

The Record

News about admissions, records, and student systems January 2000, Vol. 24, No. 1

A letter from Roberta Armstrong Student 2000 Project Director

So long...

It is with mixed feelings that I leave the University this month. I love this place and what it stands for. I especially love the people who work in it trying to make the University the best that it can be. You're the greatest!

I came here as an undergrad in 1962 and have worked full time since 1970; that history makes leaving really tough! I was involved in the first on-line student data base, the first student access system, the first Web registration system, the admissions data base, STARS, SAM, the first and second generation student data warehouse files, and a host of other legacy systems. And, today, most of those have been replaced by the first phase of the PeopleSoft system supported by new Web front-ends and a new data warehouse environment. The work clearly isn't done—either for functionality or performance—but the base is laid and the refinements and extensions can be done on an ongoing basis, as we have done in the past on the legacy side. The staff at the University, in OIT, and in the functional areas are well equipped to move the new systems forward so that they fully meet your needs.

I wish you all the best of luck in the future and thank you for a wonderful 29+ years as part of a great University team.

Performance Team begins effort to improve PeopleSoft, Web performance

The newly established Performance Team is working to improve the performance of the PeopleSoft system and its front-end Web registration system. Their work is going to be far from easy; the complexity of the system makes it difficult to isolate possible causes of poor performance. Any fixes must be made carefully lest they create problems in another panel or process. The Performance Team is composed of staff from Office of Information Technology (OIT) Production and Technical Services, Web Development, and Student 2000 Project. Project manager and Team Lead is Nick Choban, OIT.

“PERFORMANCE IS UNACCEPTABLE — BY ANY MEASURE”

PeopleSoft performance is a “culture shock” for University staff used to the sub-second response of the mainframe system, said Tim Fitzpatrick, Enterprise Production and Technical Support. While the client/server technology of the PeopleSoft system isn't designed to match mainframe response (its big benefit is its desktop convenience and flexibility), Fitzpatrick said, “PeopleSoft performance is unacceptable — by any measure. At worst, panels can take minutes to load. It's not good enough to get the job done.”

Bottlenecks are the root cause of slow response time—some mix of application workload overwhelms some matching infrastructure (hardware, network, server, CPU) capacity. The Performance Team needs to find the overloaded infrastructure component and then trace it back to the application program(s). The solution involves adjusting the hardware or fixing the offending application program.

The Performance Team has specific goals and will regularly issue a “report card” on its progress. Examples of such goals might include, “take 5 seconds to add a class,” “complete batch jobs in less than 10 minutes,” or “perform a global search in less than 10 seconds.”

VENDORS, CONSULTANTS WORKING ON THE PROBLEM

A fact-finding PeopleSoft technical team visited campus in mid-December to gather information on specific areas of performance, which they will then analyze. Fitzpatrick said the Performance Team can find and fix many of the causes of

Michael Handberg accepts new position

Michael Handberg, director of Enterprise Web Development, will be leaving the University to take a position with PriceWaterhouse Coopers.

Steve Cawley, interim associate vice president and chief information officer, Office of Information Technology, said of Handberg, "Michael has served the University well, leaving us with the foundation of a very progressive Web self-service model. Michael has pushed us to envision Web solutions that can support radically different service paradigms."

Cawley has named Kari Branjord to take over as acting director of the Enterprise Web Development group.

"I am very impressed with Kari's demonstration of management skills," Cawley said. "I have great confidence in the staff on the Web development team and their ability to continue to deliver impressive Web-based solutions."

Two new exhibits open at the Weisman this month

Architectural designs and futuristic drawings from the 1939 World's Fair in New York and a wide variety of ceramics from the collection will be featured at the Weisman Art Museum this winter. Both *Building a Collection: Ceramics from the Weisman Art Museum* and *Drawing the Future: Design Drawings for the 1939 New York World's Fair* open Saturday, January 29, and continue through April 30.

Museum hours are Tuesday, Wednesday, and Friday, 10 a.m. to 5 p.m.; Thursday, 10 a.m. to 8 p.m.; weekends, 11 a.m. to 5 p.m. For more information, call 625-9494.



Spring semester 2000 datebook

January

- 18 Spring semester classes begin
- 31 Deadline for students to add classes without Student Scholastic Committee approval
- 31 End of second week reports produced

February

- 4 Deadline for undergraduates and students in professional degree programs to apply for spring semester graduation

March

- 1 Deadline for graduate students to apply for spring commencement ceremony
- 7 Minnesota precinct caucus night; no classes meet after 6 p.m.
- 15 Graduate school application deadline for summer session 2000
- 24 Last day for undergraduates and students in professional degree programs to apply for intersession graduation
- 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

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.

PERFORMANCE TEAM, from page 1

slow response, "but it will take PeopleSoft working with us to have the big impact."

At the end of November, provosts and vice presidents of seven of eight universities in the Big Ten that use PeopleSoft software sent a letter to PeopleSoft CEO Craig Conway explaining their frustration and disappointment in the PeopleSoft products they had purchased. Their criticisms included poor performance; haphazard sending of "patches," enhancements or fixes to the software that solve one problem but create another; and poor quality of software shipped. As a result of the letter, Conway is meeting with the Big Ten provosts or their designees on January 18. Executive Vice President and Provost Robert Buinicks, Associate Vice President Robert Kvavik, and Interim Chief Information Officer Steve Cawley will represent the University.

WHAT WILL BE THE IMPACT OF PAYROLL IMPLEMENTATION?

Many Human Resources staff are wondering if payroll implementation scheduled for May/June 2000, which will add more users to the PeopleSoft system, will make performance worse. The University has contracted with Andersen Consulting, LLD, to do a three-week assessment of the University's PeopleSoft/Web systems, including technical infrastructure and work processes. Andersen has an expert performance team that has worked with several large PeopleSoft implementations, including a 200,000 employee implementation for New York State.

SOME IMPROVEMENTS IMPLEMENTED, OTHERS ON THE WAY

The Graduate School admissions office implemented G-WIS (pronounced GEE WHIZ), an application developed by the University of Wisconsin. Information from paper applications is entered into G-WIS, where it is pooled and transferred to PeopleSoft nightly. Graduate School staff report that entering the data from an application takes about 90 seconds, down from about 15 minutes when data is entered directly into PeopleSoft. The undergraduate and professional admissions offices are also interested in using G-WIS, although the program is designed for graduate schools.

Staff are also working on a fix to the Web Registration System, which, if testing goes well, will go live the week of January 18, stabilizing Web response in time for spring semester cancel/adds. In December, the Web Team reduced the number of students able to use the system at one time from about 300 to 180. Response time improved markedly. Through the first two weeks of December the Web processed a record number of cancel-adds, up to 25,000 in one day. During that time, response time improved significantly. The downside is that more students attempting to access the Web are getting busy signals.

Other than the Web fixes described above, Fitzpatrick expects performance to show slow and incremental improvement, as staff shave a second off response by fixing one

Registrar's Notes

End of term contingency

Student Database (SDB) totals for non-converted students were loaded to calculate a cumulative GPA and credit total. There were 264 student records to manually clean up before grades could be loaded.

SDB and PeopleSoft transcripts for current students will be run for colleges requesting them. (A few colleges did not need transcripts.) The PeopleSoft transcripts data file will run once grades are posted for fall term. The file will need to be run manually, since PeopleSoft will not allow selection of a term and a sort by college. Printing the transcript is a problem due to the volume of data.

Academic record conversion update

1993-98 Twin Cities undergraduates without College of Continuing Education coursework are the next student group whose academic records are scheduled for conversion. The approximately 25,000 student records in this group will begin to be converted on January 12, 2000.

Transcripts

The PeopleSoft transcript is not stable. Therefore, this function will be rolled out to Office of the Registrar (OTR) staff for further verification. Once the system is stable, it will be rolled out to colleges and departments.

PeopleSoft transcripts are now available through OTR. Due to the volume of data, however, printing is very slow. The PeopleSoft transcript will look considerably different than the old transcript. It is printed in a landscape orientation instead of a portrait and therefore requires more pages to print an entire record. Further, the transcript key has been updated to reflect changes that result from semester conversion.

GPA calculation information available

A three-page document that explains GPA calculation in PeopleSoft. GPA calculations for students whose records are not yet converted to PeopleSoft, and the impact of rounding GPAs during the conversion from quarter to semester is available from OTR. If you would like a copy, contact Tina Falkner, 625-1064 or rovic001@tc.umn.edu.

FOR MORE INFORMATION

Vickie Roberts, Office of the Registrar, 624-1792

thing and two more seconds by fixing another. "Unfortunately, there's no silver bullet," Fitzpatrick said. "Instead it's a day-in-day-out find it and fix it strategy."

FOR MORE INFORMATION ON THE PERFORMANCE TEAM

Jude Poseley, jposeley@umn.edu

National Computer Systems loses financial aid applications submitted on Web December 15 and 16

If you work with students, please note the following announcement submitted by the Office of Scholarships and Financial Aid. Since the error involves a national Web site, it isn't certain if any University of Minnesota students are included.

Financial aid applicants, PLEASE NOTE!

"Due to an error made by National Computer Systems during a server conversion, all 1999-2000 FAFSA on the Web applications, Renewal FAFSA on the Web applications, and Correction on the Web records filed between 8:40 p.m. Central Time (CT) on December 15, 1999, and 1:34 p.m. CT on December 16, 1999, were lost and are not recoverable. Any student who filed during that time block must refile their FAFSA application, Renewal application, or correction. Students are encouraged to refile via FAFSA on the Web at www.fafsa.edu.gov/. Students can check their application status by going to the 'Check my Submitted FAFSA' feature from the 'Entering a FAFSA Online' link."

FOR MORE INFORMATION

FAFSA on the Web Customer Service
800-801-0576/TTY 800-511-5806
FAFSAWeb@NCS.COM

Admissions associate director John Printz announces resignation

John Printz, senior associate director, Office of Admissions, resigned in early January. In a note to colleagues, Printz said, "It is now time to reassess where I have been and where I want to go. I'm not retiring; I'm taking a time out because 'the unexamined life is not worth living.'" Printz has a B.A. in philosophy, an M.A. in English, and a Ph.D. in American Studies.

Printz began his career at the University in August 1969 as a freshman adviser in the College of Liberal Arts, where he spent 10 years in a variety of positions. When he completed his Ph.D. in American Studies, he joined the Office of Admissions as an assistant director with responsibility for developing a prospective student services office.

During his University career he has been involved in virtually every facet of admissions operations, with his most recent focus the implementation of PeopleSoft and the development of Web-based technology initiatives such as the Web-based application for admission.

Printz also wrote, "It is with deep regret I am leaving the place and the people who have meant so much to me over the years... Immediate plans call for travel to the British Isles, performing with a quartet that plays dance music for senior citizens, writing poetry, and...."

Printz's last day is February 11. His e-mail address is John.R.Printz-1@tc.umn.edu.

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

Laura Weber, senior editor

COMMUNICATIONS & PUBLICATIONS

110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213

Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@tc.umn.edu

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

This publication is available in alternative formats upon request.

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

♻️ Printed on recycled and recyclable paper containing 10 percent postconsumer material.

679
UNIVERSITY ARCHIVES
10 WALTER LIBRARY
MPLS, EAST BANK

The Record

News about admissions, records, and student systems February 2000, Vol. 24, No. 2

Why the Web crashed the first day of spring semester classes

And what's being done so it won't happen again

Registrar Sue Van Voorhis empathizes with the CEO of e-Toys, who lamented that his company was prepared for a 900 percent increase in business over the holiday season, but not for the 9,000 percent increase they experienced.

"We were prepared for the heavy volume of add/drops the first week of classes," Van Voorhis said, "but we weren't expecting literally thousands of students to try to access the Web for their class schedules and grades at the same time."

The Performance Team had implemented a fix that "unclogged" the database, lowering response times on the registration system and allowing more students to access the system. This fix didn't mean much, however, when the entire Web crashed on the first day of spring semester classes, January 18. Frustrated students appeared in large numbers at the three student services centers, where staff entered add/drops directly into PeopleSoft.

That night, OTR staff e-mailed class schedules to every Twin Cities campus student. The next day, Web access was back to normal—a much improved "normal" because of the performance fix the week before.

Van Voorhis said e-mailing class schedules to students will become standard operating procedure in the semesters ahead. E-mailing grades is also under consideration.

New uses for Data Warehouse

The class schedules mailed to students the night of the first day of classes came from the "data warehouse," an archive of all information entered into PeopleSoft, the old Student Data Base, and many other databases at the University. (Data entered into the PeopleSoft database during the day is transferred to the data warehouse at night.)

In the past, the information in the data warehouse was used for planning purposes (e.g., how many students have declared a major in English over the past 10 years) or to meet federal reporting requirements or track University goals. Now the warehouse is increasingly being used as an alternative to PeopleSoft processes that simply take too long.

PeopleSoft/Web unavailable February 17–21 during upgrade

PeopleSoft/Web systems will be unavailable from noon, Thursday, February 17, to 6 a.m., Monday, February 21. Enterprise System staff will upgrade the system to Version 7.6. The upgrade is primarily fixes to current processes, but has some new enhancements.

During this time, neither the PeopleSoft system (HEPCOM) nor the Web registration system, which depends on PeopleSoft, will be available.

Functions that will be available include the course function at <onestop.umn.edu>, although only using February 17 data; those parts of the legacy Student Data Base system that contain historical records data; any Web functions not dependent on PeopleSoft; and the data warehouse (although it will not be updated during the upgrade).

Unavailable functions include all enrollment functions at <onestop.umn.edu/Enrollment/index.html>; the ability to view grades and student accounts or to update personal information; voice response (IVR) for grades; HR appointments processing.

This offices of the Registrar, Scholarships and Financial Aid, Bursar, and Admissions will not be able to perform any real-time, on-line functions. The offices will remain open and will assist students with issues and problems, though some issues may remain unresolved until the system is available February 21.

More details on fall registration

As reported in the December issue of *The Record*, total enrollment for all University campuses was 58,196.

NEW FRESHMEN AND UNDERGRADUATES

System-wide, undergraduate enrollment grew from 35,937 fall quarter 1998 to 37,233 fall semester 1999, a gain of 1,296 (3.6 percent). Most of the increase is accounted for by counting nondegree University College students in the figures. Total enrollment of new freshmen system-wide rose from 7,787 to 8,015. The total number of undergraduates of color, system-wide, grew from 4,582 in 1998 to 4,632 in 1999.

Campus Connector adds new stop at Oak and Beacon

Parking and Transportation Services has added a new stop to the Campus Connector at Oak and Beacon Streets. The success of a month-long trial prompted the decision to make the bus stop permanent.

As part of the route change, the Campus Connector will no longer stop on Oak Street and Fourth Street. The East Bank Circulator will also no longer stop at Oak and Fourth, but will instead stop in front of Mariucci Arena on Fourth Street at Oak. Campus Express stops remain the same.

The Campus Connector travels between the University's Minneapolis and St. Paul campuses every five minutes during the day and every thirty minutes in the evening when classes are in session. East Bank Circulators serve the stop every 10 minutes during the day when classes are in session. Circulators travel from the Academic Health Center on the south end of the route to Dinkytown on the north end.

Tenth Avenue Bridge bus service available through March 24

After a successful trial of the Tenth Avenue Bridge Circulator, sponsored by the Minnesota Student Association, Parking and Transportation Services will continue to operate the route through March 24.

The Circulator travels between Eleventh and University Avenues S.E. in Dinkytown to Rarig Center on the West Bank. The service operates at 15 minute intervals every weekday, from 7:30 a.m. to 10:15 a.m., and from 3:30 p.m. to 6:15 p.m. Maps that detail the route and its stops are available from Parking and Transportation Services.

FOR MORE INFORMATION ON BOTH ITEMS
Parking and Transportation Services
626-7275



Spring semester 2000 datebook

February

- 4 Deadline for undergraduates and students in professional degree programs to apply for spring semester graduation

March

- 1 Deadline for graduate students to apply for spring commencement ceremony
7 Minnesota precinct caucus night; no classes meet after 6 p.m.
15 Graduate school application deadline for summer session 2000
24 Last day for undergraduates and students in professional degree programs to apply for intersession graduation
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

Intersession 2000

May

- 22 Intersession begins
29 Memorial Day holiday. Classes excused and University offices closed

June

- 9 Last day of instruction

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>

WEB/PEOPLESOFT, from page 1

For example, transcripts are now printed in 15 seconds rather than the 20 minutes. The data warehouse is also a more efficient way to generate deans' lists and probation reports. These "workarounds" may become the new way of doing business. "It's not a perfect solution," Van Voorhis said. "The data may be a day old when used, but it works very well for many processes."

Enterprise Systems Project staff continue to address performance problems. The Performance Team is sharing information with six other Big Ten universities implementing PeopleSoft and with PeopleSoft itself to assess the capability of the current hardware to absorb the additional activity of the payroll implementation.

Web fix yields impressive results

The most dramatic improvement has occurred in Web response time. In November and December, when performance was at its worst, the Performance Team suspected that the Web was generating an unusual amount of processing in the database, creating a "traffic jam" that overwhelmed servers and ground the Web to a halt. The fix brought response time for the vast majority of "add/drop" classes on the Web to four to seven seconds. The system is far more stable, and the vast majority of transactions are in the five- to nine-second range. Theoretically (and anecdotally), PeopleSoft panel users also see an improvement in response time, but the improvement can't be quantified yet. The team also fixed the slow response of the Interactive Voice Response system.

Outcome of PeopleSoft and Big Ten schools' meeting

The January 18 day-long meeting with PeopleSoft CEO Craig Conway, his senior managers, and representatives of the seven Big Ten schools implementing PeopleSoft led to a better understanding of each participant's problems and concerns.

PeopleSoft will now: bundle patches, sending them monthly rather than daily and attaching clearer documentation; decrease the number of "reposts" (patches that didn't work); develop a performance "cookbook" outlining tuning methodologies for customers; test the PeopleSoft student system on the Oracle database at University of Wisconsin. (PeopleSoft does not build specifically to the Oracle database, but all the Big Ten schools use Oracle.)

The seven schools will continue to work closely together, sharing information and solutions. A "Next Ten Steps" agenda was adopted, and PeopleSoft appointed a staff member to follow through.

Assessment of infrastructure, tuning opportunities

As reported in the January issue of *The Record*, the University contracted with Andersen Consulting for a three-week

Refund percentage will be the same for fall semester 2000

The refund percentage schedule for fall semester 2000 will be the same as that for spring semester 2000. The dates for the fall semester 2000 refund schedule will be different, but the percentages will be the same.

To view the New and Continuing Student Refund Schedule, go to onestop.umn.edu/Finances/refunds/refunds_schedules99.html.

assessment of the capacity of the infrastructure for payroll implementation, to suggest performance tuning methodologies that are used by other PeopleSoft customers, and to provide clarity to the discussion about what is PeopleSoft's responsibility and what is the University's responsibility in terms of fixes and finetuning.

Andersen Consulting found that all servers examined have available capacity at almost all times. Observed situations where server utilization was excessive were traced to inefficient code. Database wait conditions were primarily associated with application code efficiencies. No messaging queues or unusual behavior were observed on the application servers.

As for performance tuning, Andersen found that hands-on case studies indicate that the University is not facing a hopeless situation. Many current problems can be solved in an iterative, one-by-one fashion. One consultant from Andersen will return for a short engagement to continue to work with staff on hands-on performance methodologies. The University might invite Andersen Consulting to more fully investigate aspects of the payroll implementation, such as workload, data entry complexity, and performance methodologies.

Enterprise Systems staff continues to make dozens of fixes. As the broader efforts described above take shape, project staff continue to fix bugs and broken processes; database analysts work on finetuning the database, building indexes, and partitioning panels. The results of their work ease user frustrations a bit more every day. As anticipated, progress is slow and evolutionary.

More information about these topics is available at www.umn.edu/enterprise/whatsnew.html.

FOR MORE INFORMATION

Mark Powell, m-powe@umn.edu

Jude Poseley, jposeley@umn.edu

Progress reported on financial aid, student financials, and student records PeopleSoft processes

Financial aid

Virtually all aid for spring semester has been disbursed except for late registrants, some multi-career students, and some receiving PLUS loans.

Staff reports that the huge problems are solved and they are now dealing with the smaller ones. Students who have not received their spring semester aid should call Office for Scholarships and Financial Aid, 624-1665.

Student Financials

The PeopleSoft module is still far from complete. Staff estimates that 50 percent of functionality has yet to be installed. As a result, they have had to do a lot of manual processing and work-arounds. Some relief will come with the upgrade to PeopleSoft Version 7.6 this month.

Spring semester tuition bills were mailed February 7 and 8. Initial payments are due February 29.

Student Records

Many fixes were made to both the Web registration system and PeopleSoft panels. The Web registration fix works well. Response time for drop/adds is in the four to seven second range for transaction volumes between 2,000 and 14,000. IVR is up and running for grade access.

The conversion of historic student records continues. On February 2, 2,000 Crookston, Duluth, and Morris non-continuing education coursework students from 1984 through 1995 were converted. Records conversion of students with continuing education coursework is now estimated to begin the end of March or mid-April.

A temporary work-around has eased the problem of printing transcripts. A permanent solution from PeopleSoft is targeted for April 1.

Student Records and Data Warehouse staff are working together to make several reports available via the Web. This is a fast, efficient, and simple way for staff to do reports if they are able to use day-old data.

FALL REGISTRATION, from page 1

GRADUATE AND PROFESSIONAL ENROLLMENT

Total graduate enrollment grew from 9,814 to 10,074, a gain of 260 (2.6 percent). Enrollments at the professional level declined by 20 (0.7 percent). The number of graduate students of color rose from 773 to 842. The number of professional students of color fell from 348 to 309.

CREDIT LOADS

As expected with the transition to semesters, the credit loads for undergraduate and graduate students are down from 1998 levels. The undergraduate mean credit loads declined from 13.9 in 1998 to 13.2 in 1999. Graduate mean credit loads declined from 8.3 in 1998 to 7.9 in 1999. The mean credit load for professional students rose from 19.0 to 19.2.

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

Laura Weber, senior editor

COMMUNICATIONS & PUBLICATIONS

110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213

Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@tc.umn.edu

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

This publication is available in alternative formats upon request.

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

 Printed on recycled and recyclable paper containing 10 percent postconsumer material.

679

UNIVERSITY ARCHIVES
ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems March 2000, Vol. 24, No. 3

PeopleSoft successfully upgraded to 7.6

After months of planning, Office of Information Technology and Enterprise Systems Project staff successfully completed an upgrade to PeopleSoft 7.6 over a long weekend, February 17–21.

The upgrade was primarily a bundle of fixes to the PeopleSoft code (mostly in Bursar functionality) and some performance improvements. The upgrade also installed financial aid regulations and tax updates for running payroll.

February 21, the first production day of the upgraded system, was a rough one. But technicians quickly analyzed and fixed the problems, and the system was stable the following day.

More PeopleSoft implementations scheduled

With the PeopleSoft upgrade complete, staff are preparing for two more big implementations. The first, scheduled from 5 p.m., Friday, March 31 (a University holiday), to 6 a.m., Monday, April 3, includes dozens of patches and performance fixes that require the upgraded environment.

The second implementation is scheduled from 5 p.m., Friday, April 28, to 6 a.m., Monday, May 1. The second implementation contains new functionality for student financials (primarily collections) and student records, federal regulations for financial aid, and some fixes for student records.

Drop by the Data Warehouse

New reports continue to be added to the Data Warehouse, available on the Web. Some reports are available only to those with access to private student data; others are available to staff with University Internet ID and password. By far the most popular report to date is class lists—40 percent of the hits in December.

The Data Warehouse is located at <www.umreports.umn.edu>. Click on “Working,” then on “Instruction.”

FOR MORE INFORMATION

Institutional Management Reporting Helpline, 626-8812

New IVR features go live soon

The Interactive Voice Response (IVR) system had to be upgraded to Y2000 compliance and is being reconfigured to use PeopleSoft data. It has regained most of its former grade reporting functionality. IVR will provide registration status,

housing, loans, and student financials information (formerly STARS) as more PeopleSoft functionality is implemented.

Registration status will reappear this month, which provides the caller with information on registration eligibility, holds, and enrollment appointment time (queue time).

FOR MORE INFORMATION

Deb McKelvey, Integrated Systems Solutions
624-8013 or mckel001@tc.umn.edu

More classroom improvements planned

OTR's Classroom Management unit will be busy with improvement projects during spring break, March 27–31. Nearly 200 fixed seats will be replaced in room 15, Food Science and Nutrition on the St. Paul campus. Other improvements will make the room more accessible.

The project will use the same style of auditorium chair that was installed in all Science Classroom Building and Anderson Hall classrooms during winter break. The chair has drawn rave reviews from students—especially the oversized tablet arm and the increased leg room between rows.

In addition to the work on the St. Paul campus, Classroom Management will replace fixed seating in rooms 5 and 10 Blegen, and make repairs in a number of East Bank, West Bank, and St. Paul classrooms.

FOR MORE INFORMATION

Steve Fitzgerald, Classroom Management director
626-8677 or fitzg016@sossgw.stu.umn.edu

Cawley named associate VP and CIO

Steve Cawley has been named University associate vice president and chief information officer (CIO), after serving as interim associate vice president and CIO since May 1998.

Cawley served as University assistant vice president for information technology from 1994 to 1998 and as director of telecommunications services from 1987 to 1998. He serves in leadership positions for a variety of state and national organizations that support educational technology projects and policy development.

In announcing the appointment, Robert H. Bruininks, executive vice president and provost, cited Cawley's 15-plus years of experience in information technology management, including telecommunications and Internet technologies, client-server computing technologies, classroom technologies, and organizational planning and management.

Coordinate campus registration dates for summer and fall

Registration for summer 2000 begins

- March 6 at Duluth
- April 10 at Crookston
- April 17 at Morris

Registration for incoming freshmen for fall 2000 begins

- March 6 at Duluth
- March 27 at Morris
- April 7 at Crookston

Queued registration for fall 2000 begins

- April 3 at Morris
- April 10 at Crookston and Duluth

The Web Development Team continues to work to increase the number of students who can access the registration system at one time and to decrease transaction response time. Staff anticipates (but cannot promise) a smoother registration for all campuses this time around.

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-carll@tc.umn.edu

Laura Weber, senior editor
COMMUNICATIONS & PUBLICATIONS
110 Williamson Hall

231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552; Fax: 612-626-1754
E-mail: l-webe@tc.umn.edu

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

This publication is available in alternative formats upon request. Contact Barb Carlson, Communications & Publications, 612-626-1785.

♻️ Printed on recycled and recyclable paper containing 10 percent postconsumer material.



Spring semester 2000 datebook

March

- 7 Minnesota precinct caucus night; no classes meet after 6 p.m.
- 15 Graduate school application deadline for summer session 2000
- 24 Last day for undergraduates and students in professional degree programs to apply for intersession graduation
- 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 fall 2000 on Twin Cities campus
- 18 Enrollment begins for summer 2000 for nondegree-seeking students

May

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

Intersession 2000

May

- 22 Intersession begins
- 29 Memorial Day holiday. Classes excused and University offices closed

June

- 9 Last day of instruction

Pothole hotline returns

Drive over a pothole at or near the University? Call the Pothole Hotline at 612-626-7578. Parking and Transportation Services will determine if it is a campus, city, or county pothole and will have it fixed.

FOR MORE INFORMATION
Cari Hatcher, Parking and Transportation Services
626-7578 or peter165@tc.umn.edu

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 April 2000, Vol. 24, No. 4

Number of students able to register concurrently on the Web doubles

Creative brainstorming by frontline Web Development staff has led to a breakthrough—the number of students able to access the Web registration system at the same time has doubled, from 240 to almost 500 concurrent users. Called Whistler City, the solution was a result of simple experimentation: a couple of pieces of infrastructure were swapped for other systems, which allowed additional hardware to be used.

The new system has been operating in production for a couple of weeks. Raising the number of concurrent users will be done gradually to make sure performance is not affected. Kari Branjord, Web Development director, said her team came up with solutions to poor performance that were “fast, cheap, and good. We solved the problems in-house using existing equipment.”

Since peak registration is the only time the system gets extremely heavy usage, staff will monitor every facet of the system from the Web servers to the back-end PeopleSoft database. Adjustments will be made to ensure a smooth ride through the cycle. The backup plan is to return to the previous architecture, which is ready to be accessed if necessary.

FOR MORE INFORMATION
Jim Hall, Web Development
hallx049@tc.umn.edu

Conversion of historic student records into PeopleSoft continues

Several problems surrounding the conversion of student records have finally been solved. Beginning the week of April 3, the first set of 20,000 current student records that were not previously converted into PeopleSoft production will be converted. The plan is to convert 20,000 records a week, so that all current students' academic histories will be in PeopleSoft by April 30. Registrar Sue Van Voorhis said the conversion of student records with College of Continuing Education coursework will begin in mid-April. “It is an absolute must that current students are converted before degrees begin to post in the spring.” Van Voorhis said. To date, 87,352 students have been converted on all four campuses.

FOR MORE INFORMATION
Vickie Roberts, associate registrar
624-1792 or v-robe1@tc.umn.edu

General purpose classrooms to receive technology upgrade

The Office of Classroom Management has embarked on a major technology upgrade plan for all 300 general purpose classrooms on the East Bank, West Bank, and St. Paul campuses.

The plan raises the bar for technology in Twin Cities campus general purpose classrooms, from today's baseline of an overhead projector to a future baseline of a “projection capable classroom.” Such a classroom of the future will be equipped with a data/video projector, smart interface, user-friendly control system with laptop plug-in, video input, and modular add-ons for special room-dependent capabilities.

The upgrade plan results from extensive studies of classroom needs, and input from faculty, instructional staff, and students. Three University Senate committees have endorsed it. Numerous colleges, departments, and other groups throughout the University community have been briefed on the plan. Central administration has committed initial funding to begin the classroom upgrades. Classroom Management is currently seeking the remainder of the funding needed to complete upgrades in all classrooms by 2004.

Visit the Classroom Management Web site at <www.classroom.umn.edu> to view a PowerPoint briefing on the classroom upgrade plan. If your group is interested in a briefing, send e-mail to classrm@tc.umn.edu

University Technology Days features Classroom Management participation

The Office of Classroom Management is participating in Technology Days, April 19 and 20. Technology Days is a two-day symposium on significant technology issues at the University of Minnesota.

Classroom Management will host a booth demonstrating the new Twin Cities campus general purpose classroom design and initiatives. (See story above.) Steve Fitzgerald, Classroom Management director, will speak on the upgrade plan on Thursday, April 20, following a keynote address by Executive Vice President and Provost Robert Bruinicks.

For more information and registration information, check the Technology Days Web site, <www.umn.edu/techdays/>.

How to gain access to student data

Here is a summary of the process for new staff members to gain access to student production data.

1) The staff member's department must complete necessary payroll documents and submit them to Human Resources. Information from the documents will be used to generate an x.500 entry for the new staff member.

2) The supervisor and staff member must complete and sign the Access Request for AR001. This form can be downloaded from the Web at <www.lumn.edu/ccco/security/security.html>, or a copy may be requested by phone (624-0555). The Web site includes instructions on how to complete the AR001 form. It is helpful to the security administrators if supervisors can indicate someone else from their office who is doing similar work with student data. After the AR001 form is submitted to Central Computing Operations, a PeopleSoft ID and password will be generated and mailed to the new user.

3) Staff members who need access to update student data must attend PeopleSoft training. Please consult the training Web site <www1.umn.edu/esprain/> for information concerning open sessions. New staff will be granted very limited view-access until they have attending training. After staff attend training, their names will be submitted by the trainers to the Student Administration security administrator for upgraded access.

FOR MORE INFORMATION

Carolyn Davidson

Student Security Administration

625-6390 or c-davi@tc.umn.edu



Spring semester 2000 datebook

April

- 11 Enrollment begins for summer 2000 for admitted students
- 13 Enrollment begins for fall 2000 on Twin Cities campus
- 18 Enrollment begins for summer 2000 for nondegree-seeking students

May

- 5 Last day of instruction
- 5 Deadline for return of class schedule turnaround documents (CSTDs) for spring 2001/intersession (see item on page 4)
- 6-7 Study days
- 8-13 Final examinations
- 13 Spring semester ends

Intersession 2000

May

- 22 Intersession begins
- 29 Memorial Day holiday. Classes excused and University offices closed

June

- 9 Last day of instruction

Classroom design video conference set for April 13

The Office of Classroom Management, Disability Services, and College of Continuing Education Distance Education/Media Resources are hosting a free, live video conference on "Designing Classrooms for Technology Integration and Accessibility." The conference will take place from 11 a.m. to 1 p.m., April 13, in 100 Murphy Hall (the new Journalism Video Conference Room).

New technologies, expanding enrollments, the demand for continuing education of adult populations, and the legislated requirements of the Americans with Disabilities Act all make demands on the design of the nation's classrooms.

These demands will be addressed from the perspective of the basics of classroom design. An expert panel of three educational technology administrators from the Consortium of College and University Media Centers will interact with four classroom design consultants.

Participants will "visit" several new and exciting classroom buildings throughout the country that demonstrate the latest concepts in classroom design.

FOR MORE INFORMATION:

<www.unt.edu/ccumc/videoconference/infoframe.htm>

RSVP to jgregory@tc.umn.edu or call 625-8801. Space is limited.



Largest classes spring semester 2000

Twin Cities campus

	Students	Academic unit	Course/section
1.	698	CLA	Psy 1001-001
2.	443	CLA	Econ 1101-001
3.	436	CBS	Biol 1001-050
4.	434	CLA	Anth 1001-001
5.	395	CLA	Hist 1302-001
6.	361	IT	Phys 1301-200
7.	330	IT	Chem 1011-001
8.	323	CLA	Econ 1102-013
9.	317	CLA	Psy 3666-001
10.	308	CBS	Biol 1001-001
11.	303	CLA	Econ 1102-001
tie	303	CBS	Biol 1009-001
12.	295	IT	Chem 1021-017
13.	294	IT	CSci 1901-001
14.	257	IT	Geo 1001-001
15.	252	IT	Chem 1021-009
16.	247	CALA	Arch 3412-001
17.	244	CALA	LA 3501-001
18.	237	CLA	Psy 3051-001
19.	232	IT	Phys 1202-100
20.	230	Public Health	PubH 3003-001
21.	220	CLA	Soc 1001-011
22.	215	CBS	CBN 3001-001
23.	214	IT	Phys 1302-300
24.	213	CLA	Soc 1001-001
25.	210	IT	ME 2011-001
26.	208	CLA	Clas 1042-001
27.	206	CLA	Psy 3201-001
28.	204	CLA	Hist 1011-001
tie	204	IT	Chem 1022-017
29.	203	IT	Geo 1001-021
30.	201	CLA	Soc 3111-002
31.	199	CLA	CSCL 3175-001
tie	199	CLA	Soc 3111-001
32.	198	CLA	Th 1101-001
33.	197	Dentistry	Phsl 6051-001
tie	197	COAFES	FSCN 1112-002
tie	197	CLA	Geog 1403-001
34.	196	IT	Chem 2311-001
tie	196	CBS	Biol 1009-030

DATA SOURCE

Information Management Systems, 626-7568

Post no holds during queued registration

College and department offices on the Twin Cities campus are asked to not place holds (negative service indicators) on student records during the queued registration periods listed below. The Office of the Registrar will not process holds, including financial holds, during these periods.

Early fall 2000—April 13 through May 4

Spring 2001—November 13 through December 8

Early fall 2001—April 12 through May 3

FOR MORE INFORMATION

Mary Koskan, associate registrar
625-0160 or m-kosk@tc.umn.edu

Course Enrollment form updated; please recycle old versions

Department and collegiate office staff are asked to recycle old versions of the Course Enrollment Request form, OTR22. This is the form students use to register in person, by mail, or by fax. The form has been revised. New forms are available from Debbie Henderson at 625-9019.

The old form lists the Minnesota Public Interest Research Group fee as \$4.13 and Student Legislative Coalition fee as \$3.19. These fees may change for fall 2000, so Office of the Registrar (OTR) wants to make sure students do not use the old forms. Registration for fall begins on April 13.

On April 3, OTR took over mail and fax enrollment functions previously handled by the College of Continuing Education (CCE). The old form has CCE's address and fax number listed for mail and fax registration, and the new form has OTR's address and new fax number listed.

FOR MORE INFORMATION

Mary Koskan, associate registrar
625-0160 or m-kosk@tc.umn.edu

Major road construction will affect 'U'

Four major road construction projects will affect access to the University this spring and summer. Expect major traffic delays. The University community is urged to plan ahead. Alternative routes and modes of transportation are strongly encouraged.

The Washington Avenue Bridge will be repainted and new guard rails will be installed from April to August, routing traffic to one side of the bridge. Pleasant Street will be closed south of Arlington, prohibiting westbound traffic to the bridge. The Tenth Avenue Bridge Rehabilitation Project will close one side of the bridge to traffic at all times between mid-May and August 1.

Two other projects may compound congestion on the West Bank. The Sixth Street Ramp Project near the Metrodome will detour traffic through the West Bank to reach I-94, from now until August 4. Additionally, the I-94 Resurfacing Project from Cedar Avenue in Minneapolis to John Ireland Boulevard in St. Paul (May 1 to July 1) could affect traffic on the West Bank.

FOR MORE INFORMATION

Parking and Transportation Services, 626-7275

News briefs

Bill for third installment of tuition bills to be mailed in May

The billing process for the Twin Cities campus continues to be plagued by bugs and missing functionality. Bills generated by the new system continue to be confusing for both students and staff. Rather than mail another round of confusing or inaccurate bills in April, the Bursar is postponing the third installment mailing until May. During the delay, Bursar staff will continue to focus on fixing the billing process. Questions? Call Student Accounts Receivable at 625-8500.

Spring/intersession 2001 course documents due May 5

Class Schedule Turnaround Documents (CSTDs) for spring/intersession 2001 will be sent to departments on April 21. CSTDs are due to the Scheduling Unit in Classroom Management no later than May 5. Remember, the best way to enhance room assignments is timely and accurate submission of CSTDs. Please be sure to identify all technology requirements for each course on the A81b form.

SPEEDE Phase I available June 2000

This new functionality allows prospective students to send electronic transcripts to universities that have SPEEDE. The University of Minnesota will be one of the first institutions in the state with this capability.

DARS available soon for degree clearance

Twin Cities colleges should expect to have Degree Audit Reporting System (DARS) available in mid-April for use in degree clearance.

Delivery of fall Class Schedule underway

The fall semester 2000 *Class Schedule* is now being delivered to academic departments. Distribution to students at University Bookstores began April 6.

Transcripts will look good!

Registrar Sue Van Voorhis said many staff members were disappointed in the look of the transcripts generated by the PeopleSoft system. Fortunately, the format was easy to rework, and a more attractive format is the result. Transcript generation is still a problem, however, so the process is being rewritten to ease printing problems. This new process will go live April 30.

Registration info on IVR; Housing info on Web

Registration eligibility and service indicators will be available via Interactive Voice Response (IVR) system for fall 2000 registration. Housing information is currently unavailable via IVR, contrary to a statement in the last issue of *The Record*. However, students can access housing information for the 2000-2001 academic year via the Web at <www.umn.edu/housing> by clicking on the Apply Online option in the upper left hand corner of the housing Web page.

New reports generated from Data Warehouse

Student Records staff and Data Warehouse staff are working together to make several more reports available via the Web. Some reports, such as the new Student Plan Adviser report, contain private data and aren't available to all staff. Most reports, however, are public information and can be easily accessed using your Internet ID and password. The reporting site is at <www.umreports.umn.edu>. Be aware that data in the warehouse can be up to 48 hours old.

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

Laura Weber, senior editor

COMMUNICATIONS & PUBLICATIONS

110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213

Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@tc.umn.edu

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

This publication is available in alternative formats upon request.

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

♻️ Printed on recycled and recyclable paper containing 10 percent postconsumer material.

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

MW
22637

UNIVERSITY OF MINNESOTA

The Record

News about admissions, records, and student systems

June 2000, Vol. 24, No. 6

Mark Powell new Applications Development and Maintenance director

Mark Powell has accepted the position of director of Applications Development and Maintenance (ADM) in the Office of Information Technology. Mark has served in the acting ADM director position since January. Before January he was assistant director of the Student 2000 Project.

Steve Cawley, associate vice president and chief information officer, Office of Information Technology, said of Powell, "Mark has continuously exhibited exceptional leadership skills, a true knowledge and understanding of his work, and a genuine commitment to the success of OIT and the customers we serve."

INSIDE

2000-2001
Twin Cities campus
tuition rates, p. 3

Financial aid for current students to be packaged in July

Financial aid award letters to current students will not go out until early July because federal regulations release number three ("Regs #3") must be installed before student's aid is packaged. "Regs #3" arrived last month and is currently in testing. Testing is going well, and so far, bugs are at a minimum.

The plan is to go live in late June and immediately begin to package financial aid and generate award letters.

For the first time, students on all campuses will be able to accept financial aid awards on-line.

Besides being convenient for students, the online award acceptance will save the 7 to 10 days it takes to return the award letter and enter the information. After students accept their awards, the next step is to mail them promissory notes that they must sign and return, a process that may also be automated in the future.

Admissions' online response card up and running soon

Prospective students will soon be able to request information about the University through the Office of Admissions Web site. Previously, prospective students needed to call the office, send a letter, or fill out a response card at college fairs or high school visits if they wanted information about the campuses.

Another feature of the online system: when the online response card is filled out, a record is automatically created in

PeopleSoft or updated if the record already exists in PeopleSoft. This eliminates the time-consuming data entry process.

Online application for admission went live last November. About 2,000 students completed their applications online to date.

Interession grades not part of probation calculations

Late spring semester, a debate occurred whether to include interession grades in probation calculations. The Council of Undergraduate Deans resolved that only students' spring grades will be the basis for probation.

Third installment tuition and fees bills mailed on schedule

The Student Financials Team and Accounts Receivable staff have been hard at work fixing the PeopleSoft software. Staff say the June bill is the most accurate yet, but there may still be problems with some accounts. They continue to work with PeopleSoft developers to solve the remaining problems.

PeopleSoft/Web registration systems to be unavailable selected dates in June

The PeopleSoft and Web registration systems will be unavailable on Saturday, June 10, for conversion of benefits information to PeopleSoft. The system will also be unavailable June 23, 24, and 25 for implementation of the new payroll system.

Summer is only one term

Summer term has caused some confusion this year. Unlike years past, summer session comprises only one term. The term is subdivided into different sessions, but for financial aid purposes, summer is considered only one term.

More on spring statistics

Total enrollment for all campuses for spring semester was 54,234. System-wide undergraduate enrollment was 34,765; graduate enrollment was 9,053. (See *The Record*, May 2000.)

The undergraduate mean credit load was 13.0, down from 13.2 during fall semester. Graduate mean credit load was 8.0. The mean credit load for professional students was 18.3.

For more information on spring 2000 official registration statistics, please see the Institutional Research and Reporting Web site at www.irr.umn.edu/.

Reminder for incoming international students

International students admitted for fall semester 2000 must attend a one-day orientation program. These sessions begin in August. University staff who have contact with incoming international students are asked to remind the students that they should come to the International Student & Scholar Services (ISSS) office, 190 Humphrey Center, as early as the first week in July, so that ISSS staff can review their immigration documents, sign them up for orientation, and provide information on how to release holds. Orientation and reviewing immigration-related documents is mandated by the Immigration and Naturalization Service for all new international students.

FOR MORE INFORMATION
Stacey Buachart, ISSS, 626-7363



Spring semester 2000 datebook

June

- 12 Lack notices due to OTR
- 16 Clearances due from college offices for degree posting to OTR
- 26 Degree posting complete
- 26 Degree applications due for diploma order/official lists

Intersession 2000 datebook

June

- 3 Grade rosters distributed to colleges
- 9 Last day of instruction
- 14 Grades due to OTR
- 19 Grades available via IVR

July

- 4 Independence Day holiday. Classes excused and University offices closed
- 7 Clearances due from college offices for degree posting to OTR
- 10 Degree posting process begins
- 17 Degree posting complete
- 17 Degree applications due for diploma order/official lists

Summer term 2000

June

- 12 Eight-week summer session begins
- 15 Graduate School application deadline for fall semester 2000
- 23 Last day for undergraduates and students in professional degree programs to apply for summer graduation

July

- 4 Independence Day holiday. Classes excused and University offices closed

August

- 4 Eight-week summer session ends
- 18 Summer term ends

Twin Cities undergraduate tuition rates, 2000-2001*

Undergraduate rates	Resident	Nonresident
Per credit	\$163.00	\$481.00
Each credit over 12	\$81.50	240.50

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 (except for Independent and Distance Learning credits) is half price.

Graduate School tuition rates, 2000-2001*

Part-time rates	Resident	Nonresident
1 credit	\$443.25	\$870.50
2 credits	886.25	1,740.75
3 credits	1,329.50	2,611.25
4 credits	1,772.50	3,481.50
5 credits	2,215.50	4,352.75

Full-time rates	Resident	Nonresident
6-14 credits	\$2,658.75	\$5,222.25
Each credit over 14	443.25	870.50

Architecture and Landscape Architecture

Per credit	\$369.25	\$660.50
9-17 credits	3,323.25	5,944.00
Each credit over 17	369.25	660.50

College of Biological Sciences professional master's rates

Per credit	\$666.00	\$1,332.00
------------	----------	------------

Humphrey Institute master's rates

Per credit	\$511.00	\$895.25
6-15 credits	3,064.75	5,371.25
Each credit over 15	511.00	895.25
<i>Executive MPA rates</i>		
Per credit	464.25	812.50

Infrastructure systems engineering master's rates, per term

First and second-year students	\$4,250.00	\$4,250.00
--------------------------------	------------	------------

Management of technology (MOT) master's rates, per term

First-year students	\$8,150.00	\$8,150.00
Second-year students	7,800.00	7,800.00

Manufacturing systems master's rates, per term

First and second-year students	\$4,250.00	\$4,250.00
--------------------------------	------------	------------

Software engineering master's rates, per term

First-year students	\$4,550.00	\$4,550.00
Second-year students	\$4,250.00	\$4,250.00

Professional school tuition rates, 2000-2001*

Continuing Educ., College of certificates

Per credit or unit	\$212.00	\$415.50
--------------------	----------	----------

Dentistry, School of

Term (12 or more credits)	\$5,250.00	\$9,061.50
---------------------------	------------	------------

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

Per credit	\$212.00	\$415.50
12-18 credit plateau	2,543.00	4,984.25

Law School

Per credit	\$407.50	\$693.00
Term (12 or more credits)	4,890.00	8,314.00

LLM

Per credit	\$693.00	\$693.00
12-19 credit plateau	8,314.00	8,314.00

Management, Carlson School of

Healthcare administration master's rates

Per credit	\$309.00	\$652.00
12-19 credit plateau	3,703.00	7,820.00

Human resources and industrial relations master's day program, entering students

Per credit	\$451.00	\$658.00
10-19 credit plateau	3,392.50	6,267.50

Human resources and industrial relations master's day program, continuing students

Per credit	\$392.00	\$572.00
10-19 credit plateau	2,950.00	5,450.00

Human resources and industrial relations master's evening program

Per credit (11 or fewer credits)	\$451.00	\$451.00
Per credit (12 or more credits)	451.00	658.00

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

Per credit	\$557.00	\$728.00
12-19 credit plateau	6,674.00	8,727.00

M.B.A. day program, continuing students

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

M.B.A. evening program

Per credit (11 or fewer)	\$521.00	\$521.00
Per credit (12 or more)	521.00	761.00

Medical School, per term

First and second year students	\$6,321.75	\$11,744.50
Third and fourth year students	4,515.50	8,388.50
Medical fellow specialists residency program	351.25	351.25
Psychology fellow specialists	351.25	351.25

Pharmacy, College of

Per credit	\$375.00	\$686.50
Term (12 or more credits)	4,499.00	8,154.75

Public Health, School of

Per credit	\$281.75	\$554.00
------------	----------	----------

Veterinary Medicine, College of

Per credit	\$429.50	\$857.25
Term (12 or more credits)	5,151.00	10,286.25
Veterinary fellow specialists, per term	351.50	351.50

* Student services fee—

All students registered for 6 or more credits must pay a \$238.22 per semester student services fee in addition to tuition.

Planning underway for new University financial system

A Financial System Project team is in the process of compiling requirements for a new financial system to replace the CUFS system. According to a memo sent to deans, directors, and department heads on May 31, it will take two to three years to complete purchase and implementation of a new system.

"We will continue to include the appropriate user constituencies in our planning and needs assessment process," said the memo from Richard Pfutzenreuter, associate vice president, Budget and Finance and treasurer; Terry O'Connor, associate vice president and controller; and Linda Woock, director, Financial Systems Support.

Primary reasons to replace CUFS include

- CUFS will be the only major institutional system remaining on the mainframe after the libraries join the shared state system.
- Considerable expense and effort will continue to be incurred to provide state-of-the-art features, such as Web-based entry and reporting to customers using the CUFS systems. Most new large-scale software applications include such features.
- CUFS is no longer supported by the vendor; upgrades are no longer available and maintenance is more challenging.

For detailed information about planning for the new system, go to www.umn.edu/enterprise/fss/home.htm.

Discounted bus passes coming for 'U'

U-PASS (for students) and Metropass (for staff and faculty) will be available in August. The deeply discounted bus passes provide unlimited rides to go anywhere, at any time, on any Twin Cities bus system.

Any student currently enrolled at the University is eligible for U-PASS. All students will be assessed a \$5 transportation fee with their tuition. Students who decide to buy the pass pay a \$50 user fee for a full semester of unlimited bus rides. Students will purchase passes on the Web.

For University of Minnesota staff and faculty, a Metropass costs \$35 per month. Passes will be valid for one year and payments will be made by payroll deduction. Pre-tax cost benefits save the user approximately \$10.50 per month. Based on an average pass price of \$54 per month, Metropass provides a savings of \$19 per month, or 35 percent.

FOR MORE INFORMATION ON U-PASS AND METROPASS
<buspass.umn.edu/> or 626-7275

Note St. Paul campus road work

Parking and Transportation Services will reconstruct sections of Buford and Eckles Avenues on the St. Paul campus, June 16–August 25. Buford will be closed from Cleveland Avenue to West Buford Circle. Eckles will be closed from Buford to the driveway south of Coffey Hall. Campus bus stops will be temporarily relocated. Pedestrian access will be maintained at all times.

FOR MORE INFORMATION
Steve Jordan, 625-8853 or jorda009@tc.umn.edu,
or by visiting www.umn.edu/parking/

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

Laura Weber, senior editor

COMMUNICATIONS & PUBLICATIONS

110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213

Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@tc.umn.edu

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

This publication is available in alternative formats upon request.

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

 Printed on recycled and recyclable paper containing 10 percent postconsumer material.

679

UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

3/21/00
JR 2630

UNIVERSITY OF MINNESOTA

The Record

News about admissions, records, and student systems July 2000, Vol. 24, No. 7

Intersession will be independent session next year

This year intersession was linked to spring semester for some things, such as financial aid, but not others, such as tuition charges. No linkages to spring semester will occur next year.

"On balance, [the linking arrangement] was unsuccessful," said Craig Swan, professor of economics and vice provost for undergraduate education.

Effective with the 2000-2001 academic year, therefore, intersession will be uncoupled from spring semester and instead treated as an independent session within the summer term. Jack Johnson and the Summer Session office will handle many of the administrative details, as they did this year.

Student 2000 Project starts winding down

After five years of planning and implementation, the Student 2000 Project has entered the "maintenance" phase.

"The heavy development costs are over, and the foundation of the system is up and running," said Mark Powell, director of Applications Development and Maintenance (ADM) and former assistant director of the Student 2000 Project. "Now we're in a stabilizing maintenance and enhancement phase."

Powell stressed that technical and functional staff will continue to work together on data integrity, performance issues, fixes, bugs, and upgrades. "Financial aid and student financials still need more work so we're not ready to celebrate yet," he said.

Much of that work will occur in Powell's ADM department and other functional units. Most functional and technical staff will move out of "The Bunker" at 2221 University Avenue S.E. in mid-July, returning to their home departments. Hundreds of University staff members have participated over the life of the project, learning the new client/server platform and the new PeopleSoft software.

QUESTIONS OR CONCERNS?

Mark Powell, Applications Development and Maintenance director, m-powe@tc.umn.edu

Sinsabaugh's appointment extended

Nancy Sinsabaugh, interim director of the Office of Scholarships and Financial Aid (OSFA) and the Office of the Bursar, will continue her duties through June 2001.

In a memo to OSFA and Bursar staff, Vice Provost of Undergraduate Education Craig Swan said extending Sinsabaugh's appointment would help resolve remaining PeopleSoft issues, complete the integration of the OSFA and Bursar functions, fully implement the OneStop concept, and move the office forward toward a paperless financial aid process. Swan said a search for a permanent director will begin after the start of spring semester 2001.

Swan also wrote, "I am very appreciative of Nancy's leadership over the many crises of the past year, and I know that as we work to resolve outstanding issues and move forward in new directions her continuing leadership will be invaluable. I am very pleased that she has agreed to stay on."

Branjord named director of Enterprise Web Development

Kari Branjord, who has been acting director since January, has accepted the permanent position of director of Enterprise Web Development, Office of Information Technology (OIT). In a memo to OIT staff, Steve Cawley, chief information officer, said that in her time in the job, "Kari has clearly demonstrated that she is the best person for this job."

INSIDE

- 2000-2001 Coordinate campus tuition rates, p. 2
- Intersession enrollment statistics, p. 3

Students will be able to accept financial aid on Web

This year, for the first time, students will be able to accept their financial aid awards via the Web. This will eliminate about two weeks of mailing and processing time. Disbursement of financial aid will occur at the usual time—10 days before the beginning of fall semester classes.

Financial Aid staff successfully installed "Federal Regulations #3" over the weekend of June 24, and immediately began packaging loans and scholarships. Letters to students describing the amount of loans, grants, and scholarships available to them will be out by mid-July.

Second summer bill out

Approximately 22,000 student account bills dated July 5 were printed and mailed the first week of July. This is the second monthly bill sent this summer.

The due date for this bill is July 31. The bill includes tuition, fees, payments, and credits that have been posted since the last bill was generated on June 6. Please note that there is no installment plan during the summer term.

The Student Financials Team and Accounts Receivable staff have been hard at work improving data integrity issues within the billing process. If students or staff have any questions on the bills, they may call 625-8500.

Transcript access delayed

Colleges that were able to print unofficial transcripts in the past will also be able to do so in PeopleSoft. However, due to unforeseen programming problems, roll-out of transcript printing to colleges will be delayed another month. Colleges should expect to be able to print unofficial transcript in early August.



Intercession 2000 datebook

July

- 7 Clearances due from college offices for degree posting to OTR
- 10 Degree posting begins
- 17 Degree posting complete
- 17 Degree applications due for diploma order/official lists

Summer term 2000

Office of the Registrar will communicate summer term dates shortly.

August

- 4 Eight-week summer session ends
- 18 Summer term ends

Coordinate campus tuition rates, 2000-2001

Note: Student services fees were not available at press time.

Crookston	Resident	Nonresident
All undergraduates, per credit	\$126.60	\$126.60
Technology access fee, including notebook computer: 3-7 credits, \$80; 8-11 credits, \$285; 12 or more credits, \$500.		
Duluth		
All undergraduates, per credit	\$148.75	\$422.00
Departmental master's, per credit	211.00	422.00
M.B.A., per credit	422.00	422.00
Technology/equipment fee for 6 or more credits: \$39.65.		
Computer network access fees (all in addition to technology/equipment fee): 1-6 credits, \$23.80; 7-17 credits, \$4 per credit; 18 or more credits, \$71.40. \$57-per-semester fee for full-service computer lab access.		
Morris		
All undergraduates, per credit	\$167.75	\$335.50
Tuition band, 15-20 credits, per semester	2,516.25	5,032.50
Technology fee for all students taking 6 or more credits: \$52.50		



Interession 2000 largest classes, Twin Cities campus

Students	Subject/Course number	Description
1. 154	Veterinary Medicine 6441	Behavior Core
2. 119	Psychology 3960	Seminar
3. 75	Veterinary Medicine 6134	Principles of Veterinary Nutrition
4. 74	Veterinary Medicine 6840	Swine Core
tie. 74	Veterinary Medicine 6880	Avian Core
5. 56	Child Psychology 4310	Special Topics—Child Development
tie. 56	Journalism and Mass Comm. 1001	Intro to Mass Communications
6. 53	Speech-Communications 3110	Topics in Speech-Communications
7. 49	Art History 3940	Topics in Art History
8. 47	Education/Human Dev. 5007	Technology for Teaching and Learning
9. 46	Geography 3111	Minnesota
tie. 46	Kinesiology 3001	Life Fitness and Health
tie. 46	Physical Education 1055	Golf
10. 43	Veterinary Medicine 6724	Equine Colic Team
tie. 43	Public Affairs 5990	Topics: Public Affairs—General
11. 41	Anthropology 1003	Understanding Cultures
12. 40	Civil Engineering 3202	Surveying and Mapping
13. 36	Architecture 1401	Designed Environment
14. 35	American Studies 3253	Popular Culture and Politics
15. 34	Architecture 5450	Topics: Architectural Theory
tie. 34	Engl., Creative/Prof. Writing 3110	Topics in Creative Writing
tie. 34	Foreign Study 3040	Study Abroad
16. 33	Dental Hygiene 2235	Oral Maxillofacial Radiology
tie. 33	General College 1574	Introduction to Spreadsheets
tie. 33	History 3244	Eastern Europe
17. 32	Biology 4125	Recombinant DNA Laboratory
tie. 32	Journalism and Mass Comm. 3771	Mass Media Ethics
tie. 32	General College 1311	General Art
tie. 32	Educational Policy & Admin. 5080	Special Topics: EdPA
18. 31	Family Social Science 4150	Special Topics
19. 30	Veterinary Medicine 6211	Applied Veterinary Genetics
tie. 30	Human Resource Devel. 5770	Special Topics
20. 29	Anthropology 3027	Archeology of Prehistoric Europe
tie. 29	Kinesiology 3151	Measurement, Evaluation, and Research

DATA SOURCE

Institutional Research and Reporting, 625-3387

Interession enrollment tops 2,800

The first interession at the University of Minnesota attracted a total of 2,884 students.

The breakdown by campus:

Twin Cities—2,724

Morris—69

Duluth—69

Crookston—22

Look for more details on interession enrollment statistics in next month's issue of *The Record*.

New administrative fees related to international scholars, faculty, and students implemented

The University has implemented administrative fees that are designed to restore adequate services related to bringing international scholars, and faculty to its campuses. Visa categories and specific fees are outlined below.

Each year the University enrolls or employs approximately 4,300 international students and scholars, from more than 130 countries, who play a key role in making this one of the top public research institutions in the world.

Increases in the number of international participants at the University, plus a dramatic increase in the complexity of federal regulations over the past decade, have led to a critical situation in International Student and Scholar Services (ISSS), which bears the mandate of preparing necessary documents for most international scholars and faculty. An independent business process analysis and redesign of ISSS during the past year revealed a shortfall of 5.5 full-time employees (FTEs)—an understaffing of about one-third.

Central administration could not meet this shortfall. Outsourcing would be cost-prohibitive even where providers are available. After careful consideration and consultation with the Deans' Advisory Council, Executive Vice President and Provost Robert Bruininks approved this course of action as a way to meet the need.

As of July 1, 2000, departments requesting documents from ISSS for the following visas will be asked to provide a non-sponsored CUFS number before processing can begin. More information is posted on the Web at www.international.umn.edu/news/2000/fees.html.

J-1 Scholars: \$150.

No fee for J-1 scholars coming for less than 60 days. If there is an extension beyond 60 days, the fee is charged at that time.

H-1 temporary workers: \$800.

Law prohibits deducting this amount from the person's salary.

O Visas: \$1,000.

Permanent Residents: \$2,000, if done by ISSS.

The office will assess applications case-by-case; referrals to outside attorneys may be made.

ISSS has already begun to increase its staffing levels. The office is preparing to conduct orientations for appropriate department staff and create guidelines and support materials in print and online formats. A target date for orientation is September 5. In addition, the Board of Regents approved a fee of \$40 per semester, to be assessed on international students as they register (\$20 for summer session).

FOR MORE INFORMATION:

Kay Thomas, ISSS, director, 626-7100

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

Laura Weber, senior editor

COMMUNICATIONS & PUBLICATIONS

110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213

Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@tc.umn.edu

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

This publication is available in alternative formats upon request.

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

 Printed on recycled and recyclable paper containing 10 percent postconsumer material.

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

mw
9R243

The Record

Payroll and benefits implementation successful

Years of preparation by the Human Resources Management Systems (HRMS) staff paid off with a highly successful implementation of the new PeopleSoft payroll and benefits system. The first pay checks and pay statements processed by the system appeared on the July 12 payday.

HRMS Director Miriam Ward said the HRMS team and the payroll representatives in departments did a great job.

"We couldn't ask for a smoother implementation," Ward said. "Data were entered correctly; the application was tested and retested. I think we all felt pretty confident that final week."

Most of the problems that surfaced were small ones and were fixed within hours, Ward said. One error that needs more work is a bug in the deduction for the Health Care and Dependent Care Reimbursement accounts.

"The program thought we had 14 pay periods remaining in the year, rather than 13. As a result, deductions for these accounts were a bit lower than they should have been. We've taken care of the problem, and deductions will now calculate correctly," Ward said.

Help needed to alleviate classroom shortage

The classroom shortage the University experienced last year is reoccurring this year. Classroom Management again this year requests the assistance of colleges and departments in solving the classroom shortage.

The number of unplaced courses for fall semester currently stands at 285, down from the original number of approximately 500.

The shortage results from the increased number of sections under the semester system and the number of rooms that are off line because of renovation projects. In each of the past two semesters, Classroom Management, working in close partnership with colleges and departments, was able to place all courses.

It is essential that colleges and departments actively manage their registration and enrollments. If there are insufficient registrants for courses, then the course cancellation decisions should be made now. If registrations indicate that projected enrollments were too high, the enrollment caps should be reduced now.

Departments can greatly help by identifying low-enrollment courses that are assigned to classrooms and moving them into departmental classrooms or into departmental conference or meeting spaces. Contact Nancy Peterson or Jan Christianson by e-mail at ocmsched@tc.umn.edu regarding actions that will help reduce the shortage.

Additional helpful actions are listed on the Classroom Management Web

site <www.classroom.umn.edu> in the article entitled, "How can colleges and departments help eliminate unplaced courses?"

Classroom Management is also actively looking for additional potential classroom space, even if that space requires improvements in order to be placed in service for instructional use. E-mail any candidates to classrm@tc.umn.edu.

The Classroom Management Scheduling Unit greatly appreciates the help of colleges and departments in the joint effort to again find homes for all unplaced courses.

John Printz new associate vice chancellor of enrollment at Morris

John Printz has joined the University of Minnesota, Morris, admissions and financial aid staff as associate vice chancellor for enrollment.

Printz worked on the Twin Cities campus for nearly three decades, most recently as senior associate director of admissions. He was also the admissions team lead for the PeopleSoft system planning and implementation.

Mailing of third summer bill scheduled for August 10

Approximately 20,000 student account bills will be mailed to students on August 10. This is the third and final monthly bill sent for the summer term.

Originally the billing date was set for August 5, but the date was rescheduled to August 8 to allow additional time to fix some of the data integrity issues that have occurred on recent billing statements. The due date of this bill remains August 31.

This bill includes tuition, fees, payments, and credits that have been posted since the last bill was generated on July 5. Please note that there is no installment plan during the summer term.

The student financials team and accounts receivable staff continue to work diligently at improving the data integrity issues within the billing process. If students or staff have any questions on billing statements, they may call Student Accounts Receivable at 625-8500.

Registrar and Data Warehouse to hold joint meeting August 11

Data Warehouse staff and Office of the Registrar will host a meeting from 8:30 a.m. to noon, August 11, in 140 Nolte.

The Data Warehouse will first present updates on student records processing for fall and IMS reports that are available to support student service/advising needs. The August Registrar's Advisory Committee (RAC) meeting will follow.

Continental breakfast begins at 8:30 a.m., with the meeting starting at 9 a.m.



Summer term 2000 datebook

August

- 4 Eight-week summer session ends
- 18 Summer term ends
- 21 Summer grades due
- 24 Summer grades available via IVR

Fall semester 2000 datebook

September

- 2 Last day to enroll for fall without incurring late fee
- 4 Labor Day holiday, University offices closed
- 5 Fall semester classes begin
- 16 Last day for undergraduates and students in professional degree programs to apply for fall semester graduation.
- 22 Summer degree clearances due from college offices

Twin Cities intersession registration statistics, by level

Twin Cities colleges	Undergrad	Grad or Professional	Nondegree
Agricultural/Food/Envir/Science	75	5	0
Architecture/Landscape Architecture	20	0	0
Biological Sciences	65	0	0
Carlson School of Management	61	15	1
Dental Hygiene	34	0	0
Dentistry	0	0	0
Education and Human Development	120	126	36
General College	107	0	0
Graduate School	0	281	22
Human Ecology	78	0	0
Institute of Technology	118	0	1
Law School	0	0	0
Liberal Arts	932	0	11
Medical School	0	15	24
Medical Technology	0	0	0
Mortuary Science	4	0	0
Natural Resources	31	0	3
Nursing	1	0	0
Occupational Therapy	0	0	0
Pharmacy	0	3	0
Physical Therapy	0	0	0
Public Health	0	80	0
University College	41	0	190
Veterinary Medicine	0	224	0
Twin Cities total	1,687	749	288

Upgraded rooms ready for fall semester

The Office of Classroom Management (OCM) has been busy this summer installing the Technology Upgrade Plan package in 38 general purpose classrooms on the East Bank, West Bank and St. Paul campus.

The rooms listed below will have the technology upgrade package in place before the start of fall semester classes. All upgraded rooms have overhead data/video projectors, user-friendly laptop plug-in connections, VCRs, and other enhancements that faculty may choose to use in their teaching. All the rooms operate in the same manner using the same controls. Full details of the plan can be read at www.classroom.umn.edu/CLM3upgrade.htm.

Regular overhead projectors remain in all rooms for those who prefer them to the upgraded equipment.

Faculty and instructional staff may view operating instructions for the rooms by visiting the OCM home page, www.classroom.umn.edu, and selecting the button for "standard instructions for upgraded rooms." Detailed information is also available on the "rooms" page of the OCM Web site, under the classroom instructions resource.

Classroom Management representatives will conduct orientation sessions on the standard upgrade equipment and its operation at the dates and times below. Interested faculty and instructional or support staff are invited to attend.

Monday, August 28, 9–11 a.m., Blegen 10

Tuesday, August 29, 1–3 p.m., Ford B10

Wednesday, August 30, 9–11 a.m., McNeal 33

Classrooms equipped with technology upgrade package

East Bank

Akerman Hall 209 and 225
 Amundson Hall 162 and 240
 Electrical Engineering/Computer Science 3111 and 3115
 Folwell Hall 38 and 50
 Ford Hall B10, B15, and B80
 Mayo Memorial Building 100 and 125
 Mechanical Engineering 18 and 221
 Pillsbury Hall 110
 Science Classroom Building 125
 Scott Hall 4
 Smith Hall 231
 Vincent Hall 6 and 20
 Wulling Hall 140

West Bank

Anderson Hall 210, 270, 310, and 370
 Blegen Hall 5, 10, 425, and 435
 Hubert H. Humphrey Center 15 and 25

St. Paul

Borlaug Hall 365
 Classroom Office Building B25 and B35
 Green Hall 110
 McNeal Hall 33
 Vocational and Technical Education Building 380 and 385

Old mainframe goes to computer paradise

Three years ago, Enterprise Systems Project sponsors decided to run the new enterprise system on a client/server platform rather than on the campus's old IBM mainframe. The client/server platform allows for more complex on-line self-service processes and allows for "distributed" computing (putting data processing power on desktops throughout all campuses, resulting in better service and more information at the unit level).

As the new system was implemented, use of the mainframe decreased to less than 50 percent of its capacity. It was time for the legacy mainframe to be replaced by a smaller mainframe with the capacity to match today's workload. Cost savings are significant—about \$600,000 each year.

Major mainframe users—CUFS, University Libraries, APAS, and the Loan Management System—will use the new mainframe, but no significant new systems or databases will be developed on it. The new mainframe was installed July 23.

The old mainframe, according to technical staff, had a room-sized footprint of 170 square feet. The new one has a footprint of 12 square feet. Plumbers and electricians were called in to dismantle the complex cooling and electrical systems. Salvage operators then dismantled the mainframe. Since water-cooled mainframes are obsolete, the old IBM could not be sold.

Weisman commissions three temporary public-art-on-campus projects

Five artists will create temporary public art over the next three years in parking facilities, on the Washington Avenue Bridge, and at other sites at the University. The commissions, funded by the Jerome Foundation, are part of the Weisman Art Museum's Temporary Public Art Program.

Working as a team, University landscape architecture master's graduates Jennifer Chloe Gabrys and Nathan Anderson will address how parking affects the people who work and visit the University. With help from University architecture students, they will research and analyze the process of parking and incorporate elements associated with it—such as tickets, signage, audio announcements, and attendant booths—into their work.

Another artistic team, Charles Campbell and Steve Epley, will produce a series of performances at various sites around the University, places that they consider "hidden or not immediately public, invisible or unknown." They plan to collaborate with the departments of architecture, theatre arts, and dance

to develop the text, sound, and other performance elements. Campbell received a Ph.D. in theatre arts and dance from the University, and Epley holds a bachelor's degree in architecture from the University.

University students will help Jeanne Dietrick collect samples of campus "language and play" to be reproduced throughout the corridor of the Washington Avenue Bridge.

The Temporary Art in Public Places Program, initiated in 1995, exists to engage emerging Minnesota artists in creating temporary work outside of a museum setting.

California artist awarded public art commission from School of Social Work

California artist Harrell Fletcher was awarded \$36,000 to create a public art work at the University's School of Social Work on the St. Paul campus.

In a recent talk at the Weisman Art Museum, he described how his past work fits into this commission: "I feel like I have functioned as an amateur social worker while doing several of my

projects. I have worked with kids, developmentally disabled adults, office workers, students living in dorms, mall shoppers, and urban gardeners."

Fletcher's artistic approach and particular interest in people were factors in his selection from among 250 applicants. He is based in the San Francisco area and has produced collaborative and individual public artwork in a variety of media. His work is in the collection of the San Francisco Museum of Modern Art and has been exhibited across the country.

FOR MORE INFORMATION
Shelly Willis, public art on campus
coordinator
Weisman Art Museum, 625-9686

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

Laura Weber, senior editor

COMMUNICATIONS & PUBLICATIONS

110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213

Phone: 612-625-0552 Fax: 612-626-1754

E-mail: l-webe@tc.umn.edu

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

This publication is available in alternative formats upon request.

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

 Printed on recycled and recyclable paper containing 10 percent postconsumer material.

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems

September 2000, Vol. 24, No. 9

More new technologies coming to the U

While student service and human resource technical and functional staff continue to perfect the new PeopleSoft system, staff in other departments are busy planning new systems. Here's what's in store in the near future.

Libraries will join statewide system

For many years, the University's campus libraries have provided students and faculty with online catalogs and increasing numbers of electronic journals, abstracts, and reference materials. Because each campus runs its own catalog, however, it's been difficult to determine what other libraries have available.

MNLINK, the new statewide library automation system, currently provides a gateway through which all the public and academic libraries in Minnesota can be searched.

The next step is selecting a vendor for the new system that will link all public and private libraries in the state.

Deputy Librarian Charlene Mason said the new system will "allow us to provide easier access to the digital libraries' material, for both our users on campus and at a distance."

A big improvement will be the system's ability to store and retrieve digital media online, making art objects, illustrations, and oral histories easily available to users across the state. The system will go live in 2002.

More Web self-service

Students will be able to accept financial aid awards via the Web next semester, speeding financial aid processing and avoiding a complex, manual first-class mailing. Office of Scholarships and

Financial Aid Interim Director Nancy Sinsabaugh describes it as the first step toward a paperless financial aid process.

Coming soon is a self-service Web site where faculty and staff will be able to choose health plans and insurance during open enrollment, change/add coverage for dependents, and keep track of training and career development. Other features are planned as well.

As the new system is stabilized and as time and money permit, more services in the scholarship, financial aid, and billing areas will go online and more features will be added to the student, faculty, and staff One Stops.

Next PeopleSoft upgrade set for 2002

The next upgrade to the PeopleSoft system will be in two years. Major changes will include users entering and retrieving data via the Web, more "summary" panels being developed, a lot of navigation being eliminated, and desktop computers not having to be upgraded as frequently, since most processing will occur on Web application servers, not in the desktops.

New finance system in planning stage

CUFS will be the remaining large system on the University's mainframe computer after the libraries move to their new system. CUFS is an outdated system and is no longer supported by the vendor.

The finance project team surveyed the staff to gather requirements for the new financial system. The next step is to compile a request for proposals to identify potential vendors. The purchase and implementation of a new financial system will take two to three years to complete.

QUESTIONS OR CONCERNS?

Mark Powell, m-powe@umn.edu

Permission numbers available to departments via the Web

Departments can now generate their own list of permission numbers via the Web. In the past, departments had to wait for Office of the Registrar (OTR) to deliver lists to departments, often right before registration periods began. The new system will allow departments to provide faster and better service to students.

Class permission numbers via the Web will be accessed on the Management Reporting Web site, <www.umnreports.umn.edu>. All class permission numbers will expire at the end of the second week.

Reminder: Class lists are also available at the Web site above. The class list information may be as much as 36 hours old.

FOR MORE INFORMATION
Keri Mauch, Office of the Registrar
626-4561 or mauch002@umn.edu

Transcript fees increase

Fees for three types of transcript service increased on September 6. Regular transcript service is now \$5 per copy. Processing time for regular service is two to three working days; after processing, transcripts are sent via U.S. Mail.

Rush transcript service now costs \$10. Rush service guarantees the transcript will be issued to the student or placed in U.S. mail on the same day it is requested.

Fax service is also available for \$10 per copy. Fax service guarantees the transcript will be sent via fax and an official copy (certified and signed by the University Registrar, as are regular and rush transcripts) will be mailed on the same day it is requested.

Summer term enrollment, by campus

Complete summer term enrollment statistics will appear in the next issue of *The Record*.

Summer 2000 enrollment

Twin Cities	16,277
Crookston	476
Duluth	2,218
Morris	273
Total	19,244

Here are comparable figures for summer session I and summer session II 1999.

Summer session I 1999 enrollment

Twin Cities	12,584
Crookston	240
Duluth	1,684
Morris	121
Total	14,629

Summer session II 1999 enrollment

Twin Cities	6,380
Crookston	122
Duluth	954
Morris	99
Total	7,555

Combined SSI and SSII	22,184
------------------------------	---------------



Fall semester 2000 datebook

September

- 5 Fall semester classes begin
- 18 Last day for undergraduates and students in professional degree programs to apply for fall semester graduation.
- 22 Summer degree clearances due from college offices

October

- 1 Last day for students in the Graduate School to apply for participation in fall commencement ceremony
- 2 IUT and ICT application deadline for spring 2001
- 9 Honors list due from college offices
- 15 Graduate School application deadline for spring semester 2001
- 19-20 Half-term classes grade sheets delivered
- 31 Half-term classes grade sheets due to Office of the Registrar, 9:30 a.m.

November

- 2 Half-term classes grades available via the Web
- 13 Queued registration begins for spring semester and intersession 2001, continues through December 8
- 23-24 Thanksgiving holiday. Classes excused and University offices closed

December

- 7-8 Full-term classes grade sheets delivered
- 11 Open registration for spring semester and intersession 2001, through January 12
- 13 Last day of instruction
- 14 Study day
- 15-21 Final examinations
- 21 Fall semester classes end
- 25-26 Christmas holiday. University offices closed
- 29 Full-term classes grade sheets due to Office of the Registrar, 9:30 a.m.

January

- 3 Full-term classes grade available via the Web
- 22 Lack notice due
- 29 Clearances due from colleges

New federal guidelines describe refund/repayment of financial aid

New federal financial aid refund/repayment requirements have been mandated by the U.S. Department of Education, effective fall semester 2000. Federal financial aid, known as Title IV funds, include Unsubsidized Direct Loan, Subsidized Direct Loan, Federal Perkins Loan, Direct PLUS Loan, Federal College Work Study, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

In the event a student who received Title IV funds completely withdraws, is expelled, drops out, or otherwise fails to complete a period of enrollment for which charges are incurred, the University of Minnesota first determines whether or not the student attended any classes.

If the student **did not** attend any classes, overpayment provisions apply and 100 percent of the aid funds would be returned to the Title IV programs.

If the student attended **at least one**

class, regulatory repayment requirements apply. The University must calculate the amount of aid that was "unearned" at the time of departure from the University.

A student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. Unearned Title IV funds, other than Federal College Work Study, must be returned to the appropriate financial aid program.

For example, if a student remains enrolled for 40 out of 100 calendar days for a semester (calendar days are calculated including weekends and holidays), then that student has earned 40 percent of his or her aid. Using this example, 60 percent of the aid must be returned to the appropriate aid program(s). **A student who remains enrolled for at least 60 percent of the semester earns all of his or her aid for that semester.**

The responsibility for repaying unearned aid may be shared by the University and the student in proportion to the aid each is assumed to possess.

Reduction in the amounts of the above programs may create a balance due from the student to the University.

If the total amount of unearned aid is greater than what the University is required to repay, then the student is required to repay a portion of the unearned aid back to the appropriate aid program. Loans will be repaid according to the arrangements dictated on the promissory note. For grants, the student's obligation is automatically cut in half. Institutional aid will be treated the same as federal aid when calculating refunds and repayments.

FOR MORE INFORMATION
Heidi Patterson, Office of Scholarships and Financial Aid, 624-6586 or
patte045@sossgw.stu.umn.edu

Student Records system accommodates non-degree students taking grad courses

Individuals who are not necessarily interested in pursuing a graduate degree have always had the option of taking graduate courses at the University of Minnesota. The PeopleSoft Student Records system is able to serve such students through unique codes.

In PeopleSoft, students are assigned a "career" (level, such as undergraduate, graduate, or professional); a "program" (college, in most cases); a "plan" (major); and sometimes a "subplan" (options within a plan, such as minors or concentrations). Unique programs, plans, and subplans are used to properly classify non-degree students taking graduate courses and tie them to the appropriate tuition rate.

The career for these students is GRAD—the same as for graduate students pursuing a degree. The program is 99PRD. (PRD stands for professional development.) The 99PRD differs from other programs in the registration system in that it is not college-specific. The plans and subplans provide the specificity.

Each college with graduate programs has been assigned a plan for use with 99PRD. These plans all have the form "0041PRD_ _." The last two digits of these plans identify the college. The plan code is the same as the college code. For instance, chemistry would have the plan code 07, since the chemistry department is in the Institute of Technology (college code 07).

For colleges that use more than one tuition rate for graduate programs (e.g., Carlson School of Management), subplans have been created for each tuition rate.

Admissions and administration

The Graduate School is not involved in this enrollment option and, as with all enrollments, receives no tuition revenue. Students interested in taking graduate-level courses but not seeking a degree must work with the respective departments rather than the Graduate School to gain admission to non-degree status.

Directors of graduate studies or faculty set the criteria for admission to non-degree status in their programs.

Processing enrollment information

Processing the approved forms for the non degree-graduate credit program access and adding/changing student programs is limited to Office of the Registrar (OTR) Student Records staff.

On the Twin Cities campus, student and enrollment information must be collected using OTR's form, Request for Graduate Credit (for Non-Degree Seeking Students), located at <onestop.umn.edu/Forms/pdf/99PRD.pdf>.

TO SUBMIT COMPLETED FORMS OR FOR INFORMATION ABOUT SUBMISSION OPTIONS
Kalynn Nuorala, OTR
200 Fraser Hall, 625-6307

Koch will serve as interim director of Academic Counseling and Student Services, Intercollegiate Athletics

Laura Koch, professor and associate vice provost for First-Year Programs, will serve as interim director of the Office of Academic Counseling and Student Services (ACSS), Intercollegiate Athletics, beginning October 7. To assure a smooth transition, Koch will work closely with John Blanchard, who recently resigned as director. A search for a permanent director will be initiated later this month.

"Professor Koch is ideally suited to provide interim leadership to ACSS," said Craig Swan, vice provost for undergraduate education. "Her experience as a member of the mathematics faculty in General College and her scholarly work in math education give her extensive experience with a broad range of students. She is a recipient of the Horace T. Morse-Minnesota Alumni Association Award for Outstanding Contributions to Undergraduate Education and is a member of the University's Academy of Distinguished Teachers."

Koch has also been a leader in University governance. She served as chair of the Senate Committee on Education Policy and provided critical leadership during the University's transition to semesters. Koch earlier served as vice chair of the Assembly Committee on Intercollegiate Athletics and chaired the Subcommittee on Eligibility and Academic Progress and has been a fellow of the American Council on Education. She is a serious amateur marathon runner.

OTR wishes fond farewell to Jude Posely

The Office of the Registrar (OTR) bids a fond farewell to Jude Posely and thanks her for her contributions as communications coordinator for the Enterprise Project. She has faithfully informed the University community of changes and updates to the Enterprise Project over the past two years, including contributing many items to *The Record*. Posely's last day will be September 29.

New committee to advise OTR on graduate and professional schools' concerns

The Office of the Registrar has created a new committee: the Professional and Graduate School Registrar's Advisory Committee, composed of members from the professional and graduate schools.

"It has become increasingly evident over the past year that many needs of the professional schools and the Graduate School are inherently different than those of the undergraduate colleges," said Registrar Sue Van Voorhis.

The committee will not replace the long-standing Registrar's Advisory Committee, Van Voorhis said. The first meeting of the new committee will be held in 140 Nolte, from 1:30 to 2:30 p.m., October 3.

FOR MORE INFORMATION

Tina Falkner, Office of the Registrar
625-1064 or rovic001@tc.umn.edu

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

Laura Weber, senior editor
COMMUNICATIONS & PUBLICATIONS
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552 Fax: 612-626-1754
E-mail: l-webe@tc.umn.edu

The University of Minnesota is an equal opportunity educator and employer.
This publication is available in alternative formats upon request.
Contact Barb Carlson, Communications & Publications, 626-1785.

♻️ Printed on recycled and recyclable paper containing 10 percent postconsumer material.

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems

October 2000, Vol. 24, No. 10

New features added to Web registration system

The Web registration system is now easier to use. Key new features: fewer screens needed to add a class, "real time" class seat availability, explanations for holds, and a new link to the Enrollment Summary page.

The new features are a result of student comments. Students described the "add a class" process as cumbersome and requested "real time" class seat availability. More enhancements are on the way now that the new system is stable.

The new features in detail:

- **Fewer screens for adding a class.**

This was the biggest source of complaints from students. The page where students currently choose their grading basis and number of credits will now be the final "Enroll" screen. When students select their grading option and number of credits, they

click on a button titled "Yes—add."

This action will enroll a student if the student is eligible and the class is available. The "Current Enrollment by Term" screen will be returned with the student's enrollment for that term displayed.

- **Instant, "real time" seat updates in**

Class Schedule and section status reports directly from the system's database, unlike the former once-per-day update.

- **View Holds.** A column added to the screen, titled "Impact," displays the impact of the specific hold (e.g., hold registration, hold transcript).

- A new button, "View Enrollment Summary," links directly to **Enrollment Summary**. The button has been added to the "View Current Enrollment by Term" screen. Before the change, students had to log off the registration system to find the link.

An easier log-in/log-out process is coming in October. Unfortunately, only active students are able to access the Web Registration system, so staff can't log on unless they are enrolled in a class this semester. If you are enrolled, check out the new features at <www.onestop.umn.edu> and log onto the registration system using your Internet password and ID.

PLEASE SEND COMMENTS AND SUGGESTIONS TO Sue Van Voorhis, Office of the Registrar 625-8098 or vanvo002@tc.umn.edu

FOR TECHNICAL DETAILS

Kari Branjord, Web Development Team 625-6853 or branj002@tc.umn.edu

More course sections, fewer classrooms—but all accommodated

At a time of unprecedented numbers of course sections offered and classrooms off-line for construction, all unplaced fall semester 2000 courses were assigned classrooms before the start of the semester. This heroic effort was led by Nancy Peterson and Jan Christianson in the Scheduling Unit, Office of Classroom Management, Office of the Registrar. Peterson and Christianson were assisted by Sandie Carlson, Robert Wilson, and the rest of the scheduling team.

E-mail notifications of final room assignments were sent to students before the start of classes, greatly easing first-day anxieties of students.

Though homes were found for all courses, rooms that were less than desirable were pressed into service and less-than-optimal scheduling assignments had to be made. There were mismatches in class size versus room size. There were many more instructors who requested and needed technology-equipped rooms than there were rooms that could satisfy that requirement. However, maximum use was extracted from all available spaces. Temporary classrooms ranged from Klaeber Court office space to the somewhat-distant University Village residence hall. Classes were scheduled in the Institute of Technology (IT) dean's conference room and in many other meeting rooms across the Twin Cities campus.

The entire effort also required the assistance of scheduling representatives in many departments and colleges. In addition, Classroom Management would like to thank the following people who played a special role in finding a home for all courses: Karen LeBon, Planning and Programming; Michaelen Fox, EVPP; Karen Wolterstorff and Peter Hudleston, IT; Ann Waltner, Barbara Reid and Leslie Denny in the College of Liberal Arts. Many others helped—this was a collaborative effort.

The number of sections reached an all-time high this fall—13,571. This is

Interession registration will be connected to summer (not spring) term

Contrary to information published in last month's "Fall semester 2000 datebook" (*The Record*, September 2000), interession 2001 registration will **not** be connected to spring semester 2001 registration. Interession registration will be connected to summer term registration.

For the Twin Cities campus, interession registration will begin April 10, 2001, for admitted students, and April 17, 2001, for nonadmitted students.

Half-term grades due October 31, timely filing stressed

Half-term grades are due to the Office of the Registrar (OTR) by 9:30 a.m., Tuesday, October 31. OTR urges staff to remind faculty of the importance of turning in grades on time.

Late grade reports can negatively impact students in one or more of the following ways:

- Collegiate probation or suspension
- Denied athletic eligibility
- Denied scholarships
- Delayed graduation
- Delayed tuition reimbursement
- Financial aid probation or suspension
- Jeopardized honors status
- Loss of good student discount for insurance
- Loss of job opportunity
- Postponed admission to graduate school
- Denied lane changes (for teachers)
- Terminated Veteran's Administration benefits



Fall semester 2000 datebook

October

- 1 Last day for students in the Graduate School to apply for participation in fall commencement ceremony
- 2 IUT and ICT application deadline for spring 2001
- 9 Honors list due from college offices
- 15 Graduate School application deadline for spring semester 2001
- 16 Classroom Schedule Turnaround Documents (CSTDs) for interession and summer term 2001 due back from departments
- 19-20 Half-term classes grade sheets delivered
- 31 Half-term classes grade sheets due to Office of the Registrar (OTR), 9:30 a.m.

November

- 2 Half-term classes grades available via the Web
- 6 CSTDs for fall semester 2001 mailed to departments
- 13 Queued registration begins for spring semester 2001, continues through December 8
- 15 *Class Schedule* for interession and summer term 2001 loaded to One Stop; departments review for corrections
- 17 CSTDs for fall semester 2001 due back to OTR from departments
- 23-24 Thanksgiving holiday. Classes excused and University offices closed

December

- 1 Corrections to interession and summer term 2001 One Stop *Class Schedule* due to OTR; last date for processing of course changes submitted in ECAS to printed schedule
- 7-8 Full-term classes grade sheets delivered
- 11 Open registration for spring semester, through January 12
- 13 Last day of instruction
- 14 Study day
- 15-21 Final examinations
- 21 Fall semester classes end
- 25-26 Christmas and floating holiday. University offices closed
- 29 Full-term classes grade sheets due to OTR, 9:30 a.m.

January

- 3 Full-term classes grade available via the Web
- 5 *Class Schedule* for fall semester 2001 loaded to One Stop; departments review for corrections
- 22 Lack notice for due
- 29 Clearances due from colleges

Summer term 2000 registration highlights

Campus	Summer 00	SSI* 99	SSII* 99	Total summer 99
Twin Cities	16,277	12,584	6,380	18,964
Crookston	476	240	122	362
Duluth	2,218	1,684	954	2,638
Morris	273	121	99	220
Total	19,244	14,629	7,555	22,184

* SSI = summer session I; SSII = summer session II

Note: Registration status comparisons (continuing, intercampus, intracampus, etc.) are unavailable for summer 2000 because of lack of historical records in PeopleSoft.

Twin Cities colleges	Undergrad	Graduate	Professional	Nondegree
Agricultural/Food/Envir/Science	199	0	0	4
Architecture/Landscape Architecture	25	0	0	1
Biological Sciences	236	0	0	53
Carlson School of Management	335	592	0	8
Continuing Education*	318	0	0	2,859
Dental Hygiene	31	0	0	5
Dentistry	0	0	259	34
Education and Human Development	386	1,037	0	612
General College	232	0	0	0
Graduate School	0	1,879	0	347
Human Ecology	288	0	0	18
Humphrey Institute	0	0	0	7
Institute of Technology	1,039	0	0	37
Law School	0	0	122	17
Liberal Arts	3,326	0	0	85
Medical School	0	0	620	708
Medical Technology	24	0	0	0
Mortuary Science	46	0	0	0
Natural Resources	178	0	0	1
Nursing	17	0	0	0
Occupational Therapy	0	0	0	0
Pharmacy	0	0	138	9
Physical Therapy	0	0	0	1
Public Health	0	71	0	0
Veterinary Medicine	0	0	73	0
Twin Cities total	6,680	3,579	1,212	4,806

* College of Continuing Education (CCE), formerly University College. All CCE enrollments are now included. Students who were previously admitted as degree-seeking students in another college and who are now taking only evening school courses are counted in the college that enrolled them.

DATA SOURCE: Institutional Research and Reporting, 160 Morrill Hall, 624-4851

PeopleSoft Student Records Help Line changes

The PeopleSoft Student Records Help Line (612-625-2803) is now being handled by the staff in the Office of the Registrar (OTR)—Student Services Center in 200 Fraser Hall. The office also takes questions from students, departments, and colleges about OTR functions (e.g., how to access class permission numbers, class lists) and about registration and transcript processing.

On the Twin Cities campus, questions and problems related to student record maintenance should be directed to St. Paul OTR at 624-3731. (West Bank departments and colleges should call the West Bank Service Center at 626-9110.) This includes questions/problems related to degree processing, change of college processing, term activation, and student program/plan changes.

Staff who need training for PeopleSoft should refer to the training Web site at <www1.umn.edu/esptrain/> or contact <techteam@sossgw.stu.umn.edu>. All staff with PeopleSoft password or connection problems should call the Enterprise Help Desk at 612-624-0555.

Tools for advisers will be gathered on new Web site

The Office of the Registrar (OTR) and the Web Development Team are collaborating on an advising Web site, designed to centralize many tools frequently used by advisers. The site, developed out of discussions stemming back to 1997, can be accessed at <onestop.umn.edu/Advising/>.

OTR, the Web Team, and the campus advising community are also working together to bring the Portfolio project <portfolio.umn.edu> live to the Twin Cities, Morris, and Crookston campuses. Portfolio is a Web application available to students, staff, and faculty to manage personal, educational, and professional records online in a secure computing environment. A group of key advising constituents has begun a series of year-long meetings to implement the tool.

New positions for two Student 2000 staffers

Student 2000 Project's Carolyn Davidson and Connie LeMire have moved into new University jobs. Both worked in Student Security Services for the Student 2000 Project until it ended in July.

Davidson, a 23-year University employee, worked for Student Office and System Support (SOSS) and Student Security Services for 17 of those years. Her new position is information technical professional, Applications Development and Maintenance Group.

Connie LeMire, an eight-year University employee, was Student 2000 project assistant for three years before working on student security issues. She is now an information security analyst for Financial Systems Support.

Goodbye C&P, hello SSC

Communications & Publications, the department that produces *The Record* on behalf of the Office of the Executive Vice President and Provost, has a new name: Student Services Communications (SSC).

SSC began reporting to the Office of the Vice President for Institutional Relations in July. SSC's name change was effective September 1, the same date Institutional Relations changed its name to Office of University Relations.

Undergraduate publications usage surveyed

Twin Cities undergraduates and selected staff and faculty are being surveyed on their use of three University publications: *Class Schedule*, *Course Guide*, and *Undergraduate Catalog*. The survey is being conducted by Office of the Registrar (OTR) and Student Services Communications (SSC—formerly Communications & Publications; see item at left). OTR produces the *Class Schedule* and *Course Guide*; SSC produces the *Undergraduate Catalog*.

By participating in the survey, students and staff will contribute to the knowledge of how these publications are used and which aspects of the publications are most informative. The results will be used in planning improvements or modifications to the publications.

"We feel strongly that the results from this survey will lead to improvements that will benefit the University community," said Registrar Sue Van Voorhis. "We ask that staff who receive the survey to please take the time to complete it."

CLASSROOMS, from page 1

some-1,200 sections more than were held fall semester 1999. Complicating matters, a considerable amount of classroom space is off-line for construction, and many courses are being taught at times that are not in accordance with the Campus Assembly's approved time scheme for class hours. An additional extenuating factor is that some departments do not follow the guideline that calls for no more than 60 percent of courses to be scheduled during the 9 a.m. to 2 p.m. "prime time" period.

Colleges and departments can greatly help minimize unplaced courses by adhering to scheduling guidelines. They can further help by canceling under-enrolled courses much earlier in the scheduling cycle.

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, editor
Student Services Communications
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552 Fax: 612-626-1754
E-mail: l-webe@tc.umn.edu

The University of Minnesota is an equal opportunity educator and employer.
This publication is available in alternative formats upon request.
Contact Barb Carlson, Student Services Communications, 612-626-1785.

♻️ Printed on recycled and recyclable paper containing 10 percent postconsumer material.

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

M/W
8/26/00

The Record

News about admissions, records, and student systems

November 2000, Vol. 24, No. 11

Advisers meet to develop Portfolio, new Web tool

A group of Twin Cities and Duluth advisers explained the academic advising process to the Web Team and Office of the Registrar (OTR) staff in late September, the first step in developing Portfolio, a secure Web-based advising tool for saving, organizing, viewing, and sharing personal educational records. (Portfolio is live on the Duluth campus.)

The information on the advising process will provide a solid base from which to develop Portfolio. Although still in its early development phase, Portfolio is expected to provide professional and faculty advisers with access to advisee information currently only viewable in PeopleSoft. The Web interface will make the information more accessible than PeopleSoft and more current than paper records.

Information that advisers hope will be available on Portfolio includes previous academic records (including high school records), transfer credits, and enrollment summaries. Advisers who are interested in joining the core group to provide business expertise are encouraged to contact Tina Falkner at rovic001@tc.umn.edu or 625-1064.

Colleges, have a new minor? Let OTR know

Colleges must obtain Board of Regents' approval before a new major or minor can be added to the system. However, a minor can be created without Regents' approval if the college currently offers a major in that field. It is essential that any new minors created at the college level be communicated to the Office of the Registrar so they can be entered into the system. Staff are asked to work with curriculum committees to make sure this is done. Students cannot be cleared for graduation or admitted to a major or minor if the major or minor does not exist in the system. Please send new major or minor requests to Tina Falkner at rovic001@tc.umn.edu.

PeopleSoft training information is on the Web

PeopleSoft training dates through December 2000 are available at <www1.umn.edu/esptrain/rec_training.html>. To register for a session or to request special training sessions, send an e-mail to techteam@sossgw.stu.umn.edu.

Reminder: please do not share your PeopleSoft ID

The Office of the Registrar (OTR) training team has seen an increase in the number of staff who have shared their PeopleSoft ID and password with another person. OTR reminds staff that is against policy to share IDs. If staff members need training and are having difficulty accessing a training session, please call Terri Tuzinski at 625-3869.

Coffman construction delays affect OTR too

Recently announced setbacks in renovation plans for Coffman Memorial Union affect the Office of the Registrar; plans for the new student union include a fourth OneStop center.

What would you do if...

A parent calls and demands to know if her student's record contains any disciplinary actions. You get an e-mail from a reporter who wants to know if a student took a certain class in a certain year. What do you answer?

If you are not sure, it's time for a review of the University's policy on student records privacy. Federal law, state law, and Regents' policy govern access to student records. The Office of the Registrar publishes a handout of the complete policy, including suggestions for handling situations such as the hypothetical ones above. To receive a copy, or if you have questions about the release of data, contact Tina Falkner at rovic001@tc.umn.edu or 625-1064.

Public information

The following information is public, unless the student has requested nondisclosure (suppress):

Name, address, e-mail address, telephone number, dates of enrollment, enrollment status, major, adviser, college, class, academic awards and honors, degree received.

Students may suppress (1) address, e-mail, and phone number or (2) all information.

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 numbers, birth date, gender, grades, courses taken, schedule, test scores, advising records, educational services received, disciplinary actions, photographs, international status, holds and tracing flags (release if sufficiently screened).

Spring semester Class Schedule on the way

The Twin Cities campus spring semester *Class Schedule* will arrive at some college offices by October 25 and at all remaining college offices and departments by November 3. Distribution to students begins at University Bookstores on Monday, November 6. Registration for spring semester begins Monday, November 13.

UMD college changes name

The Board of Regents approved a name change at its October 12-13 meeting: the Duluth campus's University College will be known as Continuing Education.

University Community Fund Drive 2000 underway

"Rise to New Heights" is the theme for the 2000 University Community Fund Drive, now underway through November 10. Employees who contribute are eligible for prize drawings: early birds are entered in more drawings. Last year the University raised more than \$835,000, with 29 percent of all staff participating.

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, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: l-webe@tc.umn.edu

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

This publication is available in alternative formats upon request. Contact Barb Carlson, Student Services Communications, 612-626-1785.

♻️ Printed on recycled and recyclable paper containing 10 percent postconsumer material.



Fall semester 2000 datebook

November

- 2 Half-term classes grades available via the Web
- 6 CSTDs for fall semester 2001 mailed to departments
- 13 Queued registration begins for spring semester 2001, continues through December 8
- 15 *Class Schedule* for intersession and summer term 2001 loaded to One Stop; departments review for corrections
- 17 CSTDs for fall semester 2001 due back to OTR from departments
- 23-24 Thanksgiving holiday. Classes excused and University offices closed

December

- 1 Corrections to intersession and summer term 2001 *Class Schedule* due to OTR; last date for processing of course changes submitted in ECAS for printed schedule
- 7-8 Full-term classes grade sheets delivered
- 11 Open registration for spring semester, through January 12
- 13 Last day of instruction
- 14 Study day
- 15-21 Final examinations
- 21 Fall semester classes end
- 25-26 Christmas and floating holiday. University offices closed
- 29 Full-term classes grade sheets due to OTR, 9:30 a.m.

January

- 3 Full-term classes grade available via the Web
- 5 *Class Schedule* for fall semester 2001 loaded to One Stop; departments review for corrections
- 22 Lack notice for due
- 29 Clearances due from colleges

Datebook notes

- Appointment times for spring semester 2001 registration queues will be available on the Web beginning October 30. Go to www.onestop.umn.edu/Enrollment/enroll.html and click on "registration queue."
- Deadline for change of college applications for College of Liberal Arts for spring 2001 has been extended to November 1, 2000.
- Deadline for change of college applications for College of Agricultural, Food, and Environmental Sciences for spring 2001 has been extended to November 15, 2000.

MIN
R2003r

The Record

News about admissions, records, and student systems

December 2000, Vol. 24, No. 12

Data Warehouse provides alternative to batch transcripts

Because PeopleSoft batch transcript panels produce inconsistent results at this time, the Office of the Registrar (OTR) must run term-end transcripts with a method that can run only after regular business hours and that prints only 1,000 transcripts at a time. It takes approximately 35 minutes for each batch of 1,000 transcripts to run.

It takes three to four weeks to prepare the 47,000 transcripts for active University students (printing, sorting, and delivering). This is not adequate turnaround time for college offices to complete probation status and degree clearance. *For probation*, therefore, OTR suggests that colleges use the probation report, located under the student records report section in the Data Warehouse, or use the APAS Student Course Report. *For degree clearance*, use the APAS Student Course Report. Colleges can also print on-line transcripts from PeopleSoft for individual students.

Departments, colleges encouraged to print own class lists

Departments and colleges are encouraged to print their own class lists via the Data Warehouse. OTR will still print class lists, however, if a college or department does not wish to do so or does not have the staff to do so. To have class lists printed, call Lynn Jordan at 624-5729.

St. Paul colleges may pick up lists in 130 Coffey Hall. West Bank colleges may pick up lists in 130 West Bank Skyway, and East Bank colleges may pick up lists in 150 Williamson Hall. Colleges must pick up lists for all departments in their college and distribute them accordingly.

Web fixes improve registration process

Web fixes that went into production on Friday, November 3, include the following:

1. All May session courses are listed before summer session courses in each subject in the *Class Schedule*.
2. In "Current Enrollment by Term and Enrollment Summary," the default term is now "most future." For example, if a student logged onto the system to register on November 13, spring 2001 will be the default tab. If a student wishes to drop a course for fall 2000, they must use the fall 2000 tab.
3. The "Done" button should now return the student to the screen they were on when they entered Whistler. Previously, if a student selected the "Done" button they would be logged out of the system and might even need to shut down their browser. A security information screen appears after clicking on the "Done" button. The student then clicks on the "Continue" box and the "Enroll in Courses" menu screen appears. This fix enables students to select other menu options after they have registered and without having to log back onto the system.
4. The "Hold Impact" column is now added to the "View Holds" screen that pops up during registration. The previous fix was only to the outside link when a student clicked "View Holds."
5. A name of a specific instructor or a generic "Staff" can be listed for different sections of a course. Before the fix, there was no way to do this.

Classroom shortages continue for spring

What you can do to help

Classroom shortages at the University continue. The number of unplaced courses for spring semester currently stands at 137, down from the original number of approximately 350.

The shortage results from the increased number of sections under semesters and from rooms that are offline because of renovation. In each of the past three semesters, the Office of the Registrar's Office of Classroom Management (OCM), working in partnership with colleges and departments, was able to place all courses.

OCM requests that colleges and departments actively manage their registration and enrollments. If there are insufficient registrants for courses, the course cancellation decisions should be made *now*. If registrations indicate that projected enrollments are too high, the enrollment caps should be reduced now.

Departments can help by identifying low-enrollment courses that are assigned to classrooms and by moving them into departmental classrooms, conference rooms, or meeting spaces. Additional helpful actions are listed on the OCM Web site in the article entitled: "How can colleges and departments help eliminate unplaced courses?"

OCM is also actively looking for potential classroom space, even if that space requires improvements in order to be placed in service for instructional use. E-mail any suggestions to classrm@tc.umn.edu.

Intersession is now May session

May session is the new name for intersession, the three-week term that follows spring semester. The change has been endorsed by the Council of Undergraduate Deans. The 2001 May session will be held May 21 through June 8 (no class on May 28, Memorial Day).

The name "intersession" implied that courses were stand-alone, not connected to either spring or summer terms. The new name allows departments flexibility to use the May session to offer stand-alone courses or offer extended courses for spring or summer terms. May session enriches and expands upon the regular curriculum. Many courses are unique or experimental, and many incorporate methods especially suitable for intensive study.

Another reason for the change was the linking of May session to summer session for financial aid, certification, and registration. (See *The Record*, October 2000.) May session registration will begin April 10, 2001, on the Twin Cities campus for admitted students and April 17, 2001, for nonadmitted and visiting students. Degree application deadlines for summer term will be June 18, 2001.

The preliminary May session *Class Schedule* can be found at <www.onestop.umn.edu/Courses/schedule.html>. Contact the Office of the Registrar for further information at 625-5333 or otr@tc.umn.edu

Policy effects to be felt this spring

Effects of the policy on lapsing grades enacted by the University Senate last spring will be felt this spring. According to the policy "Uniform Grading and Transcript Work," a student may be assigned a temporary grade of "I" for an incomplete grade. For students other than graduate and professional students, an "I" will be converted automatically to an "F" or an "N" one year after the last day of final exams of the term in which the "I" was given. See <www1.umn.edu/usenate/policies/gradingpolicy.html> for the full text of the policy.



Datebook—fall semester and beyond

December

- 1 Corrections to May session and summer term 2001 *Class Schedule* due to OTR; last date for processing of course changes submitted in ECAS for printed schedule
- 7-8 Full-term classes grade sheets delivered
- 11 Open registration for spring semester, through January 12
- 13 Last day of instruction
- 14 Study day
- 15-21 Final examinations
- 21 Fall semester classes end
- 21 Fall commencement
- 25-26 Christmas and floating holiday, University offices closed
- 29 Full-term classes grade sheets due to OTR, 9:30 a.m.

January

- 1 New Year's holiday, University offices closed
- 3 Full-term classes grades available via the Web (see below)
- 5 *Class Schedule* for fall semester 2001 loaded to One Stop; departments review for corrections
- 15 Martin Luther King, Jr. holiday, University offices closed
- 16 Spring semester classes begin
- 22 Lack notice form due
- 22 Degree applications for spring semester 2001 graduation due in OTR
- 29 Degree clearances due in OTR from colleges
- 29-2/5 Degrees posted to student records

Datebook notes

- **Probation reports for fall semester** are scheduled to be run January 4, 2001, for Twin Cities undergraduate colleges. The reports will be available via the Web from the Data Warehouse, <www.umreports.umn.edu>.
- **Grades for fall semester** will be available to students via the Web on Wednesday, January 3 at <onestop.umn.edu/Grades/index.html>. Students can also access their grades via the Gopher Student Line at 624-5200 (press 1 for grade information). The University does not mail grades to students.

Office of the Registrar event will affect service

An all-staff event in the Office of the Registrar will affect service on Thursday, December 14. 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.

Fall semester 2000 registration highlights

Campus	Fall 2000	Fall 1999
Twin Cities	45,481	45,361
Crookston	2,775	2,464
Duluth	9,087	8,504
Morris	1,842	1,867
Total	59,185	58,196

By level and status	Twin Cities Fall 2000	All campuses Fall 2000
New high school	4,957	7,897
New advanced standing ..	2,071	2,725
New grad	2,674	2,866
New professional	729	781
New non-degree	2,348	3,742
Intercampus transfer	304	405
Intra-campus transfer	1,488	1,795
Continuing	29,879	37,768
Readmits	961	1,096
Unknown	70	110
Total	45,481	59,185

Twin Cities colleges	Undergrad	Graduate	Professional	Nondegree
Agricultural/Food/Envir/Science	988	369	0	16
Architecture/Landscape Architecture	167	193	0	3
Biological Sciences	1,114	249	0	33
Carlson School of Management	1,526	1,622	0	44
Continuing Education ¹	586	0	0	3,869
Dentistry (includes Dental Hygiene)	100	55	339	33
Education and Human Development	651	1,947	0	311
General College	1,913	0	0	2
Human Ecology	949	354	0	48
Humphrey Institute	0	212	0	4
Institute of Technology	4,138	1,933	0	246
Law School	0	0	725	21
Liberal Arts	13,991	1,606	0	378
Medical School ²	140	358	788	544
Natural Resources	511	100	0	16
Nursing	198	292	0	9
Pharmacy	0	75	472	13
Public Health	0	330	0	0
Veterinary Medicine	0	82	302	1
Unattributed	0	274	0	241
Totals	26,972	10,051	2,626	5,832

¹ College of Continuing Education (CCE), formerly University College. All CCE enrollments are now included. Students who were previously admitted as degree-seeking students in another college and who are now taking only evening school courses are counted in the college that enrolled them.

² Includes Medical Technology, Mortuary Science, Occupational Therapy, and Physical Therapy students.

DATA SOURCE: Institutional Research and Reporting, 160 Morrill Hall, 624-4851

More classrooms to receive technology upgrade

Engineers from the Office of Classroom Management (OCM) will be busy during winter break installing the general purpose technology upgrade package in five more central classrooms. The following rooms will have the tech upgrade package in place before the start of spring semester classes: 101 and 102 Fraser Hall, 495 Hodson Hall, 100 Smith Hall, and 35 Humphrey Center.

All upgraded rooms have overhead data/video projectors, user-friendly laptop plug-in connections, VCRs, and other enhancements that faculty may choose to use in their teaching. All the rooms operate with the same controls and in the same manner. Regular overhead projectors remain in all rooms for those who prefer them to the tech upgrade equipment.

Faculty and instructional staff may view operating instructions for these rooms by visiting the OCM home page <www.classroom.umn.edu> and selecting the button for "standard instructions for upgraded rooms." Detailed information is also available on the Rooms page of the OCM Web site, under "Classroom Instructions."

FOR PERSONAL ASSISTANCE OR ORIENTATION ON OPERATING THE TECH UPGRADE EQUIPMENT: OCM faculty liaison, 626-8650 or classrm@tc.umn.edu

Notes

- Carolyn Davidson's new position is security analyst/security administrator III in OIT Data Security, not information technical professional. Applications Development and Maintenance Group, as reported in the October issue of *The Record*.
- On page 142 of the spring semester 2000 College of Continuing Education catalog, the headings for resident and nonresident tuition rates are reversed. Figures under "non-resident" are resident tuition and vice versa.



THE TOP 40: LARGEST FALL SEMESTER 2000 CLASSES, TWIN CITIES CAMPUS



Enrollment	Course number and section	Course name
1. 692	Psychology 1001-1	Introduction to Psychology
2. 533	Economics 1101-17	Principles of Microeconomics
3. 525	Economics 1101-1	Principles of Microeconomics
4. 513	Biology 1001-50	Intro Biology I: Evolutionary and Ecological Perspectives
5. 432	History 1302W-1	U.S. History: 1880 to Present
6. 414	Anthropology 1001-1	Human Evolution
7. 359	Chemistry 1011-9	General Principles of Chemistry
8. 354	Biology 1009-1	General Biology
9. 352	Physics 1201W-100	Introductory Physics for Pre-Medicine and Biology I
10. 345	Chemistry 1011-1	General Principles of Chemistry
11. 325	History 1012W-1	World History: Age of Global Contact
12. 313	Chemistry 1021-9	Chemical Principles I
13. 312	Sociology 1001-1	Introduction to Sociology
14. 311	Food Science and Nutrition 1112-1	Principles of Nutrition
15. 308	Biology 1001-1	Intro Biology I: Evolutionary and Ecological Perspectives
16. 301	Theatre 1101W-1	Introduction to the Theatre
17. 292	Business Administration 1001-1	Introduction to Information Technology
tie 292	Chemistry 1021-1	Chemical Principles I
19. 282	Music 3480-1	Marching Band
20. 263	Psychology 3011-1	Introduction to Learning and Behavior
21. 261	Architecture 1401-1	The Designed Environment
tie 261	Biology 1009-30	General Biology
23. 252	Genetics, Cell Biology and Development 6103-1	Human Histology
tie 252	Interdisciplinary Medicine 6150-1	Human Gross Anatomy and Embryology
tie 252	Sociology 1001-11	Introduction to Sociology
26. 249	Pharmacy Practice 1002-1	Health Sciences Terminology
27. 248	Geography 1403W-1	Biogeography of the Global Garden
28. 240	Sociology 3111-2	Introduction to Crime and Criminal Justice
29. 239	Psychology 3101-1	Introduction to Personality
30. 237	Sociology 3111-1	Introduction to Crime and Criminal Justice
31. 234	Geology 1001-1	Dynamic Earth: Introduction to Geology
32. 229	Economics 1102-1	Principles of Macroeconomics
33. 228	Astronomy 1001-1	Exploring the Universe
34. 225	Chemistry 1021-17	Chemical Principles I
35. 221	Computer Science 1901-1	Structure of Computer Programming I
36. 217	Psychology 3604-1	Introduction to Abnormal Psychology
37. 216	Physics 1101W-100	Introductory College Physics I
38. 213	Biology 1009-50	General Biology
39. 209	Computer Science 1902-1	Structure of Computer Programming I
40. 206	English: Creative and Professional Writing 1101W-1	Introduction to Creative Writing
tie 206	Psychology 3031-1	Introduction to Sensation and Perception

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, editor
 Student Services Communications
 110 Williamson Hall
 231 Pillsbury Drive S.E.
 Minneapolis, MN 55455-0213
 Phone: 612-625-0552 Fax: 612-626-1754
 E-mail: l-webe@tc.umn.edu

The University of Minnesota is an equal opportunity educator and employer.
 This publication is available in alternative formats upon request.
 Contact Barb Carlson, Student Services Communications, 612-626-1785.

♻️ Printed on recycled and recyclable paper containing 10 percent postconsumer material.

6171
 PRISCILLA POPE
 MINITEX LIB INFO NETWORK
 15 ANDERSEN LIBRARY
 MPLS, WEST BANK