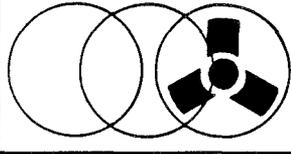


# the RECORD



Published jointly by:

Admissions, Prospective Student Services, & Orientation  
Information Systems & Services  
Registration, Student Records, & Scheduling  
Student Financial Aid

STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VII, No. 1

January 1984

## PRELIMINARY FALL CLASS SCHEDULE POSSIBLE

The Scheduling Office and Publications Center have agreed to produce, on an experimental basis, a tabloid Preliminary Fall Class Schedule this spring. It would be used for advance planning and advising purposes. Discussions last summer and fall with faculty advisers, directors of undergraduate study, student personnel staff, the Student Support Services Advisory Committee, and the Publications Advisory Board indicated strong interest in trying--and then evaluating--such a publication.

The Preliminary Fall Class Schedule, targeted primarily for undergraduates, would include course titles, credits, prerequisites, instructors, times, days, and general locations (i.e., East Bank, West Bank, St. Paul). Since it would not be a registration tool, course call numbers, buildings, and rooms would be omitted.

Although tentatively slated for publication on May 16, it would not require fall 1984 course turnaround documents any earlier than the present deadline--March 9--for the regular Fall Class Schedule. New fall courses and title or credit changes would be included if A-96 forms are received by April 16. Subsequent changes could be phoned in through April 30. The regular Fall Class Schedule and the Preliminary Winter/Spring Class Schedule will continue to be issued in August.

## FEEDBACK SOUGHT ON OVERRIDE FORM

Registration System Control is seeking feedback from college and department staff on the usefulness of the Registration Override Permit as currently designed. Any revisions would be for the 1984-85 academic year. Apparently, some people have found the boxes too small to fit course identifying numbers into; others have suggested revising the form so it can be used for more than one override. If you would like to comment on these or other issues regarding the Registration Override Permit, contact Barbara Olson, B-25 Fraser (373-7900), no later than March 1.

## DIPLOMA SIZE AND DESIGN CHANGED

Sam Lewis, director of Registration, Student Records, and Scheduling, has approved bids with Josten's Fine Arts and Jewelry Division of Red Wing to produce University diplomas, beginning with winter quarter graduates. The design of the new diplomas will be more elaborate than before, featuring engraved type, a curved "The University of Minnesota" line, and an embossed gold and maroon regents' seal. They will be printed in a single standard size (11" X 8 1/2") as part of a single graduation fee of \$15 for each degree. In the past, students paid \$15 for a small diploma (8 3/16" X 6 1/8") and \$22.50 for a large diploma (15 1/8" X 11 1/4").

The optional fee to send a diploma overseas (i.e., outside the U.S., Canada, or Mexico) air mail--as opposed to regular mail--has already been changed from \$3 (small) and \$6 (large) to a single rate of \$5.

It is expected that replacement diplomas will also be produced in the new size and design, effective April 1. The previous diploma replacement fee of \$17 (small) and \$20 (large) will then become a single rate of \$15.

## FIRST PUBLICATIONS NETWORK MEETING PLANNED

The first meeting of the recently formed Publications Network (see last month's RECORD) has been set for Wednesday, February 8, from 10:00 to 11:30 in 240k Williamson. Anyone interested in building awareness and sharing ideas about the quality and quantity of publications for students is encouraged to attend. Staff who have already contacted Barbara Foster about the network will be sent a preliminary survey. All participants should bring sample materials and come prepared to discuss their concerns. To sign up for the meeting or obtain more information, contact Barbara Foster, 150 Williamson (376-1666).

STUDENT SERVICES SUBCOMMITTEE REPORT ISSUED

The Student Services Subcommittee of the Task Force on the Student Experience issued its interim report to assistant vice president John Wallace on December 27. Chaired by Sam Lewis, director of Registration, Student Records, and Scheduling, the subcommittee has gathered comments from students and staff through numerous hearings, meetings, interviews, and notices. Results of a questionnaire distributed during winter registration and a recent telephone poll, each of which involved 500 students, are due later this month.

The subcommittee divided the comments into three rough categories:

- \* Complaints about specific services (parking, admission, registration, advising, academic organization)
- \* Concern about communication (misinformation, inaccurate referrals, runaround, publications overload)
- \* Frustration with University attitude (unfriendly or unavailable staff, impersonal treatment, long lines, lack of focus on student needs)

Among the subcommittee's 63 interim recommendations are the following:

Major Short-Term Recommendations

Improve snow removal  
Develop better directional signs  
Encourage colleges to honor top students  
Streamline service in Student Accounts  
Receivable and the Bursar's Office  
Establish a "hold" hotline  
Set common office hours for all student services

Provide staff with name badges  
Furnish the student-staff directory at no charge

Major Medium- or Long-Term Recommendations

Improve the environment in Fraser  
Identify a main "gate" to campus where visitors are welcomed, given a map, told where to park  
Credit financial aid awards automatically to students' accounts  
Reduce and reorganize orientation materials  
Overhaul the hold system  
Schedule express buses later in the evening  
Allow fall registration the preceding spring  
Avoid extensive yearly changes in course offerings

SPRING CLASS SCHEDULE DUE IN FEBRUARY

The Spring Class Schedule (with a green cover) will arrive in most college offices on Wednesday, February 1, and in all department and remaining college offices on Friday, February 10. Distribution to students should not begin until Wednesday, February 15. Registration opens Friday, February 17 (the complete queue timetable again appears on pages 6 and 7).

FLEISHMAN LEAVES SCHOOL OF MANAGEMENT

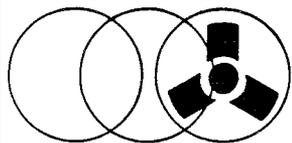
Susan Fleishman resigned her position as assistant to the director of the undergraduate program in the School of Management on December 16. Many college and department staff throughout the University worked with her on registration, scheduling, and commencement matters. The School of Management is currently interviewing candidates to replace her. (Fleishman is now student affairs coordinator at the Humphrey Institute of Public Affairs.)

Edited by Mary Knatterud, Publications Center, 150 Williamson (376-1666)



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VII, No. 2

February 1984

## WINTER ENROLLMENT DOWN 2.4%

Total University day school enrollment for winter quarter 1984 is 54,377—a decline of 2.4%, or 1,335 students, from last winter's 55,712. This total reflects little fluctuation at all five campuses. Enrollment is up .7%, or 10 students, at Waseca (for a total of 1,275) and up .9%, or 14 students, at Morris (for a total of 1,541), but down .2%, or 15 students, at Duluth (for a total of 7,109) and down 1.7%, or 19 students, at Crookston (for a total of 1,075). The largest decline is at the Twin Cities campus—down 3%, or 1,325 students (for a total of 43,377). Most Twin Cities college enrollments also dipped, although Education continues to show impressive gains—up 12.5%, or 218 students (for a total of 1,950).

Compared to last winter, all categories of University students decreased. The overall number of new students fell 4.4%, or 103 students (for a total of 2,243). Readmitted students are down 9.3%, or 282 students (for a total of 2,747). Continuing students dropped 1.9%, or 960 students (for a total of 48,612).

## ACADEMIC PROGRESS WORKSHOP SET FOR FEBRUARY 7

Sam Lewis, director of Registration, Student Records, and Scheduling, has announced that a workshop titled "Monitoring Student Academic Activity" is scheduled for Tuesday, February 7, from 1:30 to 4:00 p.m. in 240k Williamson. Designed for members of the Student Support Services Advisory Committee and their staffs, the workshop will focus on procedures University units follow in monitoring the academic progress of their students. Various documents and forms and record retention practices will be discussed.

The February 7 workshop is the second in a series that was launched with a well-received workshop on degree clearance last November 29. For more information, contact Elizabeth Grundner, 150 Williamson (373-7867).

## STUDENT PUBLICATIONS NETWORK TO ORGANIZE FEBRUARY 8

Staff throughout the University whose work involves publications for prospective or current students are reminded that the Student Publications Network will hold its first organizational meeting on Wednesday, February 8, from 10:00 to 11:30 a.m. in 240k Williamson. Participants should come prepared to share their materials and concerns and to help shape the direction of the newly formed network, whose overall purpose is to promote excellence in University publications. The network is co-sponsored by the Student Support Services Publications Center and University Relations. For more information, contact Barbara Foster, 150 Williamson (376-1666).

## REGISTRAR'S ADVISORY COMMITTEE REVIVED

At the request of colleges, the old Registrar's Advisory Committee has been revived in order to discuss Registration, Student Records, and Scheduling matters in more detail than is possible in the broader Student Support Services Advisory Committee. The first meeting was held December 12, with the next two on January 16 and February 6. Topics so far have included the redesigned registration status notice, holds, distribution of the Preliminary Fall Class Schedule, cancel-adding, adult special day school registration, final transcripts, and queue overrides. A new, more accurate name for the Registrar's Advisory Committee is under consideration.

## FEEDBACK ON TCE SYSTEM SOUGHT

The Admissions Office is in the process of evaluating the computerized Transfer Credit Evaluation (TCE) system, which has now been in effect for six months. If you would like to have your comments or concerns considered in the evaluation, contact Carol Cline, 240 Williamson (373-2144).

Data and Reporting Services is in the process of moving the SYSTEM 2000 student record data base from the University Computer Center's Control Data computer to the Administrative Data Processing Department's IBM computer. A workshop on the short-term disruptions and long-term benefits for Student Data Retrieval Center users will be held on Wednesday, February 29, from 1:30 to 4:30 p.m. in 240k Williamson. For more information, contact Ron Matross or Judy Howe, 260 Williamson (376-1820).

## SUMMER AID APPLICATIONS DUE MAY 4

Financial aid applications for summer 1984 will be available from the Office of Student Financial Aid (OSFA), 210 Fraser or 197 Coffey, beginning Monday, April 2, 1984. Summer applications must be returned to OSFA on or before Friday, May 4, 1984. To be eligible for summer aid, students must register for 6 or more credits over both summer sessions and also submit complete and accurate aid applications for the 1984-85 academic year on or before Friday, April 27, 1984.

Awarding of summer aid is based on a student's calculated financial need and the availability of funds. It is anticipated that a limited amount of College Work-Study funds will be available. Students graduating before June 1985 who are eligible for a 1984-85 Pell Grant may be able to receive a portion of their grant as summer aid. Summer Financial Aid Notifications will be sent to applicants no earlier than June.

In cooperation with the Publications Center and coordinate campus representatives, the Admissions Office has revamped its brochure for prospective undergraduate international students. Last year's five-panel format described the Twin Cities campus only. But this year's six-panel version--which, like the Graduate School brief, opens to a 12" X 18" spread--gives information on all campuses of the University. It was written to answer preliminary questions typically asked by prospective international students. Section titles include Location, Application Procedures, English Proficiency, Undergraduate Majors, Financial Responsibility, Housing, and Addresses. Two photos (a winter and a summer scene), a small Minnesota map, and a chart of expenses are also featured. Printed January 23 on lightweight white paper, the brochures will be mailed with undergraduate applications for admission to international students expressing interest in the University.

## FORMS STANDARDS MANUAL PRINTED

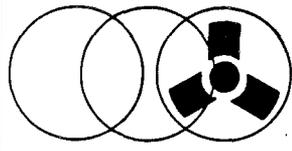
The Publications Center has prepared a Forms Standards manual, which defines the design features developed during the past year for Student Support Services (SSS) forms and form letters. Copies of the 40-page manual have been distributed to staff who are responsible for forms in various SSS units. A limited number of additional copies are available for college offices. For more information, contact Ann Klauda, forms editor, 150 Williamson (376-1666).



Edited by Mary Knatterud, Publications Center, 150 Williamson (376-1666)

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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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## HOLD COUNTER OPENED IN FRASER

For spring quarter registration, a counter staffed by hold specialists from Student Relations has been set up at the Registration Center, 202 Fraser, to help students deal with holds. The hold specialists will call various offices to check the nature of holds, grant temporary releases, or write bills that students can pay and deposit in the drop box to receive releases. Students with Student Accounts Receivable, student loan, or disciplinary holds, however, will be referred to the office that placed the hold. The hold counter will be open during the queue (February 17-March 9), two days before classes (March 22, 23), and the first day of classes (March 26). A subcommittee of the Registrar's Advisory Committee continues to discuss the hold system.

## STUDENT PUBLICATIONS NETWORK CONTINUES

The second meeting of the Student Publications Network took place on Wednesday morning, March 7, in 240k Williamson. John Printz, Prospective Student Services, gave a slide presentation on recruitment of high-ability students, and Ron Matross, Data and Reporting Services, reviewed a recent high-ability applicant survey. Discussion of the implications for publications was led by Barb Becker, College of Liberal Arts, and Bruce Hixson, General College. Also on the agenda was Barbara Foster, Publications Center, who summarized results of the interest questionnaire completed by network participants.

The Student Publications Network generally meets on the second Wednesday of each month at 10 a.m. in 240k Williamson. The next meeting, set for Wednesday, April 11, is being planned by Joyce Wascoe, College of Liberal Arts, and Kathy Kearney Moore, College of Biological Sciences. It will focus on graphic design. Barbara Redmond, of Barbara Redmond Designs, will present ideas on how to work with a designer and what makes good graphic art. Lynn Marasco, University Relations, will explain who is available on campus, how to know what to ask for, and what contracts and rates are like.

## COMMUNITY COLLEGE TRANSFER CONFERENCE SET

The annual Community College/University of Minnesota Articulation Conference, hosted by Prospective Student Services, will be held Friday, April 20, from 9 a.m. to 3 p.m. at the Landscape Arboretum. The conference enables community college and University staff to meet and share concerns about transfer policies and procedures. For more information, contact Lou Branca, Prospective Student Services, 230 Williamson (373-2144).

## CLASS SCHEDULE MATERIAL DUE MARCH 9

Academic departments are reminded that Fri., March 9 was the deadline for submitting their 1984-85 Class Schedule material to the Scheduling Office, 150 Williamson.

## AID APPLICATIONS SHOULD BE COMPLETED NOW

Students interested in applying for 1984-85 campus-based financial aid who have not yet completed all required materials should do so immediately. The application completion date of April 27, 1984, is less than eight weeks away. By that date, all completed forms and documents must reach the Office of Student Financial Aid from American College Testing (ACT) and other sources--a process that can take up to eight weeks. For more information, contact the Office of Student Financial Aid, 210 Fraser, Minneapolis, or 197 Coffey, St. Paul.

## 1984-85 AID NOTIFICATIONS TO BE SENT IN AUGUST

The Office of Student Financial Aid anticipates sending students their 1984-85 Financial Aid Notifications--generated by SAM, the new Student Aid Management computer system--sometime in August. In future years, students can expect to receive their notifications during spring quarter.

Applications for 1984-85 Guaranteed Student Loans (GSLs) will be available from the Office of Student Financial Aid (OSFA), 210 Fraser or 197 Coffey, beginning Monday, April 2, 1984. Applications for GSLs with loan periods starting summer 1984 may be submitted on or after April 2; for those with loan periods starting fall 1984, on or after June 4. Students no longer need to furnish day school transcripts with their GSL applications, but transcripts for any extension classes are still required.

Students applying for 1984-85 campus-based aid (National Direct Student Loans, College Work-Study, Supplemental Educational Opportunity Grants, and some University grants, scholarships, and loans) should wait until they are notified of their award before applying for GSLs, which can affect the amount of aid they are eligible for.

#### HERSHBERGER LEAVES FINANCIAL AID OFFICE

Mary Hershberger, formerly assistant director for the Fiscal and Operations unit in the Office of Student Financial Aid, is now the manager of guarantee operations at the Higher Education Assistance Foundation in downtown St. Paul. Her last day at the University was March 2. Effective April 1, Darlene Ayers-Lynch, currently assistant director for the Programs and Student Contact unit, will be reassigned to Hershberger's former post.

#### SUMMER LATE PAYMENT FEE LOWERED

The subcommittee of the Budget Executive on tuition and fees voted to lower the summer session 1984 late payment fee from \$20 to \$10, which matches the current academic year rate.



Edited by Mary Knatterud, Publications Center, 150 Williamson (376-1666)

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The new Individually Designed Degree Programs brief highlights opportunities for Twin Cities campus students to design their own programs under the guidance of faculty members and academic advisers. The dark blue brief, which opens to a 12" X 18" poster, is aimed at students whose interests do not fit neatly into the confines of a traditional major. Programs described include the Inter-College Program and University Without Walls of University College; Individually Designed Interdepartmental Major and Bachelor of Individualized Studies of the College of Liberal Arts; Bachelor of Applied Studies and Bachelor of General Studies of General College; and Individually Designed Program of the College of Biological Sciences.

The brief is intended as an introductory overview; more detailed information is available from the program offices. For an office copy of the brief, contact Eugenia Smith, Prospective Student Services, 230 Williamson (373-2144).

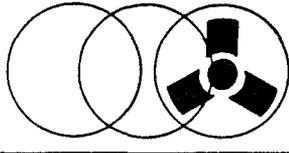
#### LUKAS NAMED TO NAFSA PLANNING TEAM

Karen Lukas has been named to the regional planning team of the National Association of Foreign Student Affairs (NAFSA) as chair of the Admissions Section (ADSEC). The appointment is for 1984-86. Lukas is responsible for international student admissions in the Admissions Office, Minneapolis.

#### 1984-85 REGISTRATION DATES ANNOUNCED

Queued registration periods for the 1984-85 academic year have been scheduled as follows: fall quarter, August 16-September 12; winter quarter, November 5-30; spring quarter, February 22-March 15.

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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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April 1984

## SSS HOURS STANDARDIZED APRIL 30

Effective April 30, all Student Support Services (SSS) units will observe a minimum common schedule for office and telephone hours--from 8:00 a.m. to 4:00 p.m. (including lunch) Monday through Friday. In addition, service will be provided until 6:30 p.m. on Monday, as follows:

210 Fraser	For Student Financial Aid questions, including student employment
202 Fraser	Registration Center
150 Williamson	Student Relations, including support from Admissions, Prospective Students, others

The same Monday schedule is under consideration for certain offices in Coffey.

The new common hours were announced on March 8 by Roberta Armstrong, Acting Coordinator, Student Support Services, and Director, Information Systems and Services; Leo Abbott, Director, Admissions, Prospective Student Services, and Orientation; Samuel Lewis, Director, Registration, Student Records, and Scheduling; and Robert Misenko, Director, Student Financial Aid. Some units (e.g., the Williamson Information Booth and SSS Administration) will continue to be open from 7:45 a.m. to 4:30 p.m.

It is hoped that the common office and phone hours will enhance communication with students and other members of the campus community. Service may be limited at certain times, particularly the noon hour, but it will nonetheless be possible to at least make contact (even if fewer staff are available or waiting time is slightly longer). The new schedule will be monitored closely to determine its impact on other tasks such as application processing and transcript production. Staff starting or lunch times may be juggled and additional phones or computer terminals installed.

Other offices that work with students might choose to coordinate hours in a similar way. Staff are invited to relay their suggestions and reactions to Mary Amundson, 110 Williamson (376-5340).

## ORIENTATION PUBLICATIONS UNDERGOING CHANGES

Citing the problem of information overload, the Orientation Review Committee recently stressed the need to coordinate the design and content of publications for new students. Accordingly, editors in Student Support Services are working with Orientation staff to make necessary improvements. A fresh design, featuring columns of Souvenir type and ample space for quotations, photographs, and line art, will enhance the overall look of the series.

The new three-panel Graduate Student Information Program brochure, which uses green type on cream-colored paper, has already been printed. Due in late April is the substantially revamped, 32-page Parent Handbook, which includes pieces by President Magrath, Lud Spolyar of the Campus Assistance Center, and Professor Clarke Chambers of the History Department along with pointers on Twin Cities culture, University opportunities and services, and college life.

It's Your Move, the main orientation booklet for new freshmen, will be renamed Student Handbook, and the Handbook for Graduate Students shortened to Graduate Student Handbook. Scheduled for publication by August 1, both handbooks will focus on how-to tidbits and tips that students may not find elsewhere. Offices and organizations will benefit from having their information incorporated in the handbooks rather than in separate brochures. College checklists, the freshman orientation folder, and miscellaneous items are also being reformatted.

The overriding goal is to produce a unified, streamlined, and durable set of publications that students will refer to throughout their years at the University. For more information, contact Harry Myers, Orientation Office, 324 Coffman (373-4404), or Barbara Foster, Publications Center, 150 Williamson (376-1666). Questions on specific publications may be directed as follows:

Graduate Student Handbook, Steve Baker  
Parent Handbook, Mary Knatterud  
Student Handbook, Eugenia Smith

University staff whose work involves information giving and public contact have reinstated a series of monthly brown-bag luncheon meetings to exchange ideas and promote improved service to students and other members of the campus community. Known as the Information Public Contact Network, this open, informal group is coordinated by the Campus Assistance Center and Student Support Services. It held its first organizational session on January 18 and will continue to meet the third Wednesday of each month. Topics so far have ranged from lost and found procedures to information tallies. Guest speakers have included Donald Zander, Associate Vice President for Student Affairs, who discussed the Student Experience Task Force report. The next noontime meeting, at which Judith Shalaby of the Records Office will talk about the Class Schedule, is slated for April 18 from 11:45 to 12:45 in 240k Williamson.

To obtain more information or add your name for future mailings, contact Mary Amundson, Office Services, 110 Williamson (376-5340).

#### STUDENT PUBLICATIONS NETWORK UPDATE

The Student Publications Network's third monthly meeting was on Wednesday, April 11. Planned by Joyce Wascoe of the College of Liberal Arts and Kathy Kearney Moore of the College of Biological Sciences, the meeting featured graphic designer Barbara Redmond. At the next meeting--on Wednesday, May 9 at 10:00 a.m. in 240k Williamson--discussion of recruitment materials and methods will continue.

#### APPLICATION FEES CLARIFIED

The fee for new freshman, new advanced standing, and new adult special (including such categories as medical fellow and dental fellow specialist) applicants seeking admission for fall 1984 or later is \$20. The fee is waived, however, for adult special applicants at Crookston and Waseca and for all Regents' Scholarship applicants. There is no charge for students who transfer between undergraduate colleges and/or campuses.

The fee for Dentistry, Law, Veterinary Medicine, Master of Public Health, Pharm.D., Master of Public Administration, Master of Agriculture, and Master of Education applicants is also \$20. The fee for students admitted to and planning to attend the Twin Cities Medical School or the School of Medicine-Duluth is \$50.

The fee for Graduate School applicants is \$25 for each major they wish to be considered for (as of July 1983).

A 17-page report titled "High-Ability Shows and No-Shows: Key Findings from a Survey of University of Minnesota Applicants" was issued by Data and Reporting Services on April 4. The report addresses these questions:

- \* Where do no-shows go?
- \* Why do no-shows choose other schools?
- \* Why do shows choose the U of M?
- \* What are the strengths and weaknesses of the U of M?
- \* What would be the impact of new U of M high-ability student programs in financial aid, housing, study abroad, honors seminars, and application processing?

For more information or a copy of the report, contact Ron Matross or Katherine Hannaford, 260 Williamson (376-1820).

#### PHI BETA KAPPA APPLICATIONS DUE APRIL 20

Applications for Phi Beta Kappa, the national liberal arts honorary society, are due in 150 Williamson no later than Friday, April 20.

#### STUDENT RELATIONS PHONE REMINDER

Staff who have questions for the Student Relations unit of the Office of Registration, Student Records, and Scheduling should use the college line, 376-1683 (not the student line, 376-1680). Callers are asked to please identify themselves by name as well as college or department office.

#### DAILY FEE NO LONGER REFUNDABLE

As of spring quarter 1984, Twin Cities campus students who pay the student services fee may no longer request a refund of the portion (\$2.81) allocated to the Board of Publications for the Minnesota Daily.

#### MANAGEMENT OFFICE HOURS EXPANDED

As of spring quarter, the School of Management's Undergraduate Advising Office, 225 Management/Economics, will remain open for limited student service during the noon hour (12:00 to 1:00). Although the lobby is closed, assistance is available at the registration window and over the phone (373-3701). The office opens at 8:00 a.m. and closes at 4:30 p.m. Evening appointments are still offered one night a week for management and pre-management students pursuing programs through Extension. Students should call ahead to set up evening appointments.



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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May 1984

#### NO HOLDS ADDED MAY 21-JUNE 12

All student record holds imposed by various University units will be added and removed through May 18, as usual. But from May 21 through June 12, requests to place holds will be held by the Records Office; they will not be entered into the computer or in any way impede a student's summer session registration. Holds will continue to be removed during this period. Then, beginning on June 13, holds will again be added in the usual manner. This schedule was set up to benefit students, since they do not receive registration status notices (now called Registration Information and Record Update forms) for the summer session.

#### PREPARATORY COURSE, 90th CREDIT CHARGES ADJUSTED

The Budget Executive approved a recommendation of the tuition and fees subcommittee to increase the fee for preparatory instruction from \$100 to \$115 per course. Effective fall 1984, the new fee applies to no-credit remedial courses (Comp 0011, Math 0005, 0006, 0007, 0009).

The Budget Executive also decided that, effective fall 1984, upper division tuition rates will be assessed for the quarter after students have registered for their 90th credit, instead of for the quarter after they have completed their 90th credit.

#### THREE MATH COURSES SHIFTED TO CEE

For the 1984-85 academic year, the Mathematics Department will transfer Math 1008, 1111, and 1201 to Continuing Education and Extension (CEE). The courses will be taught during the day (0815-1500). Students will still be able to register for the courses in the same way as for other day school courses, but a course fee will be charged instead of tuition--which means that credits for the courses will not count for the plateau.

#### SPRING ENROLLMENT DOWN

Total University day school enrollment for spring quarter 1984 is 50,812--a decline of 3.1% (1,603 students) from last spring's 52,415. Most of the drop occurred at the Twin Cities campus, which fell by 3.7% (1,589 students). Increases of 2.6% (38 students) at Morris and 1.1% (10 students) at Waseca almost offset decreases of 4% (38 students) at Crookston and .3% (24 students) at Duluth.

Most Twin Cities college enrollments dipped this quarter, although the College of Education continues to show a gain--up 4% (83 students) this spring. All categories of Twin Cities students dropped--new students, down 9.1% (133 students); readmitted students, down 7.5% (234 students); and continuing students, down 2.8% (1,315 students).

#### DEGREE APPLICATIONS NOW FILED AT WILLIAMSON

All students--not just those with mobility impairments--should now file their application for a degree at 150 Williamson (rather than 202 Fraser).

#### PRELIMINARY FALL SCHEDULES AVAILABLE SOON

Students can pick up preliminary fall 1984 Class Schedules on May 18 in college offices and on May 21 in department offices.

#### INTERNATIONAL BROCHURE REVISIONS DUE JUNE 1

Campus and college staff who have suggestions for revising the prospective international student brochure should contact Karen Lukas, 240 Williamson (373-2144), no later than Friday, June 1.

The next meeting of the Student Publications Network--on Wednesday, June 13 at 10:00 a.m. in 240k Williamson--will include a panel presentation on recruiting minority students. The network's meetings, which focus on various aspects of publications for prospective and current University students, will continue throughout the summer on the second Wednesday of each month. May's meeting featured Julie Carson, who has been asked by President Magrath to serve as project manager of the high-ability student recruitment effort. For more information, contact Barbara Foster, 150 Williamson (376-1666).

## INFORMATION NETWORK MEETS JUNE 20

The next meeting of the Information Public Contact Network--on Wednesday, June 20 at 11:45 a.m. in 240k Williamson--will emphasize campus emergency services, following up on May's discussion of campus security and the procedure for delivering urgent messages to students. The network, which meets on the third Wednesday of each month, is designed to help public contact areas communicate with one another and provide better service throughout the University. Each meeting opens with introductions and community updates. For more information, contact Jan Bobrowske or Mary Amundson, 110 Williamson (373-2153).

## UNIVERSITY COMMUNITY PROGRAM '84 HELD

The Orientation Office has just concluded University Community Program '84, a six-evening series for students admitted to the Twin Cities campus next fall and their parents. Three of the evening programs focused on CLA (May 1, 2, 3), two on IT (May 9, 10), and one on GC (May 8). The programs featured a walking tour of campus, a student service information fair, a welcoming address by a college representative, a slide show highlighting a typical student's day, a small-group session for students, and a panel discussion and question-and-answer period for parents.

## BULLETIN TIMETABLE SLIGHTLY ALTERED

The 1984 college bulletin timetable (see December 1983 RECORD) has been slightly altered. The new bulletin for the School of Journalism and Mass Communication, originally scheduled for July 9, was instead printed on May 3. The College of Home Economics plans to move its publication date from August to October. In addition, a new bulletin for University College is now set for September. All other announced dates remain the same.

Student Support Services (SSS) units have begun observing a minimum common schedule for office and phone hours: 8 a.m.-4 p.m., including lunch, Monday-Friday. In addition, service is provided until 6:30 p.m. Monday as follows: 210 Fraser (financial aid, employment), 202 Fraser (registration), 155 Williamson (student relations, transcripts, certifications), 240 Williamson (admissions, prospective student services), and 130 Coffey (admissions and records). The Minnesota Book Center in Williamson is open until 6:30 p.m. Monday. The Summer Session office, 135 Johnston, will also be open until 6:30 p.m. Monday through the second summer term. Extension Counseling offers walk-in and appointment assistance that night as well.

## STAFF NEWS

M. E. Kendall, Student Support Services associate, has resigned after working for nine years with Admissions and Records--most recently on development of components for the proposed Admissions/Prospective Student Services computer system. All interested staff are invited to a farewell open house for her on May 22 beginning at 2:30 p.m. in 240k Williamson.

Iris Monroe, who coordinated minority relations in Prospective Student Services, left in April on a one-year leave of absence to earn a second degree in computer science in New Mexico.

Student Relations has added a new senior office assistant, Sue Bloomfield, to help answer phones.

Mary Amundson, manager of Office Services, has been elected president of the Minnesota Office Systems Association (MOSA) for the 1984-85 program year beginning July 1. MOSA is a professional organization that provides a forum for dissemination of information about effective office systems, fosters high standards in the field, and promotes education for career development.

Carol Cline, Student Support Services officer, has been appointed to the advisory committee of "Transfer Credit Practices of Designated Educational Institutions," one of the major publications of the American Association of Collegiate Registrars and Admissions Officers. The publication lists acceptance practices of one institution in each state regarding transfer credit completed at other colleges and universities in that state (the University is the reporting institution for Minnesota). Last year, the advisory committee developed a model transfer credit policy for institutions to use as a guide.



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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June 1984

#### ID OFFICE PROCEDURES STREAMLINED

Beginning June 11, students who have registered within the past two years and need a replacement ID card for any reason (excluding normal wear of the embossing surface) can purchase an authorization card for \$5 at the Bursar's Office, 145 Williamson, and then go directly to the ID Office, 248 Williamson, for verification of student status and issuance of the card. Students seeking to have an ID card replaced due to normal wear should go directly to the ID Office. This change in procedure eliminates the intermediate step at Student Relations, 150 Williamson.

Students who have not registered within the past two years and have lost or never been issued an ID card can receive authorizations at no cost from the ID Office or from the Registration Center, 202 Fraser or 130 Coffey.

The ID Office will also be responsible for name change verification and will have copies of the Request for Change of Name form (A-161) available for completion.

#### YEAR-END TRANSCRIPTS TO BE RUN IN LATE JUNE

June 20 will be a critical date for updating records for address changes, hold placement and/or removal, and submission of miscellaneous grades. Transcripts for all students registered between fall 1983 and spring 1984 will be produced on June 22. Student copies will be mailed along with information on fall registration and tuition; but unlike last year, demographic update forms will not be included. College holds will not appear on transcripts. Some, but not all, colleges are scheduled to receive hard copies.

These transcripts will be distributed beginning on June 27 and continuing through July 3. Distribution takes time because of the volume: it is expected that 270,000 pages for 63,000 students will be generated, due to the number of copies produced for some colleges.

#### PRELIMINARY CLASS SCHEDULE FEEDBACK SOUGHT

College and department staff are asked to relay their reactions to the recently printed Preliminary Class Schedule for fall quarter 1984 to Elizabeth Grundner, 150 Williamson (373-7867), by June 15 if possible. Of particular interest are comments from faculty advisers on nine-month appointments and college student personnel staff. Key questions include: Was the publication timing helpful? How successful were distribution methods? Did your unit set up any organized plan for its use? Should any information (besides the current calendar and final exam schedule) be added?

#### FRESHMAN CAMP NOW SKI-U-MAH WEEKEND

The name of Freshman Camp, sponsored every fall by the Orientation Office, has been changed to Ski-U-Mah Weekend. A phrase from the Minnesota fight song, "Ski-U-Mah" was coined in 1884 to rhyme with "Rah-Rah-Rah" as part of a cheer for the University rugby team. Along with its new name, Ski-U-Mah Weekend will feature new programming that gives much greater emphasis to faculty and academics. Among the many participants in this fall's program--scheduled for September 14-16 at Camp Icahowan in Amery, Wisconsin, and Camp St. Croix in Hudson, Wisconsin--are C. Peter Magrath, Ellen Berscheid, Warren Gore, Jim Rothenberger, George Shapiro, David Wark, and Don Zander. Other program areas focus on orientation, student concerns, and social and recreational involvement. The cost for Ski-U-Mah Weekend is \$55, which includes transportation, lodging, meals, and activities.

#### SUMMER GRADUATION DEADLINES SET

Undergraduate and professional colleges are reminded that the graduation application deadline for the first term of summer session 1984 is Tuesday, June 5; for the second term, Friday, July 13.

1984-85 TUITION RATES ANNOUNCED

Following are the 1984-85 tuition rates for the Twin Cities campus. The fall Class Schedule will group the rates into undergraduate, graduate, and professional sections (rather than by per-credit and term, as in the past).

UNDERGRADUATE

Undergraduate rates are on a per-credit basis with a 14-18 credit plateau (except as noted below).

<u>Students registering in</u>	<u>Resident</u>	<u>Nonresident</u>
Agriculture, College of		
Lower Division	\$ 36.87	\$101.39
Upper Division	48.32	132.88
Biological Sciences, College of	47.15	129.66
Dental Hygiene		
Certificate Program	36.87	101.39
Baccalaureate Program	45.77	125.86
Education, College of		
Lower Division	36.87	101.39
Upper Division	47.14	129.63
Forestry, College of		
Lower Division	36.87	101.39
Upper Division	51.69	142.14
General College		
Lower Division	36.87	101.39
Upper Division	37.38	102.79
Home Economics, College of		
Lower Division	36.87	101.39
Upper Division	48.95	134.61
Liberal Arts, College of		
Lower Division	36.87	101.39
Upper Division	38.43	105.68
Management, School of	44.64	122.76
Medical Technology, Program in	63.50	174.62
Mortuary Science, Department of	50.58	139.09
Nurse Anesthetist (Medical School Program)	63.50	174.62
Nursing, School of	60.35	120.70
Occupational/Physical Therapy, Programs in	65.42	179.90
Pharmacy, College of	52.71	105.42
Pharmacy Externs, Pharmacy Fellow Specialists	121.00 PER TERM	
Public Health, School of	49.71	99.42
Psychology Fellow Specialists	121.00 PER TERM	
Technology, Institute of		
Lower Division	36.87	101.39
Upper Division	46.44	127.71
University College		
Lower Division	36.87	101.39
Upper Division	38.43	105.68
Preparatory Instruction (0000-level)	115.00 PER COURSE	

## GRADUATE

Except for credits over 15 and for the M.B.A. day and evening programs (as noted below), Graduate School rates are not on a straight per-credit basis. Also note that separate rates for students in clinical fields have been eliminated.

Rates for thesis credits (Grad 8777/8888, open to master's/doctoral students who entered from fall 1983 on) are the same as for regular course credits, with both resident and nonresident rates. All students entering in fall 1984, plus those who entered from fall 1983 through summer 1984 who opt for the fall 1984 plan, will complete residency requirements--after which they may register for course or thesis credits at half the rate.

<u>Registration categories</u>	<u>Resident</u>	<u>Nonresident</u>
Part-time Enrollment		
1-2 credits	\$ 200.00	\$ 400.00
3 credits	255.00	510.00
4 credits	340.00	680.00
5 credits	425.00	850.00
6 credits	510.00	1020.00
Full-time Enrollment		
7-15 credits	720.00	1440.00
Each credit above 15 (PER CREDIT)	60.00	120.00
M.B.A. Programs		
Day Program (PER CREDIT)		Not yet finalized
Evening Program (PER CREDIT)		Not yet finalized
Managers Program (PER YEAR)	4950.00	4950.00
Minimum Fee Classifications		
Continuous registration	100.00	100.00
(for doctoral students admitted before fall 1983 who have passed preliminary oral examinations)		
Doctoral candidates in final quarter	200.00	200.00
Student status	200.00	200.00
(Grad 0000, for graduate students who are required to register, e.g., to satisfy requirements of an assistantship or fellowship, but who are not enrolled in courses or eligible for continuous registration)		

## PROFESSIONAL

<u>Students registering in</u>	<u>Resident</u>	<u>Nonresident</u>
Dentistry, School of		
PER CREDIT	\$ 121.47	\$ 242.95
TERM (12 or more credits)	1457.69	2915.38
Law School (semester rates)		
PER CREDIT	110.33	220.66
TERM (12 or more credits)	1324.03	2648.06
Medical School		
1-5 credits	433.28	866.56
6-10 credits	866.56	1733.11
11-15 credits	1299.83	2599.66
16 or more credits	1733.11	3466.22
Medical fellow specialists, post M.D. (PER TERM)	121.00	121.00
Veterinary Medicine, College of		
PER CREDIT	108.27	216.54
TERM (12 or more credits)	1299.22	2598.44

## GSL APPLICATIONS UP

## NETWORK REMINDERS

Approximately 16,000 Guaranteed Student Loan (GSL) applications were processed by the Office of Student Financial Aid, Twin Cities, during the 1983-84 academic year--compared to 14,165 applications processed in 1982-83.

The Student Publications Network will meet on Wednesday, June 13 at 10:00 a.m. in 240k Williamson. This month's focus is on how to prepare effective publications for minority students. Featured guests will include flo wiger and Luther Darville of Minority and Special Student Affairs and Lou Branca of Prospective Student Services.

## SUMMER WORK-STUDY UPDATE

Students awarded summer 1984 College Work-Study funds must register for a minimum of 6 summer credits. In the past, they were required to do so in the first summer term. But now, they have the option to register for the required credits in the second summer term without losing work-study eligibility.

The Information Public Contact Network will meet on Wednesday, June 20 at 11:45 a.m. in 240k Williamson. Emphasis this month will be on campus emergency services.

## SSS EMPLOYEE TRAINING SURVEY PLANNED

To register for the second summer term, work-study students should bring signed registration forms to 150 Williamson or 130 Coffey, where they will receive a certification letter. They should then officially complete registration at 202 Fraser or 130 Coffey on July 9, but if they don't they will automatically be registered on July 10 and have their fee statement mailed. At the end of the first week of the second summer term, the Office of Registration, Student Records, and Scheduling will notify Student Employment of those students who completely cancel their registration and are thus no longer eligible for work-study.

The Student Support Services (SSS) Training Committee, chaired by Ron Matross of Data and Reporting Services, will conduct a short survey of all SSS employees to determine their needs for in-service training. The survey will be distributed with the June 15 paychecks.

## FACULTY VIDEOTAPES BEING PREPARED

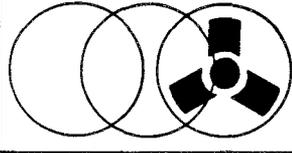
Students who do not earn all their summer work-study funds during the summer may earn the balance during fall quarter 1984, winter quarter 1985, and/or spring quarter 1985 if they register full-time and continue to be eligible for aid.

The Orientation Office is currently working on a series of four videotapes featuring University faculty from CLA, GC, IT, and St. Paul colleges (Agriculture, CBS, Forestry, and Home Economics). Slated for use beginning with 1985-86 orientation, the videos are intended to familiarize students with the roles faculty play in teaching, advising, research, and state, national, and international activities. They will depict faculty as individuals who represent an approachable resource, so that students will be less hesitant to seek their help outside of the classroom. Student staff in the Orientation Office are now conducting preliminary interviews with faculty nominated by a panel of students, staff, and faculty (including the deans of each college represented). After these preliminary interviews, actual participants will be selected and a script drafted. The new faculty videotape program is headed by Geoffery Madeja, media coordinator for the Orientation Office.

## REGISTRATION WORKSHOPS PLANNED

A workshop for college and academic department faculty and staff who are concerned about computer checks (built into the system to ensure that students meet certain registration prerequisites) is planned for sometime in June. Another more general workshop on registration procedures will be held for college student personnel staff in July. For more information, contact Jeff von Munkwitz-Smith, B-25 Fraser (373-7900).

# the RECORD



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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July 1984

## TUITION CHANGES ANNOUNCED

The following changes were made after the 1984-85 tuition tables were printed in the June RECORD.

On June 5, the Budget Executive approved lower per-credit rates for these undergraduate programs:

	<u>Resident</u>	<u>Nonresident</u>
Medical Technology, Program in	\$55.07	\$151.44
Nurse Anesthetist (Medical School Program)	55.07	151.44
Nursing, School of	55.07	110.14
Occupational/Physical Therapy, Programs in	55.07	151.44

Per-credit rates for the day and evening M.B.A. programs (for both the Twin Cities and Duluth) have now been finalized:

M.B.A., Day Program	\$105.00	\$170.00
M.B.A., Evening Program	105.00	105.00

## NETWORK REMINDERS

The Information Public Contact Network will meet on Wednesday, July 18 at 11:45 a.m. in 240k Williamson. This month's emphasis is on how to seek out information and communicate effectively with prospective and enrolled students and the public. Lou Branca of Prospective Student Services and Lud Spolyar of the Campus Assistance Center will be guests.

The Student Publications Network will not meet in July. The next meeting will be on Wednesday, August 8 at 10:00 a.m. in 240k Williamson. It will feature a round table discussion by all participants regarding their publications plans and needs for the upcoming year.

## SSS TO INSTALL OFFICE AUTOMATION SYSTEM

During August, Student Support Services will be installing an office automation system to support about 45 key professional and managerial staff. The system offers access to record systems at Administrative Data Processing, dial-up access to other computer systems on campus, high quality word processing, and spreadsheet, graphics, and data base functions. It is expected that staff ability to serve the University community will be enhanced. Questions should be addressed to Roberta Armstrong, 260 Williamson (373-2106).

## ADMISSIONS OFFICE REARRANGED

The Admissions Office, 240 Williamson, recently rearranged its interior walls so that the front reception area is more spacious, attractive, and functional. The offices of staff members who frequently meet with prospective students and their parents are now positioned more conveniently near the front entrance.

## UPDATE ON HOLDS

Responsibility for entry and removal of holds on student records has been transferred from the Record Maintenance unit. Offices should now direct requests for hold additions and deletions to the Registration unit, 202 Fraser.

The following new holds have been added to the student data base and the 8100 registration systems: AL, ISAO Inact, 717 East River Road; AX, Degree Pmt, 150 Williamson; AY, Degree Pmt, 130 Coffey, 373-0700; AZ, ESL Prog, 719 East River Road; and EM, Phar. Loan, 5-110 HSU F. A new hold code list will be produced in the next month or so.

For more information, contact Jeff von Munkwitz-Smith or Aileen Lively, B-25 Fraser (373-7900).

## REGISTRATION WAITING TIMES DECREASE MARKEDLY

According to a study conducted during spring 1984 registration at Fraser and Coffey, the overall average amount of time it took to wait in line and to register was 8 minutes per student. Daily averages ranged from 5 to 11 minutes. Within the day the lowest average times were from 4:00 to 4:15 p.m. (2 minutes) and 8:00 to 9:00 a.m. (3 minutes); the highest, from 10:00 a.m. to 3:00 p.m. (ranging from 8 to 11 minutes).

For the first stage of the queue (graduate, pharmacy, public health students; seniors), the average time was 6 minutes; for the second stage (juniors, sophomores, freshmen, adult specials), 9 minutes. Times at Coffey for the first stage were slightly higher than for Fraser; for the second stage, slightly lower.

The average of 8 minutes for spring 1984 compares very favorably with 35 minutes for spring 1982 (the first quarter the new computerized registration system was operational) and 73 minutes before that. (Note: the spring 1982 and pre-1982 figures are estimates; over the past several quarters, sampling techniques have become more accurate.) The pre-1982, noncomputerized system required students to make several stops, waiting in line at each, even before they arrived at the registration center. Then, after receiving a fee statement, many students had to again wait in line to have it adjusted due to reciprocity, graduate assistantships, or other factors. Multiple waits in line were eliminated by the computerized system.

The improvement in registration time between spring 1982 and spring 1984 may be attributed to adjustments to the queue to smooth the flow of students into the centers; greater familiarity with the system on the part of staff, students, and faculty; a slight decline in enrollment; and the placement of few holds on student records between creation of Registration Information and Record

Update notices and the end of the queued registration period.

For more information, contact Jeff von Munkwitz-Smith or Don Meyers, Registration Systems Control, B-25 Fraser (373-7900).

## STAFF NEWS

Ann Klauda, after seven years at the University, has resigned to accept a technical writing position in the private sector. As an editor in the Publications Center for the past year, she was responsible for Student Support Services forms and office manuals. All interested staff are invited to a farewell open house for her on July 6 from 2:30 to 3:30 p.m. in 240k Williamson.

James Preus, after a year as Acting Assistant Vice President for Student Affairs, returns to Student Support Services as Coordinator effective July 1. Neil Bakkenist, Director of Housing, will serve as Acting Assistant Vice President for Student Affairs for 1984-85. Roberta Armstrong, who was Acting Coordinator of Student Support Services this past year, remains as Director of Information Systems and Services.

Terry Smith, who has been with the Office of Student Financial Aid since December 1982 as a Principal Student Personnel Worker, has been promoted to Assistant Director responsible for the Programs and Student Contact unit.

## SUMMER WORK-STUDY AWARDED

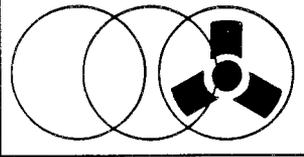
Awarding of summer 1984 College Work-Study funds was completed on June 13. Of the 1,841 students who applied for summer aid, approximately 1,100 received it. Amounts ranged from \$1,000 to \$2,200 for undergraduate students and from \$1,000 to \$2,500 for graduate students.



Edited by Mary Knatterud, Publications Center, 150 Williamson (376-1666)

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# the RECORD



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## STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VII, No. 8

August 1984

### STUDENT EARNINGS TO BE MONITORED

### ADMISSIONS SYSTEM SPECIFICATIONS PRINTED

For 1984-85, the earnings of all University student employees (academic or non-academic) who receive campus-based financial aid--CWS, SEOG, NDSL, U Grant/Loan--will be monitored by the College Work-Study Office to ensure that aid, including employment, does not exceed need. In addition, students who wish to apply for positions through the Student Employment Center will not be referred if the Screening and Referral unit finds that, because of their financial aid, they have no need for earnings. The earnings of students who receive other types of aid or no aid will not be monitored this year.

The System External Specifications (SES) for the new Admissions/Prospective Student Services system were printed in mid-July and circulated to key staff on all campuses. Following the discussion and approval of the SES on August 1, the next phase of system development has begun. It is hoped that basic screens and programs for the new system will be operational sometime in spring 1985.

### CLASS SCHEDULES AVAILABLE SOON

Fall 1984 Class Schedules will be delivered Monday, August 6 to college offices and Friday, August 10 to department offices. Preliminary Winter/Spring 1985 Class Schedules will be delivered Friday, August 10 to college offices and Tuesday, August 14 to department offices. Distribution of both schedules to students will begin Tuesday, August 14.

### NEW PAYMENT SCHEDULE DEvised

A new tuition and fees payment schedule has been devised for fall 1984 Twin Cities campus students. The schedule will give most students, especially those registering in the first week of the queue, more time to pay. (In the past, students registering before classes began generally had a maximum of 10 working days to pay.) The new schedule is as follows (a similar setup is planned for winter and spring 1985):

<u>Registration Date</u>	<u>Payment Date</u>	<u>Number of Working Days to Pay</u>
8-16	9-7	15
8-17	9-10	15
8-20	9-11	15
8-21	9-12	15
8-22	9-13	15
8-23	9-10	11
8-24	9-11	11
8-27	9-12	11
8-28	9-13	11
8-29	9-14	11
8-30	9-14	10
8-31	9-17	10
9-4	9-18	10
9-5	9-19	10
9-6	9-24	12
9-7	9-25	12
9-10	9-24	10
9-11	9-25	10
9-12	9-26	10

### REGISTRATION WORKSHOP HELD AUGUST 8

A workshop on registration information for Student Support Services Advisory Committee members and their staffs was held Wednesday, August 8 from 1:30 to 4:00 p.m. in 240k Williamson. Topics included manual checks in the Registration Center, origin of tuition tables and course information, and problem solving. A major portion of time was used for interchange of ideas among participants.

### NETWORK REMINDER

The Information Public Contact Network will meet Wednesday, August 15 at 11:45 a.m. in 240k Williamson. Associate professor Glenn Hendricks of the International Student Adviser's Office will discuss problems unique to international students.

## ALL-CAMPUS MEETING HELD IN DULUTH

The Student Support Services all-campus meeting on July 25 was hosted by the Duluth campus at Glensheen. Topics included transfer equivalencies, Admissions/Prospective Student Services computer development specifications, ethnic background codes, international student reporting, and degree clearance task force progress.

## WANG SYSTEM TRAINING STARTED

Student Support Services (SSS) professional staff have begun training on the new Wang office automation system. Each staff member will pursue an individualized training plan through a combination of self-paced, computer-assisted, and group instruction. A number of work stations have been installed to operate on a "stand alone" basis pending implementation of the local area network and main computer in early September. When fully operational, the system will support about 50 staff members and provide access to the IBM host system and TTY access to the Cyber (or other sites such as Printing and Graphic Arts). System utilities include word processing, spreadsheet, and electronic messaging/ calendaring.

## RECORD MAINTENANCE UNIT REORGANIZED

Effective July 1, the large Record Maintenance unit of the Registration, Student Records, and Scheduling Office was reorganized into three smaller, more manageable units: Data Management, headed by W. Kent Krueger, Office Supervisor; Professional School Records, including Education-Graduate records, headed by Mary Swords, Office Supervisor; and Undergrad/CEE Records, including CLA-GC-UC, headed by Judy Madsen, Student Support Services Assistant. The three unit heads each report directly to Bob Hammel, Assistant Director for Operations.

## STAFF NEWS

Marge Boyd, Student Support Services Assistant in the Student Relations unit of the Registration, Student Records, and Scheduling Office, is retiring this month after 29 years of University service. A farewell open house will be held in her honor on Thursday, August 23 from 2:00 to 4:00 p.m. in 240K Williamson Hall. Boyd is moving to Portland, Oregon to be near her daughter and son-in-law.

Ernie Giesecke retired on June 30 after working for the Office of Student Financial Aid for 22 years, the past 10 on the St. Paul campus. He plans to spend his leisure time traveling with his wife in their mobile home.

Ted Kline joined the Office of Student Financial Aid on July 9 as the Job Location and Development Coordinator in the Student Employment Center, assuming the position vacated by Kathy Miller. He holds a B.S. in vocational rehabilitation from the University of Wisconsin at Stout and has nine years of experience in the field.

Two new Student Support Services Assistants joined the Outreach unit of Prospective Student Services in early July: Linda Johnston and Rudy Hernandez, Jr. Both will participate in college nights; high school and community college visits; national college fairs; the Minnesota and Wisconsin education mini-fair circuits; and Office of Minority and Special Student Affairs programs.

Johnston will work most closely with American Indian communities, reservations, tribal financial aid offices, and the American Indian Center. She holds a B.A. in psychology from Bethel College and has done graduate work in educational psychology at the University. Her previous positions include coordinator and trainer of teachers, therapist specializing with autistic children, and personnel director of the Minnesota Chippewa tribe at Cass Lake.

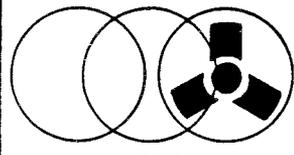
Hernandez will work most closely with Hispanic communities, the Chicano/Latino Learning Resource Center, and the Chicano Student Culture Center (Raza). He is completing a Chicano studies degree at the University this summer, and has worked at the Chicano/Latino Learning Resource Center, counseled and tutored high school students, and developed a computer camp slide show.

Deborah Simmons Harris began work as an Editor in the Publications Center on August 1, assuming the position vacated by Ann Klauda. Her primary responsibilities will include Student Support Services manuals and forms. Harris holds a B.A. in international relations and French from Hamline University and plans to complete an M.A. in Journalism at the University this December. For the past three years, she was a technical editor at Control Data Corporation.

John Printz, Assistant Director of Admissions, recently gave a presentation at a National Association of State University and Land Grant Colleges conference held at the University of Wisconsin at Madison. Titled "Developing Your Own Marketing Model," his presentation was given on July 19 to deans and directors of resident instruction in agriculture and natural resources.

Andrew Huang, Student Support Services Executive Assistant, has transferred from 260 to 15 Williamson Hall. As a member of the Registration, Student Records, and Scheduling staff, Huang will continue to prepare various external University reports and handle special data interpretation. His new phone number is 376-1656.

# the RECORD



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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September 1984

## FEE STATEMENT ALTERNATIVE APPROVED

In the past, students have been required to present their current fee statement in order to receive certain Twin Cities campus services. As of fall 1984 registration, however, another acceptable proof of registration is the computer-generated course confirmation document, the lower portion of the fee statement that a student detaches before mailing or dropping off payment. Students are now encouraged to pay their tuition and fees by drop box (in the Fraser and Coffey registration centers; both concourses of Williamson; Blegen; Coffman; and, by mid-September, the dorms) or by mail (Bursar's Office, P. O. Box 88, Minneapolis, MN 55440-0088) in order to avoid standing in line at the Bursar's Office. Changes are being implemented to achieve 24-hour turnaround on payment processing. Receipted fee statements will be mailed to students who enclose a self-addressed, stamped envelope.

## SNAPSHOT CLASS LISTS POSSIBLE

It is now possible to receive, upon request, an up-to-date class list for a single section. This capability was developed in response to regular requests from faculty and departments. Requests for these "snapshot" class lists for Twin Cities courses should be directed to Stephanie Gruber, Registration Systems Control, B-25 Fraser (373-7900). Lists requested before 4:00 p.m. will be available for pick-up in B-25 Fraser after 9:00 a.m. on the following working day (or, they can be sent via campus mail).

## FINANCIAL AID WORKSHOP SET

The Office of Student Financial Aid will conduct a fall disbursement orientation workshop for University staff who work with students. The workshop will be held on Thursday, September 13 from 9:00 a.m. to noon in Coffman Memorial Union Auditorium. An agenda and invitations are being mailed to department heads.

## PROSPECTIVE STUDENT OUTREACH SCHEDULED

The Prospective Student Advisory Committee will meet Wednesday, September 12 at 9:30 a.m. in 240K Williamson. New staff will be introduced, college changes and developments will be shared, and event schedules for the academic year will be distributed.

Of particular interest to prospective students and staff is the Minneapolis National College Fair. It will take place in the Minneapolis Convention Hall on Tuesday, September 18 (9:00 a.m.-2:00 p.m., 5:30-9:30 p.m.) and Wednesday, September 19 (9:00 a.m.-2:00 p.m.). The Twin Cities campus will be represented by five booths--one for the College of Agriculture, one for the College of Forestry, one for the Institute of Technology, and two for the campus as a whole. An estimated 19,000 prospective students are anticipated.

In addition, the Twin Cities campus will participate in the Milwaukee National College Fair--expected to draw about 9,000 prospective students--on November 28 and 29. Other upcoming activities include a full schedule of college nights, post-high school planning programs, and education fairs and conferences throughout Minnesota and Wisconsin. For more information, contact Lou Branca, Prospective Student Services, 230 Williamson (373-4474).

## NETWORK REMINDERS

The Information Public Contact Network will meet Wednesday, September 12 at 11:45 a.m. in B-12 Morrill. In preparation for the beginning of fall quarter, the meeting will be devoted to a community update of schedules and services, distribution of new area brochures, and plans for future meetings.

The Student Publications Network will meet Thursday, September 13 at 10:00 a.m. in B-12 Morrill. Les Metz, director of Printing and Graphic Arts, will lead a discussion on University services and recommended methods for producing effective and cost-efficient publications.

As of August 22, 8,500 Financial Aid Notifications were mailed to applicants. All on-time applicants (those students whose applications were complete, accurate, and in the Office of Student Financial Aid by April 27, 1984) have been awarded.

Also as of August 22, 8,300 Alternative Assistance Notices were mailed to applicants. Students receiving these notices were not awarded campus-based aid because of program restrictions, application deadlines, or the amount of available funds; however, they are eligible to apply for Guaranteed Student Loans and non-Work-Study student employment.

Processing for students who have accepted their financial aid awards is now under way. Students who completed and returned their Financial Aid Notifications by August 29 may pick up their checks on September 17 (if their last name begins with M-Z) or on September 18 (if their last name begins with A-L). This is a change from the original check disbursement schedule (attached to the Financial Aid Notifications), which had specified August 15 as the return date instead of August 29.

#### STAFF NEWS

Helener Currier, College Work-Study Coordinator in the Office of Student Financial Aid (OSFA), will retire this fall after 29 years of University employment. Currier's first appointment was as a Student Personnel Worker in the Student Housing Bureau in 1955. She moved to the Bureau of Student Loans and Scholarships (the forerunner of OSFA) in 1964 and has helped launch and nurture several aid programs. A farewell reception in her honor will be held at the Campus Club Library (5th floor) on Friday, September 14 from 2:00 to 4:00 p.m.

Nikki Tiernan will resign her position as a Senior Employment Representative to pursue the development of her own business enterprise, effective October 31. Tiernan has worked for Student Employment since 1976, primarily with the Student Emergency Service (SES) and Job Location and Development (JLD) programs.

#### WORK-STUDY MAY CONTINUE FOR CURRENT EMPLOYEES

University departments that hired College Work-Study (CWS) employees may find that these students are without CWS funding for the coming academic year. To continue them under CWS, departments may request that their awards be revised to include CWS funding. For more information, employers should contact their department head for a copy of the August 21 Work-Study Continuation letter.

In an effort to evaluate its services in preparing the Class Schedule, assigning classroom space, and reserving rooms for special events, the Scheduling Office sent four-page surveys to various University staff late last spring. A total of 120 were returned, for a 70% response rate. Selected questions and answers follow:

During office hours, do you have difficulty getting through on the room reservation lines?

ALWAYS--0%	USUALLY--5%
OCCASIONALLY--77%	NEVER--18%

Do you receive accurate information from personnel in the Scheduling Office?

ALWAYS--68%	USUALLY--32%
OCCASIONALLY--0%	NEVER--0%

Room change signs (for day school classes) are posted during the first week of the quarter. Are you satisfied with the effectiveness of this system?

SATISFIED--64%	SOMEWHAT SATISFIED--24%
SOMEWHAT DISSATISFIED--5%	DISSATISFIED--7%

Open-ended suggestions included publishing a complete list of Scheduling materials, along with their purposes and due dates; giving more details on computer checks; developing uniform, brightly colored room change signs; and standardizing the size and format of all forms. For more information on the survey results, contact Elizabeth Grundner, Scheduling Office, 150 Williamson (373-7867).

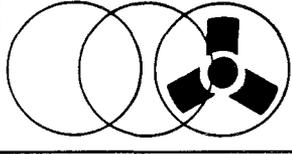
#### INS REPORTS REQUIRED

Beginning fall 1984, the University must report each quarter to the Immigration and Naturalization Service (INS) the registration status of all students holding F-1 visas. These students must be registered for a full course of study as defined by INS: 12 credits for undergraduates, 8 credits for graduates. Students who have acceptable reasons for registering for fewer credits must file an "Exception to the Full Course of Study Requirement" form, signed by an academic adviser, with the International Student Adviser's Office. Those who fail to file will be reported to INS as out of status, which could result in difficulties in retaining the right to remain in the United States. Work is proceeding on developing the computer support necessary to produce the required INS reports. For more information, contact the International Student Adviser's Office, 717 East River Road (373-4094).

#### QA CHANGED TO DSci

The School of Management reminds staff and students that the course designator QA (Quantitative Analysis) has been changed to DSci (Decision Sciences).

# the RECORD



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

Vol. VII, No. 10

October 1984

## BAD ADDRESS FLAG AUTOMATICALLY UPDATED

As of September 24, the "bad address flag" that is entered on the student data base when mail is returned will be automatically changed when students' addresses are updated (e.g., at their registration center or college office). The system will replace a "Y" (for a bad, or incorrect, address) on the Student Records Information Display screen with a blank (for a good, or current, address).

Programs that currently print students' names and addresses will continue to include students known to have a bad address. The impact of changing each individual program to exclude these students is now being investigated; programs will be changed when feasible. For more information, contact Mark Powell, Systems Development/Operations, 260 Williamson (373-2106).

## STAFF NEWS

Sarah Dagg, Office Specialist in the Information Booth in Williamson Hall and former employee in Record Maintenance, is leaving her position as of October 5 to accept an opportunity to live in France through spring 1985.

John Kellogg, previously a Senior Office Specialist in Student Relations, became the Data and Reporting Services User Liaison on September 24. Requests for data should be directed to him at 260 Williamson (376-1820). Kellogg replaces Judy Howe, who on August 15 moved to Admissions to work on implementation of the new computerized admissions system.

Ron Matross and Kathy Hannaford of Data and Reporting Services are presenting a paper at the annual conference of the Association for Institutional Research of the Upper Midwest on October 4 in St. Paul. The paper is titled "Marketing the Megaversity: Student Market Research at the University of Minnesota."

## NETWORK REMINDERS

The Student Publications Network will meet Wednesday, October 17 at 10:00 a.m. in the Nolte Center Library. Eric Madsen, co-founder and principal of the graphic design firm of Madsen and Kuester, Inc., will speak on institutional image and marketing materials.

The Information Public Contact Network will meet Wednesday, October 17 at 11:45 a.m. in B-12 Morrill Hall. Guests from the office of University Relations will discuss services and suggest ways of promoting a positive image of the University.

## ADULT SPECIAL APPLICATION FEE TO END

Adult special applicants who seek admission to the Twin Cities campus after fall quarter 1984 will not be charged the \$20 adult special application fee. The Budget Executive rescinded the fee in hopes of attracting more nontraditional students. Note: any adult special application fees for winter quarter 1985 that were received by September 1, 1984 will not be refunded.

## MINNESOTA MINORITY FAIR SCHEDULED

The Minnesota Fair for Minority Education, featuring high school and adult career counseling, will take place on Wednesday, November 7 from 9 a.m. to noon and 1 to 6 p.m. at the Prom Center, 1190 University Avenue, St. Paul. The fair is sponsored by the Minority Education Recruiters and Counselors and the Minnesota Association of Secondary School Counselors and College Admissions Officers.

The 51st Annual Meeting of the Upper Midwest Association of Collegiate Registrars and Admissions Officers (UMACRAO) is scheduled for October 14-16. Hosted by the University of Minnesota, the meeting will take place at the Minneapolis Hilton Inn. Workshops will center on such topics as trends in admissions requirements, degree applicant data systems, stress management during registration, immigration laws, on-line vs. batch registration systems, budgeting and planning, certifying of academic progress, design of comprehensive college articulation efforts, schedule preparation and classroom assignments, admissions mailing inventory displays, and selected legal issues. Town meetings for admissions staff and registrars from both small and large institutions will also be held. Featured

speakers include Dr. John Brantner, Professor of Clinical Psychology at the University; Dr. Gerald Christenson, Chancellor of the Minnesota Community College System; and Donald G. Gwinn, Vice President for Data Management and Research with AACRAO.

In conjunction with the meeting, Student Support Services will be offering tours of the campus and Williamson Hall to any interested participants. In addition, administrators from the University of California, Berkeley, will visit Williamson Hall staff on October 17.

For more information, contact Sam Lewis, Local Arrangements Chair and Director, Registration, Student Records, and Scheduling, 150 Williamson Hall (376-1656).

#### PUBLICATIONS ADVISORY BOARD CONVENES

The Publications Advisory Board, a group of college and other University representatives that provides input on Student Support Services publications, just held its fall quarter meeting. Chaired by Publications Center head Barbara Foster, the October 2 meeting included these agenda items: elimination of sexism in course titles and descriptions, review of recent publications (orientation materials, viewbook, bulletins, briefs, class schedules), University image in publications, and proposed changes in the bulletin program.

#### INTERNATIONAL STUDENT CONFERENCES TO BE HELD

The Minneapolis Plaza Hotel will be the site of the regional National Association of Foreign Student Affairs (NAFSA) Fair on November 1-3. Also scheduled for conferences at the same place and time are the Council on International Education Exchange (CIEE) and the International Society for Educational, Cultural, and Scientific Interchanges (ISECSI). Anyone interested in international education is welcome to attend. For more information, contact Karen Lukas, Admissions Office, 240 Williamson (373-2144).



Edited by Mary Knatterud, Publications Center, 150 Williamson (376-1666)

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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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#### FALL ENROLLMENT DOWN 3%

Total fall 1984 day school enrollment in the University system is 56,050--a dip of 3%, or 1,781 students, from the fall 1983 figure of 57,831. The most pronounced change is at the Twin Cities campus, where enrollment fell by 3.8%, or 1,786 students (for a total of 44,659). Duluth is also down, but only slightly--by .9%, or 69 students (for a total of 7,461). The other three campuses each gained: Morris by 3.9%, or 62 students (for a total of 1,665); Crookston by .2%, or 2 students (for a total of 1,145); and Waseca by .9%, or 10 students (for a total of 1,120).

The overall number of new students is again down--from 14,131 a year ago to 13,611 this fall. New high school students number 7,819--a loss of 4%, or 332 students. New advanced standing students decreased to 4,607--down 3.9%, or 189 students. The most dramatic decline is in the continuing and readmitted category, which is down 3.5%, or 1,444 students (in contrast to the fall 1983 drop of merely .36%, or 150 students).

At the Twin Cities campus, the College of Education showed another impressive increase of 7.4%, or 165 students. But enrollment in the two largest colleges decreased: by 7%, or 1,196 students, in the College of Liberal Arts and by 4.6%, or 282 students, in the Institute of Technology. Decreases in most of the other colleges are more modest.

#### COLLEGES MAY SIGN FOR INSTRUCTORS

At the October 8 Registrar's Advisory Committee meeting, Sam Lewis reported that the recent enforcement of the instructor's signature for adding courses after the fifth day of the quarter caused problems for both the Fraser registration center and some colleges. After discussion, the committee affirmed by vote that the instructor's signature will be required on all registration additions or initial registrations after the fifth day, but college offices may sign in the instructor's place according to their own policies.

#### MERIT-BASED SCHOLARSHIPS AVAILABLE

The following scholarships based on academic merit are available to high school seniors who will attend one of the University campuses in 1985-86:

\* Elmer L. Andersen National Merit Scholarships--awards of \$750 to \$2,000 (renewable for four years) to 80 National Merit finalists

\* Presidential Scholars--awards of \$1,000 to 175 Minnesota residents selected on the basis of scholarship and leadership

\* Morton S. Katz Outstanding Minority Scholarships--awards of \$1,000 (renewable for four years) to eight racial or ethnic minority students

The application deadline is February 1, 1985. For more information, contact Barbara Pillinger, Director of Academic Honors Programs, 260 Williamson (373-2147).

#### METRO COMMUNITY COLLEGE VISITS SET

The Prospective Student Services schedule of visits with students and counselors at metropolitan-area community colleges is as follows: Inver Hills, November 1; North Hennepin, November 6; Minneapolis, November 7; Anoka-Ramsey, November 8; Normandale, November 14; and Lakewood, November 15. For more information, contact Lou Branca, 230 Williamson (373-4474).

#### FINAL 1984 BULLETINS PRINTED

The final four 1984 bulletins (out of the calendar year's total of twenty) have now been printed, as follows: Graduate School, September 25; College of Home Economics, October 26; University College, October 31; and School of Public Health, November 6. The 1985 bulletin publication schedule will be presented in an upcoming issue of the RECORD.

NETWORK REMINDERS

The Student Publications Network will meet Wednesday, November 14 at 10:00 a.m. in 240k Williamson. This month's topic is the impact on publications of the report issued by the Task Force on the Student Experience. Featured speakers are John Wallace, Assistant Vice President for Academic Affairs, and Marjorie Cowmeadow, Director of University College's Inter-College Program.

The Information Public Contact Network will meet Wednesday, November 28 at 11:45 a.m. in 240k Williamson. Bob Boughton and Gail Froncek of the Office of Student Financial Aid will discuss recent enhancements and future plans to improve service.

1984 ORIENTATION MATERIALS REVAMPED

This fall's incoming students were greeted with a revamped, more coordinated set of materials introducing them to the University--the result of the first all-out cooperative effort between the Orientation Office and the Publications Center. Materials produced included three University Community Program brochures, sixteen Orientation/Registration invitations, twenty Orientation schedules, two Ski-U-Mah Weekend flyers, two Graduate Student Orientation brochures, a 32-page Parent Handbook, a 40-page Graduate Student Handbook, a 60-page Undergraduate Student Handbook, a 24-page Welcome Week booklet, a University folder, and handouts on MPIRG, Transfer Students, Study Skills, and Orientation Leaders.

Preliminary plans for 1985 call for continuation of the same basic design and format for most of the materials, with an even stronger emphasis on editorial streamlining and reduction of information overload. Comments and suggestions from interested

University staff may be directed to Harry Myers, Orientation Office, 324 Coffman (373-4404) or Barbara Foster, Publications Center, 150 Williamson (376-1666).

RECENT CHANGES NOTED IN CLASS SCHEDULE

Twin Cities staff and students should consult the "  RECENT CHANGES  " feature on page 8 of the new Class Schedule, where the following items are referred to:

- Registration queue, winter quarter.....p. 6
- New proof of enrollment required.....p. 106
- How to request payroll deduction for Minneapolis-based graduate students.....p. 106
- How to obtain a refund.....p. 107

STAFF NEWS

Barbara Olson has resigned after working in Student Support Services for fourteen years, most recently as an SSS Associate in Records and Registration Systems Management. She will become a Senior Systems Analyst in the Student Records Systems area of the Administrative Data Processing Department on November 12.

Rebecca Kroening, a Senior Data Entry Operator in Degree Clearance for the past three and a half years, began working in the Information Booth on October 25. Her new responsibilities will also include participation in the Information Public Contact Network.

Edited by Mary Knatterud, Publications Center, 150 Williamson (376-1666)



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STUDENT SUPPORT SERVICES • UNIVERSITY OF MINNESOTA

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#### REGISTRATION TIME WAIT STUDY CONDUCTED

According to a study conducted during fall quarter registration at Fraser and Coffey, the overall average amount of time it took to wait in line and complete registration was 13 minutes per student. Daily averages ranged from 7 to 21 minutes. Students in the College of Liberal Arts waited an average of 16 minutes; in Education and Graduate School, 9 minutes; in other Minneapolis colleges, 12 minutes; and in St. Paul colleges, 7 minutes. Individual system waits varied from a low of 3 minutes (for St. Paul on several occasions) to a high of 32 minutes (for the College of Liberal Arts on September 6).

For more information, contact Jeff von Munkwitz-Smith, Registration Systems Control, B-25 Fraser (373-7900).

#### NETWORK REMINDERS

The Student Publications Network will meet Wednesday, January 16 at 10:00 a.m. in 240k Williamson. The guest speaker is Tom Foley, senior photographer at University Relations.

The Information Public Contact Network will meet Wednesday, January 16 at 11:45 a.m. in 10 Walter Library. Penny Krosch, assistant archivist, will describe the University Archives.

No Network meetings will be held in December.

#### 1984-85 LOAN DEADLINES SET

Guaranteed Student Loan (GSL), Parent Loan for Undergraduate Students (PLUS), and Auxiliary Loan to Assist Students (ALAS) applications for the 1984-85 academic year must be submitted by Thursday, January 31, 1985 to the Office of Student Financial Aid, 210 Fraser or 197 Coffey. Those received after January 31 will not be processed except for students new to the University as of spring 1985, who may submit applications through April 13, 1985.

#### SPECIAL SNEAK PREVIEWS HELD

The Prospective Student Services unit recently joined forces with Minnesota Alumni Association representatives to present a series of high-ability student recruitment events. Special sneak previews showcased the University for prospective students in New Ulm on November 15, Duluth on November 20, and Rochester on November 29. For more information, contact Lou Branca, 230 Williamson (373-4474).

#### ACADEMIC STANDARDS FOR AID OUTLINED

On October 6, 1983, the Department of Education published federal regulations specifically defining minimum academic progress requirements for financial aid recipients. A University task force was organized to develop standards incorporating these new regulations. After many months of work, the task force finalized its recommendations and a policy for the Twin Cities campus was approved.

Pamphlets outlining "Academic Progress Standards for Financial Aid Recipients" have been mailed to all current financial aid recipients and to deans, directors, and department heads. All staff who have student counseling and advising responsibilities are encouraged to review the standards thoroughly.

Staff inquiries regarding the standards may be directed to Darlene Ayers-Lynch, Office of Student Financial Aid, 210 Fraser (376-2778).

#### AID APPLICATIONS AVAILABLE IN JANUARY

Financial aid application packets for the 1985-86 academic year will be available in 210 Fraser and 197 Coffey after January 1, 1985. Although there is no specific deadline, students are encouraged to submit application materials as soon after January 1 as possible to be considered for National Direct Student Loans, College Work-Study, Supplemental Educational Opportunity Grants, and certain University grants, scholarships, and loans. Applications will be processed as they become complete and until all funds have been awarded.

Fall quarter grades will be distributed in the Great Hall of Coffman Union on January 7. Previously, the Armory Gym had been used.

## UPDATE ON COURSE DESIGNATORS

Following is a rundown of the additions, deletions, and changes made in the past year or so to the course designators (also known as department abbreviations, codes, or prefixes). A complete current list is printed every quarter in the back of the Class Schedule.

- \* Additions--CpE, Computer Engineering (Duluth); EEur, East European Studies; HHE, Hospitality and Home Economics (Crookston); Hsg, Housing; VDI, Veterinary Diagnostic Investigation.
- \* Deletions--Comm, Communication; LFA, Literature and Fine Arts; Luch, Luchuan; NSci, Natural Science; SSci, Social Science; Thai, Thai; Tib, Tibetan.
- \* Changes--DSci, Decision Sciences (formerly QA, Quantitative Analysis); HSem, Honors Seminar (formerly CHS, College Honors Seminar); HCol, Honors Colloquia (formerly Freshman-Sophomore Colloquia); EPsy, Educational Psychology (formerly PsyS, Psychoeducational Studies and PsyF, Psychological Foundations of Education).

## GSL PROCEDURES REVISED

Students applying for 1985-86 Guaranteed Student Loans (GSLs) must complete the American College Testing-Family Financial Statement (ACT-FFS) and the OSFA Data Form, both of which are included in the 1985-86 application packets. GSL applicants will also need to complete a GSL Data Form, which will be available from OSFA after April 1, 1985.

Pamela Price Baker joined the Admissions Office on November 15 as a half-time Student Support Services Assistant. Her responsibilities include answering letters of inquiry and advising new and prospective students. Baker was formerly the Assistant Director of Admissions at the Minneapolis College of Art and Design for two years. She was also an Admissions Officer for two years at Kalamazoo College, where she earned a B.A. in theatre and communication arts.

Cecilia Dingley began work as an Editor in the Publications Center on November 19, assuming the position most recently held by Deborah Harris. Her primary duties include Student Support Services manuals and forms. Dingley has been a Technical Writer at Nortronics, an Editor and Graphic Designer for a newsletter at University Hospitals, and an Editor at the University of Southern California. She holds a B.A. in German and an M.A. in English from the State University of New York at Fredonia.

Mary Maxwell recently joined the Office of Student Financial Aid (OSFA) as a Senior Employment Representative in the Student Employment Center, replacing Nikki Tiernan. Maxwell's assignment includes personnel management for all professional (non-technical) and clerical positions along with program management for the Job Location and Development, Off-Campus, and Student Emergency Service programs. She was formerly the Student Employment Coordinator at the University of Northern Colorado.

Mary Ann Mulvihill Stafford also recently joined OSFA as a Senior Employment Representative in the Student Employment Center, replacing Gary Bush. Stafford handles all technical and support services positions and is in charge of the College Work-Study program and the Screening and Referral unit. She was previously a Personnel Specialist in the University Personnel Department as well as the Student Employment Center.



Edited by Mary Knatterud, Publications Center, 150 Williamson (376-1666)

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