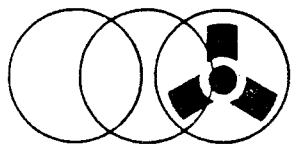


# the RECORD



Published by the  
Registration and Student Records Office  
UNIVERSITY OF MINNESOTA



150 Williamson Hall  
Minneapolis, MN 55455

March 3, 1981

Volume IV, Number 1

## DULUTH REGISTRATION SYSTEM WINS KUDOS

"Am I in the right place?" asks an incredulous student while searching in vain for the familiar lines of students fifty deep waiting to register. "That's all I have to do?" exults another. Such expressions of disbelief have become commonplace on the Duluth campus during the past four weeks of computerized registration. About the only complaint you'll hear from students is an occasional "Why didn't they do this four years ago, when I was a freshman?"

Since UMD became the first University campus to register students by computer, long registration lines have all but disappeared and students are completing registration in even less time than expected, some in fewer than five minutes. Computerized registration seems to be one subject about which there is a virtual consensus among students, faculty, and administrators; even the skeptics among them agree that the system's debut has been a success.

Under the watchful eyes of a contingent of registration team members, students began registering by computer on February 2 for spring quarter. The more than 7,000 students enrolled at Duluth winter quarter were scheduled to register for spring quarter over a four week controlled period, with graduate and professional students and seniors registering first, then juniors, and so on.

On or after his or her appointed day and time, a student arrives at the registration center and is first directed to a validation terminal, where a clerk checks the student's eligibility to register. From there, an eligible student is directed to one of four registration terminals, where a clerk enters the student's course requests. If space is available in the selected courses and the student meets the course prerequisites (e.g., is a senior registering for a course limited to "seniors only"), the computer screen will display confirmation of the student's registration and a printer will produce a schedule of classes and a fee statement. If the student's first choices are unavailable, the clerk will enter second and third choices, and soon, initiating a computer search

that will continue until the student has a full schedule of acceptable classes.

Two UMD computers transmit registration information instantly to a Minneapolis "host" computer, where all student records and registration information are stored. Prior to implementation of the system, information for about 1,900 UMD courses and data for all Duluth students were programmed into this host computer. This information can be accessed and updated via CRT entries on the Duluth campus.

Heartened by the success of the Duluth system, members of the registration team are optimistic about the spring 1982 advent of the Twin Cities system. If all goes well, students may one day be reminiscing, "Remember when we used to make friends while waiting in line to register?"

## QUICK TRANSCRIPT SERVICE SHORTENS WAITS

The Records Office has begun issuing transcripts at an express window on the main concourse of Williamson Hall, just across from the Office of Admissions. Students who are currently in day school and have no holds on their records can obtain day school transcripts on the spot, with little or no wait. Even when a line forms, it generally moves very quickly.

The transcripts are printed on plain paper and stamped "Issued to Student." Students who need certified transcripts must visit the regular transcript window in 155 Williamson Hall. The "quick-serve" transcripts are not certified, and thus generally may not be used for "official" purposes, e.g., applying for admission to a college or for employment. Nevertheless, the service seems to be popular, especially during the lunch hour. Now a student can grab a hamburger in Dinkytown, get a term paper copied at the quick-copy service, pick up a transcript, and still have enough time left for a leisurely stroll to a 1:15 class. Once registration is computerized on the Twin Cities campus, students may even be able to register between classes!

## WINTER ENROLLMENT AGAIN SETS RECORD

Enrollment at the University has set an all-time winter quarter record, with this year's

winter enrollment of 55,633 topping last year's by 3.8%, or 2,043 students. Enrollment on the Twin Cities campus, the largest on any single campus in the country, is 44,615, an increase of 3.1%, or 1,358 students, over winter quarter 1980. If enrollment trends continue, spring quarter registrations could set still another record.

#### TERMINALS INSTALLED

CRT computer terminals are now being installed in college offices on the Twin Cities campus, to allow colleges on-line access to the student data base. Terminals should be installed in all but a few offices by the end of March. Once a terminal is installed in an office, Barbara Olson, A&R Associate and member of the registration project team, will be visiting the unit to train staff members in procedures for data input and retrieval.

#### MURPHY STALKS THE STUDENT DATA BASE

Many of you no doubt are aware that implementation of the new student data base was not trouble free. As new systems are prone to be, this one was temperamental, frustrating its creators' best-laid plans and temporarily upsetting the orderly conduct of business as usual--unfortunately, as Murphy's law would have it, at the worst possible time: the end of one quarter and the beginning of another.

The bugs in the system are not, we assure you, omens of worse yet to come. Indeed, once the data base problems were discovered, several people went furiously to work to find solutions. The quarters missing from the January 5 fiche have since been restored, and letters of explanation have been sent with mailed transcripts. A few problems remain, but data processing staff and registration team members have been working overtime to solve them.

According to Jim Preus, registration project coordinator, "minor problems" are to be expected in any new computer system. If reports of success with the new registration system at Duluth are any indication, however, we can be optimistic about progress during the coming months, while the registration team prepares for computerized registration on the Twin Cities

campus. The new system is now scheduled to be ready for spring quarter 1982 registration. In the meantime, members of the registration team will be dedicating themselves to the task of proving Murphy wrong.

#### NEW BULLETIN SERIES TAKES OFF

Last week's publication of the Institute of Technology Bulletin inaugurated the 1981-83 bulletin series. The covers for this series will have a new but familiar look. Patterned after prospective student publications and designed by Cathy Coates, editor in the Office of Admissions, each bulletin is highlighted by a strip of photographs spanning the top of the front cover and wrapping around to the back.

The cover of each bulletin will be "color coded" to identify the collegiate unit as belonging to one of five categories: freshman-admitting units, blue covers; transfer (upper division) units, rust-orange; health sciences, green; graduate and professional schools, exclusive of the health sciences, burgundy; and general (including the General Information Bulletin and coordinate campus bulletins), red. One overriding purpose of the design and the color scheme is to make the bulletins more cohesive as a series as well as more closely integrated with other University publications, notably the prospective student viewbook, Introductions, and the associated minibulletins. We have tried to preserve the individual identity of each unit while at the same time underscoring the unit's membership in the confederation of schools and colleges that make up the University of Minnesota system.

The new IT bulletin is now available in the Information Booth in Williamson Hall and by phone from the A&R Service Bureau (3-2153). Other bulletins coming up in the next few months include those for General College, the College of Pharmacy, the College of Biological Sciences, Morris campus, the School of Journalism and Mass Communication, and baccalaureate programs in the health sciences (a new bulletin consolidating bulletins for Nursing, Medical Technology, Occupational Therapy and Physical Therapy, and Mortuary Science). The General Information Bulletin will be available the last week in July

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DO YOU KNOW . . .

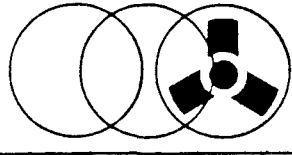
. . .that the Law School will be changing to the semester system in the fall of 1981. Law School classes will begin August 31.

. . .that Phi Beta Kappa applications are due in 150 Williamson Hall by April 17. If you have questions about eligibility requirements, contact Barbara Foster, 6-1656.

. . .that registration for fall quarter is scheduled to begin August 24.

. . .that nearly 500,000 bulletins were published in the last series, not including Extension Classes or Summer Session.

# the RECORD



Published by the  
Registration and Student Records Office  
UNIVERSITY OF MINNESOTA

April 9, 1981

150 Williamson Hall  
Minneapolis, MN 55455



Volume IV, Number 2



## RESPONSIBILITY FOR R&R REPORTS SHIFTS

A reorganization of responsibilities recently occurred in College Relations. Judith Shalaby, A&R Associate, now serves as the primary resource person for reports and is responsible for coordinating all office reports (excluding Scheduling reports).

According to Barbara Foster, head of College Relations, Judith will oversee review and distribution of reports, answer requests for information, prepare bulletin inventory reports, and develop new approaches to educating users about the reports. Another important responsibility will be to contact colleges and campuses about quarterly enrollment statistics.

Judith will also continue to coordinate Class Schedule ordering, production, design, and distribution as well as collecting and preparing information for the front and back sections of the schedule.

If you would like to reach Judith, her phone number is 373-5286. Her address is 150 Williamson Hall.

## INDEPENDENT STUDY GRADES TO BE INCLUDED IN GPA

The Registrar's Advisory Committee has approved a proposal to include grades earned through the Department of Independent Study (Extension) in calculation of students' grade point averages (GPA). Previously, although students could request that their Independent Study credits be transferred to their day school records, those credits were not added into the total for computing GPA.

The new policy does not affect colleges' policies regarding the transferability of credits earned through the Department of Independent Study or the applicability of these credits to students' degree programs. It also does not affect colleges' own internal GPA calculations for determining students' scholastic standing.

## CLASS SCHEDULE MADE PLAIN

Beginning fall quarter 1981, the Twin Cities campus Class Schedule will have a new look and feel. Unlike class schedules printed at most universities, the Twin Cities Class Schedule has generally not been designed and prepared as though it was a disposable, one-time-only publication. However, because of tremendously increased production costs, design has had to bow to economic necessity.

The new Class Schedule will be printed on paper stock that is much like newsprint, and its cover will no longer be custom-designed each quarter. The basic format will remain unchanged. The paper will be less durable than in earlier class schedules, but it will surely serve its short term of use, which is usually a single quarter, if not simply an hour or two in the hands of a registering student.

## STAFF MEMBER HEADS NORTH

Janis Melby, senior secretary who helped to keep the office running for almost eight years, has moved up in the world--geographically, that is. She put in her last day at the University on Friday, March 27, and now lives in Fargo, North Dakota.

Janis joined the Records Office staff in 1973 as a senior clerk, and she made her services invaluable from the beginning. She took the job as secretary to the administrative staff in 1978. (Hers is the voice that usually answered when you called 6-1656.) Mary Jo, Janis's associate, is taking over Janis's duties until the position is filled.

## COLLEGE OFFICE STAFF TRAINED

Barbara Olson has almost completed training sessions for college office staff members who will be using the new computer terminals. She will continue to be on call to provide infor-

mation and assistance. People with questions should call her at 6-1656.

People using the terminals must notify Barbara of their ID's and passwords. Only staff members whose ID's and passwords are programmed into the system will have access to the data base.

#### PHI BETA KAPPA APPLICATIONS BEING ACCEPTED

The deadline for application to Phi Beta Kappa, the national liberal arts honor society, is rapidly approaching. The announced deadline is Friday, April 17, although applications will be accepted in 150 Williamson Hall after that date in exceptional cases.

Qualifications for election to membership in the Minnesota Chapter include the following criteria:

- 1) CLA juniors must have an overall GPA of at least 3.75; must have earned or be completing 45 upper division credits and at least 45 credits at the University of Minnesota; and must have completed a total of 120-149 credits, including CLA group requirements and the foreign language requirement.
- 2) CLA seniors must have an overall GPA of at least 3.5; must have earned or be completing 45 upper division credits and at least 60 credits at the University of Minnesota; and must have completed, overall, 150 or more credits, including CLA group requirements and the foreign language requirement.

- 3) Non-CLA seniors must have a GPA of at least 3.5; must have earned or be completing 45 upper division credits and at least 60 credits at the University of Minnesota; must have completed, overall, 150 or more credits, 80 percent of those in course acceptable to CLA; and must have completed CLA group requirements and the foreign language requirement.

The minimum GPA must be earned overall and in courses taken at the University. Grades of N are included in GPA calculations for determining eligibility for membership. I's and W's are considered informally by the electing members, and may count against a student whose record is "borderline" (i.e., barely meets minimum requirements) and contains several incompletes or withdrawals. A large percentage of S credits may also count against a student.

The distribution requirements favor the election of CLA students, and CLA graduates constitute a large majority of the membership in the Minnesota chapter. Phi Beta Kappa recognizes outstanding achievement by students acquiring a liberal education; this explains the liberal bias of the qualifications. In any case, students in other colleges often do qualify; when they do not, the deficiency is often in the language requirement. Occasionally the electing members will elect a very exceptional student who is just a few credits short of completing group or language requirements. CLA students meet those requirements by completing graduation requirements for the B.A. degree.

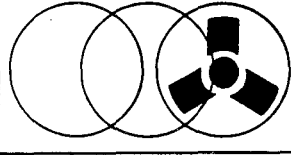
A membership committee will be meeting in early May to elect the new members. All applicants will be notified by mail of the committee's decision. Newly elected members will be initiated in a ceremony in late May.

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#### Do You Know. . .

- . . .that updates for spring quarter have been rescheduled. The updates are now scheduled for April 15, May 8, and May 29.
- . . .that tuition for summer session will be \$22.80 per credit--or \$20.75 plus a surcharge of \$2.05.
- . . .that registration for fall quarter 1981 will begin August 24.
- . . .that the Crookston, Morris, and Waseca campuses will be registering their students by computer beginning Fall 1981.
- . . .that the Student Relations college line, 6-1683, should not be released to students. Students should call 6-1680.

# the RECORD



## OFFICE OF REGISTRATION, STUDENT RECORDS, AND SCHEDULING UNIVERSITY OF MINNESOTA

Mary Knatterud, Editor  
376-1656

150 Williamson Hall  
Minneapolis

VOLUME IV, NUMBER 3

JULY 1981

### EDITORIAL STAFF CHANGES

Eugenia Smith, a staff member in the College Relations Unit for three years, recently resigned to become an Editor with Prospective Student Services. Her new position involves the University viewbook, prospective student brochures ("mini-bulletins"), the Counselors' Handbook, and other publications.

Eugenia's replacement in College Relations is Mary Knatterud, whose first day as an Editor here was June 29. Mary's primary responsibilities include a variety of college bulletins and guidebooks as well as the RECORD. During the past four years, she taught English Composition and Communication courses, and did editorial work for Human Resources and the State Planning Agency. Mary has an M.A. in English and is currently a Ph.D. candidate in American Studies.

### TWO ADMINISTRATORS RETIRE

Dean Arnold, Assistant Director of Admissions and Records Support Services, retired in mid-May after 17 years at the University. Dean and his wife are planning a trip to Alaska this summer.

John Fisher, Associate Coordinator of Student Support Services, retired at the end of June after 24 years in the Office of Admissions and Records. John and his family will be moving to Gainesville, Florida.

### STUDENT RELATIONS STAFF SHIFTS

Kathy Georges, a Senior Office Specialist in the Record Maintenance Unit, was promoted to Junior Student Personnel Worker in Student Relations. She has been part of the Admissions and Records staff for seven years.

Kathy replaces Gloria Morrow, who in mid-June, after eleven years in Admissions and Records, became a Senior Collections Representative in the Student Loan Collections office.

### ERROR MADE ON UNOFFICIAL TRANSCRIPTS

Due to a programming error, unofficial transcripts mailed to students at the end of June inadvertently included internal tracking codes and notices to clear holds. As a result, various offices have been besieged by phone inquiries. We apologize for the inconvenience.

### DUPLICATE FEE STATEMENTS LIMITED

Students who lose their unpaid fee statements will now be issued duplicates in the Student Relations Unit on Tuesdays and Thursdays only. An ever-increasing number of requests for duplicates made this two-day limit necessary. Paid fee statements can still be replaced at any time in the Certifications Unit.

### GRADE REPORTS MUST BE SEALED

Miscellaneous grade reports issued to students by departments must be in sealed envelopes when walked over to Student Relations; memos or letters will not suffice.

### NEW PHI BETA KAPPANS ELECTED

A total of 124 University students were recently elected to Phi Beta Kappa, the national liberal arts honor society. Initiation ceremonies took place on June 6 in Mayo Memorial Auditorium, with the presidential address delivered by Professor C. Arthur Williams of the School of Management. Following is a breakdown of the new members by sex, class, and college:

Women	75
Men	49
Seniors	117
Juniors	7
Liberal Arts	100
Biological Sciences	13
Management	8
Education	3

Next year's Phi Beta Kappa election is slated for May 1982.

FEE CHANGES APPROVED

Senior Citizen Fee As of fall 1981, the fee for courses taken for credit through the Senior Citizen Education Program will be increased from \$2 to \$6 per credit.

Credentials Exam Fee Although the credentials examination fee is still \$10 for undergraduate applicants to the University, it will change to \$15 for all students seeking admission as of fall 1982.

Orientation Fee The orientation fee, generally required for new students, will be increased from \$7.50 to \$8.50 as of fall 1981.

Student Services Fee As of fall 1981, the student services fee will go up from \$68.40 to \$70.30.

Special Exam Fee The special examination fee--to be credited to departments administering the exam and charged to students taking it--is slated to increase from \$20 to \$30.

Late Registration Fee This schoolyear, the late registration fee for undergraduates who register after September 25 will be \$10; after October 9, \$20.

Late Payment Fee An additional \$20 will be assessed if tuition and fees are paid after a student's due date, as delineated below:

<u>REGISTRATION PERIOD</u>	<u>TUITION &amp; FEES DUE DATE</u>
through Sept. 25	10 workdays after registering
Sept. 28-Oct. 7	Oct. 9
Oct. 8 or after	2 workdays after registering

Tuition rates for the coming schoolyear have not yet been approved by the Board of Regents, but will be discussed at their mid-July meeting.

MEDICAL TECHNOLOGY MOVES

The Program in Medical Technology moved on June 15 to 3170 Jackson Hall, Box 198, Mayo Memorial Building.

\*\*\*\*\*  
 \* From now on, the RECORD will be published regularly at the beginning of each month \*  
 \* to help ensure that news about registration, student records, and scheduling is \*  
 \* communicated effectively and efficiently. Twenty-three issues have appeared at \*  
 \* various intervals since the RECORD's inception in February 1977. \*  
 \* Your comments and news items are welcome. \*  
 \*\*\*\*\*





OFFICE OF REGISTRATION, STUDENT RECORDS, AND SCHEDULING  
UNIVERSITY OF MINNESOTA

Mary Knatterud, Editor  
376-1656

150 Williamson Hall  
Minneapolis

VOLUME IV, NUMBER 4

AUGUST 1981

1981-82 TUITION SET

In mid-July, the Regents approved a 13% increase in tuition for the 1981-82 academic year. The tuition figures now include a public health fee--\$2.50 for full-time students or \$.21 per credit for part-time students--to support such services as building and activity inspection by environmental health and safety personnel, public health nursing, communicable disease control, and crisis counseling.

Following are resident tuition rates, based on quarterly registration for 12 or more credits, for various categories of Twin Cities students:

CLA, GENERAL COLLEGE, UNIVERSITY COLLEGE, DENTAL HYGIENE	\$351
HOME EC., MANAGEMENT	\$389
AGRICULTURE, FORESTRY, EDUCATION	\$397
BIOLOGICAL SCIENCES, IT	\$418
NURSING	\$426
MEDICAL TECHNOLOGY, OCCUPATIONAL and PHYSICAL THERAPY, NURSE ANESTHESIA, PUBLIC HEALTH	\$477
MORTUARY SCIENCE, PHARMACY	\$532
LAW SCHOOL (semester rate)	\$798
VETERINARY MEDICINE, DENTISTRY, MEDICAL SCHOOL (16 credits or more)	\$916

Resident Graduate School students will normally pay per-credit tuition of \$42.50. The evening M.B.A. program costs \$60 per credit, and the managers M.B.A. program is \$4,500 per year. Extension classes and independent study range from \$22.50 to \$40 per credit.

In addition to tuition, day school students registered for 6 or more credits

pay a quarterly student services fee of \$70.30. Complete tuition and fees charts for all campuses are in the new General Information Bulletin.

UPDATE ON BULLETINS

New Design The 1981-83 and 1982-84 bulletin series features a strip of photographs wrapping around the top of the front and back cover. The series is color-coded, with blue covers for freshman-admitting colleges; green for health sciences; plum for graduate and professional schools; orange for transfer colleges; and red for general bulletins.

Consolidation Several baccalaureate Health Sciences bulletins have been combined. The new expanded bulletin--printed in May--includes Medical Technology, Mortuary Science, Nursing, Occupational and Physical Therapy, and related disciplines (Dental Hygiene, Nurse Anesthesia, Nutrition and Dietetics, Bachelor of Science in Pharmacy, and Radiologic Technology).

FIRST SUMMER TERM ENROLLMENT HIGH

The Twin Cities, Duluth, Morris, and Crookston campuses together enjoyed a record enrollment for the first term of the 1981 summer session. Total first term enrollment was 17,233--an increase of 340 students, or 1.9%, over last year. Women outnumbered men 8,648 to 8,585.

Compared with last summer, first term enrollment increases by selected campuses and colleges were as follows:

Morris	+ 28 students	+25.9%
Duluth	+255 students	+11.4%
Twin Cities	+119 students	+ .8%
IT	+241 students	+17.2%
CLA	+256 students	+ 5.1%

Waseca is on a summer quarter, which runs from June 29 through September 11, so its enrollment figures are counted as part of second summer term.

FALL QUARTER REGISTRATION CALENDAR (TWIN CITIES)

Aug. 7, 10	New <u>Class Schedules</u> delivered to colleges
Aug. 14	Colleges (except CLA and General College) distribute <u>Class Schedules</u> and other registration materials
Aug. 21	CLA and General College distribute <u>Class Schedules</u> and other registration materials
Aug. 24-Sept. 25	Registration
Aug. 24-Sept. 11	Alphabetical registration
Sept. 7	Labor Day; registration offices closed
Sept. 14	Cancel/adding begins
Sept. 28	Fall quarter classes begin
Sept. 29	Registration day for Senior Citizen Education Program
Oct. 9	Last day to cancel without "W" on record
Oct. 21	Graduation fee due date for undergraduates and students in professional degree programs
Nov. 11	Graduation fee due date for graduate students
Dec. 16	End of fall quarter

DO YOU KNOW...

...that credits earned in undergraduate Extension Classes are residence credits; however, until students have been formally admitted to the college from which they expect to earn a degree, these credits are not considered to meet the residence requirements of individual colleges.

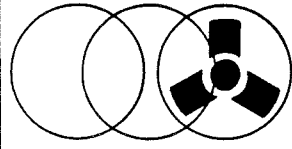
...that the Law School is changing to the semester system. Fall semester classes begin August 31 and end December 23 (with Labor Day and two days for Thanksgiving off). Spring semester classes run from January 11 through May 1 (with a one-week break March 22-26). Final exams will be May 3-14, and commencement is scheduled for the evening of May 14.

\*\*\*\*\*  
 \*\* Is the mailing label on your copy of the RECORD up-to-date and error-free?  
 \*\* Do you know anyone who should be put on (or taken off) our mailing list?  
 \*\* Please report any corrections or changes to Mary Knatterud (150 Williamson,  
 \*\* 376-1656). Thanks for your help!  
 \*\*\*\*\*





# the RECORD



## OFFICE OF REGISTRATION, STUDENT RECORDS, AND SCHEDULING UNIVERSITY OF MINNESOTA

Mary Knatterud, Editor  
376-1656

150 Williamson Hall  
Minneapolis

VOLUME IV, NUMBER 5

SEPTEMBER 1981

### REGISTRATION AT 4 CAMPUSES COMPUTERIZED

In August, computerized registration was successfully introduced on the Crookston, Morris, and Waseca campuses. Duluth was the first University campus to begin registering students by computer last February for spring quarter 1981. With its switch to the new system projected for spring quarter 1982, the Twin Cities campus will soon join the four coordinate campuses in computerizing registration.

Although there were some telephone equipment and response time difficulties in Crookston, both Morris and Waseca went up with only minor problems. The computerized system is designed to eliminate long waiting lines and cumbersome paperwork. Instead of dealing with class cards, students interact with CRT terminal operators, who can quickly check eligibility to register and availability of courses. With the computer, immediate verification or alteration of a student's chosen schedule is possible, and fee statements are no longer filled in by hand. The coordinate campus computers transmit registration information instantly to a host computer in Minneapolis, where all student records are stored.

### MICROFICHE UPDATES SCHEDULED

The next updates to current microfiche (containing students who have registered or had changes made to their records any time since last October) are scheduled for September 4, September 18, and October 9. Fiche will arrive in college offices 6 to 8 days after these dates.

Once a year, a comprehensive historical set of fiche is produced, which contains records for both current and noncurrent students dating back to the early 1970's. This year's date for production of the historical set is October 29, with delivery to college offices about a week later.

### POLICY ON OFFICIAL TRANSCRIPTS CHANGES

In an attempt to speed up operations and reduce backlog in the Certification Service, the policy on issuing official transcripts recently changed.

The Certification Service, 155 Williamson, will no longer issue copies of official transcripts over the counter to students. When an official transcript is requested in person, it will be mailed. If the official transcript is mailed to the student's address, it will be stamped "Issued to Student."

Unofficial transcripts or operational records stamped "Issued to Student" will still be given over the counter upon request. If more than 3 copies of transcripts or operational records are requested, a charge of \$1 will be made for each additional copy.

### 1981 BULLETIN SERIES NEARS COMPLETION

Over 20 University bulletins for various colleges and campuses have been published so far in 1981. Coming out in the next month or so are bulletins for ROTC, Veterinary Medicine, Graduate Health Sciences, and Social Work, plus an eight-page Supplement with highlights from the annual General Information Bulletin.

Most bulletins are generally available from college offices or the information booth in Williamson Hall. However, during alphabetically controlled registration which runs through September 11, no college bulletins will be distributed at the information booth. They may be consulted there, but not removed during this period. Bulletin requests by phone or in writing should be directed to the Service Bureau, 110 Williamson, 373-2153. (Exceptions include bulletins for Extension, 101 Westbrook, 376-3000; Independent Study, 45 Westbrook, 373-3256; and Graduate School, 307 Johnston, 373-5542.)

1981-82 GRADUATION FEE DUE DATES (TWIN CITIES CAMPUS)

	<u>Undergraduate, Professional</u> Degrees	<u>Graduate School</u> Degrees	<u>Graduation</u> Date
Fall 1981	Wed., Oct. 21	Wed., Nov. 11	Wed., Dec. 16
Winter 1982	Mon., Feb. 8	Fri., Feb. 12	Sat., March 20
Spring 1982	Wed., April 7	Fri., May 7	Sat., June 12
First Term Summer 1982	Tues., June 8	-----	Fri., July 16
Second Term Summer 1982	Fri., July 16	Fri., July 16	Fri., Aug. 20

DO YOU KNOW...

...that Bob Hammel has been appointed Acting Director of the Student Financial Aid Office in addition to his other Admissions and Records duties.

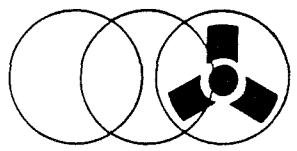
...that qualified Minnesota residents 62 and older may register for open classes on the second day of each quarter through the Senior Citizen Education Program. Instructors who have space in their classes after tuition-paying students have been accommodated may--at their discretion--admit senior citizens who meet course prerequisites. Senior citizens may audit without charge (using a yellow registration form signed by the instructor) or take courses for \$6 per credit (using a white registration form that should include the instructor's signature and campus address and indicate whether a degree is being sought). Although they must pay any special course or materials fees, senior citizens do not pay the student services fee. They should present their completed and signed registration forms to the Senior Citizen desk in 202 Fraser Hall on or after Tuesday, September 29 (in 150 Williamson Hall for those with mobility impairments). Recently updated brochures on the Senior Citizen Education Program are available in 150 Williamson Hall. An Orientation for new senior citizen students is slated for Friday, September 25; for more information, call Mary Knatterud at 376-1656.

...that total University enrollment for the second term of the 1981 summer session was a record high 13,576--an increase of 1.9% or 256 students over last year. Enrollment increased on all campuses, with Crookston up 32.3% to 86 students; Duluth up 13.3% to 1,296 students; Morris up 49.2% to 94 students; and the Twin Cities up .3% to 11,552 students. Waseca was up 2.8% to 548 students for its summer quarter. Men outnumbered women 7,091 to 6,485.



*Mary Knatterud  
Admissions & Records  
10 Walter Library*

# the RECORD



## OFFICE OF REGISTRATION, STUDENT RECORDS, AND SCHEDULING UNIVERSITY OF MINNESOTA

Mary Knatterud, Editor  
376-1656

150 Williamson Hall  
Minneapolis

VOLUME IV, NUMBER 6

OCTOBER 1981

### UNIVERSITY OF MINNESOTA BULLETINS

Depending on the particular subject, newly published bulletins are distributed to a wide range of people and places. All of them, however, are routinely mailed to the Big 10 universities as well as these institutions in Minnesota: 7 state universities, 18 community colleges, 38 private colleges, and 213 public libraries. In addition, sets of recent college bulletins are sent every fall to counselors at 600 public and private high schools throughout the state. The following chart lists all University bulletins (as of mid-Oct.), divided according to publication cycle with the date of the current issue after the title.

- Published ANNUALLY

Duluth Center Continuing Education and Extension 1981-82  
Extension Classes 1981-82  
Extension Independent Study 1981-82  
General Information (+ Supplement) 1981-82  
Lake Itasca Biology Session Summer 1981  
MacPhail Center for the Arts 1981-82  
Noncredit Informal Courses 1981-82  
Summer Evening Extension Classes 1981  
Summer Session 1981  
Summer Session-Duluth 1981  
Summer Session-Morris 1981

- Published in EVEN years

College and Graduate School of Business Administration\* 1980-82 (next issue School of Management 1982-84)  
 Technical College, Crookston 1980-82  
 School of Dentistry 1980-82  
 College of Education 1980-82  
 College of Forestry 1980-82  
Graduate School 1980-82  
 College of Home Economics 1980-82  
Law School 1980-82  
 College of Liberal Arts\* 1980-82  
Library School 1980-82  
 School of Public Health 1980-82

- Published in ODD years

College of Agriculture 1981-83  
 College of Biological Sciences 1981-83  
Duluth General Bulletin 1981-83  
General College 1981-83  
Baccalaureate Programs in Medical Technology, Mortuary Science, Nursing, Occupational and Physical Therapy, and Related Health Science Disciplines 1981-83  
Graduate Programs in the Health Sciences 1981-83  
 School of Journalism and Mass Communication 1979-81 (next issue 1982-84)  
Medical School 1981-83  
 School of Medicine-Duluth 1981-83  
Morris General Bulletin 1981-83  
 College of Pharmacy 1981-83  
 Army-Navy-Air Force ROTC 1981-83  
 School of Social Work 1981-83  
 Institute of Technology 1981-83  
 College of Veterinary Medicine 1981-83  
 Technical College, Waseca 1981-83

- MISCELLANEOUS

Continuing Education for Women (quarterly)  
University College (undated, last issue December 19, 1980)

\* Supplements occasionally printed

## PRESENTATIONS ON COMPUTERIZED REGISTRATION PLANNED

The Registration Project Team of the Office of Registration, Student Records, and Scheduling is in the process of developing a series of presentations to explain computerized registration, which is slated to debut spring quarter on the Twin Cities campus. The presentations, beginning sometime this fall, will be geared to various groups such as central administrative officers, deans, department personnel, and students. Slides and charts will be used to illustrate narrative material.

### TENTATIVE SPRING QUARTER 1982 REGISTRATION SCHEDULE (Some dates and procedures will vary according to college)

February 3	Student Status Notices (replacing SICs) distributed
February 18	<u>Class Schedules</u> distributed
February 22, 24-March 17	Two-stage queued registration period (graduate students and seniors first)
March 18-26	Open registration period
March 29	Classes begin
April 12	Cancellations with "W" on record
June 12	End of spring quarter

#### DO YOU KNOW...

...that the Student Survey card will be included in page form in the Class Schedule, beginning this spring. The Registrar's Advisory Committee will review the results of this new format after spring quarter.

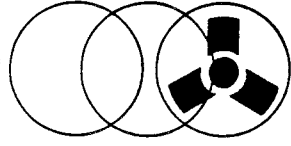
...that college staff and faculty members should call 376-1683 (their Student Relations line) if they have questions about the records of individual students, and 376-1656 (College Relations) if they need information on general policy. Students who want help from the Office of Registration, Student Records, and Scheduling should call 376-1680 (their Student Relations line).

...that of total fall quarter grades assigned to Twin Cities campus students in 1962, 32% were "C" and 14% "A." By contrast in 1980, only 19% of the grades were "C" but a full 25% were "A." Other letter grades did not undergo such a dramatic change.



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# the RECORD



## OFFICE OF REGISTRATION, STUDENT RECORDS, AND SCHEDULING UNIVERSITY OF MINNESOTA

Mary Knatterud, Editor  
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150 Williamson Hall  
Minneapolis

VOLUME IV, NUMBER 7

NOVEMBER 1981

### FALL ENROLLMENT HIGHEST EVER

A record University day school enrollment of 58,903--an increase of .3%, or 198 students, over last year--is reported for fall quarter 1981. This total reflects little fluctuation at all five campuses, ranging from a 4% increase at Morris to a 1.9% decrease at Waseca. The Twin Cities campus expanded by 41 students to 47,427 (21,103 women and 26,324 men). The decreases for some campuses, colleges, and student categories are offset by increases for others.

The overall number of new students fell from 16,094 in fall 1980 to 15,418 in fall 1981--a reduction of 676 students, or 4.2%. New high school graduates entering the University this fall numbered 8,898--a decrease of 1.9%, or 173 students, from last fall's 9,071. New high school graduates at the Twin Cities campus declined by 2.6%, or 153 students, for a fall 1981 total of 5,632. (Of these freshmen, men continue to outnumber women 3,158 to 2,474--a gap of 12%.) The most dramatic drop in new students took place in the adult special category, which plunged by 42.5%--from 1,533 in fall 1980 to just 881 this quarter.

The only new students to increase were those with advanced standing--a gain of 148 students, or 2.6%, for a fall 1981 sum of 5,637. The number of readmitted students also rose quite significantly (from 4,481 in fall 1980 to 4,813 a year later--up by 332 students, or 6.9%), as did the number of continuing students (from 34,836 to 35,646--up by 810 students, or 2.3%).

CLA continues as the largest unit with 17,983 students, an increase of .5% over last fall. IT grew by 317 students, or 5.6%.

### INTRA-U TRANSFERS IN HISTORICAL FICHE

The annual historical set of microfiche, which contains comprehensive records for both current and noncurrent students dating back to the early 1970s, should arrive in college offices by the end of the first week of November. As of this update, records for students who have transferred within the University during the past year will be reclassified under the new college.

### TRANSCRIPT HOURS SHORTENED

The Certification Service, 155 Williamson Hall, now issues unofficial transcripts or operational records over the counter from 9 a.m. to 3 p.m., Monday through Friday. The new hours went into effect on October 12. Students may receive up to 3 copies free of charge while they wait.

In addition, students should be aware of the Quick Stop transcript window, located across from the I.D. office on the 2nd floor of Williamson Hall. Open from 10 a.m. to 2 p.m., Monday through Friday, this window only serves current day school students who have no holds on their record and need just one copy. This school year the Quick Stop service has been available since the third week of fall quarter.



### SLIDE PRESENTATION READY

A slide presentation explaining computerized registration (scheduled to debut spring quarter on the Twin Cities campus) is now ready. Registration Project Team members will conduct the presentation, designed to last about 30 minutes depending on the number of questions. The Office of Registration, Student Records, and Scheduling will be contacting various groups of faculty, staff, and students to schedule the presentation.

WINTER QUARTER 1982 REGISTRATION CALENDAR (TWIN CITIES)

November 6	<u>Class Schedules</u> delivered to college offices
November 12, 13	College offices distribute registration materials
November 16-December 7	Alphabetical registration
December 8-30	Open registration
December 8	Cancel/add begins
January 4	Winter quarter classes begin

NEW FEATURE IN CLASS SCHEDULE

The winter Class Schedule for the Twin Cities campus inaugurates a short, easy-to-spot feature entitled  **RECENT CHANGES** . Prominently placed at the top of page 2, the new feature is designed to alert returning students to recent changes in procedures or policy. For winter quarter, students are directed to the Class Schedule pages that explain the late registration fee, late payment fee, and refund policy change.

Late Fees Effective fall quarter 1981, late fees are assessed for both late registration and late payment. Winter quarter registration runs through December 30. Students who register from January 4 to 15 must pay a \$10 late registration fee; those who register from January 18 on are charged \$20.

For students who register on time, tuition and fees are due within 10 workdays after the registration date. Those who register from January 4 to 13 must pay by January 15; those who register from January 14 on must pay within two workdays after the registration date. A \$20 fee is charged for late payment.

Refund Policy Effective fall quarter 1981, refunds for tuition and fees are no longer mailed. If students paid with cash, they can pick up their refund at 155 Williamson Hall the afternoon after they cancel courses. If they paid by check, however, their refund will not be available until at least 15 workdays after they submitted their check.

DO YOU KNOW...

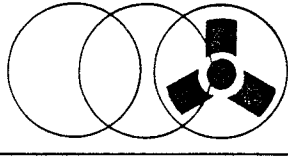
...that a total of 9,208 two-year, baccalaureate, and advanced degrees were awarded on the Twin Cities campus during the 1980-81 academic year (from summer session 1980 through spring quarter 1981).

...that the first U of M classes began 130 years ago this month. Chartered 7 years before the Minnesota Territory became a state, the "Preparatory Department of the University of Minnesota" opened with 20 students on Nov. 26, 1851. Total tuition was \$15 in addition to a \$3 fee for "incidentals--fuel, sweeping, repairs, etc."



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# the RECORD



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VOLUME IV, NUMBER 8

DECEMBER 1981

### SPECIAL EXAM POLICY AND FORM REVISED

New rules and fees for special exams are scheduled to take effect winter quarter 1982. Letters of explanation and revised REQUEST FOR SPECIAL EXAMINATION forms will be sent to deans and department heads on the Twin Cities campus within the next month.

Special exams give currently registered students an opportunity to use prior learning to earn credits or meet requirements at the University. Students who believe their knowledge of a subject is equal to that required to complete a particular course may, on an individual basis, request a special exam in most colleges and departments. Special exams may provide recognition for a variety of previous educational activity--classes at unaccredited, international, private proprietary, vocational-technical, or armed services schools; certificate learning; foreign study or travel; non-credit based transfer work; training programs; job experience; independent preparation.

Methods of evaluation include typical final exams, oral tests, papers, projects, presentations, review of existing documentation, or any combination that supplies the information needed to assess the student's background.

There are two types of special exams, both of which now require all students--with no exceptions for the first quarter of enrollment or the first quarter after an absence of a year or more--to pay a \$30 fee in advance. A special exam for proficiency yields no credits or grade, but may fulfill prerequisites for advanced courses or satisfy requirements. A special exam for credit does not count toward the University's residence requirement, but may

yield credits if completed at a level of C or above. The student's transcript would document the results.

The new REQUEST FOR SPECIAL EXAMINATION form (which will be available through the Service Bureau, 110 Williamson Hall, 373-2153) outlines the procedures and clarifies the responsibilities of the college, department, and student.

The college:

- \* gives the form to a student who requests a special exam and explains the processing steps involved
- \* discusses with the student the degree applicability of the special exam
- \* determines if an A/N grade (which counts in the GPA) or no grade will be assigned
- \* has final authority for accepting or denying credits toward the student's degree program.

The department:

- \* makes the final decision to approve or deny the special exam request
- \* decides the number of exams to be given in certain cases involving series or sequence courses
- \* conducts the exam and records the results in one of four categories on the form
- \* periodically sends the Business Office the number (at the top of the form) for all special exams given, to ensure that fees are transferred from the General Operations and Maintenance (0100) fund and credited to the department.

For more information on the revised special exam policy and form, please contact Barbara Foster, College Relations, 150 Williamson Hall, 376-1656.

DO YOU KNOW...

...that the next updates to current microfiche are scheduled for December 30 and January 22. Fiche will arrive in college offices about one week after those dates.

...that the two-stage queued registration period for spring quarter 1982 (with graduate students and seniors first) will run from February 22 through March 12.

...that Continuing Education and Extension students who register for open Day School classes must pay the Record Service Fee of \$6 after a Day School record is created for them on the student data base. A supplementary fee statement is mailed to them.

...that at its meeting on November 19, 1981, the Twin Cities Assembly approved the recommendation of the Calendar Committee to delay the start of fall quarter 1982 from Monday, September 27 to Tuesday, September 28 (due to Yom Kippur).

...that the Office of Registration, Student Records, and Scheduling provides college offices with several major statistical reports concerning end of second week enrollment, student credit hours, grade distribution, and grade averages. College personnel who would like more information on these reports and other resources available through this office are welcome to contact Judith Shalaby of the College Relations Unit (373-5286).

...that around the seventh week of each quarter, instructors with senior citizens taking their classes for credit will receive copies of the registration form. The grade should be entered on this form and returned to the Office of Registration, Student Records, and Scheduling within 72 hours of the final exam. Names of senior citizens will not appear on the official quarterly grade report, and instructors must not add them to that report or any miscellaneous grade reports.

...that if a student who drops all courses receives only a partial tuition refund, a computerized registration permit is still generated for the following quarter. But if a student cancels early enough to receive a full refund, no computerized permit is produced; if the student wants to return to the same college the next quarter and has completed courses at the University in the past, a handwritten permit is issued at the registration center. The student who has never completed courses or had tuition held by the University, however, must update her or his Admissions file in order to register again.



"CHRISTMAS TIME--a good time; a kind, forgiving, charitable, pleasant time: the only time I know of, in the long calendar of the year, when men and women seem by one consent to open their shut-up hearts freely, and to think of the people below them as if they really were fellow-passengers...and not another race of creatures bound on other journeys."  
-- Charles Dickens

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