 or g-lind@tc.umn.edu

The Enterprise Systems Project training home page can be found at <www.umn.edu/esptrain>.

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

Please direct address changes to Barb Carlson, 626-1785, or b-carl1@tc.umn.edu

Laura Weber, senior editor

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Winter quarter datebook

January

- 4 1999–2000 financial aid application packet available
- 8 Major/adviser input lists produced
- 9 Last day to cancel with 100 percent refund
- 15 Collegiate roster produced
- 15 End-of-second week reports produced
- 16 Deadline for student cancel/add
- 16 Last day financial aid recipients can register for winter quarter and have registrations count toward financial aid eligibility. (Students in units that do not follow regular quarterly schedule should contact their college office for deadlines.)
- 18 Martin Luther King, Jr. birthday observed. Classes excused and University offices closed
- 29 Deadline for major/adviser output reports produced

February

- 4 Major/adviser output reports distributed to colleges (approximately 3–5 workdays after run date)
- 17 Spring quarter *Class Schedule* available at bookstores
- 24 Spring quarter queued registration begins

March

- 5 Grade reports produced
- 12 Last day of instruction
- 13–14 Study days
- 15–20 Final examinations
- 23 First day class lists produced for spring quarter
- 24 Grades posted for winter quarter
- 24 Winter quarter grade reports due from academic departments
- 26 Floating holiday, University offices closed
- 30 Transcripts produced

Spring quarter datebook

March

- 27 Last day to register for spring without paying late registration fee
- 29 Spring quarter classes begin

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The Record

News about admissions, records, and student systems February 1999, Vol. 23, No. 2

Undergrads registered for 15-plus credits will have next-term registration priority

The fall semester 1999 alphabetical registration queue will be the first to give priority to undergraduate students who are registered for 15 or more credits during the term immediately prior to registration (in this case, spring quarter 1999).

Registration will proceed in three stages, according to the Office of the Registrar (OTR). Stage 1, which rotates alphabetically each term, includes graduate, pharmacy, and public health students and degree-seeking undergraduate students



with 113 quarter credits (75 or more semester credits), including courses in progress. All graduate and professional students register in Part A of Stage 1, as do undergrads who have completed the credits noted above AND who are taking 15 or more credits in the current term. Part B comprises other degree-seeking undergrads with 113 quarter (75 semester) credits who are taking fewer than 15 credits.

Stage 2 also rotates alphabetically each term and comprises remaining juniors, sophomores, freshmen, and postsecondary options students. Students in Stage 2 who are taking 15 credits or more in the current term register before those who are registered for fewer than 15 credits.

Stage 3 is open registration for admitted and nondegree-seeking students.

Degree-seeking undergraduate students not registered in the current term automatically fall into part B of Stages 1 and 2.

The new queue was recently approved. The spring quarter *Class Schedule*, which will be available to students at University Bookstores on Feb. 17, will have a sticker (pictured above) urging undergraduate students to register for 15 credits. It is anticipated that the fall semester *Class Schedule* (available in May) will have a tentative queue rotation. The fall semester rotation will be run at the end of the second week of spring quarter. Any credit adds after this date will not count toward the 15-credit priority. When finalized, the queue will first be available on the Web. OTR will communicate the 15-credit priority system through ads in the *Daily*, e-mail messages sent to each student's account, and other means.

Student 2000 update

Alert on system performance problems; preregistration implementation is next

This is a good news/bad news month for the Student 2000 project. First, the bad news—

The system is s...l...o...w. PeopleSoft users report occasional slow on-line performance, occurring while using global search, when tabbing out of fields, and at certain times of day.

Because PeopleSoft is a client server system, many components could be contributing to slow response, among them the desktop PC, the network, various servers, or parts of the PeopleSoft program. Identifying the problems is key to identifying the right solution(s). Technical staff are investigating.

Student 2000 Project Director Roberta Armstrong urges every user who experiences poor system performance (e.g. very long response time, a program that stops and dumps you out of PeopleSoft, or security or log-on problems), to call the Help Desk at (612) 624-0555. Said Armstrong, "Every call is tracked and used to analyze system problems. When you call, you will be asked questions that will help determine the problem—for example, your building and desktop specifics, the panel or process you are using. I cannot stress enough how important it is that each person call when they are having difficulties, not just one person from each office. Your resident PeopleSoft experts can help you, too."

Armstrong said technical staff will update users on their progress through various listservs. In the meantime, she said, "We know how frustrating poor performance can be, especially for those who use the system intensively. We are taking this problem very seriously and hope, by the time you read this, the situation will have improved markedly."

Meanwhile, 11 preregistration processes are scheduled to go live February 8, but will be postponed if the PeopleSoft system performance problems remain unsolved. Processes

INSIDE

- Winter 1999 registration figures
- Top 40 largest classes

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15 CREDITS from page 1

The rationale for the change is the University's commitment to facilitate progress for undergraduate, degree-seeking students while preserving access for nondegree students for lifelong learning. The earlier students register the better; undergraduates who are registered for full courseloads should be given registration priority because of the 'U's commitment to improving degree programs, said Sam Lewis, chair of the Student 2000 policy committee.

FOR MORE INFORMATION
Vickie Roberts, OTR, 624-1792
Mary Koskan, OTR, 625-0160



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STUDENT 2000 from page 1

include entry of academic program; plan and subplan (current terminology is college, major, emphasis); course specific approvals; registration eligibility; and service indicators and holds. For a detailed, but readable look at this implementation, see <www.umn.edu/enterprise/whatsnew.html>.

Parts of the Web front end for students will be implemented by March—the ability to view class schedules, registration appointments, holds, and update personal information such as addresses.

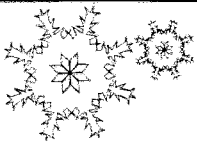
This implementation affects the most staff and faculty to date. Over 1,200 end-users in colleges and departments are currently being trained in these

processes. An even larger implementation will begin in April at UMD with new student orientation.

Some financial aid processes go live March 1, including system tables setup; processing ISIR records (financial aid information from the federal government); developing student characteristics (e.g., level, academic plan, cost of attendance); and “missing information” letters. This implementation affects only financial aid staff in core areas.

QUESTIONS?

Roberta Armstrong, 625-6674 or r-arms@umn.edu
Jude Poseley, 624-3879 or jposeley@umn.edu



Registration highlights winter quarter 1999

Campus	Change from winter '98		
	Enrollment	Number	%
Twin Cities	37,509	2,030	5.7
Crookston	1,048	-512	-32.8
Duluth	7,281	193	2.7
Morris	1,841	8	0.4
Total	47,679	1,719	3.7

Twin Cities colleges	Enrollment	Number	%
Agricultural/Food/Envir/Science	886	110	14.2
Architecture/Landscape Architecture	27	-2	-6.9
Biological Sciences	841	223	36.1
Dental Hygiene	100	2	2.0
Dentistry	354	10	2.9
Education and Human Development	1,831	367	25.1
General College	1,406	83	6.3
Graduate School	7,650	54	0.7
Human Ecology	928	121	15.0
Institute of Technology	4,223	118	2.9
Law School (spring semester)	747	-20	-2.6
Liberal Arts	13,514	940	7.5
Management	1,455	155	11.9
Medical School	1,560	-83	-5.1
Medical Technology	55	-15	-21.4
Mortuary Science	67	-5	-6.9
Natural Resources	530	-1	-0.2
Nursing	212	-10	-4.5
Occupational Therapy	0	-34	-100.0
Pharmacy	375	64	20.6
Physical Therapy	1	-29	-96.7
Public Health	208	-5	-2.3
University College (day school only)	240	-16	-6.3
Veterinary Medicine	299	3	1.0

All campuses	Enrollment	Number	%
New high school	216	12	5.9
New advanced standing	930	197	26.9
New adult special	257	-91	-26.1
Continuing	44,866	1,520	3.5
Inter-Campus	68	-11	-13.9
Intra-Campus	886	48	5.7
Readmits	456	44	10.7
Total	47,679	1,719	3.7

DATA SOURCE

Systems Group, Office of the Registrar, 625-1800



Largest classes winter quarter 1999

Students	Course/section	Instructor	Title
1. 635	Psy 1001-1	Peterson, Gail	Assoc Prof & senior faculty
2. 477	Th 1101-1	Norwood, James	Assoc Prof
3. 438	Biol 1201-1	Corbin, Kendall	Professor
4. 402	Th 1102-1	Norwood, James	Assoc Prof
5. 399	Anth 1101-1/H-80	Gibbon, Guy	Professor
6. 376	Chem 1051-2	Blackburn, David	Lecturer
7. 359	Geo 1001-1	Edwards, R. Larry	Assoc Prof
8. 357	Chem 1052-2	Blackburn, David	Lecturer
9. 355	Chem 1051-1	Swofford, Harold	Professor
10. 349	Econ 1102-1	Copeland, Adam	Tchg Asst
11. 341	Econ 1101-1	MacGee, James	Tchg Asst
12. 333	Biol 1009-1	Schottel, Janet	Professor
13. 316	Hist 1301-1	Ruggles, Steven	Professor
14. 307	Biol 1009-2/H-80	Brooker, Robert	Assoc Prof
15. 297	Econ 1101-2	Bangs, JoAnn	Tchg Asst
16. 292	Th 1101-2	Norwood, James	Assoc Prof
17. 288	CSci 3316-1	Dovolis, Chris	Assoc Prof
18. 284	Chem 1052-1	Gladfelter, Wayne	Professor
19. 273	Econ 1102-2	Bajona-Xandri, C.	Tchg Asst
20. 263	Phys 1251-1	Courant, Hans	Professor
21. 253	Psy 3011-1	Peterson, Gail	Assoc Prof
22. 251	PubH 3003-1	Rothenberger, J.	Instructor
23. 250	Soc 3101-1	Pogue, Carol	Tchg Asst
24. 243	Math 1251-2	Olsen, James	Visiting Prof
25. 235	Soc 1001-2	Galaskiewicz, J.	Professor
26. 228	Phys 1252-3	Kubota, Yuichi	Assoc Prof
27. 226	Phil 1004-1	Root, Michael	Assoc Prof
28. 218	Phsl 3051-1	Bloom, George	Instructor
29. 215	Hist 1012-1	Maynes, Mary Jo	Professor
		& Waltner, Ann	Assoc Dean/ Professor
30. 214	CSci 3113-1	Dovolis, Chris	Asst Prof
31. 210	CSci 3321-1	Riedl, John	Assoc Prof
32. 210	Geo 1001-2	Person, Mark	Assoc Prof
33. 208	FScN 1612-1	Slavin, Joanne	Professor
34. 206	Arch/ArtH/LA 3412	Solomonson, Kay	Asst Prof
35. 196	Phsl 5100-1	Katz, Stephen	Assoc Prof
36. 195	Chem 3302-1	Noland, Wayland	Professor
37. 193	Chem 3302-2	Hillmyer, Marc	Asst Prof
38. 193	CSci 3101-1	Suchomel, Brian	Asst Prof
39. 193	Math 1142-2	Perovic, Zikia	Visiting Prof
40. 191	Psy 3051-1	Marsolek, Chad	Asst Prof
41. 191	ME 1012-1	Durfee, William	Assoc Prof

DATA SOURCE

Scheduling Office, Office of the Registrar, 625-4094

Federal tax credit information provided to students; resources for more information

Students and their parents may be eligible for education tax benefits when they file their 1998 income tax returns. Recent federal legislation introduced education tax incentives including the Hope Scholarship Credit, the Lifetime Learning Credit, and the Student Loan Interest Deduction.

To comply with new IRS reporting requirements, the University issued IRS information alerts to students with their January tuition statements and student loan invoices. Students on behalf of whom qualified tuition and required fees were paid during 1998 will receive IRS Form 1098-T. Students who paid student loan interest will receive IRS Form 1098-E. The University is legally prohibited from providing this information directly to parents. The IRS will also receive copies of this information directly.

One of the questions University offices will most likely receive related to the education tax credits, according to Beth Nunnally, University Tax Department, is the following: "Do tuition payments made before December 31, 1998, for winter quarter 1999 tuition, qualify for tax credits?" The answer is yes—the law provides that qualified expenses paid in one year will include expenses paid to cover an academic period that begins in January, February, or March of the following year.

The rules surrounding eligibility for, calculations of, and limitations related to these education tax credits and student loan interest deductions are complex. The University does not render personal tax advice; information resources are listed below:



University helpline for education tax credit reporting—For questions about Forms 1098-T issued by the University, call (612) 626-9161 (1999 Connection).

IRS Publication 970, Tax Benefits for Higher Education—Call (800) TAX-FORM to order a copy within 10 days or download the publication from the Web at <www.irs.ustreas.gov/prod/forms_pubs/forms.html>.

University of Minnesota Web page—Go to <www1.umn.edu/tc/students/finances/> and click on Hope Scholarship Credit, Lifetime Learning Credit, and Student Loan Interest Deduction.

Student loan collections—For questions about Forms 1098-E issued by the University, call (612) 625-8007.

STARS Student Account Access System—For information on tuition and required fee payments, go to <www1.umn.edu/tc/students/finances/bursar/howto.html>.

University student accounts offices—Twin Cities, (612) 625-8500; Duluth, (218) 726-7190; Crookston, (218) 281-8331; Morris, (320) 589-6004.

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The Record

News about admissions, records, and student systems March 1999, Vol. 23, No. 3

Registration priority for students taking 15-plus credits will NOT be implemented

The registration priority for students taking 15 or more credits fall semester 1999, reported in last month's issue of *The Record* and elsewhere, will not be implemented.

Instead, said Registrar Sue Van Voorhis, upon recommendation of central administration, the Office of the Registrar will implement the original Registrar's Advisory Committee (RAC) proposal, which gives priority to degree-seeking and upper division students. Students with 113 quarter credits or more will be moved to the first stage of the registration queue, as recommended by RAC.

The following e-mail message was sent to all undergraduates:

"The Spring Quarter Class Schedule has an insert stating that students who register for 15 or more credits will get registration queue priority for Fall Semester, 1999. Please disregard the insert in the Spring Quarter Class Schedule as the University will NOT be implementing this policy.

"Even though there will be no registration queue priority for taking 15 credits, we continue to encourage students to register for at least 15 credits each term to assure timely graduation.

"We apologize for any confusion. If you have questions regarding this policy change you can call the Registrar's Office at (612) 625-5333..."

Undergraduate graduation deadlines for semester system set

Deadlines for undergraduates to apply for degrees under the semester system have been set. Undergraduates must complete and submit to the Office of the Registrar the *Application for Degree* form by the end of the second week of the semester of expected graduation. The intersession deadline is the end of the 10th week of spring term. Graduation dates are the last day of the fall, spring, and summer semesters and the last day of intersession.

Term	Fall 1999	Spring 2000	Intersession 2000	Summer 2000
Application date	September 17	February 4*	March 24	June 23
Graduation date	December 23	May 13	June 9	August 18

* For spring 2000, the deadline is moved forward one week to allow GradFest to be scheduled in Coffman Great Hall.

Registration scheduled to go live at UMD on April 5

The biggest and most complex PeopleSoft implementation, registration for fall semester, goes live April 5 at the Duluth (UMD) campus, the same day the new system goes up on that campus. Web registration should be available, as well as the underlying PeopleSoft panels and processes. (Twin Cities registration goes live on May 17.)

Jackie Carlson, UMD's liaison to the Student 2000 Project, says UMD's early registration and freshmen orientation means new entering students will begin registering for fall semester April 5. "Our early dates make us a pilot for the new registration system. UMD's size certainly makes the first registration to 'go live' much more manageable," Carlson said.

All University campuses are working on a communications plan to alert students to possible problems on registration day. "Not only are students registering on a new computer system, but they're also registering for semesters the first time," said Twin Cities Registrar Sue Van Voorhis. Students can reduce the chances of problems and frustration, she said, by following these suggestions:

- Contact advisers about any semester conversion questions.
- Know their Internet ID and password (same as the X.500 ID and password).
- If the system doesn't respond at first, try again later.
- Report any problems experienced during registration to the Web address located on the log-in page.

An overview of the Registration implementation is at www.umn.edu/s2000/docs/omnibrie/sr2cov.htm.

Financial aid scheduled to go live March 7

The first components of Aid Year 2000 processing are scheduled to go live March 7; initial functions will enable financial aid staff to load student and family financial need data from the national processor, assign budgets, and begin communicating with students about application requirements. In April, additional functionality will be added to allow financial aid staff to award aid to new professional students and returning students. Updates will be provided so colleges and departments will be informed about the award schedules this year. A special system is in place to ensure

**STUDENT
2000
update**

Clarification: OT and PT now graduate programs

Last month's registration statistics seemed to indicate a drastic drop in enrollment in the Occupational Therapy (OT) and Physical Therapy (PT) programs. The appearance of a drop was due to a program change—OT and PT are now graduate programs; their students were counted in statistics for the Graduate School.

New hours on West Bank

New office hours at the West Bank Student Services Center, 130 Skyway—

When classes are in session

8:00 a.m.—5:30 p.m., Monday and Tuesday

8 a.m.—4 p.m., Wednesday, Thursday and Friday

When classes are not in session

8 a.m.—4 p.m., Monday thru Friday

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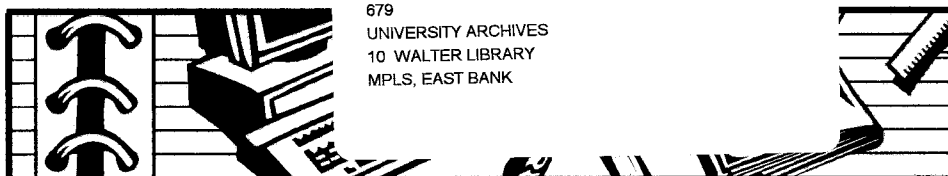
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STUDENT 2000 continued

that freshman financial aid awards are timely.

More Student 2000 notes

Performance problems—Last month the system's on-line performance slowed down considerably, with long waits for panels to load. University staff, along with PeopleSoft "tuning" and application experts, have been working hard on the performance issues. Performance is better, but still not good enough. Student 2000 Project Director Roberta Armstrong urges users to call the Help Desk with any performance problems (612/624-0555). "If you don't call about them, we don't know about them," Armstrong said. Office of Information Technology staff report the telephone call statistics to the enterprise management team frequently, she added.

Preregistration conversion—During the preregistration data conversion at the beginning of February, many street addresses were entered into the system in all upper case. These will be corrected in March. Staff are asked to use PeopleSoft's ability to enter mixed case data in many fields; it is easier to read on the screen and results in more professional communications to students. (Since the old systems often stored data in upper case only, it must be converted into PeopleSoft. The conversion isn't perfect; "NE" may convert as "Ne.")

FOR MORE INFORMATION
Roberta Armstrong, r-arms@umn.edu
Jude Poseley, jposeley@umn.edu.



April 7 and 8
Coffman Memorial
Union Great Hall

Steve Baker
6/26/99

UNIVERSITY OF MINNESOTA

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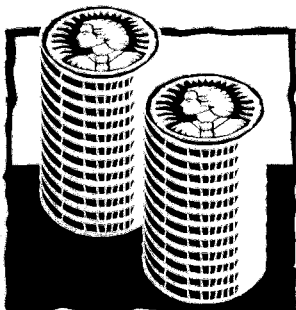
Tuition and fees for 1999-2000 approved

New tuition rates for the Twin Cities campus, 1999-2000 academic year, have been set—see page 3 for details. Coordinate campus rates will be published in next month's issue.

Significant changes in tuition structure were approved:

- The base tuition rate has been eliminated.
- Undergraduate rates do not vary by college of enrollment and are the same for both upper and lower division students.
- Credits 1-12 for undergraduates are assessed at the per-credit rate (\$154.50 for residents). Every credit over 12 is half-price. For example, a resident student taking 15 credits will pay \$2,085.75 ($[\$154.50 \times 12] + [\$77.23 \times 3]$) for a savings of \$231.75.
- The plateau for the Graduate School has been changed to 6-14 credits. With this plateau there is no charge (except for course fees) for the 7th through 14th credits. Each credit above 14 is assessed per credit.

FOR MORE INFORMATION:
Judith Shalaby, Office of the Registrar
624-8792 or j-shal@tc.umn.edu



New University catalogs will be arriving on campus this month and throughout the spring and summer. Here is a tentative schedule for catalogs (formerly called "bulletins") produced by Communications & Publications (C&P)—

Law School	April 1	Education and Human Development (professional programs)	June 30
Morris	April 1	Duluth	July 15
Graduate School	April 22	Public Health	July 26
Veterinary Medicine	April 28	Dentistry	July 29
Twin Cities Undergraduate ..	May 3	Crookston	August 2
Duluth Medical School	June 1	Twin Cities Medical School ...	August 16
Pharmacy	June 15		

Distribution of new college catalogs changes

Distribution of the new *Twin Cities Undergraduate Catalog* will begin shortly after its arrival in early May. Current students can pick up the catalog at all University Bookstores locations. Copies of the catalog will be sent to department offices according to a list recently updated by Communications & Publications (C&P), which produces the catalog. (Call Barb Carlson with requests at 626-1785.)

As of April 1, the Office of Admissions, 240 Williamson Hall, will stop distributing graduate and professional school catalogs. As of May 3, Admissions will stop distributing undergraduate catalogs. Requests for University catalogs received by Admissions will be referred to the college offices, University Bookstores, or C&P, as appropriate.

University Bookstores will advertise initial availability of the undergraduate catalog in *The Minnesota Daily*. The catalog will be distributed during the spring rush by setting up tables (or other means) to ease the crowding. After the rush, the catalogs will be available to current students at each bookstore's service counter. Students simply have to indicate that they are current students to receive a free copy. New students admitted for fall 1999 will receive a free copy of the catalog at orientation.

Visitors to campus, including prospective students and their parents, will be directed to University Bookstores' service counters to buy a copy of the catalog for \$2.50.

Prospective students, or other people who would like to have a catalog sent to them, will be referred to University Bookstores, which will mail them out via UPS. Cost will be \$6.50, including handling and delivery charges. Catalogs may be ordered online <www.bookstore.umn.edu>, by phone (800/442-8636), or through the mail.

The undergraduate and other University catalogs will be available on the Web <www.umn.edu/commpub> beginning in May.

FOR MORE INFORMATION
Steve Baker, director, Communications & Publications
625-3884 or s-bake@tc.umn.edu

Student 2000 project staff are VERY busy

The Student Records and Web Development teams have been testing both the new PeopleSoft and Web systems for the April 5 registration "go-live" date at Duluth. Crookston and Morris registration are scheduled to go live on May 10 and the Twin Cities on May 17. Core registration staff on all campuses are now going through PeopleSoft training. Staff who will access students records through the Web or have "view only" access will be trained next.

Several policy changes affect registration on the TC campus, among them:

- The tuition rate for each undergraduate credit (unit) over 12 is half the regular tuition rate. (See page 3.)
- Students can now register for day classes and University College (UC) classes at the same time.

- Queues are structured differently, with graduate students, professional students, and juniors with 112 quarter credits or more registering in the first queue.
- Day and UC classes will now share consistent late registration fees and deadlines.
- The late registration fee will be charged per class added after the designated dates—seven days before term starts through the first week, \$10 per class; beginning of second week through the end of same week, \$20 per class; beginning of third week on, \$30 per class.

All campuses have now completed packaging financial aid for incoming freshmen. The Twin Cities campus has also packaged aid for law students and Merit Scholars. Financial aid for returning students will be packaged using PeopleSoft this summer.



Spring 1999 date book

April

- 5 Major/adviser input lists produced
- 9 Collegiate roster produced
- 9 End of second week reports produced
- 10 Deadline for student cancel/add
- 23 Deadline for major/adviser input, 4:30 p.m.
- 23 Major/adviser output reports produced
- 29 Major/adviser output reports distributed to colleges (3-5 work days after run date)

May

- 13 Start of summer session registration for academic year students
- 17 Early fall queued registration begins (through June 3)
- 27 Grade reports produced
- 31 Memorial Day, holiday. Classes excused and University offices closed.

June

- 4 Last day of instruction
- 5-6 Study days
- 9 First day class lists produced for summer session
- 7-12 Final exams
- 12 Last day of spring quarter
- 14 Begin posting grades for spring quarter
- 16 Spring quarter grade reports due from academic departments, 9:30 a.m.

For information about registration

An overview of registration implementation can be seen at <www.umn.edu/s2000/docs/omnibrie/sr2cov.htm>. Staff are urged to sign up for the Student 2000 Project listserv, a primary source of information about the registration implementation. Instructions for subscribing are at the Student 2000 Project Web site at <www.umn.edu/s2000>.

The communications team is creating information pieces about changes to registration and registration training for staff and students. By the time you read this, they should be available at the Web site above. Request printed copies via e-mail: jposeley@umn.edu.

FOR MORE INFORMATION
 Roberta Armstrong, r-arms@umn.edu
 Jude Poseley, jposeley@umn.edu

**STUDENT
 2000
 update**

Twin Cities undergraduate tuition rates, 1999-2000*

Undergraduate rates	Resident	Nonresident
Per credit	\$154.50	\$456.00
Each credit over 12	\$77.25	228.00

Undergraduate rates do not vary by college of enrollment and are the same for both upper and lower division students. Credits 1-12 are assessed at the per-credit rate listed above. Every credit over 12 is half price.

Graduate School tuition rates, 1999-2000*

Part-time rates	Resident	Nonresident
1 credit	\$420.00	\$825.00
2 credits	840.00	1,650.00
3 credits	1,260.00	2,475.00
4 credits	1,680.00	3,300.00
5 credits	2,100.00	4,125.75

Full-time rates

6-14 credits	\$2,520.00	\$4,950.00
Each credit over 14	420.00	825.00

Architecture and Landscape Architecture

Per credit	\$350.00	\$626.00
9-17 credits	3,150.00	5,634.00
Each credit over 17	350.00	626.00

College of Biological Sciences professional master's rates

Per credit	\$631.25	\$1,262.50
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Humphrey Institute master's rates

Per credit	\$484.25	\$848.50
6-15 credits	2,904.75	5,091.00
Each credit over 15	484.25	848.50

Executive MPA rates

Per credit	440.00	770.00
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Management of technology (MOT) master's rates

Per credit	\$1,147.75	\$1,147.75
7-15 credits	8,034.00	8,034.00
Each credit over 15	1,147.75	1,147.75

Manufacturing systems master's rates

Per credit	\$625.50	\$1,237.40
7-15 credits	4,377.00	8,661.80
Each credit over 15	625.50	1,237.40

Software engineering master's rates

Per credit	\$625.50	\$1,237.40
7-15 credits	4,377.00	8,661.80
Each credit over 15	625.50	1,237.40

Professional school tuition rates, 1999-2000*

Dentistry, School of	Resident	Nonresident
Term (12 or more credits)	5,000.00	8,630.00

Departmental master's, Colleges of Agricultural, Food, and Environmental Sciences and Education and Human Development

Per credit	\$201.00	\$393.70
12-18 credit plateau	2,410.25	4,724.40

Law School

Per credit	\$386.25	\$656.70
Term (12 or more credits)	4,635.00	7,880.40

Management, Carlson School of

Healthcare administration master's rates

Per credit	\$269.00	\$567.00
12-19 credit plateau	3,220.00	6,800.00

Industrial relations master's day program, entering students (guaranteed two-year rates)

Per credit	\$392.00	\$572.00
12-19 credit plateau	2,950.00	5,450.00

Industrial relations master's day program, continuing students

Per credit	\$381.00	\$555.00
12-19 credit plateau	2,711.50	5,440.50

Industrial relations master's evening program

Per credit (11 or fewer credits)	\$392.00	\$392.00
Per credit (12 or more credits)	392.00	572.00

M.B.A. day program, entering students (guaranteed two year rates)

Per credit	\$474.00	\$692.00
12-19 credit plateau	5,803.50	8,311.50

M.B.A. day program, continuing students

Per credit	\$423.00	\$615.00
12-19 credit plateau	5,475.00	7,841.00

M.B.A. evening program

Per credit (11 or fewer)	\$474.00	\$474.00
Per credit (12 or more)	474.00	692.00

Medical School

First and second year students

1-5 credits	\$1,498.00	\$2,783.00
6-10 credits	2,996.00	5,566.00
11-15 credits	4,494.00	8,349.00
16 or more credits	5,992.00	11,132.00

Third and fourth year students

16 or more credits	\$4,280.00	\$7,951.00
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Medical fellow specialists residency program

Per term	333.00	333.00
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Psychology fellow specialists

Per term	333.00	333.00
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Pharmacy, College of

Per credit	\$355.50	\$650.75
Term (12 or more credits)	4,264.25	7,729.50

Public Health, School of

Per credit	\$267.00	\$525.00
8-12 credit plateau	2,135.00	4,200.00

Veterinary Medicine, College of

Per credit	\$407.00	\$610.50
Term (12 or more credits)	4,882.25	7,276.00
Veterinary fellow specialists, per term	333.00	333.00

* Student services fee—All students registered for 6 or more credits must pay a proposed \$238.69 per semester student services fee in addition to tuition. (Subject to approval by the Board of Regents.)

Summer financial aid deadlines on shorter timeline this year

This summer's financial aid processing is on a shorter timeline. Students are encouraged to submit their summer financial aid application as soon as possible and well in advance of June 18. For those who apply now, a summer award notice (or instructions on any further action that may need to be taken) will be sent beginning April 13. All correspondence is sent to the address on file with the Registrar's office.

Application processing takes up to three weeks and can take longer if any information is missing from the application. (Common errors are in signatures, number of family members, Social Security number.) If that happens, processing on an application stops while a letter is mailed to the student and a response that gives the missing information is sent.

The last day summer aid will be distributed this year is July 9. After that date, the current accounting system will close and no 1998-99 funds will be disbursed. This includes funds from scholarship and loan programs that issue checks after that date.

Pay close attention to each of the following dates in the application time frame:

May 1 A 1998-99 Free Application for Federal Student Aid (FAFSA) must be received by the central processor by this date if the applicant has not already filed a FAFSA for the 1998-99 aid cycle. Students should be sure to include the University of Minnesota, Twin Cities, school code 003969 on the FAFSA so that results will be sent to the University. Students who want Work-Study must also complete the 1999-2000 FAFSA by this date.

June 18 ... Last day to apply for summer aid eligibility for students registering by July 7. Applicants must be admitted to a degree or certificate program at the University and have a complete financial aid record without errors or holds by this date.

June 25 ... Last day to submit valid, complete PLUS promissory notes.

July 7 Last day that OSFA verifies summer registration for aid eligibility; no additions to enrollment will be considered after this date.

July 9 Last day to submit valid, complete promissory notes for subsidized and unsubsidized loans; no summer aid will be disbursed after this date.

LAN orientation sessions

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 2221 University Avenue S.E., room 335-25

Tuesday, April 20, 10 a.m.–noon

Friday, May 21, 10 a.m.–noon

Thursday, June 24, 10 a.m.–noon

Supervisors should complete a LAN user form prior to session. See your cluster rep for details or contact Charlie Pruy, pruy0001@umn.edu or 625-2821.

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.

Please direct address changes to Barb Carlson,
(612) 626-1785 or b-carl1@tc.umn.edu

Laura Weber, senior editor

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This publication is available in alternative formats upon request.

Contact Barb Carlson, Communications & Publications, (612) 626-1785.

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The Record

News about admissions, records, and student systems May 1999, Vol. 23, No. 5

Important information about Web registration for fall semester

Students will register for semesters using the new Web registration system for the first time on May 10 in Morris and May 17 in the Twin Cities. Duluth and Crookston are already live. Below is information about the new Web registration and where to go for answers to your questions.

What's new

Semesters

Students are urged to see their advisers to make sure they're on track for semesters. The semester transition Web site at www.semesters.umn.edu/staff has information on credit conversion, approved semester courses, planning worksheets for students, FAQs, and more.

Permissions (magic numbers) and overrides

With the exception of Carlson School of Management, instructors will

continue to hand out permission (magic) numbers, which students then enter during registration. College staff can also enter magic numbers into PeopleSoft, allowing students to then register on the Web. Staff can also enter permissions and overrides, completing in the college office the student's registration for a course. Magic numbers expire after the second week of class. See www1.umn.edu/s2000/docs/issuper.htm for more information.

Health insurance information

Students taking more than six credits need to provide their insurer's name and policy number at the time of registration.

Day/University College (UC) registration

Students can register for both day and UC classes at the same time, with the exception of UC noncredit courses.

What's different

Time conflicts are now being enforced, so students will need approval from both instructors involved in the classes in conflict. A new form will be available on the Web shortly.

Late registration fees and dates are being revised to address concerns raised by collegiate and administrative staff (Twin Cities only).

Students can prepare for registration now by

- Working with their advisers on semester course planning.
- Checking college Web sites for changes in courses, policies, or procedures.
- Clearing up all holds. Holds can be viewed at www.onestop.umn.edu.
- Obtaining magic numbers as soon as possible.
- Having their health insurer's name and policy number available at the time of registration.
- Remembering their Internet ID and password. These are needed to log in to the registration Web site. This is the new description for their X.500 ID (e.g., pose0001). If they can't remember their ID and password, students can call the ADCS Help Desk at (612) 626-4276.

FOR MORE INFORMATION, E-MAIL Project Director Roberta Armstrong r-arms@umn.edu Communications Coordinator Jude Poseley jposeley@umn.edu

Where to go for help

For technical information about topics such as resetting ID and passwords, locations of computer labs, and trouble accessing the system, call the Help Desk on your campus—

Crookston, (218) 281-2800; Duluth, (218) 726-8847; Morris, (328) 589-6391; Twin Cities, (612) 646-4276.

Hours and locations of Help Desks, FAQs, and Internet hardware and software are at www.umn.edu/adcs/.

For registration information about topics such as holds, enrollment information, and registration policies and processes, call the Student Service Center on your campus—

Crookston (218) 281-8000; Duluth (218) 726-8000; Morris (320) 589-6028; Twin Cities—East Bank (612) 625-5333, West Bank (612) 626-9110, and St. Paul (612) 624-3731

Need more information? See www.umn.edu/s2000 for—

- Link to a tutorial that leads through the new Web registration system.
- Registration 1001, an overview of the new Web registration system.
- Changes in policies and processes for fall semester 1999.

New undergraduate and graduate catalogs arrive

Copies of *Twin Cities Undergraduate Catalog* are being sent to department offices according to a list maintained by Communications & Publications (C&P), which produces the catalog. Call Barb Carlson, C&P, 626-1785 with requests.

Current students will pick up the undergraduate catalog at all University Bookstores locations. University Bookstores will advertise initial availability in *The Minnesota Daily*. Visitors to campus, including prospective students and their parents, will be directed to University Bookstores' service counters to buy a copy of the catalog for \$2.50. Catalogs sent through the mail cost \$6.50.

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University catalogs will be available on the Web <www.umn.edu/commpub> later this month.

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- 7-12 Final exams
- 12 Last day of spring quarter
- 14 Begin posting grades for spring quarter
- 16 Spring quarter grade reports due from academic departments, 9:30 a.m.

Coordinate campus tuition rates, 1999-2000

Crookston (no plateau)

	Resident	Nonresident
Undergraduate per-credit rate	\$120.00	\$120.00
Technology access fee *	480.00	480.00
Student services fee—To be announced		

* This fee is \$75 for 3-7 credits and \$270 for 8-11 credits. Fee includes notebook computer.

Duluth (no plateau)

Undergraduate per-credit rate	\$141.00	\$400.00
Departmental master's per-credit rate (12-18 credit plateau)	200.00	400.00
Evening M.B.A. per-credit rate	400.00	400.00
Student services fee—To be announced		
Technology/equipment fee—\$38.50 *		

* The Duluth technology/equipment fee is in addition to a basic computer access fee (\$23.10 for 1-6 credits plus \$3.85 for credits 7-17) and a \$55.50-per-semester fee for full-service computer lab access.

Morris (15-20 credit plateau)

Undergraduate per-credit rate	\$159.25	\$318.00
Student services fee—To be announced		
Technology fee—\$52.50		

SOURCE OF TUITION AND FEES FIGURES: Office of the Registrar

FOR MORE INFORMATION: Judith Shalaby, 624-8792 or j-shal@tc.umn.edu

Registration highlights for spring quarter 1999



Campus	Change from spring '98		
	Enrollment	Number	%
Twin Cities	36,077	1,577	4.6
Crookston	1,781	217	13.9
Duluth	7,030	197	2.9
Morris	1,755	27	1.6
Total	46,643	2,018	4.5

Twin Cities colleges	Enrollment	Number	%
Agricultural/Food/Envir/Science	796	61	8.3
Architecture/Landscape Architecture	31	9	40.9
Biological Sciences	828	195	30.8
Dental Hygiene	101	6	6.3
Dentistry	350	7	2.0
Education and Human Development	1,831	251	15.9
General College	1,167	17	1.5
Graduate School	7,560	10	0.1
Human Ecology	922	123	15.4
Institute of Technology	3,962	126	3.3
Law School (spring semester)	747	-20	-2.6
Liberal Arts	12,764	753	6.3
Management	1,432	75	5.5
Medical School	1,573	-90	-5.4
Medical Technology	50	-6	-10.7
Mortuary Science	64	-4	-5.9
Natural Resources	491	17	3.6
Nursing	205	-8	-3.8
Occupational Therapy*	0	-37	-100.0
Pharmacy	369	60	19.4
Physical Therapy*	0	-30	-100.0
Public Health	207	-4	-1.9
University College (day school only)	330	65	24.5
Veterinary Medicine	297	1	0.3

* Declines are due to the phasing out of undergraduate degrees as of fall 1998

All campuses	Enrollment	Number	%
New high school	35	-19*	-35.2
New advanced standing	238	-319*	-57.3
New adult special	440	95	27.5
Continuing	44,701	2,295	5.4
Inter-Campus	57	2	3.6
Intra-Campus	784	-27	-3.3
Readmits	388	-9	-2.3
Total	46,643	2,018	4.5

* Because of the early start date for fall semester 1999 and the implementation of the PeopleSoft Enterprise System, undergraduate students were not admitted on the Twin Cities campus for spring quarter 1999.

DATA SOURCE

Systems Group, Office of the Registrar, 625-1800



Largest classes spring quarter 1999

	Students	Course/section	Instructor	Title
1.	534	Psy 1001-1	Peterson, Gail	Assoc Prof & senior faculty
2.	523	Th 1101-2	Norwood, James	Assoc Prof
3.	446	Biol 1201-1	Corbin, Kendall	Professor
4.	442	Th 1102-1	Norwood, James	Assoc Prof
5.	442	Anth 1101-1/H-80	Laden, Gregory	Lecturer
6.	418	Th 1101-1	Norwood, James	Assoc Prof
7.	366	Chem 1052-2	Leopold, Doreen	Assoc Prof
8.	352	Hist 1302-1/H-80	Evans, Sara	Professor
9.	348	Biol 1009-1	Soulen, Thomas	Assoc Prof
10.	318	Geo 1001-1	Hooke, Roger	Professor
11.	316	Psy 3666-1	Laube, Herbert	Asst Prof
12.	298	Biol 1009-2/H-80	Soulen, Thomas	Assoc Prof
13.	283	Phys 1252-1	Courant, Hans	Professor
14.	281	Soc 3101	Kruttschnitt, C	Professor
15.	277	CBN 3001-1/3002-2	Bauer, G. Eric	Professor
16.	273	Chem 1052-1	Blackburn, David	Lecturer
17.	264	Econ 1101-1	MacGee, James	Tchg Asst
18.	256	Hist 1013-1/H-80	Farmer, Edward	Professor
19.	240	Phys 1253-3	Jones, Roger	Professor
20.	235	Psy 3101-1	Tellegen, Auke	Professor
21.	230	CSci 3317-1	Sturtivant, Carl	Asst Prof
22.	230	Pol 1001-1	Rahn, Wendy	Assoc Prof
23.	219	Econ 1102-2	Bejona-Xandri, C.	Tchg Asst
24.	215	Psy 3604-1	Butcher, James	Prof
25.	204	Geo 1001-2	Whitney, Donna	Asst Prof
26.	203	Chem 3306-1	Cornille, Jane	Lecturer
27.	200	CSci 3317-1	Dovolis, Chris	Asst Prof
28.	200	Econ 1102-1	Copeland, Adam	Tchg Asst
29.	196	Chem 3302-1	Distefano, Mark	Assoc Prof
30.	195	Phys 1253-1	Zimmerman, Wm.	Professor
31.	192	Math 1151-1	Anderson, Greg	Professor
32.	190	CSci 3113-1	Barry, Phillip	Asst. Ed. Spec.
33.	190	PubH 3001-1	Rothenberg, J.	Instructor
34.	187	Psy 3201-1	Rothman, Alex	Asst Prof
35.	186	Phsl 5112-1	Poppele, Richard	Professor
36.	182	Chem 3301-1	Hoye, Thomas	Professor
37.	175	Phsl 5111-1	Wangensteen, O.	Professor
38.	174	Jour 1001-1	Chang, Tsan-Kuo	Assoc Prof
39.	172	Chem 1051-1	Forsyth, Craig	Assoc Prof
40.	172	ChEn 5101-1	Fredrickson, Arnold	Professor

DATA SOURCE

Scheduling Office, Office of the Registrar, 625-4094

What is public and what is private in student records

Maintaining the privacy of student records is very important. Federal law, state law, and regent's policy govern access to student records.

The Office of the Registrar publishes a handout of the complete policy, including suggestions for handling potential scenarios regarding student record access. If you would like a copy, contact Chuck Dahl, 625-1069 or c-dahl@tc.umn.edu.

Public information

The following information is public information, unless the student has requested nondisclosure (suppress). Students may suppress (1) address, e-mail, and phone information or (2) all information.

- Name
- Address
- Electronic (E-mail) address
- Telephone number
- Dates of enrollment
- Enrollment status (full/part time, not enrolled)
- Major
- Adviser
- College
- Class
- Academic awards and honors
- Degree received

Non-Public (Private) Information

Information other than directory information is not public and may not be released except under certain prescribed conditions. Non-releasable information includes:

- ID and Social Security number
- Birth date
- Gender
- Grades
- Courses taken
- Schedule
- Test scores
- Advising records
- Educational services received
- Disciplinary actions
- Photographs
- International status
- Holds and tracking flags (release if sufficiently screened)

QUESTIONS ABOUT THE RELEASE OF DATA SHOULD BE DIRECTED TO Office of the Registrar, 625-1064 or 625-5333

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Laura Weber, senior editor

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UNIVERSITY OF MINNESOTA

Record

News about admissions, records, and student systems June 1999, Vol. 23, No. 6

Twin Cities registration mostly smooth, PeopleSoft performs well, but often slow

By Roberta Armstrong, Student 2000 Project Director

Considering the massive nature of the system change, Twin Cities campus registration was a success and Student 2000 staff are breathing sighs of relief. From the staff perspective we've heard comments like, "It's not as bad as I thought it would be," and, "I expected it to be a lot more painful," which we accept as compliments! As registration continued, the number of calls to the "college line" decreased markedly, data entry and critical message errors were resolved, and staff became more comfortable with the PeopleSoft system.

The vast majority of students registered with no problems. When the Web registration system was down or slow, or error messages prevented them from registering, students came to a Student Services Center. They showed remarkable patience, considering they had been inconvenienced.

Students are registering for the fall term at the same rate as last year and registration is on schedule. Last year (1998), after 10 days of registration, 10,908 students had registered on the Twin Cities campus. This year (1999), after 10 days 10,914 students had registered.

Many thanks for your patience

Registrar Susan Van Voorhis and I thank you for your continued support and understanding as we and the Office of the Registrar (OTR) and Student 2000 Project staffs work to eliminate errors and improve system performance. And our special thanks go to Jackie Carlson and the student service staff at the Duluth campus, the pilot site for the new PeopleSoft and Web registration systems.

More to come. . .

The financial aid implementation has been somewhat delayed by the late receipt of the federal regulatory release, which includes necessary rules, tables, and other information. We expect to begin packaging students this month. OTR will convert academic records this summer, then create a new transcript and build a new grading process. Student financials staff will bring up the tuition and fee assessment function in early September.

FOR MORE INFORMATION

Roberta Armstrong, (612) 625-6674, r-arms@umn.edu

Jude Poseley, (612) 624-3879, jposeley@umn.edu.

PeopleSoft unavailable for 7-9 days during upgrade to Version 7.5

Work has begun on the first PeopleSoft upgrade—Version 7.5. Installation is expected to begin the evening of July 16; production resumes July 26. The PeopleSoft system will be unavailable for inquiry or update for several calendar days during that time. The legacy system, including STARS, SAM, and the Student Data Base, will be available, including data warehouse and reporting environments.

If your daily work is highly dependent on PeopleSoft, this is a perfect time to tackle all those non-system tasks that have piled up while you were learning PeopleSoft. (Or better yet, take a guilt-free vacation!)

Course section of fall *Class Schedule* will be reprinted due to high number of changes

A record number of course changes have occurred since the publication of the fall semester *Class Schedule*. As a result, the course sections of the schedule are being reprinted as an aid for advising personnel who will be working with new students. Copies will be limited, but copies for new students will arrive in freshman-admitting college offices by June 18.

Fitzgerald is new manager of OTR's Classroom Management unit

J. Stephen Fitzgerald began last month as the new manager of the Classroom Management unit, Office of the Registrar (OTR).

His role includes implementing initiatives approved by the University Senate as well as giving input on renovation projects, implementing technology enhancements, improving classrooms, and improving procedures for *Class Schedule* and *Course Guide* production.

Fitzgerald retired last summer from the U.S. Navy and the University's Department of Naval Science, where he served as professor and department head. In that capacity, he supervised academics, scholarships, facilities, and budget. While in the Navy, Fitzgerald was recognized for developing major policy initiatives and for performance in a highly visible and sensitive diplomatic assignment. He also commanded a newly built 3,000-ton frigate with a crew of 280.

LAN orientation sessions

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 2221 University Avenue S.E.,
room 335-25

Friday, June 23, 10 a.m.—noon

Tuesday, Aug. 17, 10 a.m.—noon

Thursday, Sept. 23, 10 a.m.—noon

Supervisors should complete a LAN user form prior to session. See your cluster rep for details or contact Charlie Pruy, pruy0001@umn.edu or 625-2821.



A reminder to all staff who use PeopleSoft —

Before you make a phone call to Student 2000 training staff, *please* use the PeopleSoft Training Manual you have received to problem-solve as you go through processes. Thank you!

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.

Please direct address changes to Barb Carlson, (612) 626-1785, or b-carl1@tc.umn.edu

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Spring 1999 date book

June

- 9 First day class lists produced for summer session
- 7-12 Final exams
- 12 Last day of spring quarter
- 14 Begin posting grades for spring quarter
- 16 Spring quarter grade reports due from academic departments, 9:30 a.m.

Summer sessions 1999 date book

June

- 28 Summer session I collegiate roster produced
- 28 Summer session I end-of-second-week reports produced

July

- 1 Summer session I grade reports produced
- 16 First-day class lists produced for summer session II
- 20 Summer session I ends
- 22 Summer session II begins
- 23 & 26 Summer session I grades posted
- 26 Summer session I grade reports due from academic departments, 9:30 a.m.
- 27 Summer session I transcripts produced

August

- 4 Summer session II collegiate roster produced
- 4 Summer session II end-of-second-week reports produced
- 11 Summer session II grade reports produced
- 25 Summer session II ends
- 27 & 30 Summer session II grades posted
- 30 Summer session II grade reports due from academic departments, 9:30 a.m.
- 31 Summer session II transcripts produced

September

- 7 Fall semester begins

The Record

News about admissions, records, and student systems August 1999, Vol. 23, No. 8

Interim financial aid director announced

NANCY SINSABAUGH has been appointed interim director of the Office of Scholarships and Financial Aid (OSFA) at the University of Minnesota, Twin Cities, effective August 1, 1999, according to Craig Swan, vice provost for undergraduate education. Sinsabaugh, director of Student Financial Services at Harvard University, Cambridge, Massachusetts, 1988-1993, has experience in administering student services, strategic plans, and communications systems at institutions of higher education and private industry.

She has been a consultant to institutions of higher education on admissions, financial aid, registration, bursar, and alumni issues since 1996. Before her appointment to OSFA, she had been an independent consultant to the University's Student 2000 Enterprise Project since 1997, serving part of that time as project manager for the Office of the Registrar during University-wide implementation of a new software system. She was also managing associate for the Higher Education Consulting Practice with Coopers & Lybrand Consulting of Minneapolis before establishing her independent consulting firm. She was a vice president of EduServ Technologies, St. Paul, in charge of marketing, business development, and processing of private student loan programs.

Sinsabaugh will oversee 72 full-time OSFA staff, who manage a comprehensive financial aid program that annually administers the packaging and dis-

Upgrade to Peoplesoft 7.5 results in changes in disbursement of financial aid for fall semester

By Roberta Armstrong
Student 2000 Director

Staff in the Office of Scholarships and Financial Aid and the Office of the Bursar are putting temporary processes in place to make sure students have the money they need for fall semester. Rollout of financial aid disbursement and tuition billing will occur about three to four weeks after the PeopleSoft upgrade is in place (see box below). Crookston, Morris, and Twin Cities medical, law, and dentistry students will begin receiving funds on or about August 23. Remaining Twin Cities and Duluth students will receive their funds shortly thereafter.

Planning assumptions are that students who ordinarily receive a credit balance (the difference between the awarded amount and expenses) will receive a University-sponsored, short-term, no-interest Fall 1999 Advance instead of the credit balance. The Fall 1999 Advance will be repaid when financial aid is disbursed. Instead of signing one note students will sign two: one for federal loans and one for the University advance.

Tuition billing will occur mid-semester. Once functionality to bill tuition is in place, financial aid will be disbursed to student accounts, the no-interest advance will be repaid, and student accounts will be reconciled. At that point, about mid-semester, bills for tuition, fees, and other expenses will be sent. Staff and students will receive e-mail messages about the billing delay.

Updated information will be sent via the SA-LIVE-L PeopleSoft users' listserv and the Student 2000 listserv.

FOR MORE INFORMATION ABOUT TEMPORARY PROCESSES:

- Judy Swanson, Office of Scholarships and Financial Aid
624-3562 or swans046@tc.umn.edu
- Pat Roth, Acting Bursar
625-6525 or p-roth@tc.umn.edu
- Sue Van Voorhis, Registrar
vanvo002@tc.umn.edu

QUESTIONS ABOUT THE UPGRADE ITSELF:

- r-arms@umn.edu or jposeley@umn.edu

STUDENT 2000 update

The last issue of *The Record* discussed the PeopleSoft upgrade to Version 7.5 and its new functionality. We planned to have the upgrade completed by the time you read this. Unfortunately, we encountered problems in our test environment and could not continue to test until the problems were fixed.

The PeopleSoft system was unavailable from August 6 through 15 while upgrade installation occurred. During this time no Web or in-person registration or cancel/adds for fall 1999 were possible. While there is no good time to completely shut down the system, this time period caused the least inconvenience and meant the upgrade would be complete before the heaviest registration period at the end of August. Thank you for your flexibility!

—R.A.

SINSABAUGH FROM PAGE 1

bursement of \$360 million student aid funds in the form of grants, scholarships, waivers and reciprocity, employment (state and federal Work-Study), and loans to approximately 22,000 or 60 percent of students on the Twin Cities campus.

At Harvard University, Sinsabaugh administered student loan and tuition billing operations, collecting \$325 million in tuition and fees from 17,500 students and disbursing and servicing \$250 million student loans for 25,000 alumni. For two years before serving as financial aid director, Sinsabaugh was director of Harvard's Financial Planning and Reporting on university-wide finance and accounting issues. She also spent a year as special assistant to the vice president for administration, where she led a successful turnaround of the \$7 million computer system in the development office.

Sinsabaugh is a 1978 graduate of the Harvard Graduate School of Business Administration and a 1976 Harvard/Radcliffe College graduate cum laude with a B.A. in history and literature. As an undergraduate she was editor of *The Harvard Crimson* and an officer of the Signet Literary Society.

Staff changes in OTR Systems Group

Don Chamberlain, OTR associate director and head of OTR's Systems Group, will be leaving the University as of August 20.

Chamberlain has accepted a position with Maranatha School in Robbinsdale, where he will coordinate technical/computing responsibilities and teach computer science courses.

Donna Triebwasser joined OTR's Systems Group on August 3. Triebwasser's duties include the technical side of APAS, the SPEEDE transcript project, and Schedule 25. Donna was employed for several years at University of Minnesota-Duluth.



Summer session 1999 date book

August

- 4 Summer session II collegiate roster produced
- 4 Summer session II end-of-second-week reports produced
- 11 Summer session II grade reports produced
- 25 Summer session II ends
- 27 & 30 Summer session II grades posted
- 30 Summer session II grade reports due from academic departments, 9:30 a.m.
- 31 Summer session II transcripts produced

Fall semester 1999 date book

August

- 30 Last day to enroll for fall without incurring late enrollment fees (see article, page 4)

September

- 6 Labor Day, University offices closed
- 7 Fall semester begins
- 17 Last day for undergraduates and students in professional degree programs to apply for fall semester graduation

Fall semester operational dates will appear in September issue of The Record.

LAN orientation sessions

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.

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Thursday, Sept. 23, 10 a.m.–noon
Supervisors should complete a LAN user form before the session. See your cluster rep for details or contact Charlie Pruy, pruy0001@umn.edu or 625-2821.

The Enterprise Systems Project training home page can be found at www.umn.edu/esprain

Registration highlights for summer session II 1999



Campus	Change from summer II '98		
	Enrollment	Number	%
Twin Cities	6,380	-316	-4.7
Crookston	122	5	4.3
Duluth	954	92	10.7
Morris	99	-32	-24.4
Total	7,555	-251	-3.2

Twin Cities colleges	Enrollment	Number	%
Agricultural/Food/Envir/Science	83	-21	-20.1
Architecture/Landscape Architecture	9	6	200.0
Biological Sciences	149	1	0.7
Dental Hygiene	9	-4	-30.8
Dentistry	25	10	66.7
Education and Human Development	1,317	80	6.4
General College	107	-4	-3.6
Graduate School	886	-321	-26.6
Human Ecology	115	14	-10.9
Institute of Technology	649	2	0.3
Law School	0	-2	-100.0
Liberal Arts	2,435	-117	-4.6
Management	194	50	34.7
Medical School	38	-1	-2.6
Medical Technology	25	13	108.3
Mortuary Science	19	-9	-32.1
Natural Resources	97	-25	-20.4
Nursing	93	-4	-4.1
Occupational Therapy	0	-1	-100.0
Pharmacy	3	2	200.0
Physical Therapy	0	0	—
Public Health	23	6	35.2
University College (day school only)	104	37	55.2
Veterinary Medicine	0	0	—

All campuses	Enrollment	Number	%
New high school	0	0	—
New advanced standing	146	94	180.8
New adult special	169	84	98.9
Total new student	315	178	129.9
Continuing	5,973	-435	-6.8
Inter-Campus	16	3	23.0
Intra-Campus	53	25	89.3
Readmits	246	3	1.2
Summer only	952	-25	-2.6
Total	7,555	-251	-3.2



Top 20 largest classes summer session II 1999

Students	Course/section
1. 176	Chemistry 3302-1
2. 127	Chemistry 3306-1
3. 116	Education and Human Development 5001-1
4. 93	Nursing 5241-1
5. 90	Chemistry 1052-1
6. 73	Anthropology 1101-1
7. 70	Theatre 1102-1
8. 69	Computer Science 5702-1
9. 65	Computer Science 3322-1/5121-1
10. 61	Computer Science 5103-1
11. 60	Computer Science 3317-1
12. 56	Education and Human Development 5001-2L
13. 56	Master of Business Administration 8315E-90
14. 55	Speech 3111-1
15. 54	Master of Business Administration 8315E-91
16. 53	Education and Human Development 5005-2
17. 48	Computer Science 5301-1
tie 48	Mechanical Engineering 5260-1
18. 45	Education and Human Development 5003-1
19. 44	Biology 5003-1
tie 44	Kinesiology 5980-1

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

DATA SOURCE
Systems Group, Office of the Registrar, 625-1800

Conversion of student academic records to PeopleSoft has implications for fall transcript requests

Several years of student academic records will be converted from the Student Data Base to PeopleSoft during fall semester—almost 200 million rows of data. Until the conversion is complete, students requesting transcripts will receive information from both the Student Data Base and PeopleSoft. Information from the Student Data Base will contain a student's record up to, but not including, fall semester 1999. The information from the PeopleSoft system will consist of courses the student is enrolled in for fall semester.

The PeopleSoft interface to DARS (APAS) will not be available until after the completion of the student academic records conversion. Until the conversion APAS reports will only reflect historical information that is currently on the Student Data Base. Coursework from fall semester 1999 will not appear on the student's APAS report until sometime in late October or early November.

FOR MORE INFORMATION ON TRANSCRIPTS:
Vickie Roberts, 624-1792

FOR MORE INFORMATION ON APAS:
Margo Mueller, 626-7867

New late enrollment fee policy goes into effect for fall semester

To avoid late enrollment fees, students must complete an initial registration before the first day of classes.

The fees for any late initial enrollment are \$40 for any late initial enrollment that takes place during the first two weeks of the semester (September 7-20) and \$80 for any late initial enrollment that takes place after the first two weeks of the semester (September 21 or later).

In addition, there is a \$10 per course late fee for canceling a course or section during the first week of the semester (September 7-13) and a \$10 per course late fee for adding a course or section after the first week of the semester (September 14 or later).

This information is also available in the *Supplement* to the fall semester *Class Schedule*.

Help lines available

- The Computer Access help line number is 626-4276. This is the first number for students, college staff, and lab attendants to call when students have problems or questions about Web access for registration or grades.
- The Registrar's help line number is 625-5333. This is the number for students to call for questions about student record policy or content.
- Staff who have PeopleSoft performance problems can call the Customer Assistance Center at 624-0555.

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(612) 626-1785 or b-carl1@tc.umn.edu

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The Record

News about admissions, records, and student systems September 1999, Vol. 23, No. 9

Important information about—

Late fees, delayed tuition bills, health insurance, classroom locations

Fall semester under the new system is underway. For your reference, here is a summary of changes from the Office of the Registrar (OTR). Most of the following information has been communicated via e-mail to all Twin Cities campus students.

New late enrollment fees—A new Twin Cities campus late enrollment policy was approved this summer, with new deadlines and fees. The following fees apply if students register for fall semester classes for the first time after September 4:

—\$40 for any late initial enrollment that takes place during the first two weeks of the semester (September 7-20).

—\$80 for any late initial enrollment that takes place after the first two weeks of the semester (September 21 or later).

Cancel/add fees—Fees for adding or canceling a course after September 4 are **not** being charged for fall semester, except for late enrollments (see above). After September 13, however, students will not receive a full refund of the tuition for a dropped course. See <onestop.umn.edu/Finances/refunds/refunds_schedules99.html> for the tuition refund schedule.

If a student cancels a course during the second week of classes, then later the same day adds a class, there is no refund penalty for dropping the course. The two transactions are a wash if the cancel and add are completed in the same day.

Class permission numbers (magic numbers) expire at the end of the second week of classes, Monday, September 20. Starting with the third week through the last day of instruction, departmental and collegiate unit staff must use the student-specific enrollment panel or enrollment request panel to process overrides.

Late enrollment fees for seven-week courses—Late fees for initial registration for seven-week courses beginning in the later part of the semester begin Monday of the seventh week. Late fees begin Monday, October 25.

Financial aid processing for Fall 1999 Advance—Students on all campuses have received the promissory notes for their financial aid and a note for their advance. Those students expecting a credit balance refund receive a check within two weeks of mailing the signed notes. (See page 3 for more information.)

Delayed billing for tuition—The PeopleSoft tuition billing module is being tested and will be up in October. Tuition bills, as a result, will go out later in the term.

Hospitalization insurance—Many students who entered their health insurance information into the old Web registration system don't realize they must reenter it into the new system. They assume that OTR still has the information. If they don't enter the information before September 22, they are automatically enrolled in the University's health plan at a cost of \$450/semester.

Students can update their insurance information at <onestop.umn.edu/Enrollment/enroll.html>, then click on view/change hospitalization insurance.

Official transcripts—Until the historical student records are converted to PeopleSoft, students will receive two-part transcripts. One part is the official transcript generated from the Student Data Base; the other is a study list of classes for fall semester, printed on official transcript paper, generated from PeopleSoft. An accompanying letter tells the reader that the study list is an official document in lieu of an official transcript. Conversion of historical student records begins in October, so a single transcript should be available in December for active or current students.

Problem with Enrollment Summary on Web Registration system and solution—The Enrollment Summary page is not reflecting a canceled class under the following scenario: Student adds a class, drops that class, then adds a different section of that same class. The new section class does not appear on the Enrollment Summary.

As a result, the link to the Enrollment Summary has been disabled, while staff work on a solution. A note on this page <onestop.umn.edu/Enrollment/enroll.html> guides students to the correct link to view and print their courses.

Check the Web for up-to-date classroom information—Because of all the building renovation and construction, classrooms are in short supply. OTR may have to change room locations as class sizes increase or decrease. Check for up-to-date classroom locations at <onestop.umn.edu/Courses/schedule.html>.

FOR MORE INFORMATION
Jude Poseley, Student 2000 Project, 624-3879 or jposeley@umn.edu

All new University catalogs available in print and on the Web

On-line versions of the *Twin Cities Undergraduate Catalog*, the *Graduate School Catalog*, and catalogs for all the professional schools and coordinate campuses are available at <www.umn.edu/commpub>. Print versions of the undergraduate catalog are available at University Bookstores. Other catalogs are distributed at college or coordinate campus offices.

Departments may order catalogs from Communications & Publications (626-1785). Current students may pick up undergraduate catalogs free of charge at University Bookstores. Visitors to campus, including prospective students and their parents, may buy a copy of the catalog for \$2.50 at University Bookstores.

Anyone who would like to have an undergraduate catalog sent to them should be referred to University Bookstores, which will send them via UPS. Cost will be \$6.50, including handling and delivery charges. Catalogs may be ordered via the Web <www.bookstore.umn.edu>, by phone (800-442-8636), or through the mail.

LAN orientation session

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The Enterprise Systems Project training home page can be found at www.umn.edu/esptain



Fall semester 1999 date book

Note: The introduction of PeopleSoft means that the status of the following lists and reports has changed:

Major/Adviser Input and Output lists—will not be produced for fall 1999; being developed in Data Warehouse, available on the Web, spring 2000.

Collegiate Roster—not available for fall 1999.

Grade reports produced and posted—to be determined.

Transcripts produced—in testing.

September

- 6 Labor Day. University offices closed.
- 7 Fall semester begins
- 7 First day class lists produced for fall semester
- 17 Last day for undergraduates and students in professional degree programs to apply for fall semester graduation
- 20 End of second week reports produced
- 20 Deadline for student add without Scholastic Committee approval

October

- 1 Last day for students in Graduate School to apply for participation in fall commencement ceremony
- 15 Graduate School application deadline for spring semester 2000

November

- 15 Start of spring semester and intersession 2000 enrollment rotation (through December 10)
- 25–26 Thanksgiving holiday. Classes excused and University offices closed.

December

- 15 Last day of instruction
- 16 Study day
- 17–23 Final examinations
- 23 Fall semester ends
- 24–27 Christmas holiday. University offices closed.
- 31 New Year's holiday. University offices closed.

January

- 5 Last day to submit fall semester 1999 grades

Spring semester classes begin January 18, 2000

Students offered interest-free Fall 1999 Advance to meet living expenses

Regularly scheduled tuition and fee billing for fall semester 1999 delayed until mid-semester

A one-time program has been created this fall at the University of Minnesota to provide students with funds for their living expenses in lieu of their financial aid credit balance. Financial aid disbursement has been delayed until mid-October while the University is replacing the existing student services systems that are not year 2000-compliant. Plans to have the new systems in place by the beginning of the school year were delayed by one month when problems were discovered in testing.

Students who were expecting to meet living expenses with their financial aid were sent letters in late August offering an advance (and a supplemental advance if their parents were offered a federal PLUS loan). The advance provides substitute funds, based on an estimate of the credit balance the student would have received, to make sure that they have the necessary funds for living expenses such as rent, food, and transportation at the beginning of the school year.

Advance amounts equal estimated credit balance

The Fall 1999 Advance amounts are particular to each student's circumstances and equal the estimated credit balance (the amount remaining after on-campus expenses are paid). As credit balances are different, the size of the advances are also different. The advance offer is an estimate of the difference between a student's anticipated financial aid (excluding the Ford Federal Direct Parent Loan for Undergraduate Students [PLUS]) and charges that would normally appear on the student account, e.g., tuition, fees, and on-campus housing, if applicable.

If a student and his or her parents were offered a PLUS loan on the Financial Aid Award Notice, they will be offered a Supplemental Fall 1999 Advance for the amount of the credit balance the parent would normally receive from the PLUS proceeds up to \$2,000. If the student has already been offered a regular advance, the amount of the supplemental advance is the additional credit balance amount that the student would normally receive from the PLUS proceeds.

Credit checks will be done on the parent requesting the supplemental advance. If the Office of Scholarships and Financial Aid (OSFA) denies the supplemental advance due to adverse credit, the student will receive a denial letter from OSFA.

Advance is optional

Students are not obligated to accept the advance. By not responding to the offer, they will cancel the advance offer and still receive their financial aid at the time it is disbursed. For students who agree to accept the advance(s), the money

advanced to them will be repaid automatically when their financial aid funds are disbursed to their account in mid-October.

If a student is taking out student loans and wants an advance, they must sign two notes, one for the advance, which was enclosed with the advance letter, and one for their regular student loan(s), which they will receive once regular financial aid processing is functioning.

First checks were mailed in late August

An advance check will be mailed to the student's local address after their signed forms and any other necessary documentation are received by OSFA and fall registration is complete (see the advance letter for details). OSFA cannot use direct deposit to an individual account. The first checks were mailed beginning the week of August 23 to students at UMC, UMM, and UMMC law, medical, and dental schools, with disbursement to the other eligible students at the Twin Cities and UMD campuses shortly afterward.

The new software provides students with improved ability to access and manage their student records on-line at any time, and it facilitates all registration, financial aid, and student account receivable services.

For more information

For updates, go to the OSFA Web site at <www.umn.edu/tc/students/finances/aid/aid99/advance.html> or the OneStop Web site at <www.umn.edu>. Financial aid counselors are available at the Student Services Centers, by phone at 624-1665, or by e-mail at osfa@tc.umn.edu.

OSFA publishes a 36-page reference guide, the 1999-2000 Scholarships & Financial Aid Handbook, available year-round for pick up at the Student Services Centers on both campuses, the Minnesota Bookstores, University libraries, the Office of Admissions, Coffman Memorial Union information desk, advising offices, and various campus locations. The handbook is a comprehensive resource on financial aid procedures, timelines, programs, and services available to students.

In addition, financial aid counselors are available for walk-in counseling from 8 A.M. to 5:30 P.M., Monday, Tuesday, Wednesday, and Thursday, and 8:00 A.M. to 4:00 P.M., Friday, at the Student Services Center, 200 Fraser Hall, Minneapolis campus, and from 12:30 to 3:00 P.M., Monday, Wednesday, and Friday, at 130 Coffey Hall, St. Paul campus. Students may also call 624-1665 to reach a phone counselor from 8:00 A.M. to 4:00 P.M., Monday, Tuesday, Wednesday, Friday, and 9:00 A.M. to 4:00 P.M., Thursday.

Admissions to host open houses for prospective students

The Office of Admissions will host three Saturday open houses for prospective Twin Cities campus students and their parents, from 9 a.m. to 3 p.m., September 25 and October 9 and 16.

Campus Preview '99 gives prospective students a chance to explore the educational and student life opportunities waiting for them on the Twin Cities campus. During the day, guests meet with faculty, staff, and current University students from colleges, admissions, housing, financial aid, honors, and other student programs.

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

After the tour, participants 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 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, such as financial aid and living on campus. An optional residence hall tour is offered for interested students and parents after the close of the program.

For more information or to make reservations, call the Twin Cities campus VISITLINE at (612) 625-0000, toll free (800) 752-1000, or TTY (612) 625-9051.

First day class list has new name

The First Day Class List is now called the University of Minnesota Class Roster 2. However, there is a problem with this fall's rosters.

The PeopleSoft table containing Academic Level (e.g., freshman, sophomore) will not be updated until November, so continuing students are misclassified. Many students were given the classification they had last spring.

The following notice was sent with the rosters:

"Note to Instructors: The Academic Level information (freshman, sophomore, etc.) on the Class Roster may be incorrect. These lists were run during the conversion from the old system to the new; not all data had been converted in the new system prior to printing."

FOR MORE INFORMATION

Chuck Dahl, Office of the Registrar
625-1064 or c-dahl@umn.edu

Help lines available

- The Computer Access help line number is 626-4276. This is the first number for students, college staff, and lab attendants to call when students have problems or questions about Web access for registration or grades.
- The Registrar's help line is 625-5333. This is the number for students to call for questions about student record policy or content.
- Staff who have PeopleSoft performance problems can call the Customer Assistance Center at 624-0555.

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.

Please direct address changes to Barb Carlson,
(612) 626-1785 or b-carl1@tc.umn.edu

Laura Weber, senior editor

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Record

News about admissions, records, and student systems October 1999, Vol. 23, No. 10

Student 2000 Project—back on track

By Roberta Armstrong
Student 2000 Project Director

My congratulations to staff members of offices of the Registrar (OTR), Bursar, and Scholarships and Financial Aid (OSFA) for surviving September. It was an exhausting month for frontline staff and a confusing month for students. Life will be much easier for all of us once the financial aid and student financials modules are fully implemented.

Testing of financial aid loan and disbursement functions is going well. We expect to go live in late October. Students will have to sign and return promissory notes to OSFA in order to receive their financial aid and repay the University for the amount of their Fall 1999 Advance loans. Students who received a Fall 1999 Advance have already signed notes but must do so again; this additional step may result in some confusion. We will send students e-mail and place ads in the *Daily* to explain the process.

Student Accounts Receivable (SAR) will be sending tuition bills about mid-November. Once financial aid is disbursed, SAR can accurately calculate a student's bill. With literally thousands of varying fees to assess, we expect some inaccurate bills. We are asking students to view their account at <http://onestop.umn.edu/> and report any inaccuracies to the Bursar.

Student Records conversion

Conversion of student records will begin this month. Conversion is a complex process that is expected to last two to three months. Initially, it involves "active" students only, those who registered at the University any time from fall 1998 to the present. Active students will have their entire historical student record forwarded from the Student Data Base to the PeopleSoft system. Student records PeopleSoft users have instructions on when and where to change a student record during conversion. This information is also at <http://www1.umn.edu/esptrain/>.

FOR MORE INFORMATION

Roberta Armstrong, 625-6674 or r-arms@umn.edu
Jude Poseley, 624-3879 or jposeley@umn.edu



1999-2000 graduation information

Fall Semester 1999—began September 7, 1999

- September 17, 1999 (F) Application due
- September 27, 1999 (F) Begin applied lists
- October 8, 1999 (F) Honors lists due from college offices

December 23, 1999 (Th) Commencement

- January 25, 2000 (F) Lack notice due date
- January 31, 2000 (F) Clearances due from college offices
- February 7, 2000 (F) Degree applications due for diploma order/official lists (OTR staff begin sending clearances forward if ready)

Spring Semester 2000—begins January 18, 2000

- February 4, 2000 (F) Application due
- February 7, 2000 (M) Begin applied lists
- February 21, 2000 (M) Honors list due from college offices
- April 7, 2000 (F) Veterinary Medicine applications due for early order

May 13, 2000 (Sa) Commencement

- June 9, 2000 (F) Lack notice due
- June 16, 2000 (F) Clearances due from college offices
- June 23, 2000 (F) Degree applications due for diploma order/official lists (OTR staff begin sending clearances forward if ready)

(Revised 2/25/99)

Weisman presents Millennium Talk Show October 23

Worried about the impending new millennium? Wondering what the future holds? Dispel your anxieties at the "Millennium Talk Show," sponsored by the Weisman Art Museum, 7:30 p.m., Saturday, October 23.

A lineup of stars, stargazers, artists, and culture mavens will talk about the world of tomorrow.

Audience members may come early, enjoy food and drink (included in \$10 general admission charge, \$5 for students and Weisman members), and add their ideas to lists for best of the twentieth century and predictions for the twenty-first.

The talk show, moderated by Coco Sheshe (Weisman director of education Colleen Sheehy), begins at 8:30 p.m. Guests and performers include Katherine Lanpher, host of MPR's Midmorning show; Richard Pervo, Sundet Family Professor of New Testament and Christian Studies; and Jim Walsh, St. Paul *Pioneer Press* music critic. A fashion preview, music, theatre, and dance performances are also featured.

FOR MORE INFORMATION OR TICKETS,
Weisman Art Museum, 625-9495

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Note: The introduction of PeopleSoft means that the status of the following lists and reports has changed:

Major/Adviser Input and Output lists—not produced for fall 1999; being developed in Data Warehouse; available on the Web, spring 2000.

Collegiate Roster—not available for fall 1999.

Grade reports produced and posted—to be determined.

Transcripts produced—in testing.

October

- 1 Last day for students in Graduate School to apply for participation in fall commencement ceremony
- 15 Graduate School application deadline for spring semester 2000

November

- 15 Start of spring semester and intersession 2000 enrollment rotation (through December 10)
- 25-26 Thanksgiving holiday. Classes excused and University offices closed.

December

- 15 Last day of instruction
- 16 Study day
- 17-23 Final examinations
- 23 Fall semester ends
- 24-27 Christmas holiday. University offices closed.
- 31 New Year's holiday. University offices closed.

January

- 5 Last day to submit fall semester 1999 grades

Spring semester classes begin January 18, 2000

LAN orientation

LAN orientation sessions for new users are available upon request.

Contact your cluster representative or Office Automation at 625-1010.

The Enterprise Systems Project training home page can be found at <www.umn.edu/esptrain>.

The Record

News about admissions, records, and student systems November 1999, Vol. 23, No. 11

Audio visual offices to join new unit

New Office of Classroom Management is "one-stop shop" for classroom issues

A new one-stop shop, the Office of Classroom Management (OCM), has been growing under the direction of Steve Fitzgerald, who joined the Office of the Registrar's staff this summer as OCM director.

OCM is designated as the central point of contact and single point of responsibility for all matters relating to general purpose classrooms. This includes classroom standards, design, planning, funding, infrastructure, technology, training, and coordination of maintenance. It also includes classroom scheduling and preparing class schedules, exam schedules, and course guides.

Later this month, University Media Resources Engineering under Jim Gregory, located in the old University Press Building, and Campus A/V

Services under Toni Pangborn, located in Moos Tower, will join OCM. These units will be renamed Classroom Engineering and Classroom A/V Services, respectively, and will bring a wealth of technical talent into OCM. In addition to their classroom support focus, Engineering and A/V Services will continue to provide a wide range of technical services to customers throughout the community.

Previously, various offices throughout the University have had responsibility for different classroom support activities, and a number of classroom functions did not have any individual identified as the responsible manager.

Integrating classroom management services is a big job, Fitzgerald said, and OCM is fortunate to have some of the University's top experts assigned to

the task. Nancy Peterson and her scheduling staff have brought their expertise into OCM. Gary Anderson, facilities project coordinator, and his student employees have formed the basis of the new Classroom Support Unit. Bonnie Amundson has just joined the team as classroom planner after previously serving as facilities planner in Health Sciences Administration. OCM also enjoys the help of others on the Registrar's staff, including Kathy Georges and Judith Shalaby in St. Paul, and Tony D'Jock at 150 Williamson.

"Classroom Management is an exciting area that has lots of challenges and growth ahead," Fitzgerald said. "Stay tuned for additional exciting news!"

See page 3 for related article

Update on financial aid, student financials, and registration for spring semester

October brought good news—the Office of Scholarships and Financial Aid was able to disburse financial aid and, on October 24, produce promissory notes. As students sign and return the promissory notes they've received in the mail, their financial aid loans, grants, and scholarships are being credited to their student accounts.

As a result, tuition bills will be in the mail the second week of November. A cover letter accompanying the bill reminds students and parents that their bill is higher than they may be used to because the University is now on the semester system (two bills a year) rather than the quarter system (three

bills a year). The Office of the Bursar is offering a two-payment installment plan, with the first payment due on December 9 and the second payment on January 13.

The system has been extensively tested, but some minor problems may remain. In the accompanying letter, the Bursar is asking students and parents to check the accuracy of the bill and report any problems to Student Accounts Receivable. No financial holds will be imposed because of billing issues for spring semester.

Web registration capacity enhanced

Spring registration begins November 8 on the Morris campus, November 18 on

the Duluth and Twin Cities campuses, and November 29 on the Crookston campus. Web registration will go more smoothly this month. Over 400 students can now enroll at the same time, twice the capacity available for fall semester. The Web has been fine-tuned and several "fixes" were implemented in October.

Additional Web registration issues include: a "critical processing error"

STUDENT
2000
update

Student 2000 continued on page 2

Student 2000 update from page 1

page gives students phone numbers to call to report problems; hospitalization need not be updated this semester (or next year either) if the information already entered by the student is still accurate; a "drop a class" warning gives students a text warning (in red) when dropping a class will result in a "W" grade; and the *Class Schedule* displays multiple reserve capacity (e.g., UC, grad only).

Additional details about late enrollment fees, seven-week terms, billing, and other issues, will be found in the *Class Schedule*, available at University Bookstores on November 8, and on the Student 2000 Project Web site. Information will be posted on the student listserv as questions arise.

To subscribe to the Student 2000 Project listserv, send an e-mail message to <Listserv@tc.umn.edu>. Leave the subject line blank. On the first line of the message area type, "Subscribe stu-2000-qa [Your Name]."

If this doesn't work, send an e-mail to <jposeley@umn.edu>.

QUESTIONS? CONCERNS?

Roberta Armstrong, Student 2000 Project director,
r-arms@umn.edu

Jude Poseley, Student 2000 communications, jposeley@umn.edu

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- 31 New Year's holiday. University offices closed.

January

- 5 Last day to submit fall semester 1999 grades

Spring semester classes begin January 18, 2000

Kvavik and Swan extend kudos to Classroom Management Scheduling Unit

Associate Vice President Bob Kvavik and Vice Provost for Undergraduate Education Craig Swan recently commended Nancy Peterson and other members of OTR's Classroom Management Scheduling Unit for their "amazing feat" in successfully solving the fall semester 1999 classroom shortage.

With time dwindling before the start of the school year, the University had more than 800 courses that were not placed in classrooms. The unprecedented shortage of classrooms was caused by the combined effect of semester conversion and the renovation "boom" on campus. The new semester brought a 20 percent increase in the number of sections at the same time that building renovation projects took classrooms off-line.

Peterson and Jan Christianson led the way with innovative scheduling that found classroom space where none was thought to exist. The rest of the scheduling team, Sandie Carlson, Robert Wilson, Marlene Nevala, Charity Przepiora, Kurt Neiswanger, and Brent Hagen all contributed to the successful outcome.

Swan praised the group for the many hours of manual work-arounds, hand scheduling, and coordinating with teaching departments that resulted in ultimately finding classrooms for all courses.

Steve Fitzgerald, Classroom Management director, noted that while rooms were found for all courses, assignments sometimes had to be in rooms that were substandard or that did not match the instructor's needs for technology or teaching equipment. He also advised that the classroom shortage would be with us again during spring semester, especially during the oversubscribed teaching hours between 0905 and 1310 daily on the Minneapolis campus and 0935 and 1340 on the St. Paul campus.



Largest classes fall semester 1999

Twin Cities campus

	Students	Course/section
1.	787	Psychology 1001-001
2.	541	Economics 1101-001
3.	532	Economics 1101-017
4.	510	Biology 1001-050
5.	428	History 1301-001
6.	409	Business Administration 1001-001
7.	407	Biology 1009-001
8.	372	Chemistry 1011-001
9.	369	Geology and Geophysics 1001-001
10.	321	Biology 1001-001
11.	316	Anthropology 1001-001
12.	315	Chemistry 1021-009
13.	305	History 1012-001
tie	305	History 1012-002
14.	300	Chemistry 1021-001
15.	294	Physics 1201-100
16.	292	Physics 1301-300
17.	285	Physics 1301-100
tie	285	Psychology 3011-001
18.	284	Sociology 1001-011
19.	282	Biology 1009-030
20.	278	Architecture 1401-001
21.	274	Theatre Arts 1101-001
22.	267	Music 3480-001
23.	264	Chemistry 1011-009
tie	264	Psychology 3101-001
24.	261	Geology and Geophysics 1001-021
25.	260	Food Science and Nutrition 1112-001
26.	256	Cell Biology and Neuroanatomy 6100-001
tie	256	Cell Biology and Neuroanatomy 6100-002
27.	255	Cell Biology and Neuroanatomy 6103-001
28.	255	Cell Biology and Neuroanatomy 6103-002
29.	254	Computer Science 1901-001
30.	254	Sociology 1001-001
31.	253	Economics 1102-013
32.	238	Cell Biology and Neuroanatomy 3001-001
33.	238	Electrical and Computer Engineering 3005-001
34.	236	Psychology 3604-001
35.	234	Chemistry 2301-003
36.	233	Biology 1009-050
37.	232	Political Science 1001-003
38.	228	Mathematics 1031-040
39.	227	English Literature 1001-001
40.	226	Anthropology 1003-001

Data Source: Information Management Systems, 626-7568

Office of the Registrar (OTR) staff transitions

Dahl to retire after 29 years of service

Chuck Dahl, assistant to the director, OTR, will be retiring at the end of December. Dahl began working at the University in 1970. Since 1994 he has managed OTR's computer hardware and software needs, initiated the OTR Intranet, worked with policy and legal issues, and drafted OTR documents.

Dahl managed the St. Paul office of OTR for most of his University tenure. He noted that when he began, St. Paul was considered a separate campus, students registered using IBM punch cards, and transcripts were recorded by hand using India ink. "Holds and other temporary measures were recorded in pencil," Dahl recalled.

"There has been a lot of change in the office," he said. "We went from paper to electronic records, from an office having to create paper records to students doing much of the electronic work themselves. We have gone from an office of mostly clerks to smaller numbers of staff, more of whom are professionals who are knowledgeable about technology. The implications for students are huge. For instance, students do not have to wait for a month or two after the end of the term to get their grades."

Dahl said he is looking forward to travel, photography, and working on trains with the Minnesota Transportation Museum.

Madsen retiring after 37 years

Judy Madsen, student support services associate, will retire at the end of November after 37 years with OTR. Madsen's memories include the extensive damage done to the

registrar's office during the takeover of Morrill Hall in January 1969 (she later testified in court for the University in the case against the student protesters); tear gas and National Guard troops surrounding Morrill Hall during in 1971-72 as students continued to protest the Vietnam War; and the move in 1977 of the reorganized registrar's office to Williamson Hall, a facility that leaked in its early years. "The first good rain left water streaming like a waterfall down the walls and through windows that weren't sealed properly. Another weekend we had a heavy rain. We found records floating in water in the desk drawers and squishy carpet underfoot. Mold ensued."

Anderson is new associate director/Systems Group

Kristeen Anderson has been named associate director for OTR's Systems unit, replacing Don Chamberlain. For the past year, Anderson has been responsible for coordinating most of the student records implementation in the Student 2000 Project. She currently has two jobs on the Student 2000 Project—coordinating enterprise testing (Human Resources, Admissions, Financial Aid, Student Financials, and Student Records) and system testing for the rest of the implementation points. Anderson previously implemented K-12 software for TIES (Technology, Information, Educational Services) and served as registrar at the College of St. Catherine for a number of years.

Nichols moves to CSOM

After 15 years of service with OTR Systems Group, Stephanie Nichols has accepted a position in the Carlson School of Management MBA Programs. During her years with OTR, Nichols was involved in the student data base on-line registration system brought up in the early 90s, the first Web registration system, and many other projects.

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The Record

News about admissions, records, and student systems December 1999, Vol. 23, No. 12

Student 2000 Director Roberta Armstrong to become consultant

Student 2000 Project Director Roberta Armstrong is leaving the University after 29 years of service. Armstrong has accepted a position with the international consulting company PriceWaterhouse Coopers, where she will continue her work with PeopleSoft Student Administration software, helping other schools with their implementations. Her last day at the University will be January 14, 2000, following the last major implementation point for the University's new student system.

Before directing the PeopleSoft student system implementation and related business process redesign, Armstrong was director of Student and Office Systems Support, which provided coordination for the development and maintenance of systems in admissions, financial aid, and registration/student records. Her unit was recently transferred to the Office of Information Technology, where she was named director of Applications Development and Maintenance.

Armstrong began her career at the University as an undergraduate majoring in psychology and anthropology. She continued her education at the University, receiving a doctorate in counseling psychology in 1974. She went on to hold positions as executive assistant in the Psychology Department (supervising undergraduate advising and graduate admissions), assistant professor in Admissions and Records, and director in Student Support Services.

In a note to Enterprise Systems staff, Steve Cawley, interim CIO and manager of the Enterprise Systems Project, wrote, "The position Roberta is taking offers her . . . a great opportunity to grow and learn. Like so many of you who have dedicated a large part of your life to service at the University of Minnesota, Roberta has earned great respect among her peers and helped this university achieve its goals through her support of administrative technology."

Mark Powell, associate director of the Student 2000 Project, will act as interim project director during the national search for Armstrong's replacement.

On-line application for admissions now available

An on-line application for admissions developed by the Office of Admissions, Graduate School, and Web Development Team is now available for use by prospective undergraduate, graduate, and international students.

The undergraduate application for all campuses is located at <www1.umn.edu/systemwide/syspros.html>. The graduate application is located at <www.grad.umn.edu/application.html>.

The Web admissions applications are loaded nightly into PeopleSoft, thereby eliminating much (but not all) of the data entry for the on-line applications.

During the first week of operation, 28 applications for undergraduate admissions and 6 for graduate admission were received. Admissions staff predict that as the on-line application receives more publicity it will be heavily used.

Enterprise teams working on system performance

Improving performance is top priority

PeopleSoft users know that the new system is not performing adequately. Now that most of the critical financial aid and tuition billing modules have been implemented, the Enterprise Systems Project (ESP) staff has been able to make improved performance its top priority.

ESP technical staff is identifying and fixing problems in order to bring relief in the short-term. They will be working closely with vendors (PeopleSoft, Oracle, Sun, IBM) for long-term solutions that will be satisfactory for users.

Web registration performance has already improved and will see further progress in mid-January.

For more information about performance issues see <www.umn.edu/s2000/whatis/whatsnew.htm>.

QUESTIONS OR CONCERNS?
E-mail r-arms@umn.edu or jposeley@umn.edu

INSIDE
Fall semester 1999
registration
highlights

Campus Connector and East Bank Circulator add stop on trial basis

A temporary trial bus stop on Oak Street at Beacon Street will be added to the Campus Connector (both directions) and East Bank Circulator (eastbound only) bus routes from November 29 through December 23, 1999. The new stop is located between Washington and University Avenues.

Parking & Transportation Services will monitor conditions on the routes to see if the temporary stop delays the running time of the Connector or Circulator and if overcrowding results. Patrons may comment on the new stop by sending e-mail to parking@tc.umn.edu.

LAN orientation

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Contact your cluster representative or Office Automation at 625-1010.

The Enterprise Systems Project training home page can be found at www.umn.edu/espttrain.



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Grade reports produced and posted—to be determined

Transcripts produced—in testing

December

- 15 Last day of instruction
- 16 Study day
- 17-23 Final examinations
- 23 Fall semester ends
- 24-27 Christmas holiday; University offices closed
- 31 New Year's holiday; University offices closed

January

- 5 Last day to submit fall semester 1999 grades
- 17 Martin Luther King holiday; University offices closed

Spring semester 2000

January

- 18 Spring semester classes begin

March

- 7 Minnesota precinct caucus night; no classes meet after 6 p.m.
- 27-31 Spring break; classes not in session
- 31 Floating holiday; University offices closed

April

- 11 Enrollment begins for summer 2000 for admitted students
- 13 Enrollment begins for intersession and fall 2000

May

- 5 Last day of instruction
- 6-7 Study days
- 8-13 Final examinations
- 13 Spring semester ends



Fall semester 1999 registration highlights

Change from fall quarter '98					
Campus	Enrollment	Number	%	Non-degree	Total 99
Twin Cities	40,903	1,308	3.0	4,458	45,361
Crookston	2,464	-28	-1.0	0	2,464
Duluth	8,092	261	3.0	412	8,504
Morris	1,859	-58	-3.0	8	1,867
Total	53,318	1,483	3.0	4,878	58,196

Change from fall quarter '98			
Campus	Enrollment	Number	%
Continuing	34,720	1,160	3.0
Intercampus	332	-61	-16.0
Intra-campus	1,582	-294	-16.0
Readmits	1,104	-190	-15.0
New advanced standing	2,648	31	1.0
New grad/professional	3,332	548	20.0
New high school	8,015	228	3.0
Unknown	1,585	—	—
Total	53,318	1,483	3.0

Twin Cities colleges (see notes at right)	FS '99	FS '99 w/Grad	FQ '98
Agricultural/Food/Envir/Science	1,208	930	915
Architecture/Landscape Architecture	214	39	28
Biological Sciences	1,357	979	844
Dental Hygiene	see Dentistry	105	103
Dentistry	515	362	358
Education and Human Development	2,726	1,910	1,821
General College	1,604	1,604	1,638
Graduate School	see notes at right	7,269	8,201
Human Ecology	1,357	962	939
Humphrey Institute	202	—	—
Institute of Technology	6,198	4,454	4,466
Law School	754	754	798
Liberal Arts	16,551	14,911	14,232
Management	3,276	2,867	1,548
Medical School	1,861	1,416	1,629
Medical Technology	see Medical School	70	73
Mortuary Science	see Medical School	55	61
Natural Resources	657	551	556
Nursing	477	201	223
Occupational Therapy	see Medical School	1*	19*
Pharmacy	478	414	370
Physical Therapy	see Medical School	1*	1*
Public Health	361	223	229
University College (degree)	494	494	246
Unattributed	241	29	—
Veterinary Medicine	372	302	297
Total	40,903	40,903	39,595

Editor's note

The registration statistics are presented here in a format somewhat different than in the past, due to the change to semesters and the advent of PeopleSoft. If you have questions about any of these figures, contact John Kellogg, Institutional Research and Reporting, 625-3387 or j-kell@tc.umn.edu.

Twin Cities college notes

FS '99 (column 1)

Fall semester 1999

Students formerly assigned to the Graduate School are now assigned to the college that their major is associated with. For instance, history graduate students are now tallied in College of Liberal Arts, architecture graduate students in College of Architecture and Landscape Architecture, engineering graduate students in Institute of Technology, etc. Medical School figures include enrollments formerly reported in Medical Technology, Mortuary Science, Occupational Therapy, and Physical Therapy. Dental Hygiene is included in Dental School.

FS '99 w/Grad (column 2)

Fall semester 1999

To easily compare fall semester 1999 with fall quarter 1998 enrollments, figures are broken out with students listed in the Graduate School.

FQ '98 (column 3)

Fall quarter 1998

Figures as reported last year.

* These numbers reflect phasing out of undergraduate degrees as of fall 1998.

Tina Falkner is new assistant to registrar

Tina Rovick Falkner has been named assistant to the registrar, the position currently held by Chuck Dahl. Dahl is retiring at the end of this month. (See below.) Falkner comes to the Office of the Registrar (OTR) from the Campus Involvement Center, where since 1996 she held the position of special events coordinator. Before that she held a similar position as a graduate assistant with the University Community Building Project.

As assistant to the registrar, Sue Van Voorhis, Falkner will serve as office coordinator for student record access policies and questions; promote the continued development of OTR Internet and intranet Web sites; assist with planning, projects, and communication; help assure quality communication within OTR and between OTR and customers; and other duties.

Falkner is a doctoral candidate in educational policy and administration at the University and is a voting member of the University's Senate Committee on Education Policy. She has also held positions as residence hall director at Augsburg College and Northwest Missouri State University.

Dahl retirement reception to be held December 15

Chuck Dahl, assistant to the director, Office of the Registrar, will retire at the end of December. There will be a reception in his honor, from 2 to 4 p.m., Wednesday, December 15, 1999, in 150 Williamson Hall. All are invited to stop by to wish him well.

Major classroom work scheduled over winter break

Classroom Management will be replacing the old fixed seating in all Science Classroom Building and Anderson Hall classrooms during the short break between semesters. More than 2,400 new fixed auditorium-style chairs with folding tablets will be installed in 11 rooms. The new chairs have been "student-tested" and drew rave reviews—especially for the improved over-sized tablet that greatly increases the student's working surface. Additional student-friendly features will include increased legroom between rows and improved disability access. With an eye toward the future, all of the chairs have the ability to be upgraded with a data and power retrofit kit that would allow laptop Internet access.

Office of the Registrar event will affect service December 21

An all-staff event in the Office of the Registrar will affect service on Tuesday, December 21. Offices in 150 Williamson and 130 West Bank Skyway will be closed from 2 to 4:30 p.m. Limited service (including phones) will be available in 200 Fraser and 130 Coffey Hall.

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679
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