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UNIVERSITY OF MINNESOTA

The Record

News about admissions, records, and student systems

January 2001, Vol. 25, No. 1

A handy guide to registration numbers

As spring semester gets underway, here's a guide to the who, what, when, and where of class permission numbers.

Students may register on the Web throughout the semester, but will pay a fee. (See article on page 2 for details.)

Weeks 1–2 (January 16–29)

- Permission number issued by instructor or department. Use class permission number to
 - Override permission
 - Override class limit
 - Override prerequisites
- All class permission numbers expire at the end of the second week.
- Print a list of permission numbers from the Web at <www.umreports.umn.edu>.

Week 3–8 (January 30–March 9)

- Permission number granted by college.
- Use student-specific permission from the college to
 - Override permission
 - Override class limit
 - Override prerequisites
- Students must receive instructor approval, then go to their college to receive scholastic committee approval. College office then puts student's ID number under "class permissions" screen in PeopleSoft.
- Departments are not authorized to use the student-specific permission; the student must go to their college office.
- Students no longer need to bring the approved petition from the college to the Registration Center.

Week 9–15 (March 12–May 4):

- Permission granted by the college. Use student-specific permission from the college to
 - Override permission
 - Override class limit
 - Override requisites
- Students must receive instructor approval, then go to their college to receive scholastic committee approval. College office then puts student's ID number under "class permissions" screen in PeopleSoft.
- Departments are not authorized to use the student-specific permission; the student must go to their college office.
- Students no longer need to bring the approved petition from the college to the Registration Center.
- Students *can not* drop courses on the Web.



University of Minnesota Maroon and Gold Day Friday, February 23, 2001

In honor of the University's 150th birthday, the University is encouraging citizens from around the state to join the celebration by wearing maroon and gold on Friday, February 23.

Founder's Week February 18–25

For a full schedule of Founder's Week events, check <www1.umn.edu/sesqui/events/>.

Mark your calendar for annual GradFest

GradFest 2001 will be held from 10 a.m. to 6 p.m., Wednesday, April 4, and from 9 a.m. to 3 p.m., Thursday, April 5, in the University Field House.

GradFest delivers a one-stop source for graduation information, services, and products—in other words, "no hassle for your tassel!" GradFest officially kicks off the graduation season at the University and provides students with a fun and informative event to help them through the graduation process.

GradFest includes a mix of exhibits from University departments (e.g., alumni association, athletics, financial aid, and Graduate School) as well as non-University vendors who offer students help with their commencement planning and life after graduation.

Students visiting GradFest can have their graduation photos taken and resumes evaluated, make hotel reservations for their commencement visitors, and save on career and graduation party needs. GradFest is also the perfect time for students to pick up their caps and gowns, order graduation announcements, and begin preparing for commencement.

If you would like GradFest promotional materials to distribute to students or departments, please contact Kari Weidling at weidling@tc.umn.edu.

For further information about GradFest call the University of Minnesota Bookstores at 625-6564 or check out the GradFest Web site at <www.bookstore.umn.edu>.

Student Accounts Receivable extends hours

To provide better service to students, especially evening students, Student Accounts Receivable (SAR) has extended its hours. SAR's hours now match the extended hours of the Office of Scholarships and Financial Aid and the Office of the Registrar. Like those two offices, SAR is located in 200 Fraser Hall. SAR's new hours are—

Monday through Thursday—

8:00 a.m.—5:30 p.m.

Friday—8:00 a.m.—4:00 p.m.

Late registration fee reminder

Students whose initial registration is January 14–29 will be charged a \$50 late registration fee. If students' initial registration is after January 29, they will be charged a \$100 late registration fee.

Registration record set

On November 22, 2000, the Office of the Registrar processed a record number of adds/initial registrations/drops—22,000 transactions! Approximately 580 transactions were processed in one 10-minute period.

The Record

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

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Spring semester 2000 datebook

January

- 11 Fall 2000 dean's list available via Data Warehouse
- 16 Spring 2001 classes begin
- 16 Deadline for applications for change of program for nondegree-seeking IT and CLA students
- 22 Last day for undergraduates/professional students to apply for spring 2001 graduation
- 22 Last day for new and continuing students to cancel spring 2001 courses for 100 percent refund
- 22 Spring 2001 degree applications due at OTR
- 22–23 Spring 2001 first billing statement produced and sent to students
- 23 Instructor approval required to add a class for spring 2001
- 27 PeopleSoft implementation point—watch for possible system downtime
- 29 Degree clearances due from colleges for fall 2000
- 29 Last day for new and continuing students to cancel for 90 percent refund
- 30 Instructor and college scholastic committee approval required to add a class

February

- 5 Degree posting complete for fall 2000 diploma order
- 12 Last day to cancel for 50 percent refund (continuing students) or for 80 percent refund (new students)
- 13 College scholastic committee approval needed to cancel enrollment
- 13 First tuition installment due for spring 2001
- 19 Second spring 2001 billing statement produced and sent to students
- 19 Last day for new students to cancel with 70 percent refund
- 24 PeopleSoft implementation point—watch for possible system downtime
- 26–27 First half-session grade reports delivered to departments

March

- 1 Last day for Grad School students to apply for participation in spring semester commencement ceremony
- 15 Grad School application deadline for summer session 2001
- 26–30 Spring break
- 30 Floating holiday—University offices closed

April

- 10 Registration begins for May session and summer 2001 for current students
- 12 Registration begins for fall 2001
- 17 Registration begins for summer 2001 for nonadmitted students

May

- 4 Last day of instruction
- 5–6 Study days
- 7–12 Final examinations

Record

News about admissions, records, and student systems

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IMS provides useful student reports via the Web

A variety of useful student reports are available from Information Management Systems (IMS) at <www.umreports.umn.edu>. Here's a roster of current reports and some of their new features. A few tips:

- Staff must have access to private student data to access these reports.
- Most student reports are best printed in landscape format.
- Users experience fewer printing problems if they use Internet Explorer rather than Netscape.

Probation Report

This is a static report. Students listed and GPA information displayed will not change. The date that Office of the Registrar (OTR) ran the query in PeopleSoft for each campus appears at the top of the report.

What's new: Probation service indicators and adviser name are now displayed on the report. There is now an "all" prompt for CLA student advising communities. Students who changed colleges effective spring 2001 and whose fall grades make them eligible for probation will now appear on the new colleges report for fall (Twin Cities campus only). The link from individual student ID goes to the new Unofficial Academic Record Report. The address link now has last, first, and middle names as separate fields for ease of mail merges after downloading the files.

NAVIGATE:

Click on the link from My Page, OR My Page —> Working —> With Instruction —> Student Records —> Probation

Unofficial Academic Record

This new report provides additional

information not available on the transcript. It is a tool for academic advisers. To get the report, enter an ID number or search by student name. The report lists demographic information, primary college, major, service indicator and student groups, student level, adviser, University degrees awarded (if any), number of transfer credits (if any), term by term course information (including quarter courses before fall 1999), running cumulative GPA for each term, and summary information. The report provides graduate and undergraduate records for students who have both. The report is available to run for individual students.

What's new: Staff can request a batch of unofficial academic records for up to 25 students. Use the new check box next to the ID numbers of students on the following reports: Probation, Registered Student Roster, and Grade Roster. A PDF file allows staff to view or print the records of the selected students.

NAVIGATE:

My Page —> Working —> With Instruction —> Student Records —> Unofficial Academic Record

Registered Student Roster

This report lists students registered for the selected term and college and replaces the old major/adviser reports. Users are prompted to select one of the following combinations: term, campus, college, and one major: "ALL" majors in the college; one CLA advising community student group; or "ALL" advising groups. The report displays major(s), minor(s), adviser, term and

Students need college office permission to add classes at this point

After January 30, instructors and staff working in department offices may no longer grant permission to add a class. (See <onestop.umn.edu/Registrar/permission_spring01.html>.)

If students want to add a class now, instructors and department staff may give students written permission to support a petition to add the class. Students bring the written permission to their college office. It is important to note that these requests are not routinely approved by the college office, even with written permission from the instructor and/or department.

Staff in college offices authorized to approve petitions to add courses after the end of the second week should use a student-specific permission. Instructions for adding student-specific permissions are available at <www1.umn.edu/registrar/training/manuals/preregistration/index.html> or from the Student Records Help Line at 625-2803.

According to the University of Minnesota Uniform Cancel/Add Policy <www.onestop.umn.edu/Registrar/reginformation/canceladd.html>, the last day for students to add courses for spring semester was January 29. Class permission numbers were removed from the system before the start of business on January 30.

All students will be on same tuition refund policy by fall 2001

A new tuition refund policy will be effective fall 2001. Currently, new and continuing students follow different schedules. Under the new policy, all students will follow one tuition refund schedule.

The new tuition refund policy:

Week 1—100 percent

Week 2—90 percent

Weeks 3 and 4—50 percent

Weeks 5 through 8—25 percent

After week 9—no tuition refund

The policy has been approved by both the Council of Undergraduate Deans and the Office of the Executive Vice President and Provost. Students will be informed of this policy change via the Web and *Class Schedule*, postings in Student Service Centers, and advertisements in the *Minnesota Daily*. If you have any questions about this policy, please call Tina Falkner at rovic001@umn.edu or 625-1064.

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May

- 4 Last day of instruction
- 5–6 Study days
- 7–12 Final examinations

Free bagels on Maroon and Gold Day, February 23

In honor of the University's 150th birthday, the University is encouraging citizens from around the state to join the celebration by wearing maroon and gold on Friday, February 23. Beginning at 8:45 a.m. that day, students, staff, and visitors can enjoy a maroon and gold bagel, served by University Relations staff, outside of University Bookstores in Williamson Hall on the East Bank. See <www1.umn.edu/sesqui/events/maroongoldday.html> for more information on Maroon and Gold Day, and see page 4 for a complete schedule of University Founders Week activities, February 18–25.

REPORTS, from page 1

cumulative credits, and term and cumulative GPA. Link to Registered Student Addresses, Honors Subplans Report (shows just the honors students on the list), and Students with Subplans Report (shows all students on the list with any subplans). IMS is working on a similar report that will list students whether or not they are registered and that will provide last term registered.

NAVIGATE:

Click on the link from My Page, OR My Page → Working → With Instruction → Student Records → Registered Student Roster

Grade Roster

This replaces the "D Grades" report. Users are prompted to select term, campus, college, major, and grade(s) of interest. Six grades at a time may be selected. A request, for example, might be biology majors with A, A-, I, and blank grades.

NAVIGATE:

My Page → Working → With Instruction → Student Records → Grade Roster

Class Lists for Instructors

This report is for instructors to pull class lists for individual sections of a course. Instructors are prompted to select term, campus, designator, class, and section. The report lists ID, name, units taken, grading basis, student level, student college, and e-mail address. If a student has requested directory suppression, the word "suppressed" replaces the e-mail link. A link provides information on students registered in cross-listed courses.

What's new: A link provides associated section information for students. For example, you can now see the associated labs or discussion sections for students registered in a lecture section of a course. After the second week of the term, when Ws appear on transcripts, the report tracks students who have dropped. The student's e-mail address link is replaced with "WTH" and the date of withdraw. The total count at the bottom of the report includes Ws and breaks out the number of withdraws. The Class Lists for Departments and

Still using old forms?

Students and staff still submit many old forms to the Office of the Registrar (OTR). Please take a few moments and look through your OTR forms. If they have not been updated for semesters or are dated with a year that begins "19" rather than "20," they are old forms and should be recycled. If you need new forms, please call Debbie Henderson, 625-9019.

Two new degree-confer dates added

OTR will confer degrees on two additional dates, in response to requests from the University community. The new dates will be in early June and the end of May session.

Web cam installed in 200 Fraser

A Web camera has been installed that provides a current picture of the registration center in the 200 Fraser Student Service Center. The picture may be viewed at <www1.umn.edu/registrar/fraser_webcam.html>.

Bob Hammel, longtime OTR employee

Bob Hammel, a 30-year University employee, who retired in 1993 as OTR's assistant director of operations, died on January 31.

Colleges report has not been changed.

NAVIGATE:

Click on the link from My Page, OR My Page → Working → With Instruction → Class Rosters → Class Lists for Instructors

Permission Numbers

What's new: Multiple sections or all the sections for all classes in a designator may be printed at once. The report has been reformatted to allow room to write in student's name next to the permission numbers. Instructor name has been added. The numbers now appear in the order they were generated in PeopleSoft instead of being listed in numerical order.

NAVIGATE:

Click on the link from My Page, OR My Page → Working → With Instruction → Enrollment Management Reports → Permission Numbers for Departments

Directory Information

This report is for University staff who do not have access to PeopleSoft or private data and who need to quickly look up public information on individual students. Search for a student by name and get their college, campus, major, adviser, class level, enrollment status, last term registered, current (mailing) and permanent addresses, e-mail address, and directory suppres-

sion status. (No address or e-mail information is listed if the student has requested directory suppression.)

NAVIGATE:

My Page → Working → With Instruction → Student Records → Directory Information

More reports being developed

IMS is developing several student reports that they hope to have in production during spring semester.

- Diploma Holds report will help OTR identify graduated students with financial holds on their records who should not have their diplomas mailed to them.
- Degree Candidate report will list recent grade activity students who did not finish in their expected graduation term.
- Degree Roster report will list all the students who graduated, by college, for a particular term.
- Degree Applicant report will list the students who have applied to graduate.
- Complete Cancellation report will list students who have completely cancelled their registrations for a specific term.

IMS is also working to provide aggregate data on students, including fall 1999, fall 2000 "stix," course inventory (old tables 1 through 9), and grade distribution information.

University of Minnesota Founders Week events—February 18-25, 2001

Sunday, February 18

Martin Luther King, Jr., Concert
2 p.m. Free. Ted Mann Music Hall

Featuring Reginald T. Buckner Memorial Ensemble, followed by "Songs of the Century," performed by local jazz artists. Vocalists include Yolanda Bruce, Cookie Coleman, Debbie Duncan, Bruce Henry, Doris Hines, Carole Martin, Paul Peterson, and Dennis Spears. Musicians include Adi Yeshaya, Gordy Johnson, Phil Hey, and Dave Karr.

Tuesday, February 20

Vern Sutton, tenor
7:30 p.m. Free. Ted Mann Music Hall

A faculty recital by Sutton, accompanied by guest pianist Keith Weber. Songs by U of M alumni, faculty, former faculty, and students.

Wednesday, February 21

Ted Mann Musicians
7:30 p.m. Free. Ted Mann Music Hall

Instrumental chamber music by Minnesota composers.

Birthday at the Capitol,

11–11:30 a.m., Minnesota State Capitol Rotunda

A public celebration at the Minnesota State Capitol with government and University officials. The sesquicentennial traveling exhibit will be on display from February 15 through March 2 in the North Hall of the Capitol. The display features hundreds of pictures and objects that tell the story of the University's first 150 years.

Thursday, February 22

U of M Symphonic Wind Ensemble and Symphonic Band
7:30 p.m. Free. Ted Mann Music Hall

Wind band works by Minnesota composers. Craig Kirchoff and Jerry Luckhardt, conductors.

Thursday, February 22–Saturday, February 24

"Designing Research for Change: The Role of Research and Researchers in Affecting Change Within Communities"

(part of the President's Sesquicentennial Conference Series)

Hubert H. Humphrey Center

A participatory workshop on the "knowledge gap" between what the scientific community knows and what policy makers, communities, and citizens know about research findings, a gap that may affect their decisions and quality of life.

Friday, February 23

Maroon and Gold Day in Minnesota

(See page 2.)

U of M Jazz Ensembles I, II, and Combos

7:30 p.m. Free. Ted Mann Music Hall

Jazz by Minnesota composers, directed by Dean Sorenson.

President's Anniversary Tribute

11:45 a.m.–1:00 p.m. Free. Northrop Memorial Auditorium

A special public anniversary celebration featuring college and university presidents from across Minnesota, the Big 10, and tribal colleges. Special guest speaker is two-time Pulitzer Prize-winning *New York Times* columnist and author of *The Lexus and the Olive Tree*, Thomas L. Friedman.

Friday, February 23–Saturday, February 24

Twin Cities Regional Science Fair

Friday, 4–9 p.m.; Saturday 8 a.m.–9 p.m., Field House, 1800 University Ave. S.E.

The Science Fair, which is in its 63rd year, attracts more than 2,500 Twin Cities teachers, parents and high school science students in a showcase of science education and achievement. This is the first year the University will host the Science Fair.

Friday, February 23–Tuesday, May 29

Weisman Art Museum, "Cabinet of Curiosities"

Reception, 7–10 p.m., February 23

Hundreds of rarely seen historical objects borrowed from individual collections across the Twin Cities campus will be shown at the Weisman. The treasures will be displayed in cabinets similar to the 16th century's "cabinet of wonders." The objects range from rare books to drawings, medical devices, figurines, furniture, and computers.

Saturday, February 24

Sesquicentennial President's Concert

7:30 p.m. Free. Ted Mann Music Hall

University Symphony Orchestra, Akira Mori, conductor. "Ein Heldenleben," by Richard Strauss. The Craig and Janet Swan Sesquicentennial Composition Competition winner will be announced, and the winning composition will be performed. The winner of the 2000–01 University of Minnesota Symphony Orchestra Concerto Competition will also perform.

A Blast From the Past: The Bell Museum Celebrates 150 Years of Minnesota History
11 a.m.–4 p.m., Bell Museum of Natural History

Costumed performers will use the museum's dioramas and natural objects to show how Minnesota's landscapes looked 150 years ago. Characters from different eras will relate what life was like for them at the University of Minnesota.

Sunday, February 25

"Music for a Grand Space," U of M Concert Choir and Brass Choir
2:30 p.m. Free. Cathedral of St. Paul, 239 Selby Avenue, St. Paul

A celebratory concert in one of the most magnificent settings in Minnesota. Kathy Saltzman Romey and David Baldwin, directors.



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The Record

Office of Student Finance created to streamline student services

Nancy Sinsabaugh, formerly interim director of the Office of Scholarships and Financial Aid (OSFA) at the University of Minnesota, Twin Cities, is now the interim director of the new **Office of Student Finance** (OSF), which oversees three offices recently merged into OSF:

Scholarships and Financial Aid, Student Accounts Receivable, and Student Loan Collections. The reorganization facilitates the one-stop service concept of the Student Services Centers located on each of the Twin Cities campuses. Cross-training between OSF units is planned, according to Sinsabaugh.

Extended hours for Student Services Center announced

The Student Services Center in 200 Fraser Hall will extend service hours during the first two weeks of fall and spring semesters (excluding Fridays), beginning with fall semester 2001. The new hours are part of an ongoing effort by the Office of the Registrar and Office of Student Finance to provide better student service.

Hours for the first week of fall and spring semester will be 8 a.m. to 6 p.m. For fall 2001, the extended hours will be in effect Tuesday, September 4 through Thursday, September 13. Beginning Monday, September 17, regular service hours of 8 a.m. to 5:30 p.m., Monday through Thursday, and 8 a.m. to 4 p.m., Friday, will be resumed.

Phone service is available from 8 a.m. to 4 p.m., Monday through Friday. Students may call 612-625-8500 to

speaking with a student accounts counselor, 612-624-1665 to speak with a financial aid counselor, or 612-625-5333 to speak with a registration counselor.

Student services provided in the center include walk-in counseling for issues related to billing and payments, financial aid, and registration. Online information, including student service access, college catalogs, and class schedules, is available at <www.onestop.umn.edu>. The Student Services Center has 20 self-service computers available that provide Internet access. Printed publications, brochures, and forms, including the 2001-2002 *Scholarships and Financial Aid Handbook*, the federal *Student Guide to Financial Aid*, and the FAFSA, are also available for pickup at the center.

Basic spring semester 2001 enrollment figures released

The Office of Institutional Research and Reporting will no longer issue paper versions of the Official Registration Statistics report; the statistics are available at <www.irr.umn.edu>. Complete fall 2000 statistics are now available at the site. Spring 2001 will be on the site soon. Here are basic spring semester 2001 counts by campus and level.

Campus/level	Spring 2001	Spring 2000
Crookston		
nondegree-seeking	1,240	1,064
undergraduate	1,077	977
Duluth		
graduate	511	533
nondegree-seeking	617	428
professional	106	108
undergraduate	7,269	6,941
Morris		
nondegree-seeking	98	94
undergraduate	1,676	1,684
Twin Cities		
graduate	9,987	9,418
nondegree-seeking	5,577	5,255
professional	2,540	2,569
undergraduate	25,290	25,163

Course Guide will be leaner for fall 2001

Beginning with the fall 2001 issue, the printed *Course Guide* will contain only those courses for which information has been submitted. Courses that used to be published without any information (and with the statement that students could contact the instructor or department for information) will continue to be published on the Web. The change is in response to both a recent survey of students and staff that assessed the usefulness of printed publications and to the rising cost of printed materials.

Fall semester 2001 Class Schedule on the way

The fall 2001 *Class Schedule* is scheduled to arrive in many college offices on March 26 and in remaining college and department offices by April 4. Distribution to students at University Bookstores begins on Thursday, April 5. Registration for fall semester begins on Thursday, April 12.

Correction

Incorrect information provided to *The Record* resulted in an error in the new tuition refund policy reported in the February issue. It is after week 8, not 9, that no tuition refund is given.

Here is the correct policy:

Week 1—100 percent

Week 2—90 percent

Weeks 3 and 4—50 percent

Weeks 5 through 8—25 percent

After week 8—no tuition refund



Spring semester 2001 datebook

March

- 1 Last day for Graduate School students to apply for participation in spring semester commencement ceremony
- 13 College scholastic committee approval needed to cancel enrollment *
- 15 Grad School application deadline for summer session 2001
- 26–30 Spring break
- 30 Floating holiday—University offices closed

April

- 5 Fall 2001 *Class Schedule* available at University Bookstores
- 10 Registration begins for May session and summer 2001 for current students
- 12 Registration begins for fall 2001
- 17 Registration begins for summer 2001 for nonadmitted students

May

- 4 Last day of instruction
- 5–6 Study days
- 7–12 Final examinations
- 8 Grade rosters delivered to departments
- 12 End of spring semester
- 17 Grade rosters due to OTR by 9:30 a.m.
- 21 Grades available on the Web

May session 2001 datebook

May

- 21 May session begins
- 28 Memorial Day holiday. Classes excused and University offices closed

June 2001

- 8 May session ends

* Note: this date was erroneously published last month as February 13.

Office of the Registrar unveils new Web site

The Office of the Registrar has unveiled its new and improved Web site. The site is located at <www1.umn.edu/registrar/>.

Please check it out and send any feedback to Tina Falkner at rovic001@umn.edu.

Challenging FERPA questions sought for new handbook

OTR is creating a Family Education Rights and Privacy Act (FERPA) training module to further educate departments on campus. Please forward any challenging questions you or your staff have received regarding student rights and privacy to Tina Falkner at rovic001@umn.edu.

Staff transitions

A fond farewell to Mary Jo Shamp

Mary Jo Shamp retired from OTR on February 2, 2001. Shamp began working in the OTR record maintenance unit 22 years ago, and later held various other positions in the OTR administrative unit.

In her most recent position, Shamp was primarily responsible for certifying the eligibility of University student-athletes. During last year's NCAA investigation, OTR was commended for Shamp's tremendous record keeping and integrity. Shamp looks forward to spending more time with her family. "She will be missed by everyone who worked with her," said Registrar Sue Van Voorhis.

Welcome to Tracy Fischer

Tracy Fischer has taken over student-athlete eligibility certification duties formerly held in OTR by Mary Jo Shamp. Before joining OTR, Fischer worked for the Office of Scholarships and Financial Aid as a financial aid counselor for study abroad students. As a graduate student in sports psychology in the College of Education and Human Development, Fischer held a research assistantship at the Mayo Clinic Sports Medicine Center. She continues to work with local athletes and to conduct, present, and publish research on athletes.

Record editor moves to General College

Laura Weber, senior editor, Student Services Communications, and editor of *The Record* since 1993, will become communications coordinator for General College in mid-April.

Boynton to offer free financial counseling to students, staff

Free financial counseling services are now available to University students at Boynton Health Service. Counseling is provided by staff from Lutheran Social Services (LSS). The counselors are housed in N410 Boynton, in the mental health department, on Fridays only. Two counselors will rotate in providing the service: Daryl Dahlheimer, a licensed clinical social worker, and Karen Morrissey, an educator.

This service is being provided at Boynton to students only, though faculty and staff can also receive services at LSS's other Twin Cities' sites or by phone. There is no cost for the counseling service, though there are costs to the client if debt repayment services are requested.

Interested students, faculty, and staff may arrange appointments by calling 1-888-577-2227, toll-free.

Annual GradFest set for April 4-5 in the Field House

GradFest 2001 will be held from 10 a.m. to 6 p.m., Wednesday, April 4, and from 9 a.m. to 3 p.m., Thursday, April 5, in the University Field House.

GradFest is a one-stop source for graduation information, services, and products and officially kicks off the graduation season at the University.

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For further information about GradFest, call the University of Minnesota Bookstores at 625-6564 or check out the GradFest Web site at <www.bookstore.umn.edu>.

THE TOP 40: LARGEST SPRING SEMESTER 2001 CLASSES, TWIN CITIES CAMPUS

Enrollment	Course number and section	Course name
1. 694	Psychology 1001-1	Introduction to Psychology
2. 456	Biology 1001-50	Introductory Biology I: Evolutionary and Ecological Perspectives
3. 399	Anthropology 1001-1	Human Evolution
4. 355	Economics 1101-1	Principles of Microeconomics
5. 329	Economics 1102-13	Principles of Macroeconomics
6. 320	Biology 1001-1	Introductory Biology I: Evolutionary and Ecological Perspectives
7. 313	Biology 1009-1	General Biology
8. 308	History 1301W-1	U.S. History to 1880
9. 306	Chemistry 1021-17	Chemical Principles I
10. 304	Chemistry 1011-1	General Principles of Chemistry
11. 297	Psychology 3666-1	Human Sexuality
12. 295	Physics 1202W-100	Introductory Physics for Premedicine and Biology II
13. 278	Chemistry 1021-9	Chemical Principles I
14. 276	Pharmacy Practice 1002-1	Health Sciences Terminology
15. 272	Economics 1101-17	Principles of Microeconomics
16. 268	Geology 1001-2	Dynamic Earth: Introduction to Geology
17. 266	Computer Science 1901-1	Structure of Computer Programming I
18. 249	Landscape Architecture 3501-1	Environmental Design and Its Biological and Physical Context
19. 237	Geology 1001-1	Dynamic Earth: Introduction to Geology
tie 237	Sociology 3111-2	Introduction to Crime and Criminal Justice
21. 228	Food Science and Nutrition 1112-2	Principles of Nutrition
tie 228	Physics 1301W-200	Introductory Physics for Science and Engineering I
23. 220	Chemistry 1021-1	Chemical Principles I
24. 218	Physics 1302W-300	Introductory Physics for Science and Engineering II
25. 211	Biology 1009-30	General Biology
26. 210	Economics 1102-1	Principles of Macroeconomics
27. 209	Interdisciplinary Medicine 3001-1	Human Anatomy
28. 206	Chemistry 2301-2	Organic Chemistry I
29. 205	Physics 1101W-100	Introductory College Physics I
30. 203	Chemistry 2302-1	Organic Chemistry II
tie 203	Geography 3101-1	Geography of the U.S. and Canada
32. 199	Physiology 6051-1	Systems Physiology
tie 199	Sociology 3111-1	Introduction to Crime and Criminal Justice
34. 198	Psychology 3051-1	Introduction to Cognitive Psychology
35. 197	Architecture 3412-1	Architectural History Since 1750
36. 192	Chemistry 1022-9	Chemical Principles II
tie 192	Theatre 1101W-1	Introduction to the Theatre
38. 191	Psychology 3604-1	Introduction to Abnormal Psychology
tie 191	Chemistry 2311-1	Organic Lab
tie 191	Cultural Studies and Comparative Literature 3175-1	Comedy: Text and Theory
tie 191	English 1001W-1	Introduction to Literature: Poetry, Drama, Narrative


The Record

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

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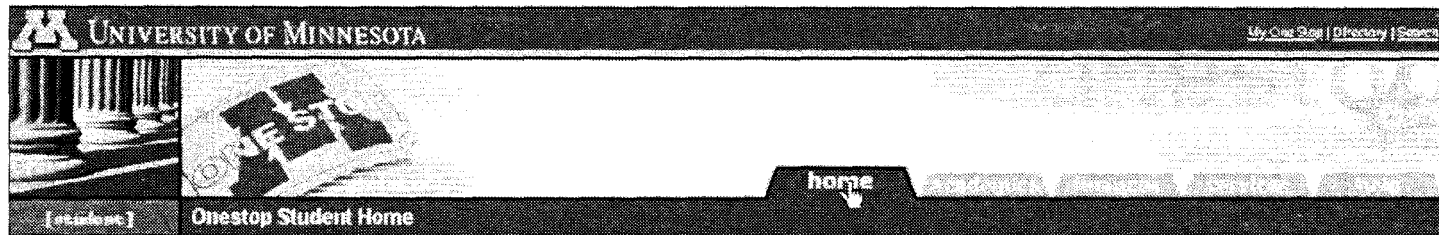
The Record

News about admissions, records, and student systems

July 2001, Vol. 25, No. 5

Students' One Stop gets a facelift

onestop.umn.edu/Student/index.html



One Stop's student home page is getting a two-part facelift. Stage one is in progress, in which all current One Stop pages in the student section are being converted to the new design. In stage two, the site will be reorganized according to the topical areas Academics, Finances, Services, and Help.

The new top-level page for the Office of the Registrar (OTR) is located under Academics. The address for OTR is <http://onestop.umn.edu/registrar/index.html>.

What does this mean for you? If you depend on communicating information

to students, you should know that all registration- and course-related One Stop assets have moved to OTR's area under Academics. One Stop Student Home includes links to new addresses that can be accessed by clicking on the Academics tab as well.

If you have links on pages that point to any registration- or course-related system or file or One Stop, please be aware that the links have changed! Redirects have been put on the existing top-level index pages to help with the transition. When creating new communications, please use the new addresses.

Explore the new One Stop student pages for more specific addresses that fit your needs and call either Steve Mueske at 626-0550 (Web Development) or Jeremy McNevin at 626-7649 (OTR) for more specific information.

The Finances section is being constructed by Donna Weispfenning in the Office of Student Finance. If you have concerns about specific files for this area, please call Steve at 626-0550 or Donna at 624-1606.

Office of Enrolled Student Services created July 1

The new Office of Enrolled Student Services was created July 1, encompassing the Office of the Registrar (OTR) and the Office of Student Finance (OSF). OSF recently unified Scholarships and Financial Aid, Student Accounts Receivable, and Student Loan Collections.

OTR director Sue Van Voorhis will assume expanded responsibilities as registrar and director of the new office. Nancy Sinsabaugh has agreed to continue as interim OSF director through June 30, 2002. Nancy provided critical leadership during major changes at OSF over the past two years.

"The new Office of Enrolled Student Services is an important step on the road to full implementation of the concept of one-stop student services," vice provost Craig Swan said in an announcement May 15. "As the new student system has matured, now is an appropriate time to bring what had been separate offices under unified leadership.

"Because of her commitment to service for students, staff, and faculty, Sue Van Voorhis is an ideal person to provide leadership for one-stop student services."

Please call Sue at 625-8098 with questions about the new office.

U leads in paperless financial aid

The University of Minnesota began to offer paperless financial aid July 1. Office of Student Finance interim director Nancy Sinsabaugh estimates the office will reduce the amount of paper used by a million sheets a year.

The *Star Tribune* carried the story. "'U' financial aid will go paper free," April 26, on page 1, and *The Chronicle of Higher Education* ran "U of Minnesota moves application process for federal student aid to the Web," April 24. The University's news release (April 19) is posted on the Web at www1.umn.edu/urelate/newsservice/newsreleases/01_04paperless.html.

Redesigned OTR forms coming soon

The Office of the Registrar staff has been redesigning many frequently used forms. The new forms are a result of (1) implementation of undergraduate policies and (2) business process redesign.

The following redesigned forms will be available in mid to late July:

- Application for Degree
- Application for Undergraduate

Change of College and Application for Admission to a Second Undergraduate Degree Program (*combined on one form*)

- Record Change Form

Colleges and departments should contact Debbie Henderson at d-hend@umn.edu or 625-9019 to receive a new supply. Be sure to include your address and a quantity. Please remember these forms are for college and department use only.

Students may obtain the two application forms from any Student Services Center, or they can download them from One Stop on the Web at <www.onestop.umn.edu/Forms/index.html>.

Joint meeting August 8 for RAC/PRAC/AAN

The Office of the Registrar will host a meeting for the Registrar's Advisory Committee (RAC), the Professional and Graduate Registrar's Advisory Committee (PRAC), the Academic Advising Network (AAN), and other interested department staff on Wednesday, August 8, from 8:30 a.m. to noon, in 130 Murphy Hall (journalism). An agenda will be distributed by e-mail in early August. Continental breakfast will be served at 8:30 a.m., and the meeting will begin at 9:00 a.m. For more information contact Tina Falkner at rovic001@umn.edu or 625-1064.

Intersession 2001 largest classes, Twin Cities campus

	Students	Subject/Course number	Description
1.	158	Curriculum & Instruction 5150	Curriculum Topics
2.	122	Psychology 3960	Seminar
3.	82	Civil Engineering 3202	Surveying & Mapping
4.	72	Journalism 1001	Introduction to Mass Communication
5.	60	Philosophy 1021	Accelerated Introduction to Logic
6.	57	Speech 3110	Topics in Speech-Communication
7.	54	American Sign Language 1701	American Sign Language I
8.	40	Kinesiology 3001	Lifetime Fitness & Health
tie	40	Philosophy 3322W	Moral Problems: Contemp. Society
tie	40	Physical Education 1073	Softball
9.	39	General College 1366	Women in Literature
tie	39	Work, Comm. & Family Ed. 5699	Teaching Internship, Extended
10.	38	Classics 1042	Greek & Roman Mythology
tie	38	Public Health 5693	Public Health Grant Writing
11.	37	Curriculum & Instruction 5330	Instructional Systems & Technology
12.	36	History 3244	Eastern Europe
tie	36	Physical Education 1055	Golf
13.	35	Child Psychology 5310	Special Topics in Child Development
tie	35	Journalism 3771	Mass Media Ethics
14.	33	General College 1311	General Art
15.	32	Educational Psychology 5135	Human Relations Workshop

DATA SOURCE

Institutional Research and Reporting, 625-3387



Summer session 2001 datebook

July

- 12 Grades due to OTR for first summer session
- 16 Grades available via the Web for first summer session
- 27 Grade rosters delivered for second summer session and full summer session courses

August

- 3 Summer session classes end
- 9 Grade rosters due to OTR by 9:30 a.m. for second summer session and full summer session courses
- 13 Grades available for second summer session and full summer session via the Web
- 17 Summer term ends
- 23 Grade rosters due to OTR by 9:30 a.m. for 10-week summer session courses

More technology upgraded classrooms are on the way!

The Office of Classroom Management (OCM) will be installing the Phase I Classroom Technology Upgrade Plan package in 15 more central classrooms over the summer, making each a projection-capable classroom with internet connectivity, data projector, laptop plug-in, smart interface, control system, VCR, and other equipment.

These installations will bring the total number of upgraded rooms to 58.

Reviews and feedback from faculty on rooms already upgraded have been extremely positive. The only real problem is that demand for these upgraded rooms exceeds supply, so OCM schedulers are not able to fill all requests for upgraded projection-capable rooms.

The goal of Phase I of the Classroom Technology Upgrade Plan is to make all 300 central classrooms projection-

capable by the end of 2004. Complete details of the upgrade plan are available on the OCM Web site <www.classroom.umn.edu> and in 150 Williamson Hall.

Summer 2001 classroom technology upgrade installations

Anderson 230 and 330
Blegen 125 and 150
Classroom Office Bldg B36
EE/CSCI 3-230
Folwell 419
Ford B29 and 150
McGrath 6
Peik 225
Physics 210
Science Classroom Bldg 175 and 325
West Bank Auditorium

Departments can help identify rooms for upgrades

One of the primary criteria used in selecting classrooms for technology upgrade installations is the course technology requirement data that departments include as part of their scheduling submission.

Department staff: Please be sure to identify your current as well as future tech requirements on the OTR A81b form accompanying the Course Turn-around documents.

More news about classrooms

300 fall semester courses are still unplaced

Currently there are approximately 300 unplaced courses for fall semester. The Office of Classroom Management (OCM) schedulers request the assistance of departments and colleges in closely monitoring all under-enrolled course sections.

Consult the scheduling page on the OCM Web site at <www.classroom.umn.edu> for a full list of actions that will help reduce unplaced courses.

Classroom Engineering and A/V merge

As part of OCM's continuing evolution, the Classroom Engineering and A/V Services units merged on July 1. The combined unit is Classroom Technical Services. CTS will continue as an Internal Service Organization (ISO) business unit reporting to OCM. The same great technicians will continue to provide the same great range of services

under the new name. Phone numbers stay the same.

Nolte Center is now being scheduled by OCM

The OCM Scheduling Unit has assumed responsibility for scheduling the Nolte Library and Room 140. Send reservation requests to ocmevent@umn.edu.

Scheduling workshops planned

The OCM Scheduling Unit will be conducting workshops for schedulers again this summer. For dates and times, watch the OCM Web site <www.classroom.umn.edu>.

Faculty orientation

OCM will participate in the faculty orientation program held by the Center for Teaching and Learning Services (CTLS) on August 27. Details are available on the CTLS Web site <www.umn.edu/ohr/teachlearn/teaching/index.html>.

OCM seeks project partners

The Office of Classroom Management (OCM) is actively working with colleges, departments, and other units to leverage funds, establish partnerships, and find innovative ways to improve space and classroom utilization.

A prime example is the recent OCM-Twin Cities Student Union (TCSU) partnership, which will turn the West Bank Auditorium into a tech upgrade-equipped central classroom by day, and a fully equipped TCSU theatre for student use at night.

Under the arrangement, TCSU is providing the room and funding its refurbishment, while OCM is funding and installing all the technology equipment. By leveraging resources, TCSU and OCM are jointly converting a poorly equipped and underutilized space

OCM partners, continued on p. 4

OCM partners, *continued from p. 3*

to a high tech, fully utilized room that directly supports the U's teaching and learning mission during the class day, and also directly supports students at night. This win-win model may be a wave of the future.

OCM and the Department of Rhetoric have struck a partnership that will bring two technology upgraded rooms into the central classroom inventory in St Paul. Rhetoric is converting two departmental classrooms in McGrath Library into central rooms and is funding painting and lighting upgrades. OCM is providing new furniture in both rooms and installing tech upgrade packages (one this summer, one later). As part of the partnership arrangement, OCM will give the Department of Rhetoric scheduling priority in the upgraded central rooms.

If you are interested in discussing partnership or leveraging arrangements with the OCM, please contact the director, Steve Fitzgerald, by e-mail at fitzg016@umn.edu or by phone at 626-8677.

Using Portfolio, students can store institutional and self-reported multimedia information by and about themselves in a database that allows them to create "views" of selected information for Web viewing by another party.

Additionally, Portfolio 3.0 allows advisers to access their advisees' academic and demographic information from PeopleSoft.

From the new editor

After a two-month hiatus, *The Record* resumes this month. I am pleased to join you as the new editor in Student Services Communications, and to edit a publication related to core services of a major public university where so many innovative and interesting things are happening.

I received both my bachelor's degree in journalism and my master's in English here at the University of Minnesota. My workplace for many years has been the Office of International Programs, where I edited a wide variety of communications, including *International Campus Update* (formerly *International Dateline*). I also worked several months in 1996-97 as a writer on the OTR Web team, then located in Williamson Hall, so I recognize many faces and names here.

Thanks to Laura Weber for leaving an excellent path to follow. I look forward to working with you all.

— Gayla Marty

Portfolio 3.0 coming in October

Portfolio 3.0 is on track for release in late October. Portfolio is an information management tool that enables students to access and share personal academic data and learning achievements.


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The Record

News about admissions, records, and student systems

August 2001, Vol. 25, No. 6

Financial aid award notices sent by e-mail

University of Minnesota students expecting financial aid for the coming school year are urged to check their University e-mail accounts over the next four weeks.

The Office of Student Finance is notifying students of their aid award offers by e-mail when their Financial Aid Award Notice (eFAAN) is available on the Web. The e-mail message provides information and directions on how to access the eFAAN to accept, reduce, or decline aid they are offered.

If aid is not posted to a student's account by Monday, August 13, he or she should call a financial aid counselor at 612-624-1665, or 1-800-400-8636 toll-free from outside the metropolitan area.

Students who need information about their e-mail accounts may call the Computer and Internet help line at 612-626-4276. For more information and to view their accounts, students may go to the Finances Web site at <www.onestop.umn.edu/Finances>.

E-mail is official communication for Twin Cities campus

Effective fall 2001, e-mail is the Twin Cities campus official form of communication. The policy states: "The University-assigned student e-mail account shall be the University's official means of communication with all students. Students are responsible for all information sent to them via the University assigned e-mail account. If a student chooses to forward the University e-mail account, he or she is still responsible for all the information, including attachments, that was sent to the University e-mail account."

The policy was approved March 15 and published in the fall *Class Schedule*.

Tuition approved with 13.3 percent increase

The University Regents approved tuition rates July 12 with an average increase of 13.3 percent for academic year 2001-02 across the four campuses.

The increase includes a new University fee of \$75 per semester to support infrastructure and administrative support in a variety of areas.

President Yudof e-mailed a letter to students on all campuses announcing and explaining the increase.

Frequently asked questions about the University's budget and the tuition increase are addressed on the Web at <www.umn.edu/budgetinfo>.

See the new rates on page 3.

Robert Jones named vice president for campus life

Robert Jones, vice provost for faculty and academic personnel, was named vice president for campus life on July 12.

The new Office of the Vice President for Campus Life was formed to provide unified coordination for the Office for Student Affairs and the Office for Multicultural and Academic Affairs.

The Office for Student Affairs is the new name for the Office for Student Development. It oversees health, wellness, counseling, and other services for students. The Office of Student Affairs includes the Assessment and Achievement Center; Boynton Health Service; Campus Involvement Center; First-Year Experience Program; Leadership Program; Parent Program; Program Against Sexual Violence; Recreational Sports; Student Judicial Affairs and Office of

Student Academic Integrity; Twin Cities Student Unions; University Counseling & Consulting Services; and University Student Legal Service.

Multicultural and Academic Affairs includes the African American Learning Resource Center (LRC); the Asian/Pacific American LRC; the Chicano/Latino LRC; the American Indian LRC; Disability Services; the Gay, Lesbian, Bisexual, Transgender Programs Office; Diversity Institute; the Minnesota Women's Center; the Office for University Women; and the Multicultural Center for Academic Programs and Research.

Jones served as interim vice president for student development for the past year. He is a professor of agronomy and plant genetics and maintains an active laboratory on the St. Paul campus, where he researches plant physiology.

2001-03 catalogs arriving, now on the Web

New catalogs for the Graduate School, Duluth campus, and Morris campus have arrived recently, and the Crookston catalog will be delivered August 7. All are now on the Web at <www.umn.edu/commpub>.

Catalogs are also available in print. General ordering information for each catalog is on the Web at <www.umn.edu/commpub/print.html>.

Twin Cities on-campus requests for the Graduate School catalog can be made to Barb Carlson, Student Services Communications, at 626-1785. A limited number of Duluth, Morris, and Crookston catalogs are also available.

Campus road construction

Hennepin County reports that repainting of the Washington Avenue Bridge is on schedule to be complete by month's end, with all lanes open August 31.

A University-area road work update is on the Web at <www.facm.umn.edu/facm/Road_Work/roadwork.htm>.

Bus route changes affect campus transit

Metro Transit began to implement a major restructuring of bus routes, mainly in the northeast metropolitan area, beginning June 9.

Service to the St. Paul campus is affected. For example, Minneapolis Route 6 no longer serves the St. Paul campus; the new terminus is near Oak Street and Washington Avenue S.E.

New Route 3 travels between downtown Minneapolis and downtown St. Paul, using Como Avenue and passing through the East Bank.

Information about changes is on the Web at <www.metrocouncil.org/transit/news/Stories/ne_routechanges.htm>.

Don't forget about MetroPass for University staff and faculty. Information is on the Web at <buspass.umn.edu>.



Summer term 2001 datebook

August

- 9 Grade rosters due to OTR by 9:30 a.m. for second summer session and full summer session courses
- 13 Grades available for second summer session and full summer session via the Web
- 17 Summer term ends
- 23 Grade rosters due to OTR by 9:30 a.m. for 10-week summer session courses

Fall semester 2001 datebook

September

- 3 Last day to enroll for fall without incurring late enrollment fees
- 3 Labor Day holiday, University offices closed
- 4 Fall semester classes begin
- 17 Last day for undergraduates and students in professional degree programs to apply for fall semester graduation

Workshops on scheduling classrooms will be offered August 14-16

Workshops on scheduling classrooms are being offered this month by the Office of Classroom Management Scheduling Unit.

The workshop topics were selected to answer questions submitted by department scheduling coordinators. The information will be helpful to staff involved in class scheduling.

Each workshop includes

- Demystifying classroom assignments: partitions, priorities, and pedagogical needs
- Standard scheduling: one solution to the unplaced course problem
- Using the Webviewer (demonstration)
- Courses, *Class Schedule*, and *Course Guide*: from ECAS to the One Stop
 - ECAS demonstration
 - Class Schedule/Course Guide* prep: forms and timelines
 - The finer points of PeopleSoft: combined sections, enrollment requirement groups, reserve caps, session codes.

Workshops will be held on the following dates:

Tuesday, August 14, 9:30-11:30 a.m., 230 Anderson Hall, West Bank

Wednesday, August 15, 9:30-11:30 a.m., B25 Classroom Office Building, St. Paul

Thursday, August 16, 1:30-3:30 p.m., Library, Nolte Center, East Bank

Please e-mail ocmsched@umn.edu to reserve your spot. For more information, contact Nancy Peterson at n-pete@umn.edu or 625-6089.

Twin Cities undergraduate tuition rates, 2001-2002*

Undergraduate rates	Resident	Nonresident
Per credit	\$179.70	\$530.28
Each credit over 12	\$89.85	265.14

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

Graduate School tuition rates, 2001-2002*

Part-time	Resident	Nonresident
1 credit	\$488.60	\$959.69
2 credits	977.20	1,919.38
3 credits	1,465.80	2,879.07
4 credits	1,954.40	3,838.76
5 credits	2,443.00	4,798.45

Full-time	Resident	Nonresident
6-14 credits	\$2,931.60	\$5,758.14
Each credit over 14	488.60	959.69

College of Architecture and Landscape Architecture		
Per credit	\$407.10	\$728.20
9-17 credits	3,663.90	6,553.80
Each credit over 17	407.10	728.20

College of Biological Sciences professional master's		
Per credit	\$734.25	\$1,101.38

College of Liberal Arts master's of geographical information systems		
<i>Part-time rates</i>		
1 credit	\$510.85	\$1,003.40
2 credits	1,021.70	2,006.80
3 credits	1,532.55	3,010.20
4 credits	2,043.40	4,013.60
5 credits	2,554.25	5,017.00

<i>Full-time rates</i>		
6-14 credits	\$3,065.10	\$6,020.40
Each credit over 14n	510.85	1,003.40

Humphrey Institute master's		
Per credit	\$563.15	\$986.62
6-15 credits	3,378.90	5,919.72
Each credit over 15	563.15	986.62
Executive MPA rates, per credit	511.85	895.80

Infrastructure systems engineering master's, per term		
First-, second-, and third-year students	\$4,250.00	\$4,250.00

Management of technology (MOT) master's rates, per term		
First-year students	\$8,950.00	\$8,950.00
Second-year students	8,150.00	8,150.00

Manufacturing systems master's, per term		
First- and second-year students	\$4,250.00	\$4,250.00

Software engineering master's rates, per term		
First-year students	\$4,700.00	\$4,700.00
Second-year students	\$4,550.00	\$4,550.00

Professional school tuition rates, 2001-2002*

College of Continuing Education certificates	Resident	Nonresident
Per credit or unit (<i>all programs except strategic studies</i>)	\$233.75	\$467.50
<i>Strategic studies</i> , per credit or unit	488.70	977.40

Dentistry, School of		
Term (12 or more credits)	\$5,985.00	\$10,084.00

Departmental master's: Colleges of Agricultural, Food, and Environmental Sciences and Education and Human Development		
Per credit	\$233.75	\$458.13
12-18 credit plateau	2,805.00	5,497.56

Law School		
Per credit	\$456.45	\$776.24
Term (12 or more credits)	5,477.40	9,314.88
<i>LLM (master's)</i>		
Per credit	\$779.15	\$779.15
12-19 credit plateau	9,349.80	9,349.80

Management, Carlson School of		
<i>Healthcare administration master's rates</i>		
Per credit	\$355.35	\$717.20
12-19 credit plateau	4,258.45	8,602.00
<i>Human resources and industrial relations master's day program</i>		
Per credit	\$496.10	\$723.80
10-19 credit plateau	3,731.75	6,894.25

<i>Human resources and industrial relations master's evening program</i>		
Per credit (11 or fewer credits)	\$496.10	\$496.10
Per credit (12 or more credits)	496.10	723.80
<i>M.B.A. day program, entering students (guaranteed two-year rates)</i>		
Per credit	\$612.70	\$800.80
12-19 credit plateau	7,341.40	9,599.70

<i>M.B.A. day program, continuing students</i>		
Per credit	\$557.00	\$728.00
12-19 credit plateau	6,674.00	8,727.00
<i>M.B.A. evening program</i>		
Per credit (11 or fewer)	\$562.70	\$562.70
Per credit (12 or more)	562.70	821.88

Medical School, per term		
First- and second-year students	\$7,205.00	\$13,385.39
Third- and fourth-year students	5,147.25	9,562.52
Medical fellow specialists residency program	386.37	386.37
Psychology fellow specialists	386.37	386.37

Pharmacy, College of		
Per credit	\$413.50	\$756.98
Term (12 or more credits)	4,962.00	9,083.76

Public Health, School of		
Per credit	\$304.30	\$598.50

Veterinary Medicine, College of		
Per credit	\$489.65	\$979.30
Term (12 or more credits)	5,875.80	11,751.60
<i>Veterinary fellow specialists</i> , per term	401.00	401.00

* Student services fee and new University fee—

All Twin Cities campus students registered for 6 or more credits must pay a \$267.00 per semester student services fee in addition to tuition. A new University fee to support infrastructure and administrative support will be \$75.00 per semester for students on all campuses registered for 10 credits or more, and \$7.50 per credit for students taking 1-9 credits.

State Fair is August 23-September 3

Stop by the University's new building any day during the State Fair, 9 a.m. to 9 p.m., to check out who's on stage, including dozens of experts who will answer questions on topics from gardening to real estate to fashion design. The new building is located on Dan Patch Avenue, one and a half blocks from the Snelling Avenue entrance.

Wear maroon and gold on Sunday, August 26. That's KMSP 9 Maroon and Gold Day at the Fair, when the U of M Prize Patrol will give prizes to anyone decked out in the University's colors. At 10 a.m., special entertainment begins at Carousel Park, between Carnes Avenue and the Grandstand. At 2 p.m., get your face painted in the park and then join the 300-piece U of M Marching Band, athletes, and Goldy Gopher behind the Empire Commons Building by Gate 7 for a parade through the fairgrounds. At 3 p.m., the Marching Band will debut music from their new CD at a pep rally in Carousel Park.

For more information, see the University's State Fair Web site at <www.umn.edu/statefair>.

Volunteers needed for Convocation Sept. 4

Volunteers are needed for New Student Convocation for the Class of 2005, scheduled for the first day of classes, Tuesday, September 4. The ceremony will take place at Northrop Auditorium, from 4:30 to 5:30, followed by "Pride and Spirit," a celebration with food and entertainment in the Field House, from 5:30 to 7:30. Volunteers are needed for the "Pride and Spirit" celebration. Please call Carol Bjorklund at 625-7772.

Reminder for incoming international students: document check, orientation

International students admitted for fall semester 2001 must have their documents checked before they can register. University staff who have contact with incoming international students are asked to remind them to go to International Student and Scholar Services, 190 Humphrey Center, West Bank, as early as possible. Document checks are mandated by the U.S. Immigration and Naturalization Service for all new international students. Document checks are available on a walk-in basis: Monday-Thursday, 8:00-12:00 and 1:00-4:15; Friday, 10:30-12:00 and 1:00-4:15.

Students should bring their I-20 (including page 4) or IAP-66, passport, visa, I-94 card, any previous I-20 or IAP-66 they may have had, University of Minnesota admission letter, and sponsor letter if applicable. At the check, they will receive information about how to apply for a Social Security card.

After they've completed the document check, international students are also advised to attend the International Student Orientation Program, in addition to their college and general orientation. Sessions are held in the Carlson School of Management. Dates are:

Wednesday, August 8 and 15, 8:30-3:30

Tuesday, August 21, 8:30-3:30

Thursday, August 23, 8:30-3:30

Wednesday, August 29, 8:00-12:30—transfer students only

Thursday, August 30, 8:30-3:30

Friday, August 31, 8:00-12:30

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@umn.edu

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The Record

UNIVERSITY OF MINNESOTA

News about admissions, records, and student systems September 2001, Vol. 25, No. 7

Admissions to host open houses for prospective students

The Office of Admissions will host three Saturday open houses for prospective Twin Cities campus students and their parents, from 9 a.m. to 3 p.m., on October 6, October 13, and November 3.

Campus Preview 2001 will give prospective students a chance to explore educational and student life opportunities on the Twin Cities campus. During the day, guests can meet with faculty, staff, and current students to learn about the University's colleges, admissions, housing, financial aid, honors, and student programs.

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

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

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

Student Services Center extends hours September 4-13

The OneStop Student Services Center in 200 Fraser Hall will extend its hours to 6 p.m. for several days at the beginning of fall semester.

Hours will be 8 a.m. to 6 p.m., Tuesday through Thursday, September 4-6, and Monday through Thursday, September 10-13.

Regular hours at Fraser Hall are 8 a.m. to 5:30 p.m., Monday through Thursday, and 8 a.m. to 4 p.m., Friday.

On the St. Paul campus, hours at the Student Services Center in 130 Coffey Hall are 8 a.m. to 4 p.m., Monday through Friday.

Hours at the Student Services Center in 130 West Bank Skyway are 8 a.m. to 5 p.m., Monday and Tuesday (8 a.m. to 4 p.m. when classes are not in session), and 8 a.m. to 4 p.m. Wednesday through Friday.

Hours are also posted in the fall semester *Class Schedule*.

Coordinate campus tuition rates, 2001-02*

Crookston	Resident	Nonresident
All undergraduates, per credit	\$139.55	\$139.55
Student services fee: \$147.98		
Technology access fee, including daily check-out of notebook computer: 3-7 credits, \$80; 8-11 credits, \$285; 12 or more credits, \$500 (notebook computer issued for the semester).		
See also the Crookston campus business office Web site at < www.crk.umn.edu/people/services/businessaffairs/studentfees.htm >.		
Duluth		
All undergraduates, per credit	\$164.00	\$465.26
Departmental master's and University College		
post-baccalaureate certificates, per credit	232.63	465.26
M.B.A., per credit	465.25	465.25
Student services fee: \$175.44		
Technology/equipment fee varies by college.		
Computer network access fees (in addition to technology/equipment fee): 1-6 credits, \$25.20; 7-17 credits, \$4.20 per credit; 18 or more credits, \$75.60. \$60-per-semester fee for full-service computer lab access.		
See also the Duluth campus registrar's Web site at < www.d.umn.edu/sss/registrar/feerate_2001-2002.htm >.		
Morris		
All undergraduates, per credit	\$184.95	\$369.90
Tuition band, 15-20 credits, per semester	2,774.25	5,548.50
Student services fee is described on the Web at < www.mrs.umn.edu/services/business/tuit01_02.html >.		
Technology fee for all students taking 6 or more credits: \$52.50		

*Student services fees and new University fee—Students services fee varies by campus as indicated above. The new University fee to support infrastructure and administrative support is \$75.00 per semester for students on all campuses registered for 10 credits or more, and \$7.50 per credit for students taking 1-9 credits.

SOURCE OF TUITION AND FEES FIGURES: Office of the Registrar and campus Web sites.

Two Northrop Mall pedestrian bridges closed August 16

The two pedestrian bridges over Washington Avenue on the East Bank closed August 16 and are being dismantled.

The bridges were built in 1941 to link the north end of Northrop Mall with the south end, where Coffman Memorial Union stands. Decommissioning will eliminate expected safety hazards due to the bridges' age.

A variety of plans are being considered to reestablish the connection between the mall and the renovated river area.

For now, pedestrians must cross Washington Avenue at the Church Street intersection or use the pedestrian walkway near the Weisman Art Museum.

For more information about the project, call Tim Busse, director of communication for University Services, at 624-2863.

Reminder about mailing catalogs

To mail individual copies of University catalogs, remember to put them in an envelope and add postage.

The post office will not recognize the bulk permit for individually-mailed copies.



Fall semester 2001 datebook

September

- 4 Fall semester classes begin
- 17 Last day for undergraduates and students in professional degree programs to apply for fall semester graduation
- 21 Summer degree clearances due from college offices
- 24 Honors lists due from college offices

October

- 1 Last day for students in the Graduate School to apply for participation in fall commencement ceremony
- 1 IUT and ICT application deadline for spring 2002
- 15 Graduate School application deadline for spring semester 2002
- 30 Half-term classes grade sheets due to OTR by 9:30 a.m.

November

- 1 Half-term classes grades available via the Web
- 12 Queued registration begins for spring semester 2002 for the Twin Cities campus, continues through December 7
- 22-23 Thanksgiving holiday—classes excused and University offices closed

December

- 10 Open registration for spring semester 2002
- 14 Last day of instruction
- 15-16 Study days
- 17-22 Final examinations
- 22 Fall semester classes end
- 24-25 Christmas holiday—University offices closed

January

- 3 Full-term and second half-term classes grade sheets due to OTR by 9:30 a.m.
- 7 Full-term and second half-term classes grades available via the Web
- 21 Martin Luther King, Jr., holiday—University offices closed
- 23 Spring semester classes begin
- 28 Fall degree clearances due from colleges

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UNIVERSITY OF MINNESOTA

The Record

News about admissions, records, and student systems

October 2001, Vol. 25, No. 8

Tuition for all Independent and Distance Learning (IDL) courses is now at resident rate for all students

For several years, University of Minnesota tuition policy has allowed tuition for courses offered off campus to be assessed at the resident rate. For some courses, tuition was assessed as a class fee charged separately from, and in addition to, a student's other courses.

This year, the College of Continuing Education (CCE) requested that Independent and Distance Learning (IDL) courses be included in regular tuition assessment and charged at resident rates for all students. To accommodate the request, all courses with a location code of "OFFCMPTC" or "CCE-IDL" are being calculated at resident rates.

This means that resident students will no longer be charged separately for these courses. In addition, the half-tuition rate for undergraduate programs and the plateau built into the rate for many graduate-level programs will apply to these credits when tuition is calculated.

For non-residents, the new policy calculates off-campus credits separately from regular credits. Those taking a combination of regular-tuition courses and IDL courses will have two tuition transaction lines on their account, one for regular non-resident tuition, and one labeled "Distance Learning Tuition." Each line will be calculated separately; there is no way to tie plateaus or other price reductions between the two rate calculations.

Some full-time non-resident students will be disadvantaged by the new method of calculation, because even though their credit totals (taken together) would have reached the 6-14 credit plateau for graduate students, or the half-price tuition rate after 12 credits for undergraduates, they will now be charged for all credits. A small number of full-time non-resident students will, however, gain because the non-resident plateau rate would still have exceeded what they will now pay (at the resident rate) for all credits.

The Office of the Registrar (OTR) and Student Accounts Receivable (SAR) made a decision to offset the extra charge for students disadvantaged by the new policy. They will receive a credit posted to their account. OTR and SAR have tried to identify as many of these students as possible and post a tuition credit to their accounts.

Any student who believes he or she was overlooked or wants to find out more about their particular case may call 625-5333 (OTR Information), or e-mail otr@tc.umn.edu, or go in person to one of the Student Services Centers in 200 Fraser Hall, 130 Coffey Hall, or 130 West Bank Skyway.

Services for students during national crisis

The loss of thousands of lives, injuries to many more, and destruction of business and government offices on September 11, when four commercial flights were hijacked and crashed in New York, Pennsylvania, and Washington, D.C., rocked the nation and the world.

The impact on campuses, including the University of Minnesota, is likely to stretch into the coming months. Guidelines for serving students called to military duty, and a list of various resources for student services staff, appear in this issue on page 3.

Please contact the editor with suggestions for future issues of *The Record*.

University Community Fund Drive October 1-31

Staff and faculty will soon receive this year's Community Fund Drive booklet and pledge form.

You can pledge a donation to any of several organizations—among them the American Red Cross fund established to aid the injured of September 11. Each of the organizations in the campaign strives to improve lives and enhance the communities in which we live and work, and, as President Yudof said, "Our generosity is vital to their success."

Watch for a packet in the mail and make your pledge by October 31.



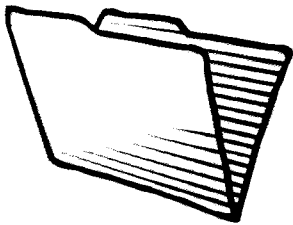
Graded-paper and exam distribution and notification require confidentiality

As mid-terms approach, it is important for faculty and staff to keep in mind that posting of grades by any identifiable information (e.g., student identification number, last name) is prohibited by the Family Educational Rights and Privacy Act (FERPA).

To ensure confidentiality but still allow grades to be posted, instructors are advised to establish a unique code known only to the student and instructor. Grade lists should not be listed alphabetically.

Also, faculty need to be aware that distributing graded papers or exams en masse, such as in the hallway or in a box on a table, without checking for proper identification is a violation of FERPA. Graded papers and exams can be mailed to students in pre-addressed campus mail envelopes or pre-stamped and addressed U.S. mail envelopes. Also, if space and personnel allow, students can pick up their exams or papers from a department member who is responsible for checking the student's identification.

For more information about FERPA, contact Tina Falkner at rovic001@umn.edu or 612-625-1064.



Rush/fax certification letter service now available

The University of Minnesota began offering rush/fax certification letter service to students in September 2001.

Students who contact the Office of the Registrar and request fax service



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will be charged \$10 for each rush certification. Letters are produced and faxed the same day a request is made and are followed up with a mailed copy.

The \$10 charge does not apply to in-person service or regular service sent by mail or fax. Students may still come in person and request up to six certification letters per day at no charge. Requests for regular service continue to be processed and mailed in one to three working days.

The number to call to request rush/fax certification is 612-625-5333; the fax number is 612-625-4351.

Reminder

Transcripts available in Student Services Centers (not 150 Williamson Hall)

Many students continue to go to 150 Williamson Hall for transcripts—some because they are using old forms.

Transcripts are now available in the Student Services Centers in 200 Fraser Hall, 130 West Bank Skyway, and 130 Coffey Hall.

Please be sure to include these new addresses for transcripts when updating department forms.

Resources for students in the wake of September 11

Portions of this list are taken from information posted with President Yudof's letter at www.umn.edu/twincities/tradetoweryudof.html.

Student counseling. University Counseling & Consulting Services (UCCS) and Boynton Health Service offer individual counseling services for students. To make an appointment, call Boynton at 612-624-1444 or UCCS at 612-624-3323. Urgent walk-in counseling services are available at 190 Coffey Hall (St. Paul), 109 Eddy Hall (Minneapolis), or Boynton Health Service (Minneapolis). For an after-hours emergency, call the Crisis Connection at 612-379-6363.

Public safety. Call the University of Minnesota Police Department at 612-624-3550 to report safety-related concerns. In an emergency, call 911.

Personal safety. Verbal and physical harassment are not to be tolerated on the campus or in the community. Anyone who experiences or witnesses harassment, or believes someone is targeting them or a group because of race, religion, color, or national heritage, is asked to call University Police Officer Jason Tossey at 612-624-3550 (police department), 612-624-1036 (office), or e-mail tosse001@umn.edu. In an emergency, dial 911.

Blood donations. A number of on-campus blood drives are being organized. Watch for notices of times and locations. Locally, the American Red Cross and the Memorial Blood Center have requested that people make an appointment to give blood. You can do so by calling the Red Cross at 651-291-4607 or the Memorial Blood Center at 612-871-3300.

Information on victims and missing persons. The American Red Cross is assembling information on victims and missing persons. Anyone who has a missing loved one may call the local Red Cross chapters: Minneapolis 612-871-7676; St. Paul 651-291-6789.

University students abroad. The Global Campus • Study Abroad office has posted information for parents and

others concerned about University students currently on programs abroad. Go to www.UMabroad.umn.edu and look for the link.

Travel. Air travel throughout the country and abroad has been affected. The International Service and Travel Center (ISTC) Web site at www.istc.umn.edu includes a link to the U.S. State Department and other information.

International students and scholars. Anyone working with international students or scholars who are experiencing difficulties or concerns should refer them to International Student and Scholar Services (ISSS). Staff at ISSS are trained in cross-cultural crisis management and immigration law and can help with personal counseling, immigration questions, reports of harassment, and other related concerns. International students are urged to maintain the required full course of study and pay attention to their immigration status. ISSS is located in 190 Humphrey Center (Minneapolis), 612-626-7100, www.issc.umn.edu.

Employee counseling. The Employee Assistance Program offers individual counseling services for faculty and staff. For an appointment, call 612-625-4073 (faculty and professional/administrative staff) or 612-626-0253 (bargaining unit and civil service employees).

News and tip sheets. The University News Service has fielded many calls from the media, often referring reporters to faculty members with expertise on various aspects of the crisis. For the latest University stories, see the University News Service home page at www.umn.edu/urelate/news.html. For information on University experts on a range of topics, see the latest news tips at www.umn.edu/urelate/tips/ and look for the tips archive link at the end.

Duluth campus response. See www.d.umn.edu/terrorism/.

Active-duty military personnel

If a student is called to active duty, the Office of the Registrar (OTR) will work with the student to remove him or her from classes and to get tuition and some fees refunded.

OTR will require a copy of the student's military orders and will ask the student to complete a Retroactive Tuition Petition. If the student has financial aid, OTR will work with the Office of Student Finance (OSF) before making a decision on the petition. As a general rule, OTR will approve the petition at 100 percent unless there are negative financial aid implications for the student.

Boynton Health Service fees are not refundable, and University room and board contracts will be prorated based on the length of time a student spent in the residence hall.

OTR has been informed by OSF that current students must follow federal guidelines for financial aid, so no exceptions will be made at this point. OSF will advise each student as to what will be most beneficial; for example, some students now repaying their loans may receive forbearance.

Each student must contact his or her college office. If he or she intends to return to the University and will be away for more than two semesters, a Leave of Absence form must be completed at the student's college. The student may also inquire about incompletes for coursework instead of canceling, particularly if he or she is receiving financial aid.

If a student chooses to enlist in the military during this crisis, OTR will be lenient in applying the current refund policy.

Questions about these issues should be addressed to Mary Koskan at m-kosk@umn.edu.



"A Hollywood Homecoming," October 19-20

"Everyone's a star" at Homecoming this year as the Gophers take on the Michigan State Spartans.

The weekend opens with a pepfest, coronation, and bonfire on the St. Paul campus Friday evening. On Saturday, the Homecoming parade will begin at 9 a.m. on University Avenue, followed by the game, beginning at 11:10 a.m., at the Metrodome.

Other events include a chili fest on the East Bank knoll after the game. Saturday evening features a choice of the annual Homecoming ball at the McNamara Alumni Center, women's

volleyball at the Sports Pavilion, and the Music Collage Homecoming Concert at Ted Mann Concert Hall.

Get more information about Homecoming from the Campus Involvement Center Web page at <www.umn.edu/cic/homecoming/>.

Metal man and bronze bulls now at home on campus

As part of the University of Minnesota's public art program, two new sculptures are now complete.

A giant stainless steel robot by artist Andrew Leicester has been installed between Church Street and Union Street on the Minneapolis campus, straddling a walkway leading into the Mechanical Engineering building. The sculpture is titled *Platonic Figure* but has been dubbed the Tin Man by faculty and staff. Its form is derived from Leonardo da Vinci's famous drawing, *Vitruvian Man*.

On the St. Paul campus mall, two 14-foot bronze bulls by artist Peter Woytuk now lounge near the corner of Eckles and Carter avenues.

The Public Art on Campus Program was established in 1988 when the State of Minnesota passed legislation requiring 1 percent of development costs for all state-funded buildings go toward art.

Since its inception, 40 permanent public artworks have been installed on the Twin Cities campus.

Photos of *Platonic Figure* are available on the Department of Mechanical Engineering Web site at <www.me.umn.edu/>. A photo of the bulls is on the Biosystems and Agricultural Engineering department Web site at <www.bae.umn.edu/news/bulls/>. But you really must go see them!

E-News and radio show debut

University Relations launched a new electronic newsletter, *E-News*, on September 27. *E-News* is e-mailed to 17,000 donors, alumni, and friends for whom the University has e-mail addresses. Subscribe at <www.umn.edu/systemwide/enews>.

President and Judy Yudof are co-hosting a new monthly radio show on WCCO AM. "Beyond the U with Mark and Judy Yudof" is scheduled to broadcast on the first Tuesday of each month, beginning Oct. 2, from 1 to 2 p.m. The call-in show will discuss current affairs, politics, science, the University, and more. Tune in and call in to 612-989-9226. If you have ideas for show topics or guests, e-mail beyondU@umn.edu.

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The Record

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November 2001, Vol. 25, No. 9

New reports of degrees granted and scheduled courses are now available on the Web

Information Management Systems has published new reports to help University staff and faculty find information about degrees granted and scheduled courses and instructors. Reports can be found at <www.umreports.umn.edu>.

Official Degrees Granted

Look under Student Records to find Official Degrees Granted. This new report lists all degrees granted for each college and term/month with majors, minors, subplans, and degree honors.

Students are listed once for each major, minor, certificate, or honor awarded and may appear on the report multiple times. Those who receive dual degrees in two different colleges appear on the list of both colleges.

The collegiate degree count at the bottom of the report counts the distinct degree types per student identification number ("emplid") owned by the college selected in the prompts.

The Official Degrees Address List link in the header takes you to a diploma address file for the students on the list. If no diploma address is available, the report displays the current mailing address.

Scheduled Courses

Look under Enrollment/Course Reports for the new Scheduled Courses report. It allows colleges and departments to view the classes they offer beginning with fall semester 2001. The report is for each term, college, and subject, and will display course information including instructor name, role, and enrollment counts.

The report can be sorted to easily identify missing instructor names and downloaded to Excel to create a spreadsheet to update missing instructor employee I.D. number ("emplid"), name, and role. It also provides a count of active courses and active class sections.

Coming soon: Graduate Faculty reports

A new suite of reports called Graduate Faculty is scheduled to become available in November.

When graduate faculty members log into UM Reports, a customized page will open with a list of all their classes since fall 1999, each with a link to class lists with grades. Faculty members will no longer have to go through seven or eight ramp screens to get to their class lists. Four new reports will also be available:

Active Advising Assignments. Will list all active Graduate School advisees for each faculty member.

Active Advising and Committee Assignments. Will list each faculty member's active Graduate School advisees and committee assignments.

All Advising Assignments. Will list all Graduate School advisees for each faculty member, including historical data.

All Advising and Committee Assignments. Will list all Graduate School advisees and committee assignments for each faculty member, including historical data.

Each report will include links for each student to the Graduate School Milestones and the Unofficial Academic Record Report by Student.

Twin Cities Classroom Supply and Demand Issues: A Meeting for Scheduling Coordinators

Friday, November 9

1:30–3:00 p.m.

5 Blegen Hall, West Bank

All scheduling coordinators are requested to attend a special briefing of the Office of Classroom Management's report, "Twin Cities Classroom Supply and Demand Issues."

The report addresses the main issues that repeatedly contribute to the Twin Cities campus's unplaced course problem. It particularly addresses the problems caused by non-standard course meeting times and excessive scheduling during the peak window of 9 a.m. to 2 p.m.

Prompt action is required to reduce and eliminate unplaced courses.

The meeting will review fall 2002 scheduling issues and examine in detail the submission of course scheduling turnaround documents. It will provide an opportunity to work collaboratively to solve the problem of unplaced courses.

For more information contact Nancy Peterson, scheduling manager, Office of Classroom Management, 150 Williamson Hall, 612-625-6089 or n-pete@umn.edu.

Spring registration begins November 12; Class Schedule now available

The spring 2002 *Class Schedule* was scheduled to be delivered to many college offices on October 23. Delivery to remaining college offices and departments will be completed by November 2.

Students may pick up copies of the schedule in University bookstores beginning Monday, November 5.

Registration for spring semester starts November 12. The registration rotation can be found on page 12 of the schedule.

Course Time Conflict Approval form revised for spring registration

The Course Time Conflict Approval form is being revised in time for spring registration, which begins November 12.

The form is being expanded to a full 8-1/2" x 11" sheet so students can identify time conflicts among courses for which they may be registered, as well as add or cancel other courses at the same time.

The revised form also clarifies that instructors' signatures authorize overrides for permission, class limits, and prerequisites, as well as time conflict.

The new form will be available immediately on the Web at One Stop for students, under "Academics," then "Forms Online," <onestop.umn.edu/Forms/pdf/time_conflict.pdf> Departments can order a supply by calling Deb Henderson at 612-625-9019.

Phase II of online financial aid award notice complete

The second phase of the highly successful online financial aid award notice (eFAAN) went into production October 3, 2001.

The eFAAN allows students to respond to their financial aid award offers on the Web. Students have used



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the Web to accept, decline, or reduce their financial aid awards since the eFAAN's introduction last July, eliminating the necessity of mailing paper award notices to continuing students.

Phase II uses "message agent" technology to post most student responses directly from the Web to PeopleSoft, allowing faster financial aid delivery to students.

The eFAAN was developed through a joint effort of the University's Web development office and the Office of Student Finance.

Directories will be delivered this month

During the month of November, the 2001-02 *Student-Staff Directory* will be delivered to all offices that responded to the October request form. RoadRunner delivery company will make one attempt to deliver between 8 a.m. and 4:30 p.m. If a signature cannot be obtained, departments will need to arrange

for and pay for an additional delivery attempt.

Correction:

Rush/fax certification requests must be made in person or in writing

Requests for rush/fax certification *cannot* be made by phone, as indicated in error in the October issue of *The Record*.

Students can call at 612-625-6480 for information or questions, but the request must be made in person or in writing.

In-person requests can be made at any Student Services Center listed below. Requests in writing should be made to the Office of the Registrar at one of the following addresses:

- 130 West Bank Skyway, 219 19th Avenue So., Minneapolis, MN 55455
- 200 Fraser Hall, 106 Pleasant Street S.E., Minneapolis, MN 55455
- 130 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108

Fall semester 2001 registration highlights

Campus	Fall 2001	Fall 2000
Twin Cities	46,597	45,481
Crookston	2,529	2,775
Duluth	9,380	9,087
Morris	1,927	1,842
Total	60,433	59,185

By level and status	Twin Cities Fall 2001	All campuses Fall 2001
New high school	5,344	8,246
New advanced standing	1,945	2,580
New graduate	2,545	2,726
New professional	766	820
New non-degree	2,251	3,428
Intercampus transfer	298	410
Intra-campus transfer	1,742	2,189
Continuing	30,503	38,667
Readmits	1,113	1,246
Unknown	90	121
Total	45,597	60,433

Twin Cities colleges	Undergrad	Graduate	Professional	Nondegree
Agricultural/Food/Envir/Science	1,075	383	0	10
Architecture/Landscape Architecture	228	190	0	5
Biological Sciences	1,149	262	0	15
Carlson School of Management	1,612	1,590	0	50
Continuing Education ¹	647	1	0	3,876
Dentistry (includes Dental Hygiene)	100	54	333	34
Education and Human Development	663	2,030	0	335
General College	1,899	0	0	0
Human Ecology	1,033	334	0	16
Humphrey Institute	0	238	0	1
Institute of Technology	4,221	2,049	0	94
Law School	0	0	718	19
Liberal Arts	14,266	1,634	0	309
Medical School ²	110	371	762	742
Natural Resources	488	90	0	13
Nursing	208	281	0	10
Pharmacy	0	50	510	6
Public Health	0	424	0	0
Veterinary Medicine	0	91	306	1
Unattributed	0	226	0	435
Totals	27,699	10,298	2,629	5,971

¹ College of Continuing Education (CCE). 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.

University enrollment is up

The University's systemwide enrollment reached 60,433 for fall semester 2001, up 2.1 percent or 1,248 students since a year ago.

Applications for undergraduate admission, average ACT scores for new freshmen, and percent of new female freshmen have all risen since 1990. Total enrollment of students of color has risen more than 11 percent since 1991.

Class of 2010

Dianne Danov, associate director of compliance for the Office of Student Finance, assisted in sponsoring a half day of career exploration for 8th graders at the St. Paul Student Center on October 17.

The message to 150 students from St. Paul Public Schools was that college is possible, regardless of financial restraints.

"Kids, College, and Careers: Exploring the Possibilities" was one of several initiatives sponsored by the Early Awareness committee of the Minnesota Association of Financial Aid Administrators.

University policy Web site updated

New and updated policies on the University policy Web site reflect a number of changes, including designation of e-mail as the official method of communication with students. Check the site at <www.fpd.finop.umn.edu/>

Web links related to September 11

A summary list of resources and news regarding the September 11 events and their impact at the University has been posted by the Office of International Programs. It will be updated as new issues arise. Find it on the Web at <www.international.umn.edu/sept11.html>.

Study abroad integration advising resources are on the Web

"Internationalizing the University of Minnesota," a project with grant support from the Bush Foundation, was kicked off September 24-25 with a retreat of 114 representatives from all four campuses. Faculty, professional academic advisers, and project staff gathered for the first in a series of workshops to discuss academic and developmental needs of freshmen and sophomores with respect to study abroad and international education.

The project will revise existing and create new innovative advising materials and practices. The project's Web site includes major advising sheets, general study abroad advising tools, presentations from the workshops, statistics about study abroad, and more. Go to www.UMabroad.umn.edu/curriculum/.

U.S. International Week is November 12-16

The second annual U.S. International Education Week will go forward as scheduled, November 12-16. Information about the designated week is posted

on the U.S. State Department's Web site at exchanges.state.gov/iew2001/.

For University of Minnesota events, watch for an announcement at www.international.umn.edu.

International students urged to maintain full course of study

Stricter enforcement of regulations by the U.S. Immigration & Naturalization Service (INS) is anticipated in the wake of the September 11 attacks. The University's International Student and Scholar Services (ISSS) office stresses the importance of international students maintaining their official status in the United States.

The principal way to do this is by maintaining full-time enrollment. Students who are not enrolled full-time should immediately submit an Exception from a Full Course of Study form to ISSS. The form should be signed by the college or faculty adviser and submitted to an ISSS adviser during scheduled walk-in hours in 190 Humphrey Center; graduate students in preliminary exams or the thesis stage may submit forms at the ISSS reception desk.

A reminder of full-time requirements for F-1 and J-1 students are as follows:

Graduate students and professional development coursework-only graduate students:

- 6 credits per semester

Post-baccalaureate professional program students (master of public health, education, agriculture, law, Ph.D. in dentistry)

- 6 credits

Undergraduate and non-degree-seeking students:

- 12 credits per semester

Undergraduate non-degree-seeking students registered for 99PRD status

- 12 credits per semester

Note: Some academic programs have a higher credit requirement than that of the INS. In such cases, follow the credit requirement of the academic program.

ISSS has also reminded students to keep their contact information current, following the instructions on the Web at onestop.umn.edu.

Students who have questions or concerns are encouraged to see an ISSS adviser. Please call 612-626-7100 to schedule an appointment or determine the general walk-in schedule.

The Record

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