

Registrar's Advisory Committee Meeting

April 2, 2001

Present: Kristeen Anderson, Marc Boehlke, Leah Clark, Pam Cook, Anne Daly, Carolyn Davidson, Rick Endris, Tina Falkner, Tracy Fischer, Teresa Fruen, Bill Ganzlin, Mike Galegher, Laurie Gardner, Michael Helget, Jennifer Koontz, Mary Koskan, Margo Mueller, Cindy Pavlowski, Peggy Phan, Lonna Reidinger, Jan Reifseck, Vickie Roberts, Genny Rossing, Alice Ross, Jim Rowan, Cindy Salyers, Jan Schlueter, Ben Sharpe, Karen Smith, Clare Strand, Terri Tuzinski, Amy Winkel, Gayle Woodruff.

Review Minutes from March meeting: Changes to the March minutes are noted below.

In the discontinue update, please add:

A Program Action of Re-admit and Action Reason of DEGP (degree posting) can be used to reactivate these students when they return to complete degree requirements.

In the grading errors section, please add:

Grade sheets are not returned to departments when they fail to scan. OTR will notify the departments if an error has occurred that the department needs to correct, or OTR will hand enter grades if, for example, the bubble sheet was filled out in ink. Supplemental grade reports are returned to colleges, but never bubble sheets.

Announcements: Sue Van Voorhis shared that SCEP was examining the residency requirements for a U of M degree. The coordinate campuses will be able to establish their own residency requirements according to the policy.

Sue Van Voorhis also shared with the group that SCEP has issued an interpretation of the +/- grading policy. Instructors are not required to use +/- in their grading, but are to let their students know what their grading scale is early in the term.

Tina Falkner announced that the Academic Profile portion of the Portfolio 3.0 project will undergo usability testing April 5th. Results of the usability will guide future modifications to the product.

Sue Van Voorhis said that next month OTR will provide the colleges with a draft document of the OTR Educational Record Compliance Statement.

Tina Falkner reminded RAC members to encourage their students to attend GradFest on Wednesday, April 4 and Thursday, April 5.

RAC will not meet in June or July. Over the summer, however, OTR will continue to send updates and information via the RAC mailing list.

Email Policy: The following policy has been endorsed by both the Council of Undergraduate Deans and the Professional and Graduate School Dean's Council.

Policy Recommendation:

University assigned email account shall be the University's official means

of communication with all students. Students are responsible for all information sent to them via the University assigned email account. If a student chooses to forward the University email account, he or she is still responsible for all the information, including attachments, that were sent to the University email account. Questions regarding this policy statement can be sent to the Office of the Registrar.

History and Information The University of Minnesota provides students with an email account upon matriculating to the institution. This account is free of charge and currently is active as long as the student remains active. Increasingly, email is becoming the primary mode of communication between students and the institution. This information varies from college updates to registration summaries.

Some students do not use their U of M email accounts. Other students forward their U of M email accounts to a second email account (i.e., America on Line, Yahoo, EarthLink, etc.). When students do not use or forward their U of M email accounts vital information is not conveyed, as the email is unopened or the associated attachment is not forwarded.

It is imperative that students understand that a majority of information will be communicated to them via their U of M email account while they are students. To better serve our students, it is proposed that upon matriculation students are informed that their U of M email account is the primary means of communication from the University community and that they will be held responsible for the information in the email.

Dual Degree Update:

2nd Majors/Minors: Vickie Roberts distributed amended flow charts to illustrate the process by which a minor or second major is added in the student's home college and a separate flow chart for minors or second majors in different colleges.

2nd Major/minor in home college:

Change to the process outlined earlier - The plan code chosen for the second major must have a degree code in the middle (usually a 202 or 201 instead of the 000 noted in earlier flow charts) for APAS to report requirements correctly.

OTR will fix any students with errors in them from the 000 code

2nd Major/minor in second college

Nothing was revised from the first issuance of this flow chart.

Dual Degrees in two colleges

1. Initial admit decision
2. Student submits application for change of status (NOTE: Application for change of college will be revised to include request for second degree)
3. College approves or denies 2nd degree request (If denied, end of process). If the college approves the 2nd degree go to step 4.
4. OTR adds a second career and checks the joint program box in PS (NOTE: Student does not get term activated for this career until the first career is either discontinued or completed.
5. Student completes Degree Application form and submit it to OTR.
6. Degree application verified in PS

If yes, then OTR inserts Applied row in PS

If no

OTR returns copy of degree application to college for verification

College verifies student has program form on file

If yes

College updates Program/Plan in PS

College returns degree application to OTR

OTR inserts Applied row in PS

If no

College notifies student

Student completes program form

College updates degree application

College returns degree application to OTR

OTR inserts Applied row in PS

The issue of dual degrees is still a problem with Financial Aid.

Clare Strand from the Morris campus asked about Financial Aid for non-degree seeking students and whether or not these students can still have the 000 degree code. It was thought that APAS would still be able to pick up these students.

Vickie also distributed a college contact list for adding minors or 2nd majors from another college.

If there are questions about this process, please contact Vickie Roberts at v-robe1@umn.edu.

Queued registration:

Summer 2001 - registration starts April 10 (for the Twin Cities campus)

Fall 2001 - registration starts April 12 (for the Twin Cities campus)

Mary Koskan requested that colleges do not place holds during the registration period. One exception to this policy is a nightly batch process in Student Financials that places holds on records for non-payment. Also, Student Judicial Affairs is permitted to place registration holds on records during registration.

OTR has added a notification on the registration panel advertising to students the tuition plateau incentive.

Sue Van Voorhis shared with the group that the University likely will not know tuition rates until early- to mid-summer.

Anne Daly and Mary Koskan brought to the group's attention that the course numbers printed in the IDL catalog from last summer (the catalog covers IDL courses through summer 2001) were incorrect. If students try to use the numbers printed in this catalog to register, they will get an "invalid" message. OTR has a list of correct course numbers (and the corresponding incorrect number) and the numbers listed on the web are correct.

A RAC member asked what were the hours that students were allowed to register? The answer is from 6:30 - 2:00 am.

Permission numbers: Instructions for permission numbers can be found at <http://onestop.umn.edu/Registrar/permissionchart.html>

IMS has done a facelift and now has a direct link to permission numbers. Mary Koskan will work with Cindy Salyers (IMS) to distribute information about permission numbers that is user friendly.

Permission numbers can now be run 25 at a time.

Email notification of cancelled classes:

The Office of the Registrar is working closely with IMS to automate an e-mail notification to students who are enrolled in courses that are cancelled by the department. In the past, this notification has been the department's responsibility. Now that we have the technology, OTR and IMS believe it is the best educational practice to automatically notify all students enrolled in a

course if it has been cancelled. College and departments can also contact the students for a more personal touch or to assist the student in finding an alternative course, but in automating this process we are assured that all students are notified of cancelled courses. Colleges can still choose not to send their students e-mail study lists or course changes, but notification of course cancellations will occur for all students on each campus.

The notification will read:

We are sorry to inform you that the following course(s) have recently been cancelled. If you have any questions regarding this cancellation, please contact the department offering the course. Your registration, tuition, and fees will be updated to reflect your change in credits. NOTE: You may need to add another course to your schedule to maintain full-time status for financial aid eligibility, or to stay on track for graduation. **Students will be guided to their respective campus OneStop for the registration web site**

This notification applies to all undergraduate, professional and graduate careers. HOWEVER, departments will still need to notify visiting students (those without X.500 addresses) of cancelled classes.

Colleges and campuses still can choose whether or not they want to participate in the email study list notification.

Email study lists for Summer Term: Study lists and changes will be sent out to students for May session, extended May session, regular Summer session, first half Summer session, and second half Summer session classes.

Training update:

1. Key contacts and users group

A listserv has been created for Key Contacts to communicate changes in access requests, training requirements and "Users Group". Terri Tuzinski has feedback from the Key Contact meeting in March. If you would like this information, please contact her at t-tuzi@umn.edu.

2. List of service indicators now available at:

<http://www.umn.edu/registrar/training/servind.html>

This list includes the Service Indicator Code, Description, Reason, Service Impact, Service Reason and Contact. This is a static lists and Terri will ask that it be updated periodically.

3. Proposed changes to Term Activation and link to Primary Plan

Effective date: April 4, 2001

From Aileen Lively, OTR

Anytime a plan is change, it will look for associated information out on the Term Activation panels, and if the Emplid, career, career number and institution match, and it is the lowest plan sequence number, it will change the primary plan on terms impacted by the effective date.

Important note: the logic with effective date is that it must be equal to or before the first day of the term to impact it.

It will, at the same time, flag FA (Financial Aid) term to rebuild, and the tuition calc flag will change to Y (in case the change has an impact on the tuition being assessed).

With the implementation of the new Term Activation process which also picks up the right plan, we should be close to being in sync for the first time ever. We are also in the process of a major clean-up of the plan data created earlier, checking it against the terms and changing it if it is incorrect. This will take place over a period of several weeks because we have to do one term at a time, but eventually all terms will be accurate.

This change is a direct result of the data integrity project ('big win'), and one long-standing problem that will soon be resolved.

4. Unofficial Academic Record available through IMS reports

What other data would you like to see in it?

Recently, the Graduate School requested that Visa status be included

Excess liberal education credits: The NCAA coordinator in the Office of the Registrar, Tracy Fisher, asked for discussion about how colleges handle excess liberal education credits in the degree process.

PeopleSoft Update: Sending new fixes through regularly. Future PS Maintenance Points:

April 21st (This date will likely change to May 5th)

June 16th

August 11th

October 6th

IMS update:

IMS has released several new reports.

The Complete Cancel Report lists students who have completely cancelled

their registrations for the specified term and indicates whether they have

subsequently re-enrolled for that term. You may generate a report for a specific college or for all colleges on a campus. The report displays ID, Name, Residency, Citizenship, College, Major, suspension hold (such as the P3 service indicator), deceased flag, complete cancel date, re-enroll date (if any), and total credits (if re-enrolled). Report links to a current mailing address file for the students on the list. Requires access to private student data.

Operational calendars: Vickie Roberts disseminated the April, May, June and July operational calendars. For a full paper copy this calendar please contact Tina Falkner at rovic001@umn.edu.

Key dates for spring end of term processing are:

May 2001

12 Confer date for spring 2001

17 Spring grades are due to OTR by 9:30 am

18 Spring grades post

21 Late grade run for spring 2001

29 PeopleSoft Probation List Report for spring 2001

30 PeopleSoft Dean's List Report for spring 2001

31 Probation and Dean's Lists available on the web via IMS

June 2001

8 Confer date for May session

11 Lack notices due for spring 2001

18 Clearances due from colleges spring 2001

Deadline for summer term 2001 degree applications

25 Degree applications due to OTR for diploma order/official lists

for spring 2001

July 2001

6 Lack notices due for May session

13 Clearances due for May session from college offices

20 Degree posting complete for diploma order for May session

Fee for 'Rush' Certification letters: Starting fall 2001 OTR will begin offering rush certification letter service for \$10.