

## **RAC**

### **101 Walter Library**

**October 6, 2003**

**Attendance:** Gary Andersen, Diane Ashby, Debra Basarich, Theresa Baultrippe, Sheryl Bolstad, Jackie Carlson, Peg DiMateo, Anne Ehrenberg, Mary Vincent Franco, Teresa Fruen, Mike Galegher, Laurie Gardner, Sara Georgeson, Kit Gordon, Carol Gross, Lucy Hartell, Emily Holt, Ross Janssen, Barbara Jensen, Kitty Jones, Denis Kane, Char Klarquist, Pam Klopffleisch, Jennifer Koontz, Rich Kott, Dave Krueger, Denee' Kuykendall, Drew LaChapelle, Jodi Malmgren, Stephanie Nichols, Linda Norcross, Jan O'Brien, Jan Reifsteck, Lonna Riedinger, Genny Rosing, Alice Ross, Cindy Salyers, Steven Schaus, Lisa Shefchik, Carmen Sims, Karen Stohl, Paula Swanson, Pat Tollefson, Amy Winkel

**Announcements:** Vickie Roberts announced that the degree grade point averages have been put on transcripts. They are located up near the top of the transcript with the degree.

Vickie also announced that they are ready to move to campus specific holds. (This list of campus specific holds has been sent with the RAC minutes as an attachment.) Please look over the attached spread sheet and contact Vickie if there are any questions at [v-robel@umn.edu](mailto:v-robel@umn.edu). Note: Some of the advising holds are carry-over from the Student Database. If you no longer use them, please let Vickie know, and she will make arrangements to have the hold code deleted, or if you do not see an advising hold on the list that you feel should be included. The list is campus specific and includes the total number of students attached to each hold code.

Drew LaChapelle announced the availability of the Grad 999 Enrollments Report, offered online, through UMREPORTS. (<http://www.umreports.umn.edu>). The report is located at the UMREPORTS main page under Student and Instruction > Graduate School Reports > GRAD 999 Enrollments. As a Graduate School faculty member you will need to click the My Page link from My Reports first and then follow this path. You need access to private student data to be able to run

the report.

**Review of September Minutes:** Laurie Gardner asked for clarification regarding the use of SSN numbers and whether the whole number will be used or just the last four digits. Sue Van Voorhis answered that there will be restricted access in each collegiate office with access to the whole SSN.

**Example of Title IV:** Kris Wright issued a sheet to give to students or for departments to keep, to remind students that if they withdraw from all of their classes, they will likely owe money (based on their financial aid award). If a student withdraws and keeps just one class, they can keep more of their aid and will not owe as much. Students should be directed to a One Stop counselor for more information.

**Cancel Registration:** Kris Wright noted that 1,000 students that owed the University a total of \$2 million were sent notices regarding money owed from spring and summer. Of the 1,000 students, a total of 59 registrations were canceled and \$1.5 million of the debt was paid. Entering spring semester, students will be sent notices in late December regarding funds owed to the University. Registration for spring will not be canceled until just before spring semester starts.

**Work Study Sign-Up List:** Kris Wright announced that there are currently no extra funds for work study. However, if students are interested in signing up for a waitlist until funds become available, they may do so at a One Stop Student Service Center.

**Spring '04 Queue:** Mary Koskan announced that the spring queue will be delayed until term activation has been run. This will be done in an effort to provide more accurate queue information.

Mary also provided the group with a Web address that lists all the key dates for each campus. The site can be found at <<https://intranet.oess.umn.edu/oc/keyevents.aspx>>.

**Inappropriate use of class permission numbers:** Tina Falkner mentioned to the group that some people have been inappropriately assigning class permission numbers. Please keep in mind that you are not to give out permission numbers that are not your own.

**Course Guide/Class Schedule:** Kristeen Anderson announced that from the votes from the previous RAC meeting that most members agreed that the policy section is important and should be included with the course guide/class schedule. The new Web-based course search functionality-demonstrated at the September RAC meeting-is projected to be in effect by the end of October.

**Waitlist:** Sue Van Voorhis confirmed that at the September RAC meeting the vote was to move forward with the first day of classes for the Twin Cities as the deadline for the last day to be added to the waitlist. This vote was approved by CUD. The pilot for spring registration will use this date. After seeing how the pilot goes, the next item at issue will be establishing the waitlist cut-off date for graduate and professional schools. Students will not be allowed on the waitlist unless they meet requirements for the course. Contact Kristeen Anderson if you're interested in piloting the waitlist functionality.

**Leave of Absence number of cancellations:** Sue Van Voorhis announced that aid will be canceled when a student fails to enroll. According to the policy passed last spring, students may only be gone for ONE semester on a LOA. Most colleges have not been filling out LOA forms if the student will only be gone for one semester. If we cancel aid the student will get no gift money, however, he/she may receive the Pell grant or MN state grant but the student will have to make up the difference owed in loans.

**Distance ed tuition:** Emily Holt announced that a subcommittee has been formed and a meeting will be planned for next week to look at the distance ed tuition issue. Any students who take distance ed courses are supposed to be able to pay the resident rate if they are non-residents taking the course from somewhere off campus (ex., Iowa or Texas). There were 203 students that

met the qualifications for fall 2003. The committee is in place to identify who these students are. In addition to identifying students who are taking distance ed courses at a distance, the group will be examining which courses are identified in PeopleSoft as distance ed, and whether or not they should be. Emily issued handouts for each college to look over to see if the courses listed could truly be classified as distance ed or off campus courses. Each college is to look at the PeopleSoft value, instruction mode and location on the list to see if the course is distance ed. The project will hopefully be done by the end of the month. If you have any questions, contact Emily at eholt@umn.edu.

**Financial aid steps demo:** Ken Kiehn demonstrated the new financial aid self service, implemented on Sept. 18. The financial aid self-service, which provides real time information, was designed to break down the financial aid process into six steps so students can understand. The "Six Easy Steps" can be found off the One Stop page under *Finances*. A student must first login, using their internet ID and password and choose which academic year to view. Here are the six steps:

Step 1: Complete a FAFSA.

Step 2: Complete additional requirements

Step 3: Financial Aid under review

Step 4: Respond to electronic FAAN

Step 5: Complete any required loan documents

Step 6: Disbursement of funds.

**Dual degrees:** Sue Van Voorhis announced that Chris Maziar has met with the executive committee regarding dual degrees and we will work with AHC to move forward and start addressing the issues relating to graduate school. Students will soon be able to begin registering in two careers. Sue will keep the group informed on any further developments.