

MIN
R. 2638

UNIVERSITY OF MINNESOTA

The Record

News about admissions, records, and student systems

January 2002, Vol. 26, No. 1

Diplomas and certificates will show campus and college

Beginning this month, the University of Minnesota diploma and certificate have a new look to better reflect each graduate's course of study.

The new format includes the campus from which the diploma or certificate is issued. Previously, all diplomas stated "given in Minneapolis."

In addition to signatures of the University president and the secretary of the Board of Regents, two signatures have been added: that of the dean for the college from which the student is graduating, and that of the chancellor (for students in Crookston, Duluth, and Morris) or provost (for students in the Twin Cities).

The first groups to receive the new-format diplomas and certificates are the fall 2001 graduating class and the Graduate School's January 2002 grads.

Alert OTR upon changes of dean

The Office of the Registrar (OTR) has collected all of the necessary signatures. It is important for colleges to remember to alert OTR when there is a change of dean or a change in the dean's title, e.g. interim dean to dean.

New signatures should be submitted on college letterhead stationery, preferably signed by the new dean four times in black ink. Send signatures to Jackee Wernersbach in 150 Williamson Hall. Please call 612-625-4035 with questions.

Office of Student Finance streamlines structure

The Office of Student Finance (OSF) is reorganizing into five units effective January 1.

According to interim director Nancy Sinsabaugh, the reorganization reflects business process changes necessitated by PeopleSoft, more fully integrates Student Accounts Receivable and Student Loan Collections into OSF, and reduces the number of staff reporting to the director. The five units and their senior associate directors are

Fiscal: Kris Wright, fiscal and compliance responsibilities

Processing: Deb Pusari, oversight of undergraduate, graduate, medical, and aid processing areas

Information technology: Amy Lund Swalley, imaging and information and technology

Client services: Julie Selander, special projects, external communications, student contact, OSF One Stop,

and Student Accounts Receivable (SAR) support

Loans, scholarships, and collections: Jim Kennedy, scholarships, grants, loans, loan collections, third-party billing, and SAR collections

In the administration unit, budget and human resources, headed by Mike Speight, assistant to the director, will encompass OSF budgets, mailroom, human resources, internal communications, and administration training.

The reorganization was developed by Sinsabaugh in association with Speight; Sue Van Voorhis, director of the Office of Enrolled Student Services; and Susan Stubblefield, assistant director for residential life education, as part of her project for the President's Emerging Leaders Program.

Along with aiding the successful adoption of PeopleSoft and the creation of a paperless financial aid process, the

Legislative briefing will be January 22

The alumni association will sponsor a briefing of the University's 2002 capital request for alumni, students, faculty, staff, donors, and friends. Come to Memorial Hall in the McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, on Tuesday, January 22. Interactive displays and a complimentary buffet will be available at 5:30 p.m. A program with remarks by President Yudof will be held at 6:30 p.m. More information is available at <www.umn.edu/govrel>.

Classroom Tech Upgrade partnership opportunities

Find out how colleges and departments can help to accelerate classroom Tech Upgrade installations at <www.classroom.umn.edu>.

Registration record set

On December 6, the Web Registration System processed 26,660 transactions—a record number of adds, initial registrations, and drops.

The old record of 24,681 was set December 8, 2000.

reorganization helps meet a third goal set in June 2000 by vice provost Craig Swan: implementation (with the Office of the Registrar) of the one-stop student service concept.

For more information contact Nancy Sinsabaugh, 612-624-9023, or c-lars@umn.edu.

Planning for upgrade to PeopleSoft 8.0 is underway

by Steve Gudvangen, Enterprise Applications Management, PeopleSoft Version 8 Upgrade Manager

The University of Minnesota's integrated Human Resource and Student Administration Enterprise System will soon begin its upgrade from PeopleSoft 7.6 to 8.0. This upgrade offers a veritable potpourri of exciting system changes.

The key system architecture change is currently coined as "panels to pages"—PeopleSoft 8.0 is Web based. User access will be through a Web browser such as Internet Explorer or Netscape.

The upgrade is planned to go live in February 2003. PeopleSoft maintenance support for release 7.6 will expire in August 2003.

Access has been granted to a limited number of key users for a business process assessment and a fit gap analysis. Current efforts include developing the upgrade project plan, identifying training needs, defining the project team, planning communications, and preparing for an official project kick-off.

More information on the upgrade will be shared in upcoming months.



Datebook: spring semester 2002

January

- 15 Fall 2001 dean's list available via Data Warehouse
- 21 Martin Luther King, Jr. holiday—University offices closed
- 22 Spring semester classes begin
- 28 Fall degree clearances due from colleges
- 29 Last day to cancel spring 2002 courses for full refund
- 30 Instructor approval required to add a class for spring 2002

February

- 4 Last day for undergraduate/professional students to apply for spring 2002 graduation—degree applications due to the Office of the Registrar
- 4 Last day to cancel spring 2002 courses for a 90 percent refund
- 5 Instructor and college scholastic committee approval required to add a class
- 15 Degree posting complete for fall 2001
- 18 Last day to cancel spring 2002 courses for 50 percent refund
- 28 First half-session grade reports delivered to departments

March

- 1 Last day for Graduate School students to apply for spring commencement
- 15 Graduate School application deadline for summer session 2002
- 18-22 Spring break
- 19 College scholastic committee approval required to cancel enrollment

April

- 9 Registration for May session and summer 2002 begins for current students
- 11 Queued registration begins for fall 2002
- 16 Registration for summer 2002 begins for non-admitted students

May

- 10 Last day of instruction for spring semester
- 13-18 Final examinations

The Record

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-carll@umn.edu.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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



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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems

February 2002, Vol. 26, No. 2

DARwin system selected to replace APAS

The Office of Admissions and the Office of the Registrar are upgrading the University of Minnesota's Academic Progress Audit System (APAS), which is used to process transfer students and to create degree audit reports used in student advising.

The mainframe-based APAS was purchased under the name of Degree Audit Reporting System (DARS) from Miami University of Ohio about 10 years ago. Because the University's mainframe computer will eventually be eliminated, an alternative is needed.

Several alternatives were considered. The best options were upgrading to Miami University's client server version or using PeopleSoft's Academic Advising modules. Miami's client server version of DARS, called DARwin, has been selected.

The new system offers improved functionality and, through the work of University staff, will be integrated with the PeopleSoft Student Records System. Current functionality will be retained: students will still have the ability to access their own degree audit reports over the Web, and staff will now have access to students' reports, as well as the ability to access exception processing for students.

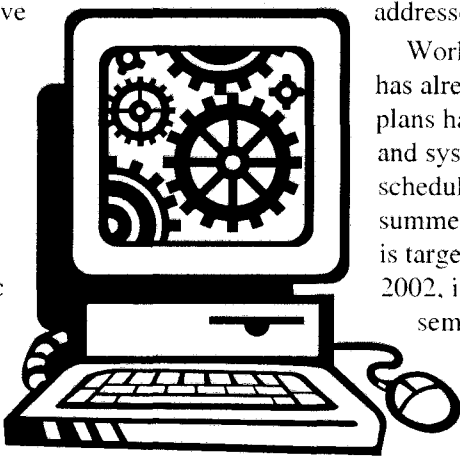
Since the new system is from the same vendor as the old, file structures

and processing is very similar, making conversion and implementation simpler.

Installation of the hardware and software is the first major step. After that, existing files will be converted (using vendor-provided conversion programs) and new processing programs will be written and tested. Because staff and students are already familiar with how the system and reports are structured, training needs are expected to be minimal and will be addressed as needed.

Work on the transition has already begun. Project plans have been drafted, and system testing is scheduled to occur in late summer. Implementation is targeted for October 2002, in time for spring semester 2003 registration and before implementation of PeopleSoft 8.0 in February 2003.

The project team is made up of staff from the Office of Admissions, the Office of the Registrar, Applications Development and Maintenance, Central Computing Operations, and Web Development. Project co-sponsors are Susan Van Voorhis, Wayne Sigler, Kari Branjord, and Mark Powell. For questions or information, please contact Deb McKelvey-Callahan at 612-624-8013 or mckel001@umn.edu.



AACRAO 2002 conference to be held in Minneapolis

The Office of the Registrar is pleased to announce that the American Association of Collegiate Registrars and Admissions Officers (AACRAO) annual conference will be held April 14-17 in the Minneapolis Convention Center.

The conference was last held in Minneapolis in the mid-1970s. With travel budgets tight this year, having AACRAO in the University's own back yard is an excellent professional development opportunity for staff.

Conference sessions will cover such topics as student recruitment, transfer credit evaluation, the Family Education Rights and Privacy Act (FERPA), enrollment management, and student transactions. Plenary speakers will include Clifford Adelman from the U.S. Department of Education and Vincent Tinto from the University of Chicago.

Please encourage staff to attend the annual AACRAO conference in Minneapolis. For more information about this professional development opportunity, please contact Tina Falkner at rovic001@umn.edu or 612-625-1064, or see the conference Web site, <www.AACRAO.org/Minneapolis/>.

14 percent of Twin Cities undergrads' fall semester grades posted late

The problem of late-posted grades continues at the Twin Cities campus, with an estimated 40,000 grades for fall semester missing the deadline.

The low rate for fall semester was not unusual for the Twin Cities campus. But the Office of the Registrar (OTR) reports that the percentage of grades posted on time here remains much lower than at other institutions.

For the campus's large number of undergraduates, as well as for many graduate students, late posting of grades can cause serious problems, including delay of tuition disbursement; loss of athletic, scholarship, or financial aid eligibility; probation; postponement of admission to graduate school; and loss of job opportunities. Student concerns result in other system delays and a rash of telephone calls to OTR and other offices and departments.

For some of the University's professional schools, such as dentistry, which post final grades only at year's end, temporary grade posting for fall semester is easier and the impact of late posting is lower.

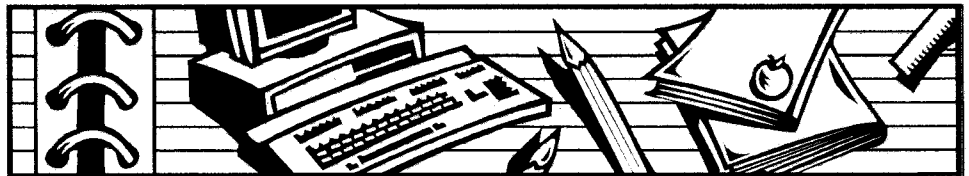
OTR continues to urge all faculty members, colleges, and departments to meet grade-posting deadlines, and to stress the importance of deadlines to all instructors.

The posting process

Grades are scanned in the Office of Measurement Services. The file of scanned grades is then uploaded to OTR, where staff transfer grades into the PeopleSoft system.

A run of late grades is made one week after the due date. Grades submitted after that must be hand-entered and verified for accuracy. Grade sheets that are crumpled, completed in ink, coffee-stained, or otherwise unscannable also must be hand-entered.

Due to the way the winter holidays fell this year, the deadline for posting



Datebook: spring semester 2002

February

- 4 Last day for undergraduate/professional students to apply for spring 2002 graduation—degree applications due to the Office of the Registrar
- 4 Last day to cancel spring 2002 courses for a 90 percent refund
- 5 Instructor and college scholastic committee approval required to add a class
- 15 Degree posting complete for fall 2001
- 18 Last day to cancel spring 2002 courses for 50 percent refund
- 28 First half-session grade reports delivered to departments

March

- 1 Last day for Graduate School students to apply for spring commencement
- 15 Graduate School application deadline for summer session 2002
- 18-22 Spring break
- 19 College scholastic committee approval required to cancel enrollment

April

- 9 Registration for May session and summer 2002 begins for current students
- 11 Queued registration begins for fall 2002
- 16 Registration for summer 2002 begins for non-admitted students

May

- 10 Last day of instruction for spring semester
- 13-18 Final examinations

fall semester grades was extended by a day. Staff in OTR posted about 130,000 of the estimated 170,000 fall semester grades for the Twin Cities campus over the winter break. No scanning or system problems occurred. Staff also made additional scans and posted grades to accommodate graduating students.

Late grades and supplemental grade reports continue to be posted as they are

submitted. Fall semester grade posting ends February 15.

The next grade term for the Twin Cities campus will be the first term of spring semester. Bubble sheets will be produced and delivered Thursday, February 28, and due on Thursday, March 21. They will be available on the Web and by interactive voice response after 8 a.m. on Friday, March 22.

College	Percentage of grades submitted on time	Percentage of grades not reported by 1/17
Undergraduate colleges	86%	7%
Graduate School	71%	15%
School of Dentistry	81%	2%
Medical School	34%	41%
College of Pharmacy	89%	9%
College of Veterinary Medicine	90%	9%

For repeated courses, last grade earned will count

The Council of Undergraduate Deans (CUD) accepted in December a subcommittee recommendation that the University Senate policy on repeated courses be interpreted so the last grade earned is the grade counted.

The current policy on grades for repeated courses states:

A student may repeat a course once. When a student repeats a course, (a) both grades for the course shall appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course shall count in the student's grade point average. The preceding sentence of this policy shall not apply to courses using the same number but where students study different content each term of enrollment; all such courses falling under this provision must be approved by the college. (Uniform Grading and Transcript Policy, as amended April 19, 2001)

The major concern with the policy is that, in at least two different circumstances, some students do repeat courses more than once:

- Because another policy requires students to have at least a C- in every course in their major, a student who has taken a required major course twice without getting a C- is likely to get college permission to take it a third time.

- Even without permission, a student may repeat a course more than once. Although the student receives a warning message when registering, the system cannot prevent repeats (some course numbers, such as those for topics courses, are used for different course content). In this case, the college's only option occurs after the fact—probably at clearance for the degree, when the college may be unwilling to impose consequences.

The CUD subcommittee was appointed to examine two possible interpretations of the current policy:

- a. No matter how often a student takes a course, the second grade counts.

- b. No matter how often a student takes a course, the last grade counts.

The Office of the Registrar (OTR) needed clarification in order to consistently bracket grades (not count them in credit totals or grade point averages).

Both registrar Sue Van Voorhis and associate vice provost Laura Koch were present at meetings of the Senate Committee on Educational Policy (SCEP) and reported that language used in discussion reflected (b)—that is, that the last grade counts.

The subcommittee made three recommendations:

1. OTR will implement the "last grade counts" interpretation. Any previous grades for courses taken since fall 1999 will be bracketed. The subcommittee also affirmed an earlier recommendation by the Collegiate Student Affairs Administrators that when a student takes a course at the University, repeats the course at another institution, and subsequently transfers the other school's course to the University, the University course will *not* be bracketed.

2. SCEP will be consulted to assure that the subcommittee's interpretation does in fact reflect SCEP's intentions.

3. The number of repeats will be monitored over the next three years to gauge whether the policy is leading to abuses (e.g., whether there is an increase in unauthorized repeats). Currently, the number of courses taken three or more times is estimated to be small.

In addition to accepting the "last grade counts" interpretation of the policy, CUD requested that vice provost Craig Swan initiate discussions with the chair of SCEP and that OTR work with appropriate campus staff to monitor repeated courses and report back to the group.

Subcommittee participants were Chris Kearns, College of Liberal Arts; Kathie Peterson, College of Biological Sciences; Carol Gruber, Academic Counseling and Student Services; Sue Van Voorhis, OTR; and Linda Ellinger, Office of the Vice President and Provost.

GradFest will be April 3-4

GradFest 2002 will be held from 10 a.m. to 6 p.m., Wednesday, April 3, and from 9 a.m. to 3 p.m., Thursday, April 4, in the University Field House.



GradFest is a one-stop source for graduation information, services, and products—in other words, "no hassle for your tassel!" It officially kicks off 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, Graduate School) as well as non-University vendors who offer students help in planning for commencement and life after graduation.

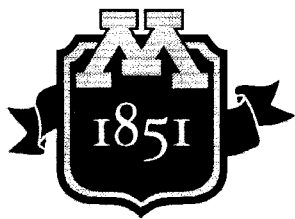
Students visiting GradFest can have their graduation photos taken and resumes evaluated, make hotel reservations for their commencement visitors, and save on career and graduation party needs. GradFest is also the perfect time for students to pick up their caps and gowns, order graduation announcements,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

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

For up-to-date University info, go to "The Source"

Last month University Relations launched "The Source," a Web page to share information on fast-breaking as well as ongoing issues such as the University's legislative request. Go to www.umn.edu/thefsource.



Founders Week 2002

UNIVERSITY OF MINNESOTA

Celebrate Founders Week February 18–25

Last February, the University celebrated its Sesquicentennial Founders Week commemorating the signing of its charter on February 25, 1851—the date Minnesota's territorial government officially established the state's first public institution of higher education.

Founders Week 2002 builds on the success of last year's celebration. The University's 151st birthday party will feature a week of public concerts, lectures, tours, and outdoor activities beginning Monday, February 18. A complete list of events is posted on the Web at <www.umn.edu/twincities/founders>.

Founders Week is intended to continue as an annual festival to promote campus pride, strengthen the campus community, and celebrate the University's history and achievements

with citizens statewide. The celebration is sponsored by the Office of the Vice President for Campus Life.

Get a snow cone and massage at WinterFest February 20–24

If there's not enough snow for you, don't miss the chance to eat some during WinterFest! The Student Unions Programs and Activities Board will serve free maroon and gold snow cones from 11 a.m. to 1 p.m., February 20 and 22, at the St. Paul Student Center.

Also on February 22 at the St. Paul Student Center, Boynton Health Service will give free five-minute back massages in the lounge from noon to 2 p.m.

WinterFest is sponsored by the Twin Cities Student Unions. For information about more activities, including the winter masquerade "sno-ball" at the McNamara Alumni Center, see the Web site <www.coffman.umn.edu/winterfest>.

Staff invited to attend international fair February 21

If you're interested in international travel but can't take the time for a study program or can't afford a typical tour, don't miss this year's International Opportunities Fair.

About 60 exhibitors from across the country plus a few from Mexico, Canada, and Europe will be on the Twin Cities campus to promote their programs.

The University's 29th annual International Opportunities Fair is thought to be oldest such event in the country.

This year, a greater number of exhibitors will offer international work and volunteer opportunities, responding to an increase in demand for those options.

The focus has also broadened to include staff and faculty as well as students.

"We'd really like to invite staff and faculty to come check out the fair this year, not just for students, but for your own international travel interests," said Martha Johnson, director of the International Service and Travel Center (ISTC).

ISTC now seeks to help the entire university community identify offices on campus that can provide them with international services and information.

Prizes this year will include two \$500 travel vouchers from Council Travel and STA Travel, two Eurail passes from Rail Europe, and more.

Come to the fair from 10 a.m. to 3 p.m., Thursday, February 21, Willey Hall, lower concourse, West Bank. For more information, see the ISTC Web site <www.istc.umn.edu> or call 612-626-4782.

The Record

The Record is published monthly for colleges and departments of 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.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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



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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems

March 2002, Vol. 26, No. 3

Send internal third-party billing authorizations to the Office of Student Finance

University departments that pay students' tuition and fees must now send billing authorizations to the Office of Student Finance (OSF) Third Party Billing. The Office of the Registrar no longer processes them.

The department and student are both responsible for avoiding fees for late or installment payments and re-billing by ensuring that an authorization is submitted before the first student billing due date of the semester.

Billing authorizations must be on official University letterhead and signed by an authorized department member other than the student. They must include

- student's full name
- University student ID
- academic terms to be paid
- type of fees authorized to be paid
- the dollar amount (if limited)
- complete CUFS account number to be charged
- department contact name and phone number

An Internal Billing Authorization form will be available soon for download at One Stop Forms Online.

Non-required fees (e.g., U Pass) and late fees are not authorized under the description of "fees" and must be listed individually.

After OSF receives the authorization, a credit will be entered on the student's account and a debit entered on the third-party CUFS account.

Any charges not paid by the department will be billed directly to the student.

Students are responsible for maintaining a current mailing address on their University account so they receive timely bills. They may update their personal addresses online at www.onestop.umn.edu/Student/index.html by

selecting "Change personal information" under the Help section at the bottom of the page.

New contact information for third-party billing is

Third Party Billing
Office of Student Finance
University of Minnesota, Twin Cities
B-1 Fraser Hall
106 Pleasant Street S.E.
Minneapolis, MN 55455-0433
Fax: 612-626-0387
Telephone: 612-625-8559
E-mail: tpbill@umn.edu



Using UM Reports now requires agreement to comply with policies

A new security feature requires faculty and staff who use UM Reports to indicate they will comply with three major policies.

The feature was implemented February 25. The first time that employees log in to UM Reports, three pop-up screens appear. Users are asked whether they agree to abide by the University of Minnesota information access and systems usage policies as well as the federal Family Educational Rights Privacy Act (FERPA). Links to the policies are provided in the text.

Staff are urged to review the policies carefully before indicating agreement. Failure to comply may result in disciplinary action.

Users are given the option to exit the screens without agreeing to comply with the cited policies, but agreement is required for access to UM Reports.

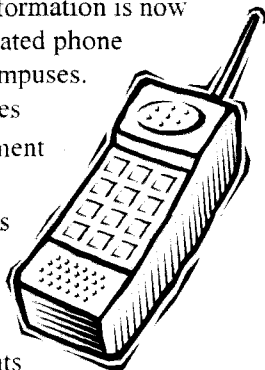
Employees will be prompted annually to review the policies and reaffirm their agreement.

UM Reports are on the Web at www.umreports.umn.edu. The new policy was instituted by Information Management Systems, Office of Information Technology. Questions should be directed to UM Reports user support, reports@umn.edu.

Students can get account information by phone

Student account information is now available on automated phone systems on four campuses. Information includes

- billing and payment policies
- bill and due dates for the academic year
- where and how to make payments
- student account balance
- minimum payment due and due date
- most recent credit-balance refund check processed
- information on direct deposit of credit-balance checks
- holds (service indicators) on accounts
- orders for direct deposit forms and third-party release forms



Students also can be automatically transferred to speak directly to a representative from Third Party Billing, Student Accounts Receivable, Return Check Collections, Financial Aid, Student Health Benefits Office/Boynnton, or the Graduate Assistant Employment Services Office.

To access information by phone, students should take the following steps:

1. Dial from a Touch-Tone phone.

Crookston:

Golden Eagle Informer, 218-281-8636

Duluth:

UMD Student Line, 218-726-8088

Morris:

Morris Student Line, 320-589-6490

Twin Cities:

Gopher Student Line, 612-624-5200

2. Select Option 4.

3. Enter their seven-digit student ID number or nine-digit Social Security number, followed by their voice system password. Students create their passwords the first time they use the line.

For more information, call Julie A. Selander, senior associate director, OSF, 612-625-6579.

Portfolio adds photos and off-campus sharing capability

U Card photos are now included in Portfolio's personal information section, which means advisers of record can see their advisees' pictures in student academic profiles.

This is one of three new features of Portfolio 3.1, upgraded February 7.

In addition, an e-mail message is sent automatically to people with whom Portfolio folders are shared. And parts or all of Portfolio information can now be shared with people off-campus, such as prospective employers and friends.

Information previously entered into Portfolio was not affected by the upgrade and will continue to be available.

Portfolio is a secure Web application available to all University of Minnesota students, faculty, and staff. The permanent URL is <portfolio.umn.edu>.

Advisers who have advisees assigned to them in PeopleSoft can access some of their academic and personal information, called the Academic Profile, through Portfolio's Adviser View. To access the Adviser View:

- Log into your Portfolio account using your University Internet ID and password.
- Click on "View."
- Click on "Adviser View."

- Click on the name of the student whose Academic Profile you would like to see.
- After viewing their personal information, click "Education" to see their academic records.

Why create a Portfolio?

Portfolio is a Web-based information management tool for accessing and sharing University academic records and other educational documents. It works like an electronic file cabinet in which many types of information, such as writing samples, research papers, resumes, presentation materials, video and audio clips, and works in progress, can be stored. These records and documents can be easily and securely accessed and shared with individuals you choose at any time, from any place, using an internet connection.

Portfolio was introduced on the four University campuses in 1999, upgraded to 2.0 in 2000 and to 3.0 in October 2001. It has been used most widely on the Duluth campus.

Questions and comments about Portfolio are welcome. Please send them to Portfolio's e-mail address, portfolio@umn.edu.



Datebook: spring semester 2002

March

- 1 Last day for Graduate School students to apply for spring commencement
- 15 Graduate School application deadline for summer session 2002
- 18-22 Spring break
- 19 College scholastic committee approval required to cancel enrollment

April

- 9 Registration for May session and summer 2002 begins for current students
- 11 Queued registration begins for fall semester 2002
- 16 Registration for summer 2002 begins for non-admitted students

May

- 10 Last day of instruction for spring semester
- 13-18 Final examinations

The Top 40: Largest Twin Cities campus courses, Spring 2002

Enrollment	Course number	Course name	Number and type of sections
1.	867	Economics 1101 Principles of Microeconomics	7 lecture, 25 discussion
2.	817	Biology 1001 Introductory Biology I: Evolutionary and Ecological Perspectives	2 lecture, 41 lab
3.	816	Biology 1009 General Biology	4 lecture, 38 lab
4.	794	Economics 1102 Principles of Macroeconomics	6 lecture, 25 discussion
5.	782	Chemistry 1021 Chemical Principles I	3 lecture, 21 lab
6.	733	Geology 1001 Dynamic Earth: Introduction to Geology	4 lecture, 18 lab
7.	707	Psychology 1001 Introduction to Psychology	1 lecture, 22 discussion
8.	696	Mathematics 1271 Calculus I	5 lecture, 20 discussion
9.	679	Sociology 3111 Introduction to Crime and Criminal Justice	3 lecture
10.	663	Chemistry 1022 Chemical Principles II	4 lecture, 22 lab
11.	653	General College 1422 Writing Laboratory: Communicating in Society	40 lab
12.	643	Physics 1302W Introductory Physics for Science and Engineering II	5 lecture, 43 discussion+lab
13.	605	Astronomy 1001 Exploring the Universe	4 lecture, 28 lab
14.	585	Accounting 2050 Introduction to Financial Reporting	14 lecture
15.	582	Journalism 1001 Introduction to Mass Communication	4 lecture
16.	533	Marketing 3001 Principles of Marketing	9 lecture
17.	528	Spanish 1003 Intermediate Spanish	29 lecture
18.	523	Sociology 1001 Introduction to Sociology	3 lecture, 18 discussion
19.	520	Speech 1101 Introduction to Public Speaking	22 discussion
20.	486	Spanish 1004 Intermediate Spanish	29 lecture
21.	477	Anthropology 1001 Human Evolution	2 lecture, 20 lab
22.	475	English: Writing, Rhetoric, and Language 1011 .. University Writing and Critical Reading	22 lecture
23.	468	Mathematics 1031 College Algebra and Probability	4 lecture, 16 discussion
24.	467	Management 3001 Fundamentals of Management	10 lecture
25.	465	Chemistry 2302 Organic Chemistry II	3 lecture
26.	455	Spanish 1022 Alternate Second-Semester Spanish	21 lecture
27.	424	History 1302W U.S. History: 1880 to Present	1 lecture, 22 discussion
28.	416	Political Science 1001 American Democracy in a Changing World	3 lecture
29.	411	Food Science and Nutrition 1112 Principles of Nutrition	5 lecture
30.	401	Mathematics 1272 Calculus II	4 lecture, 14 discussion
31.	399	Chemistry 1011 General Principles of Chemistry	2 lecture, 11 lab
32.	393	Chemistry 2301 Organic Chemistry I	2 lecture
33.	388	Physics 1301W Introductory Physics for Science and Engineering I	2 lecture, 25 discussion+lab
34.	384	Rhetoric 3562W Technical and Professional Writing	19 discussion
35.	383	Psychology 3604 Introduction to Abnormal Psychology	8 lecture
36.	366	Mathematics 1372 IT Calculus II	4 lecture, 14 discussion
37.	363	English: Writing, Rhetoric, and Language 1012 .. University Writing and Critical Reading: Emphasis on Cultural Diversity	15 lecture
38.	362	Operations and Management Sciences 1550 Business Statistics: Data Sources, Presentation, and Analysis	4 lecture, 8 discussion
39.	357	Human Resources and Industrial Relations 3021 Human Resource Management and Industrial Relations	6 lecture
40.	350	Architecture 3412 Architectural History Since 1750	2 lecture, 14 discussion

DATA SOURCE: Institutional Research and Reporting, 336A Morrill Hall, 612-624-4851

CUMREC technology conference offers professional opportunity in Minneapolis

The 47th annual higher education technology conference, CUMREC, will bring together a significant cross-section of computer systems directors and institutional leaders from higher education. They'll converge at the Hyatt Regency in Minneapolis, May 12-15.

Staff are invited to take advantage of this excellent professional opportunity, hosted this year by the University of Minnesota and the Minnesota State Colleges and Universities (MnSCU).

For more information, including plenary speakers and sessions, see the CUMREC conference Web site, <www.cumrec.org/cumrec2002>, or contact local host Mark Powell, director of Applications Development and Maintenance, at m-powe@sossgw.stu.umn.edu or 612-625-8598.

Departments urged to make admission decisions on international applications as early as possible

Because international student applicants this year may face a more rigorous screening process when they apply for a visa, departments and colleges are encouraged to make their decisions as early as possible.

In some cases it may take up to three months for those accepted to secure a student visa. Prospective students must be admitted to a U.S. university and receive an I-20 or IAP-66 form to apply for a visa at a U.S. consulate abroad, usually in their home country.

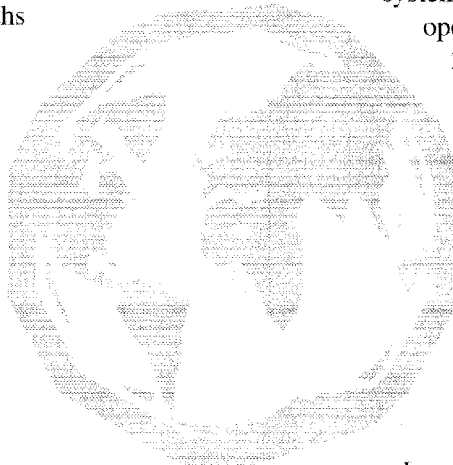
The number of applications to University of Minnesota graduate programs is up 34 percent compared with this time last year. Undergraduate applications have also increased.

Federal reporting requirements

A system for reporting on international students in the United States was mandated by Congress in 1996. The new Student and Exchange Visitor Information System (SEVIS) tracking system is scheduled to be operational on January 1, 2003. A summary of

legislation that seeks to clarify the types of data universities will need to track and report is on the Web at <www.nafsa.org/content/PublicPolicy/NAFSAontheIssues/Issues.htm>.

The Office of International Programs continues to monitor news, legislation, and issues related to international education since September 11. Updated information and resources are posted at <www.international.umn.edu/sept11.html>.



The Record

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.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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

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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

MW
R263r

The Record

News about admissions, records, and student systems

May 2002, Vol. 26, No. 5

New policies to improve graduation rates

With graduation rates at the bottom of the Big Ten, the University of Minnesota has announced two new policies designed to help undergraduates complete their degrees faster. A third change is under consideration.

One policy sets a credit minimum, and another gives students better access to courses as they accumulate credits. Degree-seeking students were notified of the changes by vice provost for undergraduate education Craig Swan in an e-mail memo sent April 8.

Undergraduates must take 13 credits per semester

This September, the University will begin to implement a new requirement that all degree-seeking undergraduate students register for at least 13 credits each semester, unless they have permission to take fewer credits.

The requirement will apply to all new undergraduate students—freshmen and transfer students—who enter the Twin Cities campus as degree-seeking students this fall semester. It will *not* apply to continuing students.

The requirement will continue to be in place for everyone coming to the University as a new student over the next three years. By September 2005, it will be phased in fully and will apply to all degree-seeking undergraduate students.

More information about the minimum credit requirement can be found on One Stop at <onestop.umn.edu/13credits/index.html>.

Registration queue will give priority to students nearing graduation

The University's registration queue for all undergraduates will be restructured in November for spring 2003 registration.

The restructured queue will give priority to students who have completed more credits. Seniors will register before juniors, juniors before sophomores, and sophomores before freshmen.

Within each of those groups, the queue will also give priority to full-time students—those taking 13 credits or more.

Effective November 2004, a further adjustment of the queue will allow all full-time students—seniors through freshmen—to register before part-time students.

The changes were made at the request of several student governance groups.

Complete details about the new registration queue can be found on One Stop at <onestop.umn.edu/newqueue/index.html>.

Tuition banding would give price break for more than 13 credits

A third change, proposed by President Yudof to the Regents, is a tuition band. Tuition for 13 credits or more per semester would be at one rate.

The tuition band would offset the substantial tuition increase going into effect fall semester. For students who take 12 credits per semester, the tuition

Post spring grades by May 23

Full-term and second half-term grades are due to the Office of the Registrar by 9:30 a.m. on May 23.

For most undergraduates, as well as for many graduate students, late posting of grades can cause serious problems, including delay of tuition disbursement; loss of athletic, scholarship, or financial aid eligibility; probation; postponement of admission to graduate or professional school; and loss of job opportunities.

Students are well aware of dates when grades should be available to them, and great concern and anxiety result when grades are late.

Please stress the importance of meeting the deadline to all instructors and staff!

increase would amount to 18.8 percent; for students who take 16 credits, the increase would be only 10.4 percent.

The proposal is slated for consideration as part of the operating budget by the Regents in May and potential approval in June.

For more information

A news release about the credit minimum and queue restructuring is posted on the Web at <www.umn.edu/urelate/newsservice/newsreleases/02_04gradrates.html>.

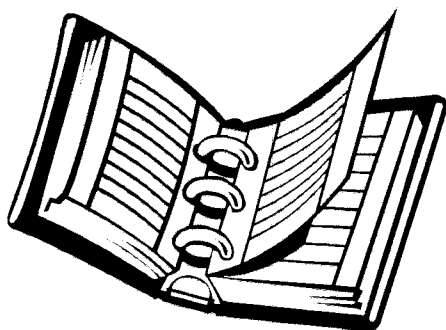
Students can register for a full year

Newly admitted freshmen on the Twin Cities campus who attend summer 2002 orientation will have the opportunity to register for a full year of freshmen composition and second languages.

Only new freshmen who participate in orientation will have a registration appointment time established in PeopleSoft that will allow them to participate in this option.

Students will not be expected to take a full year of freshmen composition; they will have the choice of registering for either fall or spring semester.

Crookston implemented full-year registration for all new freshmen for all courses this spring.



Midterm alerts may be issued in intro-level courses

A policy on midterm alerts was passed March 28 by the University Senate and has been forwarded to President Yudof for approval.

Under the policy, instructors in all Lxxx courses should notify students who, in their work up through the sixth week of the semester, "appear to be in danger of receiving a grade of D, F, or N." This notification will not be part of students' transcripts.

Midterm alerts will be collected via the Web, and e-mail messages will be



Datebook: May session & summer term 2002

May

- 3 Open registration begins for fall 2002; seats reserved for non-admitted students may not be taken by admitted students through May 16
- 10 Last day of instruction for spring semester
- 13-18 Final examinations
- 17 Reserved seats for fall semester become available to all students
- 23 Spring semester grade sheets due to the Office of the Registrar (OTR) by 9:30 a.m.
- 27 Memorial Day observed—University offices closed
- 27 Grades available on the Web and interactive voice response (Gopher Line)
- 28 May session classes begin

June

- 5 Grade rosters delivered for May session
- 14 May session ends
- 17 Summer classes begin
- 17 Twin Cities colleges' lack notices due
- 20 May session grade sheets due to OTR by 9:30 a.m.
- 24 May session grades available on the Web and Gopher Line
- 24 Spring graduation clearances due from the colleges
- 24 Last day for undergraduate and professional students to apply for May or summer graduation

July

- 4 Independence Day—University offices closed
- 15 All spring semester degrees posted
- 26 Degrees posted for May session

August

- 9 End of summer session classes and finals
- 15 Summer session grade sheets due to OTR by 9:30 a.m.
- 17 Summer session grades available on the Web and Gopher Line
- 23 Summer term ends

sent automatically to the student and the student's adviser.

According to Bert Ahern, chair of the Senate Committee on Educational Policy, the policy broadly defines "midterm," and the proposed alert should be based on work completed through the sixth week because students can withdraw from classes up to the eighth week.

Style manual is online

The University of Minnesota Style Manual is now online at www.umn.edu/urelate/style.

The style manual, first published in 1979 and updated in 1989, is a useful tool for producing University publications. Guidelines include such topics as when and how to capitalize, punctuate, and abbreviate, with special attention to University terms and names. The new online edition contains minor updates as well as a chapter on cyber style.

Paper copies continue to be sold at University Bookstores.

Prospective students' financial aid packages prepared with PeopleSoft

More than 7,000 Financial Aid Award Notices (FAANs) have been sent to the University of Minnesota's prospective students. About 400 are prospective law students; the rest are prospective freshmen.

Because finances play an increasingly important part in the enrollment decision process for many families, it is helpful to provide students with an estimate of aid they can expect before asking for their commitment to enroll at the University.

May 1 is the nationally-recognized deadline for prospective freshmen to decide on a college. The deadline for law students on the Twin Cities campus is April 15.

This is the first year that PeopleSoft was used to package prospective student FAANs for all campuses. The Office of Student Finance reports that

staff met their campus packaging deadlines and were pleased with PeopleSoft.

Records packaged by April 22

Campus	Prospective freshmen	Prospective law students
Crookston	132	
Duluth	1,593	
Morris	557	
Twin Cities	4,623	408

Twin Cities prospective students received paper FAANs

Paper FAANs were mailed to Twin Cities campus prospective students

because e-mail accounts are not created for students until they indicate their intent to enroll. The paper FAANs inform students that they will not receive any other paper FAANs from the University, and that they will be notified by e-mail when their original eFAAN is available on the Web, after the Regents set tuition.

Paper FAANs should be returned only if students need to report additional aid (an outside scholarship, for example) or inform the University that they will not attend.

Award packaging for continuing Twin Cities campus students will begin later this summer, after 2002-03 tuition rates are approved by the Board of Regents.

Training for upgrade to PeopleSoft 8.0 begins this month

An upgrade of the University's human resource and student administration system to PeopleSoft 8.0, scheduled for February 2003, means 2,500 end-users at the University will need training.

The Student Records Training Team in the Office of the Registrar is busy preparing to meet the need.

The upgrade will allow the University to take advantage of a number of enhancements. Version 8.0 is a Web-based product, which means a significant change for current users. The basic functionality of the software will remain much the same, but the look, navigation, and some terminology will change.

The training plan has three main components:

1. An opportunity for end-users to get a peek at the software. From late May through August, overview sessions on all University campuses will present the rationale for the decision to upgrade, a walk-through of the new software, and

an opportunity for training staff to address questions and concerns and to solicit users' input.

2. Reorganization of training materials and re-documenting of all records business processes. This will continue through implementation. Version 8.0 training materials will be available on the training Web site by September. For the latest information see www.umn.edu/registrar/training.

3. Reorganization of the way training is delivered to end users. New hands-on classes will begin in October and continue through implementation. Web training may be an option for some business processes.

Success of implementation will depend in part on communication. All who have attended training should be included on the Student Administration (SA) Live list serve. Please take time to read announcements coming to you through this list serve. If you have

questions about current student records business processes or Version 8.0, please call the Student Records help desk at 612-625-2803 or e-mail techteam@sossgw.stu.umn.edu.

The training team looks forward to working with staff on the new opportunities afforded by PeopleSoft 8.0. Stay tuned for further developments in this exciting new upgrade.



Grand openings coming up

Gateway Plaza, June 4

The grand opening of Gateway Plaza at Oak Street and Washington Avenue in Minneapolis will be held June 4 as part of the University of Minnesota Alumni Association (UMAA) annual celebration.

The plaza will be formally given to the University in a ceremony at 7:30 p.m. It is only the fourth all-University gift from alumni, following Northrop Memorial Auditorium, Memorial Stadium, and the McNamara Alumni Center.

The plaza's rolling landscape, with 250 trees, ponds, and a stage, was designed to bring green space to the campus and to become a memorable gathering place.

The theme of this year's UMAA celebration is "Rock Around the Block," featuring live music of the '50s and '60s. Festivities begin at 5:30 and include a reception, picnic dinner, UMAA year-in-review, and entertainment. Tickets are required. For more information, check the Web site <www.umaa.umn.edu/event/elvis> or call 612-624-2345.

Showboat, July 4

The new Minnesota Centennial Showboat docked at Harriet Island in St. Paul on April 17. Volunteers are preparing the interior for a grand opening on July 4. "Jekyll and Hyde" will open to the public on July 5 and run through August 25.

The first showboat opened in 1958 as part of Minnesota's centennial festivities and became a landmark at its dock on the University's Minneapolis campus. The showboat was destroyed by fire while under renovation in January 2000. Its replacement, Frank M. Whiting, was built in Mississippi and traveled up the river to its new home.

The new showboat is the result of a public-private partnership between the University's Department of Theatre Arts and Dance, the Padelford Packet Boat Company of St. Paul, St. Paul Parks and Recreation, and the St. Paul Riverfront Corporation.

Showboat tickets may be ordered by calling 651-227-1100.

Rapson Hall architecture building, October 5

The College of Architecture and Landscape Architecture building will become Ralph Rapson Hall on October 5.

A formal dedication of the renovated architecture building is scheduled during the grand opening of a 50,000-square-foot addition, which includes an auditorium, gallery, library, studio and classroom spaces, and administrative offices. The new name will encompass both the existing building and the addition.

Rapson, a renowned architect, headed the School of Architecture for 30 years, beginning in 1954.

Construction update

As major building projects near completion, segments of East River Road between Arlington Street and Franklin Avenue will undergo construction.

Through August 28, traffic on East River Road sometimes will be restricted to one lane or closed.

Check on construction status and road closings at the Facilities Management Web site, <www.facm.umn.edu>. Click on "Construction Links," "Construction Updates," and "East River Road Construction and Garage."

The new Molecular and Cellular Biology Building is scheduled to open this summer, Riverbend Commons housing in the fall, and Coffman Union next winter.

The Record

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.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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

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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems

June 2002, Vol. 26, No. 6

The 13-credit minimum: how it will work

New degree-seeking students entering the University of Minnesota-Twin Cities for the first time in fall 2002 must meet a new requirement: registration for at least 13 credits every semester until they graduate, unless they have permission to take a reduced load. Students who register for fewer than 13 credits without an approved exemption will be billed for 13 credits.

The new policy grows out of a report, "Improving Our Graduation Rates," issued by the Council of Undergraduate Deans in fall 2001.* The report studied the low graduation rates on the Twin Cities campus and urged the University to take action on several fronts to try to change the campus culture and create an environment that supports and encourages timely graduation. While the University wants to continue welcoming students who cannot attend full-time, it must do more to ensure that most students stay on track for graduation in four or five years.

For the past five weeks, an implementation committee met to work out details of how the 13-credit minimum will actually work. The group, a 16-member subcommittee of the Council of Undergraduate Deans, included three students, a faculty representative from the Senate Committee on Educational Policy, and other University staff.

Exemptions from the minimum

The committee's first decision was to clarify which students the policy will

apply to—students newly admitted as degree-seeking students for fall 2002 or later. It will *not* apply to non-degree students, to students transferring between colleges or campuses, or to continuing students (those admitted to degree programs who began before fall 2002).

Exemptions without a petition

Three groups of students will be able to take a reduced credit load without a petition. These will be entered automatically in PeopleSoft:

- graduating seniors with fewer than 26 credits left to complete who have a college-approved plan to graduate in two semesters
- students who have a disability for which Disability Services has determined that a reduced credit load is an appropriate accommodation
- students who work full-time for the University and are attending on a Regents scholarship.

Exemptions with student petitions

For those students seeking permission to take a reduced credit load, the committee developed a Web-based form and back-up paper version. It also created a set of principles to help college advising offices make decisions.

The committee agreed that colleges should look at a student's whole situation to make a decision about a reduced credit load. Many factors might come into play. The form asks

13-credit minimum, continued on page 2

OSF bids farewell to Sinsabaugh

Student finance director Nancy Sinsabaugh will leave the University June 26. She plans to return to her former home in Boston.

Sinsabaugh has served almost three years as interim director of the Office of Student Finance (OSF) on the Twin Cities campus, earning recognition as an innovator in using technology to achieve service excellence. Among her accomplishments was implementation of a paperless financial aid process, completed last summer, which reduced processing time from six weeks to four days and saved a half-million pieces of paper, improving service to students and increasing staff productivity.

Sinsabaugh came to the University in 1997 as an independent consultant for the Student 2000 Enterprise Project. She served as a project manager for the Office of the Registrar (OTR) during university-wide implementation of PeopleSoft. In OSF, she successfully led a staff of over 100, managing a comprehensive financial aid program that annually packages and disburses more than \$360 million for student aid in the form of grants, scholarships, waivers and reciprocity, work-study, and loans to about 60 percent of students on the Twin Cities campus.

A successor at OSF will be announced in the July issue of *The Record*. OSF is part of the Office of Enrolled Student Services.

A celebration for Sinsabaugh, recognizing her achievements at the University, is scheduled for Tuesday, June 25, in the Humphrey Center atrium, West Bank, 2-4 p.m. A short program will be held at 3 p.m.

*The report is available on the Web at <www.evpp.umn.edu/evpp/gradrate/>.

13-credit minimum,

continued from page 1

students to provide information about any or all of five categories that might lead to an exemption:

- a medical condition (requires medical documentation from a physician)
- an internship, coop program, or other unique educational or career opportunity
- significant family or financial responsibilities
- other factors
- work responsibilities (usually combined with one of the factors above)

The committee felt that work alone was not a sufficient reason for an exemption. Most students can work at least 15 hours a week and carry a full load of credits; many can do so while working 20 hours a week. But a returning adult student who is working 40 or more hours a week is a logical candidate for an exemption. The issue is not work *per se*, but a student's whole situation.

Students will be able to request a reduced credit load for one semester only (temporary reduced credit load) or for as long as they are enrolled.

Students will complete their requests for reduced credit loads on the Web. The information they submit will automatically be sent to the appropriate college advising office as an e-mail message. The college can then act on the request, notify the student, and enter the exemption in the PeopleSoft system on a panel now being designed.

Principles for providing exemptions

The committee also developed some principles to guide how exemptions are made to the 13-credit minimum.

- Remember that the goal is timely graduation, which requires 15–16 credits each semester, not 13.
- Work toward a culture change: do not focus on judging individual students.



Datebook: May session and summer term 2002

June

- 5 Grade rosters delivered for May session
- 10 Orientation for incoming freshmen and parents begins
- 14 May session ends
- 17 Summer classes begin
- 17 Twin Cities colleges' lack notices due
- 20 May session grade sheets due to the Office of the Registrar (OTR) by 9:30 a.m.
- 24 May session grades available on the Web and Gopher Line
- 24 Spring graduation clearances due from the colleges
- 24 Last day for undergraduate and professional students to apply for May or summer graduation

July

- 4 Independence Day—University offices closed
- 15 All spring semester degrees posted
- 18 Orientation for incoming freshmen and parents ends
- 26 Degrees posted for May session

August

- 10 Orientation for incoming transfer students begins
- 9 End of summer session classes and finals
- 15 Summer session grade sheets due to OTR by 9:30 a.m.
- 17 Summer session grades available on the Web and Gopher Line
- 23 Summer term ends
- 30 Orientation for incoming transfer students ends

- See this as the beginning, not the end, of efforts to improve the University's graduation rate, and remember that the point is to communicate expectations, to help students plan, and to keep students focused on educational goals.

- Encourage longer-range academic and career planning as part of these discussions.
- Explore options for substituting courses or waiving requirements in cases where students are unable to get a full schedule of courses they need to stay on track for graduation.

Advisers may initiate exemptions in cases where the college strongly advises a more limited enrollment. Students on

probation or in the Commanding English program, for example, might fall into this category.

Next steps

Work remains to be done on a number of issues—graduation plans for seniors, decisions about implementing the new queue, and notification processes for students who fail to register for at least 13 credits—but the University is making important progress.

Information about the 13-credit minimum is on the Web at <onestop.umn.edu/13credits>, or e-mail thirteen@umn.edu.

Linda Ellinger is assistant vice provost for undergraduate education. She can be reached at ellin001@umn.edu.

Class of 2006 arrives on campus

Orientation for the Class of 2006 will begin June 10 and continue through July 18 on the west bank of the Minneapolis campus. More than 5,000 incoming freshmen are expected to attend.

During their two-day orientation, students will participate in a variety of sessions to prepare them for their first year, plan and register for their fall semester classes, stay overnight in Middlebrook Hall, and enjoy Gopher Gold ice cream. New this year are a session for first-year commuter students, an optional library tour, and an overview of the 13-credit policy. The complete schedule is on the Web at <www.ofyp.umn.edu>.

Parents of new students also attend an orientation. Parent Orientation includes presentations on academics, registration, student finances, health and

safety, and much more. Last year, more than 3,500 parents attended.

In August, about 2,500 new transfer students will attend orientation. During a one-day program, they will meet with staff from their college of enrollment, learn about general University services, and register for fall semester classes.

Orientation & First-Year Programs (OFYP) will also host New Student Weekend, for over 800 new students, and a Boundary Waters trip, for up to 18 students. The office will partner with the Office of Multicultural and Academic Affairs to host about 200 students for Multicultural U.

Join in welcoming the newest members of the University community. For more information, check out the OFYP Web site, <www.ofyp.umn.edu>.

International student document checks begin in June; orientation is in August

Document checks for incoming international students on the Twin Cities campus will begin June 10 at International Student and Scholar Services (ISSS), 190 Humphrey Center, West Bank. University of Minnesota staff who have contact with incoming international students should remind them to go to ISSS as early as possible.

The U.S. Immigration and Naturalization Service mandates document checks for all new international students arriving at their host institutions. The University requires the document check before students may register.

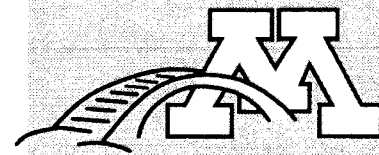
Document checks available daily

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, their admission letter from the University of Minnesota, and sponsor letter, if applicable.

- At document check, students will:
- pre-register for the International Student Orientation Program (ISOP)
 - receive a temporary release for the AI hold on their record (they will receive a permanent hold release after attending ISOP)
 - be advised to get all holds released before they attend college orientation and before they register
 - receive information about removing those holds—such as Boynton Health Center's ME hold and the Minnesota English Center's AZ hold
 - receive information about how to apply for a Social Security card



Orientation & First-Year Programs

Orientation & First-Year Programs is the new name of the Twin Cities campus office that formed last fall when the offices of New Student Programs and First-Year Experience merged.

The mission of the new unit is "to provide quality transitional experiences, in collaboration with other University departments, that maximize students' potential for personal and academic success and assists them in adjusting to the challenges presented by collegiate life."

The primary focus of Orientation & First-Year Programs includes orientation programs for all new students (freshmen, transfer, and graduate students) and work across the campus to ensure a positive first year for the freshman class.

Preregistration for ISOP required

Students should arrange their date to attend ISOP at document check. Dates are:

Wednesday, August 7, 14, or 28,
8:30–3:30

Tuesday, August 20, 8:30–3:30

Thursday, August 22, 8:30–3:30

Friday, August 30, 8:00–3:30

Monday, August 26, 8:00–12:30 *for transfer students only—those who have been studying in the United States*

ISOP sessions are held in the Carlson School of Management.

In recent years, about 800 new international students have arrived at the University of Minnesota for fall semester. About 75 percent are graduate students.

Staff who have questions about ISOP or the international student intake process can see the ISSS Web site at <www.iss.umn.edu> or call Stacey Buachart at 612-626-7363.

St. Paul campus scheduling note

Room reservation requests for events in centrally-scheduled classrooms on the St. Paul campus are now being taken directly by the Scheduling Unit of the Office of Classroom Management (OCM). Until the end of May, Kathy Georges in the St. Paul campus Student Services Center served as a local scheduling contact, dealing mostly with events and some support issues for central classrooms.

Course scheduling requests for St. Paul's central classrooms have always been submitted to and processed by OCM's Scheduling Unit in Williamson Hall; this will not change.

Event scheduling requests for St. Paul should be streamlined with the change. Faculty, staff, and students in St. Paul will not notice a change except in point of contact.

Please submit all room reservation requests for St. Paul centrally-scheduled classrooms directly to the Scheduling Unit.

- Events: Submit requests on the Web. Please use the form available at <www.classroom.umn.edu/forms/eventreq.asp>.

- Course changes: Send an e-mail message to ocmsched@umn.edu.

- Urgent scheduling request: Call 625-6030.

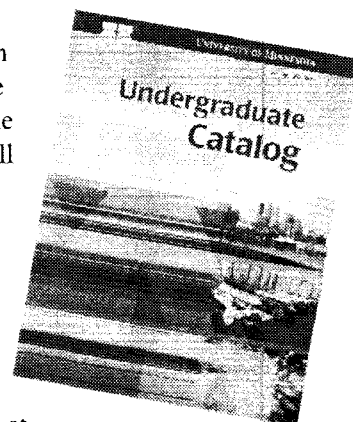
- Classroom problems: Report these to OCM's Classroom Support Line at 625-1086.

OCM is responsible for all general purpose classroom issues on the Minneapolis and St. Paul campuses. Within OCM, the Scheduling Unit in Williamson Hall handles all room scheduling and course database issues. See the OCM Web site at <www.classroom.umn.edu>.

Special thanks to Kathy Georges, student support services associate at the St. Paul Student Services Center, for her contributions. Kathy will continue to serve as a resource person on the St. Paul campus for OCM.

maintained at Student Services Communications, which produces the catalog. Call Barb Carlson, 626-1785, with requests if you have not already been contacted.

Current students can pick up free copies of the catalog at all University Bookstores locations. The catalog is also available on the Web at <www.umn.edu/commpub/>.



Visitors to campus, including prospective students and parents, will be directed to University Bookstores for free copies.

Catalogs may be ordered by phone at 800-442-8636 or via the Bookstores Web site. Catalogs sent through the mail will cost \$5.

Requests for University catalogs received by Admissions will be referred to University Bookstores, college offices, or Student Services Communications, as appropriate.

2002-2004 undergrad catalogs now available

The *Twin Cities Undergraduate Catalog* has arrived. Copies are being sent to department offices according to a list

The Record

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.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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

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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems

July 2002, Vol. 26, No. 7

Web registration enhancements implemented; unofficial transcripts now available online

Eighteen enhancements to Web registration came online June 6.

A new screen from which unofficial transcripts can be printed is probably the most important enhancement. Previously, students printed out the View Grades screen for an unofficial transcript. The new screen is easier to use and requires less paper to print.

Transcripts will not display for students who have holds on their records. A student will receive an error message and can click on a button to view holds.

Other key changes:

Class Schedule links to section status. Each class title in the online *Class Schedule* now has a link to the section status report showing up-to-date seat availability.

Section status shows inactive classes. The section status report indicates when a class is cancelled or tentative, or when further enrollment has been stopped. Look in the "meeting times" column.

Audit alert. When a student selects "Audit" as the grading basis for a course, a new pop-up window appears to alert the student that the course will not fulfill degree requirements or count toward financial aid eligibility.

Full-year registration Class Schedule (Twin Cities campus only). A full-year *Class Schedule* was created for freshman-only courses, to allow freshmen to register for a full year.

Other upgrades included making holds effective for changes in course registration (not just for adding and dropping courses), using instructors'

preferred rather than legal names if indicated in the PeopleSoft system, identifying Independent and Distance Learning (IDL) courses, adding end dates for IDL registration, updating 32 error messages, aligning term totals on the View Grades screen, and improving language, programming logic, and formatting.

Enhancements to the Web registration system were made by the Office of the Registrar (OTR) and the Web Development team. Thanks to Valerie Meyer DeJong in OTR, Jackie Carlson at the Duluth campus, and Chris Crosby-Schmidt, Roxi Getting, and Bruce Stone in Web Development.

Web registration is accessed at onestop.umn.edu/Student. For more information, contact Mary Koskan, 625-0160 or m-kosk@sossgw.stu.umn.edu.

Joint meeting August 5 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, from 8:30 a.m. to noon, Monday, August 5, 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 a.m. For more information contact Tina Falkner at rovic001@umn.edu or 625-1064.

Tuition and fees set for 2002-03

The University Board of Regents approved tuition and fees on June 14.

Twin Cities campus undergraduate tuition will change significantly. Continuing students will be assessed a per-credit rate for credits 1-13. Credits above 13 will be free.

New undergraduates will pay a flat tuition rate based on a minimum 13-credit load. Credits 1-12 will be assessed at the per-credit rate only for those new students who have been approved for a reduced credit load. (See "The 13-credit minimum: how it will work" in *The Record*, June 2002.)

Two new reusable/refundable fees were approved:

- A fee for Collegians for a Constructive Tomorrow (CFACT) will be assessed at \$4.13 per semester for all students who pay the student services fee. CFACT is a non-profit, non-partisan, student-run advocacy group.

- The Graduate and Professional Student Association Social Event Fund (GSEF) will be assessed at \$7.50 for graduate and professional students who pay the student services fee. GSEF is dedicated to promoting and funding social events to foster a sense of community among graduate and professional students.

Full descriptions of the CFACT and GSEF fees, as well as the Minnesota Public Interest Research Group (MPIRG) and Student Legislative Coalition fees, will be posted at onestop.umn.edu/Finances/tuition_and_fees.html.

Tuition and major fees for the Twin Cities campus are listed on page 3. Rates for Crookston, Duluth, and Morris will be included in the August issue.

News from the Office of Student Finance

U wins national award for paperless financial aid

For designing and implementing a paperless financial aid process last year, the University of Minnesota has won the 2002 Excellence in Administrative Information Systems Award from EDUCAUSE.

The award recognizes the Office of Student Finance (OSF) for leadership in creative, efficient, and effective use of information technology. OSF collaborated with the University's Enterprise Web Development team to define, code, test, and implement the system.

In its first year, the new process saved an estimated 500,000 sheets of paper and \$80,000. Over 87 percent of nearly 17,000 eligible financial aid applicants in 2001-02 used the Internet to accept, amend, or decline their aid awards. On average, students completed the entire financial aid process in four days, compared with six weeks in previous years. Address discrepancies and other errors were eliminated.

EDUCAUSE is a non-profit organization of 1,800 colleges, universities, education organizations, and related businesses. The award will be presented at its national conference in Atlanta, October 1-4. More information about the award is on the Web at www.educause.edu.

2002-03 financial aid packaging update

Based on the 2002-03 tuition rates approved by the Board of Regents, the Office of Student Finance (OSF) has revised estimated cost-of-attendance figures and updated student financial aid records to reflect the new budget.

Financial aid for about 750 law students and 1,900 graduate students will be packaged on July 1, when the

online Financial Aid Award Notice (eFAAN) becomes available.

Packaging parameters for undergraduate students will be established after the close of the legislative session on June 30, and packaging of undergraduate students is scheduled to begin by July 15. Students will be notified by e-mail when their eFAANs are available on the Web.

Incoming freshmen who applied before May 1 received a paper FAAN with estimated awards, informing them that an e-mail message with their official awards would be available in July on the eFAAN.

Wright named OSF interim director

Kris Wright, fiscal unit senior associate director for the Office of Student Finance (OSF), has been named interim director effective July 1. Wright succeeds Nancy Sinsabaugh, who left the University June 30.

Wright came to the University eight months ago from the United States Postal Service (USPS). She worked for 14 years in a variety of positions at USPS headquarters in Washington, D.C., where she developed improved accounting systems and managed accounting policies. Most recently she managed accounting operations for USPS in Eagan, one of three branch offices in the nation.

Her experience working with compliance concerns, complex and changing rules, and the need to ensure accuracy, reconciliation, and audits at USPS will be valuable at OSF.

Wright holds an MBA from the University of Virginia and a B.S. in political science and mathematics from the University of Denver. She passed the U.S. Certified Public Accountant (CPA) exam in 1985.

Wright's qualities and guidance will provide OSF with the leadership and reliability it needs to thrive and meet challenges imposed by the increasingly demanding climate of higher education, said Susan Van Voorhis, director of the Office of Enrolled Student Services.



Datebook: Summer term 2002

July

- 4 Independence Day—University offices closed
- 15 All spring semester degrees posted
- 18 Orientation for incoming freshmen and parents ends
- 26 Degrees posted for May session

August

- 9 End of summer session classes and finals
- 10 Orientation for incoming transfer students begins
- 15 Summer session grade sheets due to OTR by 9:30 a.m.
- 17 Summer session grades available on the Web and Gopher Line
- 23 Summer term ends
- 30 Orientation for incoming transfer students ends

September

- 2 Labor Day—University offices closed
- 3 First day of fall semester classes; convocation for new students
- 18-19 National college fair, Minneapolis Convention Center

READER SURVEY: *The Record*

This survey gives you the opportunity to evaluate *The Record* in terms of your needs. Please take a few minutes to tell us what we do well, what we can improve, and what we might add or remove to help you as a reader. When you have finished the survey, simply fold the sheet (it is self-addressed on the back) and drop it in Campus Mail no later than July 31. Thanks for your help!

(optional) Name of your unit	(optional) Your job title
------------------------------	---------------------------

1. How much of *The Record* do you read?
 - All of it
 - Most of it
 - Some of it
 - None of it

2. *The Record* is sent monthly. How often should it be sent?
 - Twice a month
 - Monthly
 - Every two months
 - Other: _____

3. How do you receive *The Record*?
 - Printed version
 - E-mail version

4. Would you read *The Record* if it were available only by e-mail?
 - Yes
 - No

5. Please rate *The Record* for the following categories:

	Poor	Fair	Good	Excellent
a. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Editorial style and writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Visual readability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What do you do with *The Record* after you've read it?
 - Share it
 - Post it
 - File it
 - Recycle it

7. List events, workshops, or seminars you have attended as a result of reading *The Record*.
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

8. Would you like to see more or less of the following kinds of information in *The Record*?

	Less	Same	More
a. News, policies, and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Student demographics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Datebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. How important is *The Record* to you for getting information about the following topics?

	Not important	Somewhat	Very important
a. Admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Student financial systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Student registration and records systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. List items you would like to see **added** to *The Record*:
 - _____
 - _____
 - _____

11. List items you would like to see **removed** from *The Record*:
 - _____
 - _____
 - _____

12. If we stopped producing *The Record*, would you miss it?
 - Yes
 - No

13. Do you have additional comments?
 - _____
 - _____
 - _____
 - _____
 - _____

fold

**Student Services Communications
110 Williamson Hall
231 Pillsbury Drive S.E.**

fold

Twin Cities undergraduate tuition rates, 2002–2003*

Undergraduate rates	Resident	Nonresident
Per credit	\$208.45	\$615.12
13-credit band (for 13 or more credits)	\$2,710.00	7,996.99

Undergraduate rates do not vary by college of enrollment and are the same for both upper and lower division students. Continuing students will be assessed a per-credit rate for credits 1–13. Credits above 13 will be free. New undergraduates will pay a flat tuition rate based on a minimum 13-credit load. Credits 1–12 will be assessed at the per-credit rate only for those new students who have been approved for a reduced credit load.

Graduate School tuition rates, 2002–2003*

Part-time	Resident	Nonresident
Per credit	\$566.80	\$1,113.29

Full-time	Resident	Nonresident
6–14 credits	\$3,400.80	\$6,679.73
Each credit over 14	566.80	1,113.29

College of Architecture and Landscape Architecture		
Per credit	\$472.25	\$844.74
12–17 credits	4,250.40	7,602.90
Each credit over 17	472.25	844.74

College of Biological Sciences professional master's		
Per credit	\$851.75	\$1,277.63

College of Liberal Arts master's of geographical information systems		
<i>Part-time rates</i>		
Per credit	\$592.60	\$1,163.97
<i>Full-time rates</i>		
6–14 credits	\$3,555.60	\$6,983.83
Each credit over 14	592.60	1,163.97

Humphrey Institute master's		
Per credit	\$653.25	\$1,144.48
6–15 credits	3,919.52	6,866.88
Each credit over 15	653.25	1,144.48
<i>Executive MPA rates, per credit</i>	593.75	1,039.13

Infrastructure systems engineering master's, per term		
First-year students	\$4,950.00	\$4,950.00
Second- and third-year students	\$4,250.00	\$4,250.00

Management of technology (MOT) master's rates, per term		
First-year students	\$9,800.00	\$9,800.00
Second-year students	8,950.00	8,950.00

* Student services fee and University fee—

All Twin Cities campus students registered for 6 or more credits must pay a \$280.22 per-semester student services fee in addition to tuition. A University fee to support infrastructure and administrative support will be \$150 per semester for students on all campuses registered for 10 credits or more, and \$15 per credit for students taking 1–9 credits. Two new reusable/refundable fees were also approved (see box on page 1). A complete schedule of fees for courses, technology, colleges, and other purposes will be posted on the Web by July 15 at <onestop.umn.edu/Finances/tuition_and_fees.html>.

Manufacturing systems master's, per term

First- and second-year students	\$4,930.00	\$4,930.00
---------------------------------	------------	------------

Software engineering master's rates, per term

First-year students	\$5,500.00	\$5,500.00
Second-year students	\$4,700.00	\$4,700.00

Professional school tuition rates, 2002–2003*

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

Per credit	\$271.15	\$531.43
12–18 credit plateau	3,253.80	6,377.17

Carlson School of Management

Healthcare administration master's rates

Per credit	\$675.00	\$990.00
12–19 credit plateau	5,100.00	9,100.00

Human resources and industrial relations master's day program

Per credit	\$565.06	\$813.55
10–19 credit plateau	4,250.00	7,750.00

Human resources and industrial relations master's evening program

Per credit	\$560.00	\$820.00
------------	----------	----------

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

Per credit	\$687.50	\$979.17
12–19 credit plateau	8,250.00	11,750.00

M.B.A. day program, continuing students

Per credit	\$611.79	\$799.96
12–19 credit plateau	7,341.50	9,599.50

M.B.A. evening program

Per credit	675.00	990.00
------------	--------	--------

College of Continuing Education certificates Resident Nonresident

Per credit or unit (all programs except strategic studies)	\$271.15	\$542.30
Strategic studies, per credit or unit	566.90	1,133.80

School of Dentistry

Term (12 or more credits)	\$6,942.60	\$11,697.44
---------------------------	------------	-------------

Law School

Per credit	\$592.42	\$900.17
Term (12 or more credits)	6,353.00	10,802.00

LLM (master's)

Per credit	\$903.80	\$903.80
Term (12 or more credits)	10,850.00	10,850.00

Medical School, per term

First- and second-year students	\$8,357.80	\$15,527.05
Third- and fourth-year students	5,970.80	11,092.50
Medical fellow specialists residency program	440.45	440.45
Psychology fellow specialists	440.45	440.45

College of Pharmacy

Per credit	\$479.65	\$878.07
Term (12 or more credits)	5,755.80	10,536.94

School of Public Health

Per credit	\$353.00	\$694.28
------------	----------	----------

College of Veterinary Medicine

Per credit	\$568.00	\$1,136.00
Term (12 or more credits)	6,816.00	13,632.00
Veterinary fellow specialists, per term	465.15	465.15

Direct deposit to all banks now available for student credit balances

Refunds for credit balances in student accounts may now be directly deposited into any bank. In the past, direct deposit of credit balances was possible only with a checking or savings account at TCF Bank.

The expanded direct deposit service is being publicized during orientation and will be advertised in *The Minnesota Daily* during fall semester.

A new form, "Direct Deposit Authorization for Student Account Refunds," is available under "Managing your Student Account" at Forms Online <onestop.umn.edu/Forms>, or it can be picked up at any OneStop Student Services Center.

The Office of Student Finance welcomes departments' help in getting the word out about expanded direct deposit service, a convenience for students that also streamlines the refund process.

Call Julie Selander at 612-625-6579 with questions or comments.

Associate vice provosts named in Campus Life

Two associate vice provosts have been named in the Office of the Vice President for Campus Life, effective July 1.

Kathryn Brown was named associate vice provost of the Office for Student Affairs. Brown has served 10 years at the University of Minnesota, most recently as interim associate vice president. Her experience also includes teaching in the K-12 system and practicing law. Brown earned a juris doctorate at the University of Toledo, a master's of education at Miami University in Ohio, and a B.S. at Ohio State University. The Office of Student Affairs provides services, curricular and co-curricular programs, activities, experiences, and personal guidance critical to the development of the student community.

Sallye Cooke McKee was named associate vice provost of the Office for Multicultural and Academic Affairs. McKee served as vice provost for academic outreach and vice provost for enrollment and student support services at Bowling Green University from 1996 to 2001, and during the past year served as associate vice provost for urban and

educational outreach at the University of Minnesota-Twin Cities. She earned a Ph.D. in curriculum and instruction and educational psychology at the University of Minnesota, a master's at the University of Chicago, and a B.A. at Morris Brown College. The Office for Multicultural and Academic Affairs supports the University by helping to build an inclusive and multicultural campus community through programming, services, and events.

Campus Preview Days and national college fair dates set

Campus Preview Days for the University of Minnesota are scheduled for September 28, October 19, and November 2. Last year 500-600 high school students attended each of the three days.

The national college fair will be held at the Minneapolis Convention Center September 18-19. The fair is organized by the National Association of College Admissions Counselors each year and is one of the largest in the country, attracting about 500 institutions and 20,000 prospective students.

The Record

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.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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

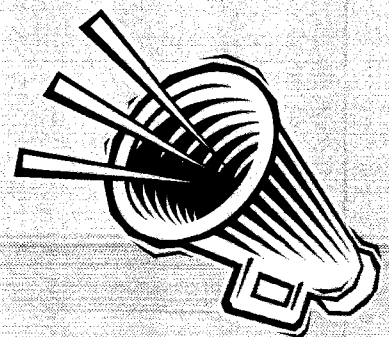
♻️ Printed on recycled and recyclable paper containing 10 percent postconsumer material.

Reader survey for *The Record* enclosed

Please take a moment to give us your opinions about *The Record*.

It's self-addressed for easy return via Campus Mail.

If your survey has been misplaced, please call Barb Carlson at 626-1785 to receive another copy.



The Record

News about admissions, records, and student systems

August 2002, Vol. 26, No. 8

DARwin is coming in mid-October

DARwin—the new system for processing transfer students and creating degree audit reports—is on schedule for implementation in October.

The Office of the Registrar and the Office of Admissions are now in the process of converting mainframe data to DARwin from the existing Degree Audit Reporting System/Academic Progress Audit System (DARS/APAS).

DARwin is the client-server version of the mainframe-based DARS. It is coming online because the University's mainframe computer eventually will be eliminated, as reported in the February 2002 issue of *The Record*.

The change to DARwin will mean several new things for students and staff.

- In October, staff who now process APAS report exceptions will do it through a Web application. The exception panels will be similar to the mainframe screens they currently use. APAS reports will also be viewed, and printed copies available, from a Web panel. This will mean logging on to

one application to do all processing for APAS reports. Training for the new application will be held in early October.

- Students will be able to run their own audit reports from a Web application. They will also be able to search for degree programs—or “major shop”—on all U of M campuses.

- Advisers of record as well as staff who currently have access to run APAS reports will be able to run reports for their advisees.

More information and training sessions will be available in the coming months.

The project team is made up of staff from the Office of Admissions, the Office of the Registrar, Applications Development and Maintenance, Central Computing Operations, and Web Development.

For questions or information, please contact Margo Mueller at m-muel@umn.edu.

One Stop introduces one phone number

Beginning this month, 612-624-1111 is the new One Stop student services telephone number. Students and departments may call the One Stop number with questions about registration, financial aid, and student accounts receivable billing and payment. Callers will have the option to press 1 to speak directly with a One Stop counselor.

The new number replaces the old phone numbers 612-625-5333 (registration), 612-625-1665 (financial aid), and 612-625-8500 (student accounts receivable). The old numbers remain active for now, automatically rolling over to the new phone number, but will eventually be phased out. Departments are urged to use the new number when updating print and Web materials.

One Stop also has a new single e-mail address for students and staff—HelpingU@umn.edu.

If you have questions about the new phone service, please contact Julie Selander at goode021@sossgw.stu.umn.edu or 612-625-6579.

State funding for work-study eliminated for 2002-03

Due to State of Minnesota funding shortfalls, the University of Minnesota will not receive state work-study funds for the upcoming year. The Office of Student Finance (OSF) has revised award packaging policies for the upcoming aid year.

In the past, the University has received work-study funds from both the state and federal governments. Close to half has come from the state.

All 2002–03 work-study awards will be made from federal funds.

Incoming freshmen awarded work-study in their initial financial aid package will maintain the work-study offer as part of their package. Among returning students, priority will be given to those employed under the work-study program in the past who applied for aid by July 1, in recognition of department investment of time and

resources in training and development. Awards will be reduced from \$3,000 to \$2,000.

OSF will maintain a work-study wait list for students not initially awarded work-study and students who would like increased awards, should additional funds become available.

For more information, please contact Deb Pusari at d-pusa@umn.edu.

Class permission numbers: a guide

As fall semester approaches, here's a guide to when and how class permission numbers are used.

April 11–September 16 (*beginning with queued registration, through Week 2 of classes*)

- The instructor, department, or the student's college office grants the permission number. Use class permission numbers to:

- Override a permission requirement
- Override a class limit
- Override prerequisites

- All class permission numbers expire September 16 (the end of the second week).

- Print a list of permission numbers from <www.umreports.umn.edu>. The link to print has changed. Class permission numbers have been rewritten in Active Server Pages (ASP) format.

September 17–October 28 (*Weeks 3–8*)

- Permission numbers are granted by the student's college.

- Use student-specific permission from the college to

- Override a permission requirement
- Override a class limit
- Override prerequisites

- Students must receive instructor approval, then go to their college to receive scholastic committee approval. The college office then puts the student's ID number under the "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 One Stop Student Services Center.

- Students can drop their courses on the Web.

October 29–December 13 (*Weeks 9–15*)

The same as for Weeks 3–8 above, except

- Students *cannot* drop their courses on the Web.



Datebook: Summer term & fall semester 2002

August

- 9 End of summer session classes and finals
- 10 Orientation for incoming transfer students begins
- 15 Summer session grade sheets due to the Office of the Registrar (OTR) by 9:30 a.m.
- 17 Summer session grades available on the Web and Gopher Line
- 23 Summer term ends
- 30 Orientation for incoming transfer students ends

September

- 2 Labor Day—University offices closed
- 3 First day of fall semester classes; convocation for new students
- 16 Last day for undergraduates and students in professional degree programs to apply for fall semester graduation
- 18–19 National college fair, Minneapolis Convention Center

October

- 1 Last day for students in the Graduate School to apply for participation in fall commencement ceremony
- 3 First half-term course grade rosters delivered to departments
- 15 Graduate School application deadline for spring semester 2003
- 24 First half-term course grade rosters due to OTR by 9:30 a.m.
- 28 First half-term course grades available on the Web and Gopher Line

November

- 11 Queued registration for spring semester 2003 begins
- 28–29 Thanksgiving holiday—classes excused and University offices closed

December

- 5–6 Full-term and second half-term course grade rosters delivered to departments
- 13 Last day of instruction for fall semester
- 14–15 Study days
- 16–21 Final exams
- 23–25 Holiday—University offices closed

January

- 1 Holiday—University offices closed
- 2 Full-term and second half-term course grade rosters due to OTR by 9:30 a.m.
- 6 Full-term and second half-term course grades available on the Web

Graduate School students now must register both fall and spring

Beginning this fall, all students in the Graduate School must register both fall and spring terms to remain in active status, rather than once a year as previously required.

Students who need to register only to maintain their active status may register for Grad 0999, which is a no-fee, no-credit option. Online registration for

Graduate School *continued on page 3*

Coordinate campus tuition rates, 2002-03

Crookston	Resident	Nonresident
All undergraduates, per credit	\$150.00	\$150.00

See also the Crookston campus business office Web site at <www.crk.umn.edu/people/services/businessaffairs/studentfees.htm>.

Duluth		
All undergraduates, per credit	\$186.15	\$528.10
Departmental master's and University College post-baccalaureate certificates, per credit	269.85	539.70
M.B.A., per credit	539.70	539.70
Student services fee: \$187.00		

See also the Duluth campus registrar's Web site at <www.d.umn.edu/registrar/tuition_and_fees.html>.

Morris		
All undergraduates, per credit	\$212.70	\$212.70
Tuition band, 15-20 credits, per semester	3,190.50	3,190.50
Fees will be described on the Web at < www.mrs.umn.edu/services/business/tuition.html >.		

Rochester		
M.B.A., per credit	\$625.00	\$625.00
See also the Rochester tuition and fees Web page at < www.r.umn.edu/tuition_fees.html >.		

Student services fee and University fee—Student services fee varies by campus as indicated above. The University fee to support infrastructure and provide administrative support is \$150.00 per semester for students on all campuses registered for 10 credits or more, and \$15.00 per credit for students taking 1-9 credits.

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

Twin Cities campus tuition correction and fees update

A correction has been issued for the 2002-03 rates for the Health-care Administration master's degree program. Correct rates appear in the box below and should replace those published in the July issue of *The Record*.

In addition, the two new reusable/refundable fees announced in *The Record* last month—for Collegians for a Constructive Tomorrow (CFACT) and the Graduate and Professional Student Association Social Event Fund (GSEF)—will not be assessed for fall semester.

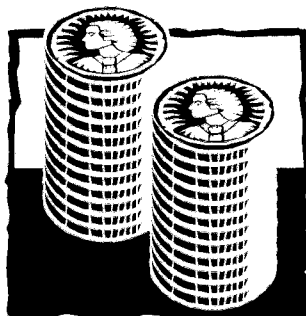
Tuition rate correction

Carlson School of Management	Resident	Nonresident
<i>Healthcare administration master's day program</i>		
Per credit	\$426.00	\$760.00
12-19 credit plateau	5,100.00	9,100.00
<i>Healthcare administration master's evening program</i>		
Per credit	\$675.00	\$990.00

Billing and due dates for fall semester

The first bill date for fall semester is September 21; its date due is October 16.

For a fee of \$35 per semester, students can pay their bills in three installments over the semester. Installment due dates this fall are October 16, November 13, and December 11. The first installment is 33 percent of the total due, the second installment is 50 percent of the remaining total, and the final installment is 100 percent of the remainder.



Some charges, such as UPass and library fines that post to the Monthly Account Type, are not eligible for the installment plan and are due at 100 percent on the first due date.

If the bill or installment is not paid by the due date, a \$30 monthly late fee is added. For installments, if the minimum due is not paid, the late fee is added to the \$35-per-semester installment fee.

Graduate School continued from page 2

Grad 0999 is accepted, and no special permission numbers or overrides are required. All University registration deadlines apply.

Students should not register for Grad 0999 if their registration is required to hold an assistantship, maintain legal visa status, defer loans, receive financial aid, or for anything other than the Graduate School's active status requirement.

See more information on the Web at <www.grad.umn.edu/gsss/regfall2002.html> or <www.grad.umn.edu/gsss/grad0999.html>.

IVR system will end December 31

The University's interactive voice response (IVR) system, which provides information on grades, registration status, housing, loans, and student finances for all four campuses, will be discontinued after December 31.

IVR system use has fallen dramatically as the same information has become available on the Web.

The IVR system was introduced in 1997. It goes by the name Golden Eagle Informer (Crookston), the UMD Student Line (Duluth), the Morris Student Line, and the Gopher Student Line (Twin Cities).

Use peaked at more than 70,000 calls during some months. In May this year, the IVR system was accessed only 10,126 times, while grade information on the Web received 150,000 hits in the same time period.

Representatives from each campus registrar, housing office, and student finance office, along with the Office of Information Technology, decided that maintaining two systems to provide essentially the same information is not cost effective.

The IVR system will provide notice of its end date beginning in September.

May session 2002 largest classes, Twin Cities campus

A total of 3,215 students enrolled in May session courses this year. Almost 90 percent of May session enrollment (2,891) occurred on the Twin Cities campus.

System-wide, nearly 75 percent of students who enrolled May term were undergraduates, and more than half of those were seniors. Half of the graduate students took courses offered by the College of Education and Human Development. Half of the 16 Twin Cities courses listed below also appeared in the top 16 last year.

	Students	Subject/Course number/Sections	Description
1.	88	Journalism 1001	Introduction to Mass Communication
2.	60	Classics 1042	Greek & Roman Mythology
3.	48	Kinesiology 3001	Lifetime Fitness & Health
4.	45	Curriculum & Instruction 5330 (2)	Instructional Systems & Technology
5.	43	Child Psychology 4310 (4)	Special Topics in Child Development
6.	41	Architecture 1401	The Designed Environment
tie	41	Civil Engineering 3202 (3 labs)	Surveying & Mapping
tie	41	Design, Housing & Apparel 1201	Clothing Design, Merchandising & the Consumer
7.	39	Art History 3940 (2)	Topics in Art History
tie	39	Journalism 3771	Mass Media Ethics
8.	38	Philosophy 3322W	Moral Problems of Contemporary Society
9.	37	American Indian Studies 3201W	American Indian Literature
10.	36	Public Affairs 5990 (3)	Topics: Public Affairs—General Topics
11.	35	General College 1366	Images of Women in Literature
12.	34	Speech-Communication 3110 (2)	Topics in Speech-Communication
tie	34	Speech-Communication 3451W (2)	Intercultural Communication: Theory & Practice

DATA SOURCE: Institutional Research and Reporting, 612-624-4851

The Record

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.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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



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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems

September 2002, Vol. 26, No. 9

Mid-term grade alerts will debut this semester

The University's new policy on mid-term alerts goes into effect this fall.

Passed by the University Senate and approved by the administration June 26, the policy requires that "instructors in all 1xxx courses shall provide a mid-term alert for students who, on the basis of performance in the course through the sixth week of the semester, appear to be in danger of receiving a grade of D, F, or N."

A Web-based system has been created to notify students of their mid-term status and will be available for use in mid-September. Users will log into the system using their X.500 username and password.

Providing students in 1xxx courses with mid-term alerts was a recommendation of the Graduation and Retention Task Force Report from the Twin Cities Council of Undergraduate Deans.

The Senate Committee on Educational Policy (SCEP) reasoned that, if

students are provided early warning that they are performing poorly in a class, they may have time to improve their class performance. SCEP's special concern was students new to the University: "Timely feedback to students, especially those new to university-level work, enhances student learning," the committee said.

Students do not need to be assigned a specific grade. A warning of "unsatisfactory progress" to a student in danger of receiving a grade of D, F, or N meets the policy. Instructors may choose to provide additional information to students, including a specific grade for work to date, comments on attendance, or comments on any other aspects of course performance.

Instructors can use the same system to inform other students of their progress to date.

For more information, contact Tina Falkner at rovic001@umn.edu.

'U' working to meet January deadline for SEVIS

The University of Minnesota is one of five universities working with PeopleSoft to complete a software interface with the federal Student and Exchange Visitor Information System (SEVIS).

The deadline for colleges to start sending information to SEVIS that reports the status of their students, scholars, and faculty on non-immigrant visas is January 30, 2003.

Universities have been required by the U.S. Immigration and Naturalization Service (INS) to collect information on participants with non-immigrant visas,

and to deliver it upon request, since the 1970s, but requests for information have been rare.

SEVIS has been under construction in various forms for nearly a decade. The USA Patriot Act, passed in September 2001, set the January 2003 deadline for operation.

The INS released SEVIS for colleges to use on July 1. Technical guidelines were made available in August. Final regulations are still pending and expected this fall.

Campus marks 100th Tech Upgrade classroom

The Twin Cities campus celebrated the opening of its 100th technology upgraded classroom this month. Interim president Bob Bruininks conducted a virtual ribbon cutting in Folwell Hall on the first day of class and spoke about the importance of classroom technology. See an update of the Tech Upgrade Project on page 2.

Wireless classrooms now available

Eighty general purpose classrooms located in 29 buildings on the Twin Cities campus are now covered by wireless networking—50 with installed access points and another 30 with building or Office of Informational Technology (OIT) hubs. See the list of rooms at <www.classroom.umn.edu>.

The Office of Classroom Management (OCM) worked with OIT to develop a plan that addresses classroom needs and also reinforces the Academic and Distributed Computing Services and OIT coverage map. Together, OIT and OCM wireless hubs provide a wide footprint of wireless networking.

OCM's classroom wireless hubs function the same as those installed by ADCS in the campus-wide internet kiosks. Any 802.11b-compliant wireless card can be used. Registration requirements, configuration, security, and log-on protocols are the same as those required to use the public internet kiosks. For campus standards and instructions to set up your laptop for wireless networking, see <www.umn.edu/wireless>.

If you have specific questions about the wireless hubs in OCM's central classrooms, please call John Knowles at 626-8650 or clasm@umn.edu.

Event scheduling in classrooms

Do you need to schedule a classroom for an event—an activity not related to a course? It's now much easier to reserve a room using resources available on the Office of Classroom Management (OCM) Web site <www.classroom.umn.edu>.

OCM has recently enhanced its Web site to allow members of the University community to search for rooms that meet their events' needs, to check room availability, and to submit reservation requests to Scheduling, all from the Resources section of the OCM Web site.

Here are the three easy steps.

1. Room Search. Click on Room Search to find a searchable table of all centrally scheduled classrooms. Fill in criteria such as building, room capacity, seating type, and technology needs. Click the Search button. A list of all centrally scheduled rooms meeting your criteria will appear. You can also download instructions for using technology in upgraded classrooms.

2. Room Schedule Web Viewer. This feature allows you to see when a particular room is available. Select dates and building desired, and the room's schedule will appear. The viewer displays up-to-the-minute scheduling of central classrooms. Find a time that's open, and you're ready to submit your request.

3. Event Scheduling Space Reservation Request Form. Click on the request form and fill it out completely. You will be asked to provide the organization/department and contact names, purpose of event, time, and either the room or area of campus requested. Include specific information about technology needs. When you click to submit the request, an e-mail message will be sent to Scheduling. You will quickly receive a confirmation that the request has been received. If the request can be met, an e-mail confirmation that the space for your event has been scheduled will be sent in 24 to 48 hours. If the room is not available, Scheduling will e-mail you to suggest alternatives.

Please note that the Event Scheduling Space Reservation Request Form is restricted to non-course related events. Requests to schedule space for courses can be e-mailed to ocmsched@umn.edu.

Partnerships speed classroom tech upgrades

Partnerships between the Office of Classroom Management (OCM) and various colleges and departments achieved dramatic results improving technology in central classrooms this summer.

Last year, with widespread, growing demand to increase the number of Tech Upgrade central classrooms, and with dwindling funds to accomplish this, Bob Bruininks, then executive vice president and provost, initiated a plan to leverage central and college/departmental funds, and to accomplish some classroom technology improvements under a partnership model. The initiative provided non-recurring funds to OCM as working capital to pursue this approach.

Under the General Purpose Classroom Tech Upgrade Leveraging Program, 27 classroom technology upgrades valued at more than \$1 million were achieved on the East Bank, West Bank, and St. Paul campuses. Upgraded rooms contain 2,431 student seats. Fifteen departments established "priority scheduling" arrangements. Four underused departmental classrooms were converted to high utilization, technology equipped central classrooms.

Before the initiative, upgrade installations were stalling; only nine rooms had been funded for summer 2002. The leveraging/partnership initiative, coupled with a policy of including central classroom technology upgrades in renovation and construction projects,

brought summer 2002 installations to a record 42. Fall semester begins with 108 completed tech upgrades.

More Tech Upgrade partners wanted

Because the partnership approach to accomplishing tech upgrades has succeeded beyond expectations and provides a win-win model for improving the University's classroom teaching-and-learning environment, OCM seeks more partners for another round of the Tech Upgrade Leveraging Program. The partnership program takes two primary forms:

—Departments and colleges convert departmental classrooms to central/general purpose classrooms in return for tech upgrade installation by OCM.

—Existing central classrooms that are not funded for near-term technology installation move to the head of the queue when the department and OCM leverage funds to accomplish the upgrade.

In both scenarios, the classroom receives the full tech upgrade installation and is brought up to the U's "projection-capable classroom" standard, and the leveraging department receives priority scheduling in the classroom after the upgrade.

More information is on the Web at <www.classroom.umn.edu>. Please contact OCM director Steve Fitzgerald at 626-8677 or fitzg016@umn.edu.

Office of Classroom Management (OCM) updates

Rapid Response Team in place for semester start

During the first days of fall semester, Office of Classroom Management (OCM) technicians are positioned on East Bank, West Bank, and St. Paul campus from 8:00 a.m. to 3:30 p.m. to provide rapid, in-classroom assistance to faculty in general purpose classrooms.

Any faculty member requiring assistance should contact the Classroom

Support Line/Hotline at 625-1086. The Classroom Support dispatcher is in radio contact with Classroom Technical Services and will expedite the request.

Hotline hours extended

Beginning fall semester, the Classroom Support Line/Hotline, 615-1086, will be staffed until 7:30 p.m., Monday through Friday. This brings OCM's first line of response to courses and events starting



Datebook: Fall semester 2002

September

- 16 Last day for undergraduates and students in professional degree programs to apply for fall semester graduation
- 18 Study Abroad Day, West Bank Terrace, 10 a.m.–2 p.m.
- 18–19 National college fair, Minneapolis Convention Center
- 28 Campus Preview Day for prospective Twin Cities campus students

October

- 1 Last day for students in the Graduate School to apply for participation in fall commencement ceremony
- 2–3 Information sessions on classroom scheduling (see sidebar box, right)
- 3 First half-term course grade rosters delivered to departments
- 15 Graduate School application deadline for spring semester 2003
- 19 Campus Preview Day for prospective Twin Cities campus students
- 24 First half-term course grade rosters due to the Office of the Registrar by 9:30 a.m.
- 28 First half-term course grades available on the Web and Gopher Line

November

- 2 Campus Preview Day for prospective Twin Cities campus students
- 4 Fall 2003 Class Schedule Turnaround Documents (CSTDs) sent to departments
- 11 Queued registration for spring semester 2003 begins
- 15 Fall 2003 CSTDs due in Scheduling, 150 Williamson Hall
- 28–29 Thanksgiving holiday—classes excused and University offices closed

December

- 5–6 Full-term and second half-term course grade rosters delivered to departments
- 13 Last day of instruction for fall semester
- 14–15 Study days
- 16–21 Final exams
- 23–25 Holiday—University offices closed

OCM updates, continued

in the evening hours. OCM intends to extend service to later evening class hours when funding permits.

Classroom Support staff will provide assistance and information, and they have the ability to dispatch a student technician for on-site problem resolution or troubleshooting if necessary. When calling the Classroom Support line, you will be asked to provide your name, department, phone number, and X.500 ID username for job tracking purposes.

Web site improvements

The OCM Web site got a number of improvements during the summer. Look

for these at <www.classroom.umn.edu>.

—Event Scheduling Space Reservation Request Form: a user-friendly Web page for making reservations in central classrooms for meetings and events.

—AV Equipment Rental Request Form: for easy submission and faster processing of requests for additional equipment directly to OCM's AV Rental unit.

—Improved room search function: These include search capability by location, equipment needs, or many other features, including wireless internet access points; and information about rooms, including photos, key requirements (if any), and equipment operation instructions.

Federal aid must be adjusted for withdrawals before November 8

When a student receiving federal Title IV assistance withdraws before completing 60 percent of a semester, federal regulations require a "Return of Title IV Aid" computation. Aid may be in the form of Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Stafford Loan (subsidized or unsubsidized), and/or Parent (PLUS) Loan.

November 7 is the 60 percent point for fall semester 2002.

Federal aid return, continued on page 4

OCM info sessions October 2–3

University staff are invited to information sessions hosted by OCM's Scheduling and Classroom Support units.

Topics

- Room utilization in the 2001–2002 year
- Preparing for fall 2003 course offering submission
- Using the OCM Web site—Room Search and Room Schedule Web Viewer
- Submitting event space requests
- Guidelines for events in central classrooms
- Classroom support: how to get the assistance needed for your faculty

Dates

Attend on one of the following dates:

Wednesday, October 2, 10:00–11:30 a.m.
28 Peik Hall, East Bank

Wednesday, October 2, 2:00–3:30 p.m.
10 Blegen Hall, West Bank

Thursday, October 3, 8:30–10:00 a.m.
415 Alderman Hall, St. Paul

Invitations will be sent to all scheduling coordinators. Others are welcome. Please contact Nancy Peterson in Scheduling, n-pete@umn.edu, for more information or with other topics of interest to schedulers.

First-year experience conference October 2

The Twin Cities campus will host a one-day conference, "Focusing on the First Year," on October 2, at the McNamara Alumni Center.

The academic success of first-year students is the primary focus of the conference. Distinguished professor Vincent Tinto of Syracuse University will be the keynote presenter.

Online registration is available at www.ofyp.umn.edu/ofyp/fyeconf02. After September 24, contact LeeAnn Melin at melin002@umn.edu to determine space availability.

SEVIS, continued from page 1

Leading implementation for the University are Kay Thomas, director of International Student and Scholar Services; Gretchen Haas from the Office of Informational Technology's Enterprise Application System; Miriam Ward, director of Human Resources Management Systems; Vickie Roberts from the Office of the Registrar; and staff from their respective offices.

A series of meetings is being planned with various groups, including student

advisers, to explain SEVIS requirements. Watch the *Brief* and the *Record* for dates.

Other universities working closely with PeopleSoft to complete the SEVIS interface are the California State University system, Duke University, the University of Michigan at Ann Arbor, and the University of Wisconsin at Madison.

Federal aid return,

continued from page 3

The amount of aid a student earns is normally derived by dividing the number of calendar days he or she attended classes by the total number of calendar days in the semester (less any scheduled break of five days or more). The resulting percentage is then multiplied by the total federal funds that were awarded to determine the amount of aid earned.

The University and/or the student may be required to return all or a portion of Title IV funds received in excess of the amount of aid earned. If necessary, secondary calculations are made for recipients of State of Minnesota funds, University of Minnesota funds, and other private agencies.

The process is complex. Anyone with inquiries may contact Cheryl Jenkins at jenki025@tc.umn.edu or 612-624-5767.

Electronic signatures now available for student loans

Electronic promissory notes are now available for students who rely on Federal Perkins and University Trust Fund loans.

The "E-Note Project" allows students to complete and sign Federal Perkins and campus-based loan promissory notes online using an electronic signature, and then submit them directly to the Office of Student Finance (OSF) via the Web.

The University is among the first schools in the nation to offer students an electronic promissory note for Federal Perkins and campus-based loans.

Loan office move and name change

Student Financial Collections is the new name for the Student Loan Collection office. The office also moved August 15 from 140 Williamson Hall to 20 Fraser Hall, where it joined the Student Accounts Receivable collection staff.

All staff and telephone numbers remained the same. For more information contact Tom Schmidt, 625-1082 or t-schm@umn.edu.

The Record

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.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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



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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

11/2
2002

The Record

News about admissions, records, and student systems

October 2002, Vol. 26, No. 10

Notify OTR about exchange and partnership agreements in which students earn credit

Departments are asked to notify the Office of the Register (OTR) about their exchange and partnership agreements that involve student registrations.

OTR must put the correct business processes in place to avoid assessing various fees and to identify students participating in such programs when they register.

In some cases, students have been told by their departments that, for example, they would be assessed resident rather than non-resident tuition, or that some or all fees would be waived—but the fees were assessed because OTR had no information about the partnership agreement or a way to identify the student as a participant.

In July, the University Regents approved a newly formatted policy, "Review of Proposals for New & Changed Academic Programs," which describes steps necessary to add or change academic programs. Such programs include exchange, partnership, and consortia agreements between the University and other institutions.

On the University policy Web site, www.fpd.finop.umn.edu, look in the "Academic/Administrative" section for Policy 2.2.4 and Procedure 2.2.4.1.

E-mail or send information on existing and new exchange and partnership agreements, as well as any in the planning stages, to Mary Koskan in OTR at m-kosk@umn.edu.

Midterm alerts: notice sent to 1xxx instructors

The following message was sent to instructors of 1xxx courses from vice provost for undergraduate education Craig Swan. Contact Tina Falkner at rovic001@umn.edu with questions.



The University's Web-based midterm alert system is now available and will continue to be available through Monday, October 21, 2002.

University Senate Policy, adopted last spring, calls for instructors in 1xxx courses to provide a midterm alert for students who, on the basis of performance in the course through the sixth week of the semester, appear to be in danger of receiving a grade of D, F, or N.

The system is also available for use by instructors in courses at other levels, e.g., 2xxx, 3xxx, through 8xxx.

Midterm alerts will be sent to students and their advisers via e-mail, but will not be a part of a student's official transcript.

For more information about midterm alerts [...] go to onestop.umn.edu/registrar/midterm-alerts.

There is a link from the Web site to a listing of resources that are available to students seeking help with study skills, help with writing, tutoring help for selected courses, and personal assistance.

What is public information?

What is private? Get FERPA training to find out

Is it okay to trade a list of the top students in your major with another institution's list of their top students in order to recruit these students for graduate school?

No, it's not okay—the list of your top academic performers is based on grade point average, so it is not public information.

The Family Education Rights and Privacy Act (FERPA) governs what information is public and private. This federal legislation is designed to protect the privacy of student data, and it applies to all institutions that receive any federal funding.

FERPA is often confusing, and requests for data sometimes appear legitimate when they are not. For this reason, the Office of Enrolled Student Services has created a one-and-a-half hour workshop on FERPA. The workshop is free and will take place in your work space.

As an employee of the University of Minnesota, you have the obligation to protect the education records in your possession, regardless of their form.

To host a FERPA workshop in your office or department, please contact Tina Falkner at rovic001@umn.edu or 612-625-1064.

PeopleSoft 8.0 update**Prepare now for
PeopleSoft 8.0
upgrade coming in
February**

During the week of February 14–23, 2003, the University of Minnesota will upgrade its human resources and student administration systems from PeopleSoft version 7.6 to 8.0. During that week, version 7.6 will be available on a view-only basis.

The upgrade will allow the University to take advantage of a number of enhancements. The new version will be Web-based, which will allow the user to log onto the system with a valid username and password from any computer that meets the necessary requirements. Basic functionality will remain much the same, but the look, navigation, and some terminology will be slightly different.

Once the University has upgraded to version 8.0, version 7.6 will no longer be available.

Hardware requirements

Users of PeopleSoft 8.0 will need at least an 800 MHz Pentium-class processor or equivalent; 133 MHz is the minimum required.

Computers with higher processing speeds will be able to pull up and refresh pages faster than those with slower processing speeds. It is also recommended that computers running Windows 2000 (or earlier) operating systems have 256 MB of RAM, and those running Windows XP have 512 MB of RAM.

Training

Training will be required for both human resources and student records. For human resources training information, contact Cheryl Madsen at 612-626-7963 or mads002@umn.edu. For student records training information, contact the Student Records help desk at 612-625-2803 or techteam@sossgw.stu.umn.edu.

Access the PeopleSoft 8.0 electronic newsletter at onestop.umn.edu/Peoplesoft8/news.html.

**Datebook: Fall semester 2002****October**

- 3 First half-term course grade rosters delivered to departments
- 15 Graduate School application deadline for spring semester 2003
- 19 Campus Preview Day for prospective Twin Cities campus students
- 24 First half-term course grade rosters due to the Office of the Registrar by 9:30 a.m.
- 28 First half-term course grades available on the Web and Gopher Line

November

- 2 Campus Preview Day for prospective Twin Cities campus students
- 4 Fall 2003 Class Schedule Turnaround Documents (CSTDs) sent to departments
- 11 Queued registration for spring semester 2003 begins
- 15 Fall 2003 CSTDs due in Scheduling, 150 Williamson Hall
- 28–29 Thanksgiving holiday—classes excused and University offices closed

December

- 5–6 Full-term and second half-term course grade rosters delivered to departments
- 13 Last day of instruction for fall semester
- 14–15 Study days
- 16–21 Final exams
- 23–25 Holiday—University offices closed

Policy expected for posthumous degrees

Pending approval from the Graduate and Professional Deans Council in November, the University's policy on awarding posthumous degrees will be as follows:

The University of Minnesota grants degrees posthumously. If a college determines that a deceased student has completed enough credits toward his or her degree, the college has the authority to grant a degree posthumously. Graduate students must have completed enough work toward the thesis or dissertation, if required for the degree. The college will work with the Office of the Registrar to determine the correct information for posting the degree and issuing the diploma.

Posthumous degrees are rare. The policy is intended to alleviate confusion and empower the colleges, which can best determine if a student completed enough of a planned degree program to warrant the granting of a University of Minnesota degree posthumously.

If you have questions, please contact Tina Falkner at rovic001@umn.edu.



Fall semester 2002 registration highlights

Campus	Fall 2002	Fall 2001	Fall 2000
Twin Cities	48,677	46,597	45,481
Crookston	2,387	2,529	2,775
Duluth	9,815	9,380	9,087
Morris	1,910	1,927	1,842
Total	62,789	60,433	59,185

By level and status	Twin Cities Fall 2002	Twin Cities Fall 2001	All campuses Fall 2002	All campuses Fall 2001
New high school	5,188	5,344	7,992	8,246
New advanced standing	1,838	1,945	2,489	2,580
New graduate	2,833	2,545	3,023	2,726
New professional	767	766	823	820
New non-degree	2,198	2,251	3,306	3,428
Intercampus transfer	341	298	446	410
Intra-campus transfer	1,766	1,742	2,135	2,189
Continuing	32,587	30,503	41,232	38,667
Readmits	1,078	1,113	1,202	1,246
Unknown	81	90	141	121
Total	48,677	45,597	62,789	60,433

Twin Cities colleges	Undergrad	Graduate	Professional	Nondegree
Agricultural/Food/Envir/Science	1,071	436	0	15
Architecture/Landscape Architecture	308	233	0	5
Biological Sciences	1,298	429	0	32
Carlson School of Management	1,658	1,929	0	101
Continuing Education ¹	662	127	0	3,826
Dentistry (includes Dental Hygiene)	104	59	337	33
Education and Human Development	718	2,255	0	380
General College	1,949	0	0	0
Human Ecology	1,088	397	0	55
Humphrey Institute	0	329	0	38
Institute of Technology	4,240	2,349	0	172
Law School	0	0	781	27
Liberal Arts	14,152	1,862	0	403
Medical School ²	109	383	765	675
Natural Resources	478	100	0	9
Nursing	270	344	0	48
Pharmacy	0	92	502	6
Public Health	0	516	0	60
Veterinary Medicine	0	101	313	1
Unattributed	0	46	0	3
Totals	28,103	11,987	2,698	5,889

'U' enrollment rises

The University's systemwide enrollment reached 62,789 for fall semester 2002, up 3.9 percent or 2,356 students since a year ago. That follows an increase of 2.1 percent from fall 2000 to fall 2001.

The number of continuing students increased considerably. A significant portion of the increase in continuing students is due to the Graduate School's new enrollment requirement: students pursuing theses are now required to register each semester instead of once a year. The new number is considered a more accurate count of University graduate students.

While the total number of students on non-immigrant visas at the University rose slightly, the number of new international students fell to 830 from an all-time high last fall of 1,010. Some of the difference may be due to difficulty in securing visas at U.S. embassies abroad.

More statistics are posted on the Web by Institutional Research and Reporting at <www.irr.umn.edu>.

International students must notify INS and 'U' with change of address

The U.S. Immigration and Naturalization Service (INS) has begun to enforce a requirement that students on non-immigrant visas notify both the INS and their schools when they change their addresses. Instructions are on the Web at <www.ins.gov>.

International Student and Scholar Services (ISSS) is instructing students to use <onestop.umn.edu> to notify the University, and recommending they send Form AR-11 to the INS by certified mail so they can show proof of compliance.

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 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.

Grades to be submitted on the Web in spring '03

Beginning in spring 2003, final grades posted on all University campuses will be submitted on the Web.

Instructors will log onto the Web-based system using their x.500 username and password. The system will automatically display courses for which he or she is listed in PeopleSoft as the instructor of record. The instructor will then choose the course for which the grades are being entered and submit a grade for each student.

Last March the Council of Undergraduate Deans approved the following policies to govern the Web grading process:

1. Faculty will be required to enter a valid grade for every student before posting the class.
2. The system must allow "pending" grades to be entered and saved prior to posting.
3. Approvals will not be required for initial or supplemental grade submissions.

Faculty and departments will receive more information about submitting grades on the Web later this fall. E-mail questions to Tina Falkner at rovic001@umn.edu.

OSF's Danov receives MAFAA award

Dianne Danov, associate director for compliance in the Office of Student Finance, received a 2001-02 Special Achievement Award from the Minnesota Association of Financial Aid Administrators (MAFAA) for her work on the Futures Committee. The award is given to a person, committee, task force, or other entity that has made a significant contribution to the financial aid profession in Minnesota, and is presented at MAFAA's annual spring conference.

Homecoming football moved to Thursday

The Gophers' homecoming football game will be played Thursday night, October 10, due to the possibility of a Minnesota Twins post-season game in the Metrodome on Saturday.

The coronation, pepfest, and bonfire are also rescheduled, to Wednesday evening. Most other festivities, including the parade on Saturday, will be held as originally scheduled.

For an updated homecoming schedule—from men's hockey and women's volleyball to the pancake breakfast and the School of Music's Centennial Concert—see the Web site, <www.homecoming.umn.edu>.

New pedestrian bridges open

Two new pedestrian bridges over Washington Avenue on the east bank of the Minneapolis campus opened October 2.

Covered in stainless steel that matches the Weisman Art Museum, the bridges curve to preserve a clear view from Northrop mall to Coffman Memorial Union. They have a snow and ice removal system, stairs, handicapped ramps, and transit waiting areas.

Traffic on Washington Avenue also reopened to two lanes in both directions, with bus and shuttle stops in front of the union.

The Record

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-carll@umn.edu.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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

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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems

November 2002, Vol. 26, No. 11

Twin Cities campus receives supplemental federal work-study funds

The Twin Cities has been awarded \$400,000 in additional federal work-study funds for the 2002-03 academic year based on its active participation in the America Reads tutoring program and community service employment.

The new federal funds came at a critical time because state funds for work-study awarded to the University fell \$1.5 million short of last year's total.

Additional funds were awarded to schools that directed a minimum of five percent of their 2001-02 federal work-study awards as compensation

for pre-school and elementary school reading tutors or student employees involved in community service.

On the Twin Cities campus last year, 370 federal work-study recipients were employed as reading tutors and another 100 devoted themselves to community service activities. As tutors and community service workers, student employees engage in rewarding jobs while funding their educational costs and also making a difference in the lives of the community's youngest students.

Directories will be delivered this month

During the month of November, the 2002-03 Student-Staff Directory will be delivered to all offices that responded to a request form sent in October.

Dynamex/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 and pay for an additional delivery attempt.

DARwin goes online; APAS reports now available on the Web

DARwin, the new system for creating degree audit reports and processing transfer students, became available the week of October 21.

DARwin is a Web-based application, accessible to those who had access to the old Degree Audit Report System/Academic Progress Audit System (DARS/APAS). APAS reports can now be viewed and printed on the Web, and advisers and faculty may run APAS "what-if" scenario reports for students in other undergraduate degree programs on any University campus.

Portfolio access to APAS

Students and advisers can also use the Portfolio information management tool to access their APAS reports at

Click on any advisee's name to display an academic profile that consists of various information, including the APAS report.

The DARwin project has been a collaborative effort of the Office of Admissions, Office of the Registrar, Enterprise Web Development, and Applications Development and Maintenance.

See back issues of The Record for more

information about DARwin (August) and Portfolio (March). Send questions about DARwin to darweb@umn.edu, and about Portfolio to portfolio@umn.edu.

Access to APAS reports on the Web

Campus	URL for advisers, faculty & staff	URL for students
Crookston	www.crk.umn.edu/people/services/registrar/register.htm	www.crk.umn.edu/register/register.htm
Duluth	www.d.umn.edu/advising	www.d.umn.edu/students/
Morris	www.mrs.umn.edu/services/registrar/apas.html	www.mrs.umn.edu/onestop
Twin Cities	onestop.umn.edu/Advising/index.html	onestop.umn.edu/registrar/index.html

<<https://portfolio.umn.edu>>. This capability went online October 23. Advisers can access their advisees' APAS reports by going to Adviser View.

PeopleSoft 8.0 update

Questions about the PeopleSoft upgrade

Here are some frequently asked questions and answers about the upgrade to PeopleSoft 8.0, scheduled for February.

What are other schools saying about version 8.0?

According to Jim Steele, assistant registrar at the University of Wisconsin, Madison:

"Our implementation went great—down a short time, then business as usual."

Will the PeopleSoft down time have any impact on my paycheck?

No. Paychecks will be distributed and deposited as usual during the upgrade.

Which version will be "view-only" during the upgrade week?

The current version of PeopleSoft, version 7.6, will be available on a view-only basis during the week of the upgrade. Staff will not be able to view or access PeopleSoft 8.0 until the upgrade is complete on February 23, 2003.



Datebook: Fall semester 2002 & winter break

November

- 2 Campus Preview Day for prospective Twin Cities campus students
- 4 Fall 2003 Class Schedule Turnaround Documents (CSTDs) sent to departments
- 11 Queued registration for spring semester 2003 begins
- 15 Fall 2003 CSTDs due in Scheduling, 150 Williamson Hall
- 28-29 Thanksgiving holiday—classes excused and University offices closed

December

- 5-6 Full-term and second half-term course grade rosters delivered to departments
- 13 Last day of instruction for fall semester
- 14-15 Study days
- 16-21 Final exams
- 23-25 Holiday—University offices closed

January

- 1 Holiday—University offices closed
- 2 Full-term and second half-term course grade rosters due to OTR by 9:30 a.m.
- 6 Full-term and second half-term course grades available on the Web
- 20 Martin Luther King, Jr., birthday observed—University offices closed
- Last day to register for spring 2003 regular session and first 7-week session classes without incurring a late fee
- 21 First day of spring semester

Reader survey results: support for The Record remains strong

Readers of The Record newsletter continue to find it an important source of information, according to a reader survey conducted in July.

With the July issue, a total of 1067 surveys were distributed by campus mail and e-mail. The return rate was 17 percent (184 surveys). Eighty-nine percent of responses were on paper and 11 percent on e-mail.

Eighty-six percent of the respondents said they read all or most of the newsletter. Almost 90 percent said The Record should continue to publish monthly, with strong support to continue the paper edition. A number of respondents asked that it be posted on the Web, as well.

The newsletter is considered to be a somewhat or very important source of information about student registration and records systems by 91 percent of the respondents; about student financial systems by 78 percent of respondents, and about admissions by 73 percent of respondents.

Most respondents expressed satisfaction with content and said the amount of coverage for workshops, student demographics, and the Datebook should remain the same. Half wanted to see more content on news, policies, and procedures, and no one wanted less of this type of information.

Reader survey, continued on page 3

Old academic records converted to PeopleSoft

In March 2002, the Office of the Registrar (OTR) finished converting more than 700,000 student records from the old mainframe or "legacy" system into PeopleSoft. In April, a final audit of the converted records began to verify that all student records had been accurately converted.

Records are being audited in three important areas: student ID numbers, or "emplids"; degrees; and coursework. Auditing looks for a one-to-one correspondence between elements in the old and converted records, to make sure all elements of each record are present and attached to the right record.

The audit of student ID numbers and degrees is now complete, with 703,246

student records verified and 254,963 degrees converted.

Verification of over 15 million courses is currently in progress. To date, the audit team has run 400,000 student records containing a total of over 10 million courses through the course audit programs. The overall accuracy rate has been 99.8 percent.

This mammoth project could not have been completed without the involvement of many University staff members. A special thanks is due to OTR staff: Aileen Lively for heading up the initial conversion and Emily Holt for conversion clean up and the conversion audit project.

New queue starts this month

When spring semester registration starts this month, the restructured registration queue for undergraduates will take effect.

The new queue gives students with a current course load of more than 13 credits priority within their academic level.

The change is designed to give students carrying a full course load a better chance to register for their required courses and ultimately to improve graduation rates.

See more information at onestop.umn.edu/newqueue. Please help to make students aware of how the new policy could influence their academic path.

Clarification

In "'U' enrollment rises" last month in The Record, graduate students pursuing theses were said to be required to register each semester. In fact, all students in the Graduate School are now required to register each semester, which means both fall and spring.

Reader survey, *continued from page 2*

Good or excellent ratings were given by 91 percent of respondents for accuracy, by 92 percent for editorial style and writing, and by 86 percent for visual readability and for timeliness.

Most of the respondents (64 percent) provided their unit name or job title or both. A total of 78 units and more than 60 job titles were identified. Forty-three percent said they share their copy with someone after they've read it.

The Record was first published in 1971. Readers were last surveyed in 1995, when e-mail was still new and before the Web replaced Gopher.

Thanks to everyone who participated in the survey!

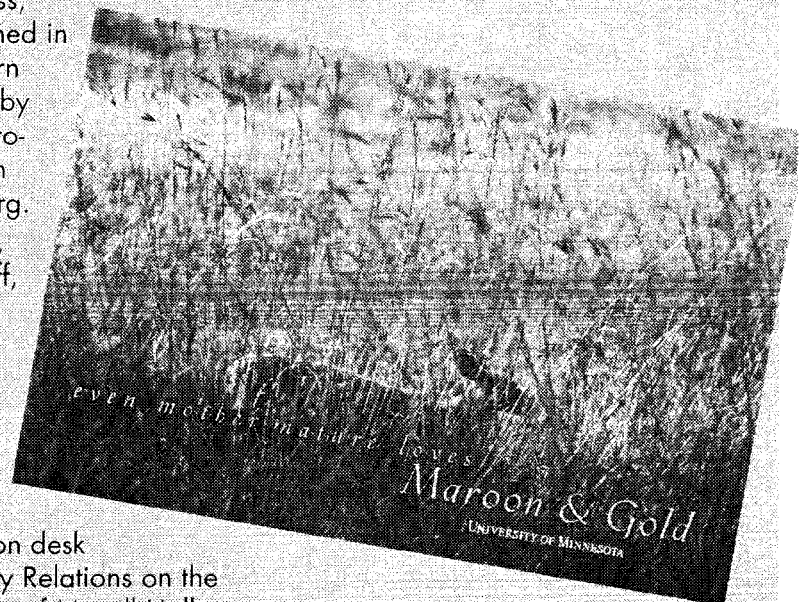
New Maroon & Gold posters available November 15

The third poster in the series "Even Mother Nature Loves Maroon and Gold" will be available November 15.

This fall's image features a fawn in maroon and gold prairie grass, photographed in southwestern Minnesota by nature photographer Jim Brandenburg.

Students, faculty, staff, and the general public may pick up a free copy of the poster at the reception desk of University Relations on the ground floor of Morrill Hall.

To order more posters, request an order form from University Relations by calling 612-624-6868.



Thirty-one years ago... Twenty years ago...

November 1971

Full accreditation by the North Central Accreditation Association was granted this summer to the University of Minnesota Technical College, Crookston, as a separate unit of a multi-campus university. The college underwent a thorough self-study last year and was reviewed by the North Central Committee in the spring.

About 2,600 letters from President Moos were mailed recently by the Twin Cities Admissions office to top high school seniors throughout the state. The letter focused on opportunities for independent study at the University and encouraged students to write to the President or a college dean for information. Many of these responses will come to Admissions for action or referral...

November 1982

Winter registration begins November 15

An 18-day alphabetical queue—from November 15 through December 10—is scheduled for registration for winter 1983 classes at the Twin Cities campus, with graduate students and seniors first. Students who register through December 30 avoid a late registration fee.

Draft registration to be required for aid

Among the laws passed by Congress recently is one that will require male students to provide proof they have registered for the draft as part of the eligibility requirements for federal financial aid programs. The law will go into effect July 1, 1983. Implementation procedures have not yet been developed by the U.S. Department of Education.



Ten years ago...

November 1992

A guide to Gopher

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

The Record

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. Subscribe to the e-mail edition at <http://onestop.umn.edu/Events/newsletters.html>

Please direct address changes to
Barb Carlson, 612-626-1785,
or b-carl@umn.edu.

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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

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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK

The Record

News about admissions, records, and student systems

December 2002, Vol. 26, No. 12

New 75-minute class time slots available fall semester 2003

Faculty members have been requesting a greater choice of days and time slots for offering 3-credit, 75-minute classes that meet twice a week. These "B" time-scheme classes are currently authorized for Tuesdays and Thursdays only; requests are for days other than Tuesdays and Thursdays, primarily in a Monday–Wednesday or Wednesday–Friday format.

In response, the Office of Classroom Management (OCM) will offer a pilot program in fall semester 2003 to test and evaluate course scheduling in three new 75-minute, twice-a-week time slots:

0735–0850 MF (Minneapolis);

0805–0920 MF (St. Paul)

1600–1715 MW (Minneapolis);

1630–1745 MW (St. Paul)

1600–1715 WF (Minneapolis);

1630–1745 WF (St. Paul)

These limited, pilot-program times for fall '03 will be designated "C" time-scheme classes. They are open to all colleges and are available in the

Course Scheduling Turnaround Document packages sent to departments in November. The OCM Scheduling Unit does not anticipate that demand will overwhelm available time slots, but if it does, participation will be limited.

Faculty interested in scheduling classes at the new times should contact their respective departmental schedulers in time to be included in the fall 2003 departmental data submissions to OCM Scheduling.

The new times are specifically designed to take advantage of underutilized time periods during the week while avoiding the crowded peak scheduling hours from mid-morning to mid-afternoon. This pilot program is intended to meet the changing pedagogical needs of faculty within the constraints of the ongoing classroom supply-and-demand problem.

For more information, please contact Scheduling Unit manager Nancy Peterson at n-pete@umn.edu, or consult the OCM Web site at www.classroom.umn.edu.

Policy on examinations for credit and proficiency clarified

The University's Policy on Examinations for Credit and Proficiency has been revised by the Senate Committee on Educational Policy (SCEP). The full Senate accepted the proposed changes October 31.

The changes eliminated inconsistencies across colleges that had been brought to SCEP's attention by the Office of the Registrar. See the revised policy at www.umn.edu/usenate/policies/creditprof.html.

Limited service at OTR and OSF on December 17

On Tuesday, December 17, many Office of Enrolled Student Services departments in the Office of the Registrar (OTR) and Office of Student Finance (OSF) will close at 1:30 p.m. for a staff event.

Limited service will be available at the One Stop Student Services Center in 200 Fraser Hall and in 150 Williamson Hall.

Joint meeting of RAC, PRAC, AAN & CSAA January 6

The Office of Enrolled Student Services will host a meeting for the Registrar's Advisory Committee (RAC), the Professional and Graduate School Registrar's Advisory Committee (PRAC), the Academic Advising Network (AAN), the Collegiate Student Affairs Administrators (CSAA), and other interested department staff, from 8:30 a.m. to noon, Monday, January 6, in 130 Murphy Hall (journalism).

Continental breakfast will be served at 8:30 a.m., and the meeting will begin at 9 a.m.

An agenda will be distributed by e-mail late this month. For more information, contact Tina Falkner at rovic001@umn.edu or 612-625-1064.

PeopleSoft 8.0 update

Internet Explorer 5.5 is recommended Web browser

PeopleSoft has certified both Internet Explorer and Netscape as Web browsers to use with PeopleSoft Version 8.0, but it recommends Internet Explorer 5.0 or higher.

The University's development team for the upgrade has found Internet Explorer 5.5 or higher to be the most stable browser.

Also, be aware that other Web-based applications require different browsers (for example, Financial Forms Nirvana currently works best with Netscape 4.7) so you may need to keep more than one browser on your desktop for use.

Training for human resources systems

Human resources staff training for the upgrade to PeopleSoft 8.0 began the first week of November and will continue for three months. Individuals may register for Human Resources and Management Systems training only if their collegiate administrative unit's key contact has authorized it and submitted their name to Training Services.

Training for student records systems

Registration for student records staff to attend PeopleSoft Version 8.0 classes began November 15. Register through the student records training Web site at <training.oess.umn.edu>.

Training is required for all users who make changes in the system. It will begin December 1 and continue through implementation. The training team will hold an average of three sessions per day, with 10 users per session.

If you have questions about student records training, please contact the Student Records help desk at 612-625-2803 or e-mail techteam@sossgw.stu.umn.edu.



Datebook: Fall semester 2002 & winter break

December

- 5-6 Full-term and second half-term course grade rosters delivered to departments
- 13 Last day of instruction for fall semester
- 14-15 Study days
- 16-21 Final exams
- 23-25 Holiday—University offices closed

January

- 1 Holiday—University offices closed
- 2 Full-term and second half-term course grade rosters due to OTR by 9:30 a.m.
- 6 Full-term and second half-term course grades available on the Web
- 8 Dean's list available on Information Management Systems (IMS)
- 9 Probation list available on IMS
- 20 Martin Luther King, Jr., birthday observed—University offices closed
Last day to register for spring 2003 regular session and first 7-week session classes without incurring a late fee
- 21 First day of spring semester

Class permission numbers guide for spring

As spring semester approaches, here's a guide to when and how class permission numbers will be used.

November 11–February 3 (beginning with queued registration, through Week 2 of classes)

- The instructor, department, or the student's college office grants the permission number. Use class permission numbers to:

- Override a permission requirement
- Override a class limit
- Override prerequisites

- All class permission numbers expire February 3 (the end of the second week).

- Print a list of permission numbers from <www.umreports.umn.edu>. The link to print has changed. Class permission numbers have been rewritten in Active Server Pages (ASP) format.

February 4–March 17 (Weeks 3–8)

- Permission numbers are granted by the student's college.
- Use student-specific permission from

the college to

- Override a permission requirement
- Override a class limit
- Override prerequisites

- Students must receive instructor approval, then go to their college to receive scholastic committee approval. The college office then puts the student's ID number under the "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 One Stop Student Services Center.

- Students can drop their courses on the Web.

March 18–May 9 (Weeks 9–15)

The same as for Weeks 3–8 above, except

- Students *cannot* drop their courses on the Web.

University responds to post-9/11 legislation

Two provisions of the USA Patriot Act passed in the wake of September 11, 2001, are beginning to impact student records and policy at the University.

• **Collecting and reporting information on foreign students and faculty.** The University is modifying its systems to accommodate federal tracking mandates.

• **Surveillance and disclosure of records.** Federal officials would have access to all student records.

These and a separate research-related provision were highlighted in a report to the Regents November 7.

The Act speeded up implementation of the new Student and Exchange Visitor Information System (SEVIS), with an implementation deadline of January 30, 2003. SEVIS will electronically track international students and scholars and link colleges and universities, U.S. embassies and consulates, U.S. ports of entry, the Department of State, and exchange visitor programs.

The University is one of five institutions selected by PeopleSoft to develop systems that will accommodate SEVIS. (See the September issue of *The Record* for more information.)

Information sessions about SEVIS requirements are now being held for students and scholars on F, J, and M visas—see the box below. Departmental staff, advisers, and faculty members are welcome to attend.

Impact on enrollment still unclear

Another possible effect of new federal regulations is a drop in enrollments of new international students at the University—down 18 percent this fall from a year ago. The drop is attributed at least in part to increased security clearances for students from some countries. Results of a national survey to determine the scope of such enrollment declines and their reasons are still pending.

The U currently has 3,400 students and 1,000 scholars from 130 countries.

Portions of this article are from the Brief, Nov. 7.

Interactive voice response (IVR) student service will end December 31

The University of Minnesota's interactive voice response (IVR) system will cease operation on December 31. Students will still be able to access their grades, registration status, housing information, and loan and student finance information on the Web through the student One Stop.

IVR ends, continued on page 4

Policy on degrees with honors and distinction revised for changes in GPA calculation

The University Senate revised its policy on degrees with honors and degrees with distinction to reflect changes in reporting grade point averages (GPAs) in PeopleSoft. The policy originally provided for only two places after the decimal used to compute GPA under the old system. PeopleSoft now computes GPAs to three places after the decimal.

To earn a degree "with distinction," a student must achieve a cumulative GPA of 3.750, and to earn a degree "with high distinction," he or she must graduate with a cumulative GPA of 3.900.

A student must achieve a minimum cumulative GPA of 3.500 to graduate cum laude, a 3.666 to graduate magna cum laude, and a 3.750 to graduate summa cum laude.

Learn more about SEVIS requirements

Review information on the Web.

Go to the ISSS Web site at <www.iss.umn.edu>.

Click on "**SEVIS electronic reporting**" for detailed information, including guidelines for advisers and departmental staff to know.

Click on "**SEVIS information sessions**" for an up-to-date schedule.

Attend an information session.

Sessions began in November and will continue to be scheduled. Students on F, J, and M visas are required to attend a session in order to hear important information about their legal status in the United States. Plenty of time is scheduled for questions. **Departmental staff and faculty are welcome to attend.**

ISSS is located in 190 Humphrey Center on the West Bank of the Minneapolis campus. If you need to talk to an ISSS staff member, please call 612-626-7100.

Freshman admission priority deadline is December 16

The admission priority application deadline for freshmen for fall 2003 is Monday, December 16. Prospective freshmen should postmark their complete applications by this date; applications postmarked after December 16 will be reviewed on a space-available basis.

Prospective freshmen can apply on-line at <admissions.tc.umn.edu>.

Please contact the Office of Admissions at 612-625-2008 with any questions or to request an application.

Nominate high school sophomores for Northern Stars Leadership Conference

The Office of Admissions is now accepting nominations for the 2003 Northern Stars Leadership Conference. This conference recognizes high school sophomores across Minnesota who are leaders in their schools and communities and have demonstrated a strong commitment to academics. Selected students will attend a day-long leadership conference on the Twin Cities campus on April 12.

If you would like to nominate a high school sophomore student leader, please contact Maureen Cisneros at 612-626-0515 or ramir015@umn.edu.

The Northern Stars Leadership Conference is sponsored by the Office of Admissions; the Office of the Vice President for Campus Life, Leadership Programs Office; and the Alumni Association.

IVR ends

continued from page 3

The IVR is known as the Golden Eagle Informer on the Crookston campus; the UMD Student Line on the Duluth campus; the Morris Student Line on the Morris campus; and the Gopher Student Line on the Twin Cities campus.

Please inform students of this change, and please check Web sites and print publications to delete references to IVR.

The Record

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. Subscribe to the e-mail edition at <<http://onestop.umn.edu/Events/newsletters.html>>

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

Gayla Marty, editor
Student Services Communications
Office of University Relations
110 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213
Phone: 612-625-0552
E-mail: marty001@umn.edu

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

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

679
UNIVERSITY ARCHIVES
218 ANDERSEN LIBRARY
MPLS, WEST BANK