

The Record

Turnaround Documents For 1990-91 Sent Out

Turnaround documents (form A80b) for the 1990-91 *Class Schedules* were sent to departments December 22. The fall quarter documents are due back in the Scheduling Office by January 22. Winter-spring forms must be returned to Scheduling by February 1.

Departments will receive fall quarter Preliminary Class Schedule Reports (PCSRs) for review on February 26. Fall registration begins May 10.

New courses

Curriculum committees are urged to approve new courses in January and February meetings to ensure the PCSRs carry new course information for department review.

For more information, contact Elizabeth Grundner, Scheduling, 150 Williamson Hall, 625-4094.

Financial Aid Check Disbursement Underway for Winter Quarter 1990

Winter and reinstated fall financial aid checks are being distributed in the Great Hall of Coffman Memorial Union from 8 a.m. to 3:30 p.m. on January 5 and January 8-11.

Beginning January 12, financial aid checks will be available from 8 a.m. to 3:30 p.m. in the Bursar's Office, 140 Williamson Hall. Checks not picked up within 30 days may be canceled.

Computer terminals have been temporarily installed in Coffman Memorial Union's Great Hall to enable Financial Aid, Student Accounts Receivable, and Continuing Education and Extension staff to answer student questions during winter quarter check disbursement days.

Semester Calendar No Longer Under Consideration

The Office of the Registrar (OTR) was notified in November by the Office of the Vice President for Academic Affairs that a semester system will not be implemented on the Twin Cities campus in the next several years. A semester calendar conversion has been widely debated and discussed since Commitment to Focus first called for such a change. With responsibility for the Authorized Course Data Base and classroom scheduling, the OTR would be heavily involved in a semester system implementation.

Class Schedules, Summer Bulletins Coming

Spring *Class Schedules* will arrive in many college offices January 26 and in all department and remaining college offices by February 6. Distribution to students begins February 7. Queued registration for spring quarter opens Wednesday, February 14. The complete queue for spring will be on pages 10-11 of the spring schedule.

Summer Session bulletins

Summer Session bulletins are due on campus February 14, allowing students to plan their spring and summer programs at the same time. Copies of the summer bulletin will be available at the registration centers (202 Fraser Hall, Minneapolis, or 130 Coffey Hall, St. Paul); the Williamson Hall Information Center (207 Williamson); and the Summer Session Office, 135 Johnston Hall.

Summer registration

Summer registration for academic-year students begins May 7, and registration for summer-only students opens May 18.

Inside The Record

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<i>Problem Report System Enhances Service</i>	page 4

The Month Ahead

Information Systems and Services Workshops

Workshops on institutional data bases accessed through Application System (AS) software:

REGISTERED STUDENT REPORTING DATA BASE (RRDB/DB2)—February 1, 1:30-3:30 p.m.

Each workshop describes the respective data base and how it functions. The AS data base workshops also offer advice on avoiding common problems.

Workshops take place in 260H Williamson Hall. Enrollment is limited to 12, and reservations are required.

For more information or to reserve a place, contact John Kellogg, 625-3387.

Meetings and Events

Information Network (see article below)—Wednesday, January 17, 3:15 p.m., Coffman Memorial Union.

Registrar's Advisory Committee—January 8, 10-11:30 a.m., 240G-K Williamson Hall
February 5, 10-11:30 a.m., 240G-K Williamson Hall

Important Dates

- | | | |
|-----------------|-----------|---|
| January | 12 | Last day to cancel individual course without transcript record. |
| | 15 | Martin Luther King's Birthday observed. Classes excused and University offices closed. |
| | 16 | Deadline for applications for admission or transfer to the College of Liberal Arts for spring quarter. |
| February | 7 | Last day for undergraduates and students in professional degree programs to pay graduation fees for winter quarter. |
| | 14 | Spring quarter registration begins. |

Registration Calendar Set For 1990-91

- Spring 1990 registration begins February 14
- Summer 1990 registration begins May 7
- Early fall 1990 registration (queued) begins May 10
- Early fall 1990 registration (open) begins June 4
- Fall registration closed June 18-August 24
- New student registration begins August 20
- Fall 1990 registration reopens August 27
- Fall quarter classes begin September 24
- Winter 1991 registration begins November 8
- Winter quarter classes begin January 2
- Spring 1991 registration begins February 19
- Spring quarter classes begin March 25

Staff News

The Record invites staff news from college and department student services offices.

Please submit items for the next edition by **January 19**.

Information Network

Jeff Schmitz, concession/postal manager, will lead a tour of Coffman Union at the next meeting of the Information Network. The group will meet at 3:15 p.m. January 17 at the Information Desk on the first floor of the union. Hourly parking is available on level 3 of the East River Road Ramp. For further information, contact Jan Bobrowske, Student Support Services, 5-0873.

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES:

Office of Admissions and Prospective Student Services · Information Systems and Services · Office of the Registrar · Office of Student Financial Aid

Publications and Communications Office, 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5579). Colleges and departments are invited to submit items of interest to student services units across the Twin Cities campus.

Kate Tyler, editor

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

Aid Programs Available

Students should apply now for 1990-91 aid from the following programs:

- Pell Grant
- Minnesota State Grant
- Stafford Student Loan (formerly GSL)
- Perkins Loan
- Supplemental Educational Opportunity Grant
- University grants, scholarships, and loans
- College Work-Study
- Health Professions Loan
- Nursing Student Loan

Students can obtain application materials from the Office of Student Financial Aid, 210 Fraser Hall, Minneapolis, or 197 Coffey Hall, St. Paul.

Housing Program Offered

A special housing program is being offered to 1990 incoming freshmen by the Office of Admissions/Prospective Student Services and Housing Services. The High Ability Housing Program guarantees housing to selected students in the top 10 percent of their high school classes. To be eligible, students must:

- Be admitted to one of six Twin Cities campus freshman-admitting colleges for fall quarter 1990
- Have fewer than 30 college credits
- Be 1990 high school graduates (exceptions are students on exchange programs or students who graduated in the middle of the previous academic year)
- Have an application for admission on file by January 20, 1990 (including a high school transcript)
- Have a completed housing application and deposit on file with Housing Services by February 1, 1990

Academic units are responsible for completing a referral card for each student. Request referral cards by calling Julie Loken or Julia Van Cleve, Prospective Student Services, 625-1026. Program space is limited.

Early Fall Registration Set

Early queued registration for fall 1990 will run from May 10 to June 1. Open registration runs from June 4 to June 15. Registration will reopen August 27 for cancel/adding and for those students who have not yet registered. (New student registration begins August 20.)

The fall *Class Schedule* will be distributed in May. A supplement, recapping changes in course information and including tuition and fee information not available in May, will be issued in August.

Students registering early will get a course confirmation, but fee statements will not be mailed until early August after the Board of Regents has set fees. Fees will be due to the Bursar in mid-September.

Faculty/Staff ID Card Update

Production of staff and faculty identification cards has been delayed until March to allow departments to verify a roster of staff and faculty on the Staff Demographics Database who have been identified as eligible for ID cards. The project team wants to make sure that everyone entitled to an ID card receives one and that the information passed to the ID Validation Database is correct. Departments should receive their rosters about January 15 and will be asked to return corrections to the Information Center by January 31 for data entry.

Detailed memos have been sent to payroll coordinators and to deans, directors, and department heads describing procedures for card eligibility and issuance.

For more information, contact Mary Amundson, 625-1887, or Jan Bobrowske, 625-0873.

Registration Queue Established Through 1994

The Registrar's Advisory Committee recently approved the schedule of beginning names for the registration queue for fall 1991 through spring 1994. The alphabet is divided into nine segments, with each beginning name appearing at the top of the queue once during the three-year rotation of the queue. Names are rotated so each student is scheduled to register near the beginning, the middle, and the end of the queue stage once each year.

Because graduate and professional students and seniors register before the rest of the undergraduates, a sophomore near the beginning of the second stage of the queue actually may be scheduled to register closer to the middle of the queued registration period than to the beginning.

The beginning point of the queue for each quarter is below. For fall quarters, both the May-June queue and the August-September queue begin at the name indicated. All stages of the queue will begin at the same point in the alphabet.

Fall 1991 —Tholkes	Winter 1992 —Manno	Spring 1992 —Elicker
Fall 1992 —A	Winter 1993 —Harmsen	Spring 1993 —Olson R
Fall 1993 —Buenger	Winter 1994 —Sanford	Spring 1994 —Kent

Questions may be directed to Don Meyers, Office of the Registrar, 625-1800.

Problem Report System Improves Service to Administrators, Students

ABOUT ONE MILLION student contacts take place each year in Student Support Services and Financial Services offices. Student Support Services (SSS) includes the Office of Admissions, Office of the Registrar, and Office of Student Financial Aid, while Financial Services (FS) includes Student Accounts Receivable and Loan Collections.

In so large a system, a student may at some time run into a snag, real or perceived, while registering, seeking a transcript, paying fees, or picking up a loan check. Jim Preus, SSS coordinator, says that most student questions and complaints are handled quickly and routinely, to the satisfaction of everyone involved. And, he says, there's now a formal system in place to resolve promptly the few complaints that students take to central administrative offices.

THE PROBLEM REPORT SYSTEM gives high priority to student grievances referred to student contact units by central administrators. Established last May by Preus and Carol Campbell, controller and treasurer, the system consists of a Problem Report form, a hot-line telephone number, and five staff members (one in each SSS and FS unit) designated as official "problem solvers."

"They never say 'it's not my problem, it's not my department,'" says Preus of the designated problem solvers. "Whatever the issue, they simply resolve it."

MOST STUDENT SERVICE MATTERS involve more than one office, notes Julie Benz, a graduate administrative fellow in Financial Aid and the designated problem solver in her office. "The University is a very complex environment because it's so decentralized," says Benz. "Troubleshooting problems always requires coordination between offices. Sometimes problems occur simply because staff in one area can't possibly know everything about how things work in another office."

Preus says he receives between one and eight Problem Reports each week, most of them pertaining principally to financial aid matters. Problem solvers such as Benz are empowered not to make exceptions to policies and procedures, but to fully investigate a matter and make sure it was handled appropriately.

BENZ SAYS THE PROBLEM REPORT SYSTEM simply "formalizes" procedures used to follow up on any student complaint. "I do the same thing when I get a Problem Report that I do when I get a phone call," she says. "I investigate the facts. I go to the manager of each area and I see what was done in a particular situation. Then I determine what steps, if any, need to be taken. The

only difference with the Problem Report System is that we write up a formal report afterward."

Both Benz and Preus believe the more formal tracking system is valuable for several reasons: It ensures thoroughness, it provides a record of how staff and offices work, and it enhances interdepartmental understanding. "If we had the money, we'd like to treat every student this way," Preus notes.

BENZ SAYS THE SYSTEM has made her far more knowledgeable about other student contact offices and about the University generally. "I've learned a lot about, for instance, Student Accounts Receivable," she said. "Some of the things I've learned aren't necessarily critical to a financial aid counselor's battery of knowledge, but the more pieces of the whole you have, the more effective you're going to be."

"Ultimately," says Benz, "a system like this means that Student Support Services and Financial Services offices support each other better, which benefits everyone—especially students."

Besides Benz, the official problem-solvers are Loren Anderson (Office of Admissions), Mary Koskan (Office of the Registrar), Carolee Cohen (Student Accounts Receivable), and Ione Denz (Loan Collections).

The Record

University of Minnesota
Student Support Services

150 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455

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CEE Record Conversion Project Expands

The Office of the Registrar (OTR) continues to convert paper grade records maintained for Continuing Education and Extension (CEE) courses to the computerized database used for day school students.

Records have been automatically converted for all students registering for CEE courses since Summer Session I 1989. Each time a student registers for a CEE course, OTR staff locate all paper CEE records on the student and manually transfer the information to the student's computerized day school record. (A database record is created for students not previously registered in day school.)

This month, the Office of the Registrar will begin to expand the conversion project to include past records, while continuing to give current CEE enrollments top conversion priority. Staff will begin to convert to the database students applying for admission, student athletes currently enrolled, and students applying for graduation.

Financial Aid Reminder for OMSSA Students

ACT financial aid application packets are now being reviewed and the ACT fee waivers processed at the Learning Resource Centers (LRCs) of the Office of Minority and Special Student Affairs (OMSSA).

Fee vouchers will be available on a first come, first serve basis. Students are urged to stop by as soon as possible to make an appointment.

- **African American LRC**
323 Walter Library
625-1363
- **American Indian LRC**
125 Fraser Hall
624-2555
- **Asian/Pacific American LRC**
306 Walter Library
624-2317
- **Chicano/Latino LRC**
332 Walter Library
625-6013

Spring Registration Begins February 14

Spring quarter registration begins Wednesday, February 14. *Registration Status Notices* state the specific day and time of registration for individual students. The complete queue is printed on pages 10-11 of the spring *Class Schedule*.

All holds must be cleared before registration. In addition, students must obtain all required college or adviser approvals (department approval in the Institute of Technology) and any necessary registration override permits before they will be allowed to register. If you advise students, encourage them to check with college offices if they have questions about approvals.

Update on ID Cards

Students

Only the new, bar-coded identification card will be considered valid for Twin Cities students effective spring quarter 1990.

The new card will be required of students picking up spring quarter financial aid checks.

Any student who has not yet picked up a new card should come to the ID Card Office, 248 Williamson Hall.

Faculty and staff

New cards for faculty and staff will be printed in March and sent to payroll coordinators for distribution. To ensure that everyone entitled to a new card receives one, payroll coordinators have been asked to verify rosters of staff and faculty on the Staff Demographic Database.

Coordinate campus students

Mass reissuance of ID cards has been completed on the Duluth, Morris, and Waseca campuses. Reissuance is scheduled on the Crookston campus February 14 and 15.

Inside The Record

- Decentralization of Student Record Systems* page 3
- Financial Aid Application Changes* page 4

The Month Ahead

Information Systems and Services Workshops

ID CARD SYSTEM OVERVIEW—February 20, 10:30 a.m.-12 noon, and March 19, 1:30-3:30 p.m.

Overview of the new, bar-coded University ID card, issuance procedures, and the ID Card Validation Data Base. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call Mary Amundson, Student Support Services, 625-1887.

ADMISSIONS/PROSPECTIVE STUDENT REPORTING DATA BASE (ARDB/DB2)—March 1, 1:30-3:30 p.m.

Description of the ARDB/DB2 and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call John Kellogg, Student Support Services, 625-3387.

Meetings and Events

Information Network—
Wednesday, February 28, 3 p.m.,
240G-K Williamson Hall

Registrar's Advisory Committee—
Monday, March 5, 10-11:30 a.m.,
240G-K Williamson Hall

Important Dates

February	14	Spring quarter registration begins.
	15	Last day applicants to most undergraduate colleges and programs can be assured a spring quarter admission decision.
March	12	Last day of instruction.
	13-17	Final examinations.
	17	End of winter quarter. Commencement—candidates for baccalaureate degrees should check with college offices for information.
	23	Last day to register for spring quarter without paying late registration fee.

Adult Special Brochure

A brochure about adult special study at the University has been produced by the Student Support Services Publications and Communications Office.

Information about adult special application, registration, class availability, tuition, and graduate study is contained in the brochure.

For a copy of the new publication, please call 625-3030.

Student Record Access Compliance Audit

The annual Student Record Access Compliance Audit was completed in December. Staff with on-line access to student records (production systems and reporting databases) were required to sign Access to Student Records Compliance Statements specifying confidentiality standards. Out of 1100 statements sent out for signatures, only 10 were not returned after follow-up contacts were made. Those failing to return signed statements have lost their student records access.

Carolyn Davidson, a Student Support Services assistant in the Systems Development/Operations unit, thanks all staff who cooperated with the audit and who updated information. She reminds supervisors to notify her in 260 Williamson Hall whenever a staff member with on-line access leaves the University, so access to computer systems may be deleted.

IUT Applications

Intra-University transfer (IUT) applications are now being handled by the Office of the Registrar instead of the Office of Admissions. Students who wish to transfer from one college to another (e.g., the College of Liberal Arts to the Carlson School of Management) or from one campus to another (e.g., Morris to Twin Cities) should see the registrar in 150 Williamson Hall or 130 Coffey Hall.

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Kate Tyler, editor

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Class Hour/Credit Hour Policy Approved

The University Senate at its fall meeting approved a policy specifying a one-to-one ratio between the number of credits awarded for a course and the number of class hours per week the course meets. A four-credit lecture course, for instance, will have to meet 200 minutes a week, or the equivalent of four 50-minute hours, to comply with the policy statement.

The statement suggests that the time adjustments begin immediately and be completed by the end of the 1991-92 academic year.

As part of the movement toward compliance, class periods changed from 45 to 50 minutes beginning with the current quarter.

Preliminary Class Schedule Reports

Fall quarter Preliminary Class Schedule Reports (PCSRs) will be delivered to academic units for review on Monday, February 26, and picked up on Friday, March 2.

The PCSRs give units a last check of their fall quarter 1990 courses, credits, times, and rooms before the *Class Schedule* is distributed in May for early fall registration.

Curriculum committees are urged to approve new courses during their February meetings to ensure the PCSRs carry new course information for department review.

Department scheduling coordinators should begin reviewing the PCSRs as soon as possible after delivery. Revisions must be noted in time for the March 2 pickup.

Anyone not receiving the PCSRs on February 27 or unable to meet the March 3 deadline should call Nancy Peterson, Student Support Services, 625-6089.

Decentralization Of Student Record Systems

The University's Management Information Systems (MIS) Staff Committee is studying the feasibility of decentralizing student record systems at the campus level as recommended in an earlier consultants' report.

(Student record systems include records related to prospective students, admissions, registration, academic records, financial aid and loan processing, ID card production, accounts receivable, and loan collections.)

The decentralization project is headed by Mark Luker, Duluth campus. Tim Fitzpatrick, Administrative Information Services, and Roberta Armstrong, Student Support Services (SSS), are team members.

Over the next few months the team will collect information to allow the MIS Staff Committee to compare the cost benefits of the present central system, an upgraded central system, and decentralized systems (particularly at the Duluth campus). Both one-time conversion and ongoing costs will be considered.

Several SSS staff members (Armstrong, George Hudachek, Phil Morgan, and Jeff von Munkwitz-Smith) recently spent two days on the Duluth campus reviewing a software package that could be used for a decentralized system.

The project will continue through May 1990.

Williamson Hall Recarpeting Schedule

Student Support Services (SSS) and Student Loan Collections offices in Williamson Hall will be recarpeted on six weekends beginning February 16-19.

Regrettably, recarpeting will interrupt service in some offices on certain Fridays. If you have business to conduct with an SSS office, please plan around the schedule below. Your cooperation is greatly appreciated.

Weekend	Area	Friday Service Changes
February 16-19	Admissions/Prospective Student Services 230/240 Williamson	Limited walk-in service available in 150 Williamson. No phone service. Message on closing will be added to phone line recording. Drop box for applications.
February 23-24	Office Services: Files 220 Williamson	Closed. (Some staff will be assigned to desk work elsewhere in building.)
March 2-5	Office of the Registrar: Professional staff and Scheduling unit 130/140 Williamson	Limited in-person service available through Student Relations in 150. Limited telephone service Friday afternoon and Monday morning.
March 9-12	Office of the Registrar: Record Maintenance 150 Williamson	Limited in-person service available through Student Relations in 150. Operational staff will provide coverage at Registration Center in Fraser Hall.
March 16-19	Office of the Registrar: Transcripts/Certifications 155 Williamson	No service in 155. Transcript service available in 240G-K Williamson. Drop box available.
	Office Services 110 Williamson	Public phone 625-3030 will be answered until noon; office closed at noon.
March 22-26	SSS Administration and Information Systems and Services Administration	Closed. Main telephone line (625-2344) will be answered.

Winter Wait Time Study

The six-minute wait was again standard as students registered for winter 1990 classes during the queued registration period. The same figure was recorded during fall 1989 registration and during registration a year ago (winter 1989).

The figure includes time spent waiting to get to the registration counter and that spent actually registering.

Individual colleges

Waits varied somewhat by day, time, and college. The longest average daily wait was 10 minutes, recorded on November 30. Waits were shorter before 11 a.m. and after 2 p.m., when fewer fee statements were run per hour. By college, waits varied between 3 and 10 minutes:

Architecture	3 to 9 mins.
Education	3 to 9 mins.
Graduate School	3 to 9 mins.
Liberal Arts	3 to 10 mins.
Other Minneapolis-based colleges	4 to 7 mins.
St. Paul students	4 to 7 mins.

Previous system

Students waited an average of 73 minutes to complete comparable registration activities before the implementation of the current, computerized registration system, according to Jeff von Munkwitz-Smith of the Office of the Registrar. Von Munkwitz-Smith may be reached at 625-1800.

Applications Due for 1990-91 Financial Aid

Students should apply now for financial aid for the 1990-91 school year. A packet of information and forms is available from the Office of Student Financial Aid (OSFA) Information Center, 210 Fraser Hall (Minneapolis), or 197 Coffey Hall (St. Paul).

The student must sign the application and send it to American College Testing (ACT) along with an application fee. If either the signature or fee are missing, ACT will return the application to the student.

Changes in application process

ACT is introducing a new delivery system that streamlines the application process, according to Kurtis Kindschi, ACT's director of financial aid services. Kindschi spoke January 25 on changes in the ACT application process to about 50 staff members from OSFA, Continuing Education and Extension, General College, the Medical School, Health Professions, and the Duluth campus.

For the first time, the Student Aid Report (SAR) on Pell Grant eligibility will be sent to the student with the one-page confirmation report on general financial aid eligibility. SARs had been processed separately by the Pell Grant Agency.

Federally mandated changes on the eight-page ACT Family Financial Statement (FFS) altered the sequence of the questions, Kindschi said. Other changes include:

- The parent's estimated income for the current year (1990) will no longer be required except for students filing as dislocated workers. Students claimed as dependents on their parent's tax returns for the previous two years (1988 and 1989) will automatically be classified as dependent students.
- Students must sign the FFS. They no longer can have someone else sign the FFS for them. The form will be returned if any questions about the authenticity of the signature are indicated. For anyone unable to provide a signature, a symbol such as an "X" may be substituted if validated by a witness. In lieu of a parent signature, the FFS may be signed by a legal guardian, person with power of attorney, stepparent, school counselor, or financial aid administrator.

Students who want a copy of ACT's analysis of their application should write code "7777" after the college/program codes on lines 49 or 114 of the FFS. The \$3 report, which Kindschi calls one of the best sources of information available to the student, shows the Pell Grant Index, computations, and federal verifications. Budget information specific to the University of Minnesota is not included, however.

Students with questions may call ACT: general information—1-800-333-INFO; questions about the ACT-FFS—319/337-1200; and questions on individual circumstances (or requests for duplicate SARs)—319/722-9200.

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Student Support Services

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The Record

Grade Report Deadline for Winter Quarter

The winter quarter grade run is scheduled for March 19, 20, and 21. The deadline for academic departments to submit winter quarter grade reports to the Office of the Registrar is **9 a.m. Wednesday, March 21**. Grades submitted after the deadline will not be posted to student records in time to be reflected on winter quarter grade slips.

Grade deliveries

If you deliver grade reports, please leave them with the receptionist in the Student Relations Unit, 150 Williamson Hall. The office opens at 8 a.m. Monday through Friday.

Please do not deliver grade reports elsewhere or send them through campus mail.

Messenger pickup

You may obtain messenger pickup of grade reports by calling **625-3030**. When requesting grade pickup, please indicate any times your office is closed or any other unusual scheduling that would impede pickup.

Lost grade reports

If an original grade report is misplaced or lost, please call Data Management immediately at 625-5069.

Questions?

If you have questions about the grade run for winter 1990, please direct them to Data Management at 625-5069 or to Student Relations at 625-9050.

SSS Offices Open Late for Student Convenience

Several Student Support Services offices will keep extended hours during the first week of spring quarter.

Closing time will be 6 p.m. Monday, March 26 (and every Monday during spring quarter) and will be extended to 5:30 p.m. Tuesday, March 26, through Wednesday, March 28, at:

Registration Center	202 Fraser Hall
Financial Aid Information Center	210 Fraser Hall
Student Relations	150 Williamson Hall
Certifications and Transcripts	155 Williamson Hall
Identification Card Office	248 Williamson Hall
Williamson Hall Information Center	207 Williamson Hall

Grade Reports for Graduate Thesis Credits

Under a new policy begun fall 1989, graduate students must register for a course numbered 8777 or 8888 through their departments in order to receive graduate thesis credits.

Grade reports for these courses are produced exclusively for the departments offering the courses. Departments should use these reports to gather data about advising/teaching time expended by faculty members.

These grade reports are stamped "Do not submit grades" and should not be submitted to the registrar.

If you have questions about this policy, please contact Data Management at 625-5069.

Class Schedule

Department Listing

Departments are asked to review addresses and telephone numbers on page 108 of the spring *Class Schedule*. Please report changes by **March 23** to Judith Shalaby, Office of the Registrar, 625-1530.

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The Month Ahead

Information Systems and Services Workshops

ID CARD SYSTEM OVERVIEW—March 19, 10-11:30 a.m.

Overview of the new, bar-coded University ID card, issuance procedures, and the ID Card Validation Data Base. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call Mary Amundson, Student Support Services, 625-1887.

REGISTERED STUDENT REPORTING DATA BASE (RRDB/DB2)—April 5, 1:30-3:30 p.m.

Description of the RRDB/DB2 and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call John Kellogg, Student Support Services, 625-3387.

Meetings and Events

Information Network—
Wednesday, March 21, 3 p.m.,
240G-K Williamson Hall

Registrar's Advisory Committee—
Monday, April 2, 10-11:30 a.m.,
120 Coffey Hall, St. Paul campus

Important Dates

March	12	Last day of instruction.
	13-17	Final examinations.
	17	End of winter quarter. Commencement—candidates for baccalaureate degrees should check with college offices for information.
	23	Last day to register for spring quarter without paying late registration fee.
	26	Spring quarter classes begin.
April	4	Last day for undergraduates and students in professional degree programs to pay graduation fees for spring quarter.

Counselor Conferences

The Office of Admissions and Prospective Student Services will host conferences for high school and community college counselors in April.

Community college counselors will convene Friday, April 20, from 8:30 a.m. to 2:30 p.m. at the University of Minnesota Landscape Arboretum. High school counselors will meet Wednesday, April 25, from 8:30 a.m. to 2:30 p.m. at the Radisson University Hotel.

Updates on college programs will be presented, along with information on the 1991 high school preparation standards and admissions procedures for freshman-admitting colleges. College representatives will help staff an information fair at each conference.

SSS Employee Recognition Program

Student Support Services employees observing length-of-service milestones and those who have done outstanding work during 1989-90 will be honored during the annual SSS Employee Recognition Program in June.

Anyone may nominate an SSS employee for an outstanding-service award, which carries a cash bonus of \$250. Nomination forms may be obtained after March 19 from the SSS Budget and Personnel Office, 260 Williamson Hall. The nomination deadline is April 16.

Information Network

Barbara Stedje, associate administrator for the Office of Minority and Special Student Affairs, will be the featured speaker at the March meeting of the Information Network. The group will meet at 3 p.m. Wednesday, March 21, in 240G Williamson Hall. Questions about the Information Network may be directed to Jan Bobrowske, Student Support Services, 5-0873.

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Kate Tyler, editor

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Transcript Fee Changed

The regular fee for obtaining a University transcript will increase from \$2 to \$3 effective July 1, by decision of the Administrative Fees Committee.

No change has been made to the \$6 "rush service" fee.

Publications News

Bulletin published for CALA

The first bulletin for the new College of Architecture and Landscape Architecture has been published by the Publications and Communications Office (PCO) of Student Support Services.

The 48-page bulletin is for the 1990-92 bulletin cycle. To request a copy, call 625-3030.

New Student News produced

The winter 1990 edition of *New Student News* has been published. The newsletter is produced three times a year for newly admitted students. The current edition includes feature articles on the College of Liberal Arts Honors Program and the Undergraduate Research Opportunities Program.

To request a copy, or to suggest story ideas for the next edition, call editor Kate Tyler at 625-5579.

International study brochure

The brochure "Undergraduate Studies for International Students" has been updated for 1990-91 by the PCO and the Office of Admissions/Prospective Student Services. To request a copy, call 625-3030.

Staff News

The Record invites staff news from college and department student services offices. Please submit items for the next edition by March 23.

Details of Faculty/Staff ID Issuance

Database cleanup

The Staff Demographics Database is undergoing major cleanup at Administrative Information Services (AIS), based on updates to staff rosters made by payroll coordinators in February.

The cleanup will ensure that everyone entitled to a new University identification card receives the proper type of card and that the information passed to the new ID Validation Database is correct. March 12 is the cutoff for database updates.

Mary Amundson, assistant director of Student Support Services, thanks all University staff who have helped update information.

New cards printed

Student Support Services will start printing the new, bar-coded ID cards March 13. The cards will be printed by payroll locator code, lowest code first.

Printing is expected to take two weeks, until the beginning of spring quarter. Cards will be sent to departmental payroll coordinators for distribution as soon as they are printed.

During the mass printing, Student Support Services will accept ID authorization forms only for new employees not on the Staff Demographics Database as of March 12. No replacement cards will be printed until the mass printing is over.

Individuals who have already received a bar-coded card will not have an additional one printed.

Questions?

For more information, call Mary Amundson (625-1887) or Jan Bobrowske (625-0873) in Student Support Services.

Williamson Hall Recarpeting Update

Recarpeting of Williamson Hall continues during March, causing service interruptions in some offices on certain Fridays.

If you have business to conduct with an SSS office, please plan around the schedule below. Your cooperation is greatly appreciated.

Weekend	Area	Friday Service Changes
March 9-12	Office of the Registrar: Record Maintenance 150 Williamson	Limited in-person service available through Student Relations in 150. Operational staff will provide coverage at Registration Center in Fraser Hall.
March 16-19	Office of the Registrar: Transcripts/Certifications 155 Williamson	No service in 155. Transcript service available in 240G-K Williamson. Drop box available.
	Office Services 110 Williamson	Public phone 625-3030 will be answered. Office closed at noon.
March 22-26	SSS Administration and Information Systems and Services Administration	Closed. Main telephone line (625-2344) will be answered.

Winter Registration Highlights

CAMPUS HIGHLIGHTS

Campus	Enrollment	Change from wtr. '89	
		Percent	Number
Twin Cities	39,266	-1.6	-648
Crookston	1,261	-3.7	-48
Duluth	7,415	+3.9	+277
Morris	1,984	+1.7	+33
Waseca	1,295	+0.3	+4
TOTAL	51,221	-0.7	-382

SELECTED TWIN CITIES HIGHLIGHTS

College	Enrollment	Change from wtr. '89	
		Percent	Number
Agriculture	680	-7.5	-55
Architecture/ Landscape Architecture	267	—	—
Biological Sciences	318	-2.8	-9
Education	1,650	-14.9	-289
General College	2,013	-7.7	-167
Graduate School	7,862	+1.2	+95
Home Economics	1,076	-6.8	-78
Law (Spring Semester)	756	+3.7	+27
Liberal Arts	15,355	-0.2	-32
Management	810	-9.1	-81
Medical School	1,907	-2.5	-49
Mortuary Science	65	+14	+8
Natural Resources	325	+13.6	+39
Nursing	173	-1.7	-3
Occupational Therapy	64	+1.6	+1
Pharmacy	338	+6.3	+20
Public Health	241	+2.1	+5
Technology	4,453	-6	-285
University College	150	-6.3	-10
Veterinary Medicine	256	-7.2	-20

UNIVERSITY-WIDE NEW STUDENT HIGHLIGHTS

Campus	Enrollment	Change from wtr. '89	
		Percent	Number
New High School	591	+15	+77
New Advanced Standing	845	+18.3	+131
New Adult Special	932	+6.3	+55
TOTAL	2,368	+12.5	+263

Top 40 Large Classes: Winter 1990

The Office of the Registrar has for several years produced a list of the top 40 large classes offered each quarter. The winter 1990 list follows. Central administrators have used the list to identify classes that might benefit from funds for improved visual aids and teaching materials.

Enroll.	Class	Location	Instructor
1 797	Psy 1001	Willey 125/175	Film
2 518	Biol 1101	Willey 175	V. Woodward (prof.)
3 441	Econ 1101-1-2, Econ 1102H	Willey 175	Dalgaard (prof.)
4 401	Hist 1302, 1302H	Willey 175	Berman (prof.)
5 385	Econ 1101-2	Willey 175	Hazlett (TA)
6 384	Th 1101-2	Rarig 190	Nolte (prof.)
7 360	Anth 1102, 1102H	Willey 175	Ingham (assoc. prof.)
8 345	ArTH 3575	Willey 125	Marling (prof.)
9 340	JwSt 1034, 3034, RelS 1034	Nicholson 45	Zahavy (prof.)
10 323	Anth 3211	Nicholson 45	Dunnigan (assoc. prof.)
11 305	Mus 1001	Willey 125	Damschroder (assoc. prof.)
12 304	Econ 1102-2	Willey 175	Debuque (TA)
13 302	Geo 1001-2	Smith 100	Edwards (ass't. prof.)
14 290	Biol 1009-2, 1009H	Willey 125	Soulen (prof.)
15 266	Econ 1101-1	Anderson 210	Sutter (TA)
16 261	Arch 1023, LA 1023	Nicholson 45	Satkowski (assoc. prof.)
17 254	Phil 1001-1	Botany B6	Lewis (prof.)
18 251	Geo 1001-1	Smith 100	Kleinspehn (ass't. prof.)
19 248	Geog 1301	Willey 125	Scott (assoc. prof.)
20 245	Biol 1008	Moos 2650	Tordoff (prof.)
21 245	Geog 1401	Anderson 210	Barrett (prof.)
22 242	ArTH 3013, EAS 3013	Anderson 310	Poor (prof.)
23 242	Chem 1004-2	ScienceCB 325	Moscowitz (prof.)
24 239	Geog 3101	Anderson 210	Gersmehl (prof.)
25 236	Anth 1101, 1101H	ScienceCB 325	Gasco (ass't. prof.)
26 236	Chem 1004-1	ScienceCB 375	Moscowitz (prof.)
27 235	Pol 1001-2	Blegen 5	Gray (prof.)/Fried (TA)
28 232	Ast 1011-1	Physics 150	Humphreys (prof.)
29 228	Soc 1001-2	Blegen 5	Hwang (instr.)
30 224	Pol 1025	Blegen 5	Doty (TA)
31 220	Clas 1042	Nicholson 45	Erickson (prof.)
32 217	Phys 1271	Physics 150	Walsh (prof.)
33 212	Chem 1005-1	ScienceCB 375	Mead (prof.)
34 209	Soc 1001-3	Anderson 210	Reef (instr.)
35 208	Biol 1009-1	Willey 175	Wick (assoc. prof.)
36 206	Phil 1002-1	Botany B6	Root (assoc. prof.)
37 205	Chem 1005-Lec 2	Science CB 325	Edgar (ass't. prof.)
38 198	Geog 1501	Anderson 210	Gersmehl (prof.)
39 198	CBN 5111	Phillips-Wang. 2470	Med. School faculty
40 195	PubH 3003	Moos 2650	Rothenberger (instr.)

The Record

University of Minnesota
Student Support Services

150 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455

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UNIVERSITY ARCHIVES
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The Record

Early Fall Registration Begins May 10

Early fall registration is scheduled to begin May 10 this year with queued registration running until June 1. Open registration will be available June 4-15.

Second registration period

No fall registrations will be accepted from June 18 through August 24. Queued registration will reopen August 27 for cancel/adding and for students who have not yet registered. Students should receive a *Registration Status Notice (RSN)* for this second registration period during the second week of August. (New-student orientation begins August 20.)

Fall Class Schedule

The fall *Class Schedule* and accompanying winter/spring *Preliminary Class Schedule* will be distributed to students May 4. The fall schedule will contain neither tuition nor estimates due to the uncertainty of proposed changes in the undergraduate tuition plan.

No *Class Schedule* will be published in August, but a *Fall Quarter Update* recapping changes in course information and including complete tuition and fee information will be issued.

August mailing

Students taking advantage of early registration will get a course confirmation form. Fee statements and the *Fall Quarter Update* will be mailed to students in mid-August. Fees are due beginning the first week of September.

Staff members should remind students planning to leave campus for the summer to submit a change of address form to their registration center so they can receive the *RSN*, fee statement and *Fall Quarter Update*, and July transcript mailing.

Major/Adviser Reports Available in April

Major/adviser reports are scheduled to be distributed to colleges during the week of April 23. The deadline for updating student records with information to be included on the reports is Friday, April 20.

Colleges are reminded that the summary reports by major and minor are not head counts. Students with double majors are counted twice, and totals in the reports do not reflect actual enrollment figures.

Advisers will appear on the reports only if entered in the demographic/donor data base. Demo/donor records can be added or updated by submitting a staff directory form (available from the general storehouse) to Administrative Information Services, 129 Administrative Services Center, 1919 University Avenue.

For more information on the reports, contact Don Meyers, Office of the Registrar, B-25 Fraser Hall (5-1800).

Course Inventory Table Is Expanded

To give users more data on end-of-second-week enrollment and credit, the Office of the Registrar has expanded a section of the Course Inventory Report that details the composition of students in courses.

Beginning spring quarter, Table III will appear in three parts:

Table IIIA is the same as the old Table III: Students in each course section are profiled by college of registration.

Table IIIB shows credit hours (credits x enrollments) profiled by college of registration.

Table IIIC will be of special interest to college offices and central administrative units. It is a single-page report of the aggregate number of credit hours (course credits x enrollment) taken by a college's students. The enrollment is non-duplicated. This table replaces the R081 credit-hour report.

The Course Inventory Report will be mailed the week of April 15 to University offices and departments. Questions should be directed to Elizabeth Grundner in the registrar's office, 5-4094.

Inside The Record

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<i>Report on Student Records System</i>	page 4

The Month Ahead

Information Systems and Services Workshops

SSS REPORTING WORKSHOP—April 19, 1:30-3 p.m.

Overview of SSS reporting services and how to use them. Open to non-SSS staff. Location: 240 G-K Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call John Kellogg, 5-3387, or Ron Matross, 5-1027.

ADMISSIONS/PROSPECTIVE STUDENTS REPORTING DATA BASE (ARDB/DB2)—May 3, 1:30-3:30 p.m.

Description of the ARDB/DB2 and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call George Hudachek, 5-5010.

Meetings and Events

Information Network—
Wednesday, April 25, 3 p.m.,
Boynton Health Service

Registrar's Advisory Committee—
Monday, May 7, 10-11:30 a.m.,
240G-K Williamson Hall

Important Dates

April	4	Last day for undergraduates and students in professional degree programs to pay graduation fees for spring quarter.
	6	Last day to cancel individual course without transcript record.
	16	Graduate School application deadline for first term of summer session.
May	15	Graduate School application deadline for second term of summer session.
	28	Memorial Day holiday. Classes excused and University offices closed.

SSS Employee Recognition

Nominations are invited for the Student Support Services (SSS) Employee Recognition Program.

If you know an SSS employee who deserves to be recognized for excellent work, nominate him or her for an Outstanding Service Award of \$250 by completing a nomination form available at the information desk at the following locations: 210 Fraser Hall, 150 Williamson Hall, 240 Williamson Hall, 260 Williamson Hall, 130 Coffey Hall.

If you have questions about the program, contact a member of the Employee Recognition Committee: *Admissions and Prospective Student Services*—Eugenia Smith, Bertha Neal; *Budget and Personnel*—Sheila Aukes (committee chair), Rebecca Colberg (ex officio); *Information Systems and Services*—Rick Bard, Kurt Neiswanger (at large), Deb Parker; *Office of Student Financial Aid*—Veryl Adams, Linda Sibben; *Office of the Registrar*—Kathye Rosel, Jeff von Munkwitz-Smith.

Career Resources

Students who wish to explore career options are invited to stop by the Career Resource Library in the CLA Career Development Office, 345 Fraser Hall.

Over 260 occupational areas are covered in the library, which recently updated its files.

The library is open 8 a.m. to 6:15 p.m. Monday and 8 a.m. to 4:30 p.m. Tuesday through Friday.

Information Network

Karen Angst, principal public relations representative for Boynton Health Service, will be the guest speaker at the April meeting of the Information Network. The group will meet at 3 p.m. Wednesday, April 25, in the Boynton Health Service Library, located on the first floor by the center stairway. A brief tour of Boynton will be included. For further information, call Jan Bobrowkse, Student Support Services, at 5-0873.

The Record

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STUDENT SUPPORT SERVICES:

Office of Admissions and Prospective Student Services · Information Systems and Services · Office of the Registrar · Office of Student Financial Aid

Publications and Communications Office, 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5579). Colleges and departments are invited to submit items of interest to student services units across the Twin Cities campus.

Kate Tyler, editor

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

Grad School Adds Early Registration Deadline

Graduate students will have to meet the same registration deadline as other University students beginning fall quarter. The end-of-second-week deadline covers: registering, adding or changing sections of a course, changing the grading option (including to or from audit status), or canceling a course without a "W" appearing on the transcript.

All changes in registration will require an adviser's signature. Grad students may cancel courses through Friday of the sixth week of the quarter with the adviser's signature; subsequent cancellations will require the signatures of both the adviser and instructor. No registration changes will be allowed after the last day of instruction.

Students should bear in mind that changes are not effective until a completed Course Request form is presented at the registration center. Deadlines will be strictly enforced. Exceptions will be considered only by written request to the Graduate School and will not be routinely approved.

Students must still register before the first day of the quarter to avoid paying late registration fees and must observe refund policies set by the Office of the Registrar.

Those whose financial support is pending should register on time and contact Student Accounts Receivable, 20 Fraser Hall (5-8500), for information on late payment fee policies.

If you have questions, call Jim Schaefer, assistant to the dean, at 5-3859.

New Counselors' Quarterly

The winter 1990 edition of *Counselors' Quarterly* was published early last month by the Publications and Communications Office of Student Support Services. The newsletter is published for high school and community college counselors; the new issue includes news about fall 1991 admissions policies.

To request a copy or to suggest articles for future editions, call Kate Tyler at 5-5579.

Research on Student Retention Available

A data base for tracking student retention and graduation has been developed by the Data and Reporting Services (DRS) unit of Student Support Services.

Several months in the making, the data base contains student flow data for all day school students enrolled from fall 1981 through fall 1989. DRS has sent each undergraduate college dean a report tracking the enrollment and graduation of eight successive years of the college's entering freshmen and transfer students. Breakouts by ethnic background and an interpretive guide are included.

DRS will produce additional reports, such as studies of the retention of intra-University transfers and of graduate and professional school students.

The retention reporting system will eventually be accessible to collegiate and departmental staff as an Institutional Data Base and will be updated each fall.

DRS will offer workshops on the new data base to college and department staff during spring quarter. Watch future issues of *The Record* for details.

Application Fees Increase

The undergraduate application fee has increased from \$20 to \$25 for students seeking admission for fall 1991 and thereafter. Undergraduates must now apply separately to each University campus for which they wish consideration.

The fee charged by the Graduate School has increased from \$25 to \$30, and the fee has risen from \$20 to \$30 for the School of Dentistry, Law School, College of Pharmacy, and College of Veterinary Medicine.

The fee charged admitted students by the Twin Cities Medical School will not change. And, no application fee is charged those applying as Adult Specials.

Graduate Student Financial Aid Counseling

Staff members should remind graduate students of an important change in graduate student financial aid counseling hours.

Counseling is now available on a walk-in basis only, 1-4 p.m. Thursday and 8:30 a.m.-12 noon Friday in 210 Fraser Hall.

Students must sign up at the information desk to see a counselor.

Summer Financial Aid Applications Available

Applications for summer 1990 financial aid are now available in the Office of Student Financial Aid (OSFA). Students should use the application to apply for Pell Grants, Minnesota State Grants, and College Work-Study employment. Loan applications are also available in OSFA. Minnesota Part-Time Student Grant applications may be found in the Extension Counseling Office, 314 Nolte.

Students must have an ACT 1989-90 Family Financial Statement (FFS) on file at the ACT offices in Iowa City, Iowa, by May 1.

For further information, students should call 4-1665 or come to OSFA in 210 Fraser Hall, Minneapolis, or 197 Coffey Hall, St. Paul. For information on non-College Work-Study employment, students should contact the Student Employment Center, 120 Fraser Hall, 4-8070.

University Student Records System Continues to Evolve

The central administrative student records system, based in Student Support Services, keeps track of admissions data, financial aid records, and enrollment and grade information for the University's 53,000 students.

The Student Systems Policy Committee (SSPC), advises SSS—and indirectly the Management Information Systems Staff Committee (MISSC) in the president's office—on ways to refine the system in keeping with institutional priorities.

In February, the SSPC issued a report that reviewed 1980s developments in the student records system and looked ahead to the 1990s. Following are highlights:

The foundation of the student records system was developed in the early 1980s. Registration was computerized and data bases set up for students, courses, financial aid information, and tables. Later in the decade, the base system was enhanced. Developments included:

- five reporting data bases set up by the Administrative Information Services (AIS) Information Center. They give SSS and college offices access to data: Registered Student Reporting Data Base, Admissions/Prospective Students Reporting Data Base, Financial Aid Reporting Data Base, and Student Flow Data Base;
- a loan application processing system in the Office of Student Financial Aid, greatly speeding processing of student loans;
- a bar-coded University identification card system to support automated circulation at University Libraries and other future computerized applications;
- computer work for the academic progress audit system (to be substantially completed by the end of fiscal year 1990);
- automatic placement of Continuing Education and Extension (CEE) registrations on the Student Data Base on a weekly basis, a partial solution to CEE/day records integration;
- an on-line transcript system allowing operational records (internal transcripts) to be printed in college offices as well as in the Office of the Registrar;
- desktop publishing of most SSS publications, including college bulletins;
- early AIS development of a data base of transfer course equivalency information, requisite to an automated system;
- changes in a number of on-line programs to make them more useful and added screens to facilitate data entry.

The records system continues to evolve in response to changes in University direction. The SSPC has just proposed three substantial projects for 1991 MIS funding:

- (1) A new day registration system, which has not had a major hardware or software update since its introduction in 1982.
- (2) A University-wide user campus information system to allow students and staff easy access to many forms of information (e.g., student records, "bulletin boards," directories, bookstore data). This would be a cooperative effort by AIS, SSS, Academic Computing Services and other interested parties.
- (3) A course inventory data base (containing faculty effort data) in the AIS Information Center. The benefits would include improved faculty effort reporting for colleges and departments, and the ability to link inventory data with other Information Center files (such as registration/records data).

Other developments we foresee for the 1990s include:

- Resolution of the decentralization question (not "if" but rather "in which situations and how"). Appropriate decentralization will be part of all major system developments.
- Full implementation of the Academic Progress Audit System (APAS) and automated transfer course equivalency system.
- Development of applications using the bar-coded ID card.

Further study is needed of other potential developments, such as electronic fund transfer for the Stafford Loan Program and a new generation of financial aid systems.

All developments are contingent on funding. While central administration has funded many important developments in the past decade, costs for base operations have outstripped resources by at least \$800,000 a year. Additional dollars must be found to support the continued evolution of the system to best serve the University community.

Members of the SSPC are: Roberta A. Armstrong (SSS, chair), Leo D. Abbott (SSS), Barbara Becker (CLA), David J. Berg (MIS), Bruce Gildseth (UMD), Chris Halling (SSS), Laurie Hayes (Agriculture), James Hesch (UMW), Russell K. Hobbie (IT), Nick LaFontaine (Finance and Physical Planning), Sam Lewis (SSS), John Malmberg (Extension), Ron Matross (SSS, staff); Beverly Miller (Graduate School), Robert Nelson (UMC), Mickey Peterson (Boynton Health Service), Don Ross (University College), Ruth Thielke (UMM), Sharon Vipond (Office for Student Development).

The Record

University of Minnesota
Student Support Services

150 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455

Deadline for May edition of The Record: April 20

UNIVERSITY OF MINNESOTA
STUDENT SUPPORT SERVICES
LIBRARY

The Record

Summer Registration Update

Summer registration for both terms begins Monday, May 7, for academic-year students. There is no queue for summer registration, which is on a first come, first serve basis. It is not, however, necessary to register on the first or second day except for a few courses that close early.

Courses that often close on the first day of registration are ArtS 1701, Comp 3031, 3032, EPsy 3131, Mgmt 3004, Rhet 1222, Span 1101, 1102, 1103, Spch 3411, and some Engineering and Physical Education activity courses.

The registration centers in 202 Fraser Hall and 130 Coffey Hall will be open on May 7 from 6:30 a.m. to 6 p.m.

Summer bulletins are available at the registration centers in Minneapolis and St. Paul; the Information Center in Williamson Hall; and the Summer Session Office, 135 Johnston Hall.

Early Fall Registration Begins May 10

Early fall registration begins Thursday, May 10. Individual registration times are listed on *Registration Status Notices*. The complete queue is listed on pages 14-15 of the *Class Schedule*.

Students should begin to clear holds and obtain any required signatures now. Fall *Class Schedules* became available May 4. College of Liberal Arts, Institute of Technology, and University College undergraduates may pick up a schedule in 202 Fraser Hall. Undergraduates in all other units may obtain schedules and related information in their college offices. Copies for graduate students are available in departmental offices.

Students are encouraged to read pages 4-5 in the *Class Schedule* for a short summary of early fall registration procedures.

Course Inventory Report

A new Course Inventory report has been added as of spring 1990 specifically for the Crookston, Morris, and Waseca campuses.

Table VII will indicate the end-of-term credit hours (credits x enrollment) for all course sections. The report divides the credit hours into those taught to students enrolled on the campus and those taught to visiting students enrolled at another University of Minnesota campus.

For further information, call Elizabeth Grundner, Office of the Registrar, 5-4094.

Update on ID Cards

New, bar-coded University identification cards were distributed to faculty and staff last month. Cards were printed for those on the Staff Demographics Data Base as of March 15 and sent to payroll coordinators for distribution. The ID Card Office is now following up on demographic changes identified by departments.

Expiration dates—Your faculty or staff ID card will normally be valid for three years from its issue date. During the mass reissuance, however, the expiration dates were randomly staggered so all cards will not expire at the same time. Also, cards for employees in certain roles may be valid for shorter periods of time.

Replacements—If you ever need a replacement card, ask your payroll coordinator to submit an ID Card Authorization (Bus Adm Form 1132).

Photos—Photos are optional for faculty and staff. You may have your picture taken at the ID Card Office, 248 Williamson, 8 a.m.-4 p.m. Monday-Friday (hours are extended the first week of each quarter).

Students—Cards not yet picked up by students are being held in the ID Card Office, 248 Williamson.

ID card workshops—You may arrange to attend a workshop on the new ID card. Mary Amundson, assistant director of Information Systems and Services, will provide an overview of the new card, issuance procedures, and the ID Card Validation Data Base. If you're interested, call Amundson at 5-1887.

The Month Ahead

Information Systems and Services Workshops

REGISTERED STUDENT REPORTING DATA BASE (RRDB/DB2)—June 7, 1:30-3 p.m.

Description of RRDB/DB2 and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call John Kellogg, 5-3387.

ADMISSIONS/PROSPECTIVE STUDENTS REPORTING DATA BASE (ARDB/DB2)—July 5, 1:30-3:30 p.m.

Description of the ARDB/DB2 and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call George Hudachek, 5-5010.

Meetings and Events

Information Network—
Wednesday, May 23, 3 p.m.,
'U' Archives (see below)

Registrar's Advisory Committee—
Monday, June 4, 10-11:30 a.m.,
240G-K Williamson Hall

Important Dates

May	15	Graduate School application deadline for second term of summer session.
	28	Memorial Day holiday. Classes excused and University offices closed.
June	1	Last day of instruction.
	2	Study day.
	4-9	Final examinations.
	9	End of spring quarter. Commencement. Candidates for degrees should check with college offices for commencement information.

Staff News

Farewell and best wishes to **Kathy Paschke**, who has traded in her administrative position in the Office of Student Financial Aid (OSFA) for a job with the 'U' Raptor Center. Kathy has worked for OSFA three years. Her last day was April 30.

Best wishes, too, to **Ellen Smilanich**, who will soon leave her job as OSFA executive assistant. May 11 will be Ellen's last day of full-time work; she will put in part-time hours Tuesdays and Wednesdays on a transitional basis. Ellen will continue pursuit of a master's degree in human resource development and hopes ultimately to work in the areas of training and development.

The 1989-90 championship trophy for the University Staff Bowling League was claimed by the "Bowlie Rollers," whose roster includes registrar **Sam Lewis** and five others from the Office of the Registrar. The Rollers defeated 'U' Stores for the league title April 11.

In addition to Lewis, team members are: **Sheila Berger** and **Chuck Dahl** of St. Paul Admissions and Records; **Paula Goblirsch** of Academic Computing Services; **Aileen Lively**, **Don Meyers**, and **Jeff von Munkwitz-Smith**, OTR System Control; **Rich Lively**, Minnesota Geological Survey; and **Thelma Wallace**, College of Biological Sciences.

The Record invites staff news of interest to college and department student services staff across the Twin Cities campus. Submit items for the next edition by May 21.

Information Network

Penny Krosch, archivist for the University Archives, will lead a tour of the archives at the May meeting of the Information Network. The group will meet at 3 p.m. Wednesday, May 23, in 10 Walter Library.

The network includes University staff members from a variety of offices and departments whose jobs involve student contact. For more information about the group, call Jan Bobrowske, Student Support Services, 5-0873.

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Kate Tyler, editor

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Printz is Acting Director of New Student Programs

John Printz, associate director of the Office of Admissions/Prospective Student Services, has taken on expanded responsibilities with his recent appointment as acting director of New Student Programs.

Printz now divides his time 50/50 between the Admissions office in Williamson Hall and the New Student Programs office in Coffman Union. Day-to-day oversight responsibility for application processing activities has shifted to Carol Cline, an officer in Admissions.

New Student Programs returned to Admissions in July 1989 after a three-year hiatus spent under the umbrella of the Student Activities Office. Leo Abbott, director of Admissions, says the move reflects renewed emphasis on a coordinated approach to the needs of new students—from their first contact with the 'U' through the start of their studies.

Coordinating new-student information and services is even more important, Abbott says, as the Twin Cities campus implements a common-entry system for incoming students.

System Security Reminder

Staff who have IDs on the Student Record System maintained by Student Support Services—e.g., admissions, records, registration, financial aid, reporting data bases—are reminded that sharing their passwords with others or using their access in an unauthorized manner may result in serious disciplinary action.

If your unit would like to have a brief presentation on security issues, call Roberta Armstrong, director of Information Systems and Services, 5-6674, or Mark Powell, assistant director, 5-8598.

If you have specific questions about security issues, call the appropriate system control unit head: Admissions—George Hudachek, 5-5010; Office of the Registrar—Jeff von Munkwitz-Smith, 5-1800; Office of Student Financial Aid—Phil Morgan, 4-6586. Inquiries may also be referred to Powell or to Carolyn Davidson, 5-6390.

Update on Student Records System Projects

The University Regents will take action on 1991 funding requests for computer system development in May. Available funds were shorter than expected this year, and only two Student Support Services projects remain on the list:

- Completion of the ID/Name Search Project, which will permit a student's records to be located on the Student Data Base by entering part of the student's name, rather than merely by ID number or Social Security number.
- Day registration system rewrite, to update aging hardware and software and provide a platform for future system enhancements. If funded, work on the new system will begin in summer 1990, with implementation sometime late in 1991.

On the list for continuation funding is the Student Accounts Receivable System (STARS) project, scheduled for initial implementation late in 1990. The current bookkeeping system permits students only to pay bills associated with day-school registration. STARS will accommodate many other transactions. Students eventually will be able to pay bills from various 'U' offices in one trip to the Bursar, and even have financial aid funds applied automatically to their accounts.

Special Examination Procedures

If your department issues a special examination and you want to collect the fees associated with exam issuance, you should process a Request for Transfer of Funds to the General Maintenance Budget (BA Form Type 02).

List the student name, University student identification number, and the receipt date and number on the green Supplemental Fee Statement.

Students will receive the green Supplemental Fee Statement after the department approves the Request for Special Examination. Department staff should always see the receipted fee statement before issuing the exam.

If you have questions about the general maintenance budget number, call Mary Koskan in the Office of the Registrar, 5-1530.

Faculty Surveyed on Student Support Services

How often do faculty use services provided by Student Support Services (SSS)? What do they think of the services?

To find out, the SSS Data and Reporting Services unit is surveying a random sample of Twin Cities campus faculty. The findings will be used by SSS staff to analyze and improve its services for faculty and students.

The survey will be completed in May and a report of the survey results will appear in a summer edition of *The Record*.

OSFA Program Aims At Loan Defaults

An informational program aimed at reducing the University's student loan default rate (6.6 percent in 1989) was introduced this year by the Office of Student Financial Aid (OSFA). Lender representatives distributed brochures on loan programs and answered questions on repayment schedules, loan consolidation, deferment and forbearance options, and default from 354 students during quarterly check disbursements in Coffman Union.

The participating lenders were TCF, First Banks, Norwest, Marquette Bank University, and Citibank—the major 'U' lenders of several types of loans. The program will be repeated next year, according to OSFA assistant director Dianne Danov, and the Higher Education Assistance Foundation will also take part.

Spring Registration Highlights

CAMPUS HIGHLIGHTS

Campus	Enrollment	Change from spr.'89	
		Percent	Number
Twin Cities	36,901	-2.7	-1038
Crookston	1,203	+11.8	+127
Duluth	7,059	+2.6	+179
Morris	1,920	+1.4	+27
Waseca	900	+0.9	+8
TOTAL	47,983	-1.4	-697

SELECTED TWIN CITIES HIGHLIGHTS

College	Enrollment	Change from spr.'89	
		Percent	Number
Agriculture	617	+1.0	+6
Architecture/ Landscape Architecture	223	—	—
Biological Sciences	303	-6.5	-21
Education	1,653	-8.1	-145
General College	1,664	-10.8	-201
Graduate School	7,590	-0.6	-49
Home Economics	1,042	-5.7	-63
Law (Spring Semester)	756	+3.7	+27
Liberal Arts	14,504	-0.8	-111
Management	910	-5.4	-52
Medical School	1,447	-23.6	-448
Mortuary Science	65	+3.2	+2
Natural Resources	308	+16.2	+43
Nursing	130	-11.0	-16
Occupational Therapy	63	+3.3	+2
Pharmacy	329	+6.8	+21
Public Health	238	+10.7	+23
Technology	4,151	-4.5	-194
University College	146	-16.1	-28
Veterinary Medicine	255	-6.9	-19

UNIVERSITY-WIDE STUDENT HIGHLIGHTS

Student Type	Enrollment	Change from spr.'89	
		Percent	Number
New High School	122	-18.7	-28
New Advanced Standing	633	+7.3	+43
New Adult Special	624	+25.3	+126
TOTAL	1,379	+11.4	+141

Top 40 Large Classes: Spring 1990

Following are the top 40 large classes offered spring 1990, as compiled by the Office of the Registrar. Administrators have used quarterly "top 40" lists to identify classes that might benefit from funds for improved visual aids and teaching materials. (Note: In response to suggestions from staff and faculty, other approaches to the subject of class size will be featured in upcoming editions of *The Record*.)

Rank	Enroll.	Class	Location	Instructor
1	647	Psy 1001	Willey 125/175	Film
2	501	Biol 1101	Willey 175	V.Woodward (prof.)
3	491	Clas 1042	Nicholson 45	Hershbelt (prof.)
4	445	Econ 1102-1, 2	Willey 175	Dalgaard (prof.)
5	381	Arth 1002	Willey 125	Asher /Cooper (prof.s.)
6	365	Hist 3812	Smith 100	Noble (prof.)
7	342	Anth 1102, 1102H	Smith 100	Ogan (prof.)
8	341	Econ 1101-2	Willey 175	Hazlett (TA)
9	328	Th 1101-1	Rarig 190	Nolte (prof.)
10	312	Econ 1102-2	Anderson 210	Debuque (TA)
11	305	Psy 3604	Nicholson 45	Butcher (prof.)
12	303	Hist 1305	Willey 125	Spear (assoc. prof.)
13	287	Geog 1401	Willey 125	Drake-Hamilton (TA)
				Hammel (TA)
14	285	Geol 1001	Smith 100	Teyssier (ass't. prof.)
15	281	Mus 1001	Willey 125	Kilstofte (TA)
16	281	Hist 1301, 1301H	Willey 175	Howe (prof.)
17	252	Econ 1101-1	Anderson 210	Lewisson (TA)
18	252	Hist 3823	Blegen 5	Spear (assoc. prof.)
19	249	Pol 1025	Anderson 210	Kite (TA)
20	241	Phil 1001-1	Smith 100	Hanson (prof.)
21	238	Th 1102-1	Rarig 190	Neely (lect.)
22	232	Soc 1001-1	Blegen 5	Reiss (prof.)
23	229	Chem 1005-1	ScienceCB 375	Leopold (ass't. prof.)
24	228	Biol 1009-2, 1009H	Willey 125	Goldstein (assoc. prof.)
25	224	Soc 1001-3	Blegen 5	Fulton (prof.)
26	216	Phil 1002-1	Nicholson 211	Owens (ass't. prof.)
27	211	Anth 1101, 1101H	ScienceCB 175	McGuire (tch.spec.)
28	203	Phys 1281-1	Phys 150	Walsh (prof.)
29	200	Pol 1041-1	Anderson 210	Steiner (TA)
30	199	Phsl 5112	PWB 2470	Med. School faculty
31	197	Psy 3061	ScienceCB 175	Rudski (instr.)
32	195	Geog 1501	Willey 125	Gersmehl (prof.)
33	195	Soc 3501	Anderson 270	Reiss (prof.)
34	194	PubH 3001/5022	Willey 175	Rothenberger (instr.)
35	190	Spch 1102	Nicholson 45	O'Dell (lect.)
36	189	Chem 1005-2	ScienceCB 375	Leopold (ass't. prof.)
37	187	Biol 5001	Peters 110	C. Woodward (prof.)
38	187	CBN 3001	Jackson 2135	Magney (ass't. prof.)
39	186	Biol 1009-1	Willey 125	Gleason (assoc. prof.)
40	186	Phsl 5111	PWB 2470	Med. School faculty

The Record

University of Minnesota
Student Support Services

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The Record

Grade Report Deadline for Spring Quarter

The spring quarter grade run is scheduled for June 11-13. The deadline for academic departments to submit winter quarter grade reports to the Office of the Registrar is **8:30 a.m. June 13**. Grades submitted after the deadline will not be posted to student records in time to be reflected on spring quarter grade slips and transcripts mailed to students later in June.

Grade deliveries

If you deliver grade reports, please leave them with the receptionist in the Student Relations Unit, 150 Williamson. The office opens at 8 a.m. Monday-Friday.

Please do not deliver grade reports elsewhere or send them through campus mail.

Messenger pickup

Messenger pickup is available on the Minneapolis campus only. You may obtain messenger pickup of grade reports by calling **5-3030**. When requesting grade pickup, please indicate any times your office is closed or any unusual scheduling that would impede pickup.

Requests for messenger pickup must be made no later than **8:30 a.m. June 13**.

Lost grade reports

If an original grade report is misplaced or lost, please call Data Management immediately at 625-5069.

Questions?

If you have questions about the grade run for spring 1990, please direct them to Data Management staff at 5-5069 or to Student Relations staff at 5-9050.

SSS Offices Open Late for Student Convenience

Several Student Support Services offices will keep extended hours during the first day of Summer Session I:

Closing time will be 5:30 p.m. Tuesday, June 12 at:

Registration Center	202 Fraser Hall
Financial Aid Information Center	210 Fraser Hall
Student Relations	150 Williamson Hall
Identification Card Office	248 Williamson Hall
Certifications and Transcripts	155 Williamson Hall
Williamson Hall Information Center	207 Williamson Hall

All of these offices—except the Identification Card Office and the Information Center—will also be open until 6 p.m. every Monday during Summer Session.

Fall Enrollment Report to Run in June

Following completion of early fall registration on June 15, the Office of the Registrar will run a report for Twin Cities colleges and academic departments showing enrollment in all fall 1990 course offerings.

The report will be mailed directly to academic departments during the week of June 18. Units should review controlled courses and sections to judge if courses are meeting anticipated enrollments and to assess the need for additional sections for heavily subscribed courses. Courses may also be checked to identify classroom size problems and determine bookstore order quantities.

For more information, call Elizabeth Grundner in the Office of the Registrar, 150 Williamson Hall, 5-4094.

OTR Hotline Available

The Office of the Registrar has a special telephone line reserved for college and department staff only. For answers to questions on registration, records, and scheduling, call 5-9050.

Inside *The Record*

<i>Name Search Option</i>	
<i>To be Added to SDB</i>	page 3
<i>'Imaging' System Under Consideration</i>	page 4

The Month Ahead

Information Systems and Services Workshops

ADMISSIONS/PROSPECTIVE STUDENTS REPORTING DATA BASE (ARDB/DB2)—July 5, 1:30-3:30 p.m.

Description of ARDB/DB2 and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call George Hudachek, 5-5010.

REGISTERED STUDENT REPORTING DATA BASE (RRDB/DB2)—August 2, 1:30-3:30 p.m.

Description of the RRDB/DB2 and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call John Kellogg, 5-3387.

Meetings and Events

Information Network—
No meeting until August

Registrar's Advisory Committee—
No meeting until September

Important Dates

June	4-15	Open registration for fall quarter 1990. <i>Note: Fall registration will be closed June 18-August 24.</i>
	12	Summer Session I classes begin.
July	4	Independence Day holiday. Classes excused and University offices closed.
	16	Graduate School application deadline for fall quarter.
	17	End of Summer Session I. Commencement. Candidates for degrees should check with college offices for commencement information.
	18	Summer Session II classes begin.

Admissions Office Hours

The Admissions Office will continue to be open Monday evenings until 6 p.m. this summer for prospective students who cannot come in during regular workday hours.

Admissions Office summer hours are:

Monday	8 a.m.-6 p.m.
Tuesday-Friday	8 a.m.-4 p.m.

OTR Mailings Need Current Addresses

On July 2, an audit transcript and fall information sheet will be sent by the Office of the Registrar to all students enrolled during 1989-90.

In August, students who participated in early registration will be mailed their fee statements and *Fall Quarter Update*, a listing of course changes since early registration, tuition information, and instructions for cancel/adding during the August/September queue.

Students planning to change their current addresses over the summer should submit address changes to the Office of the Registrar, 150 Williamson Hall, 202 Fraser Hall, or 130 Coffey Hall.

Staff News

Liz Myers can now be found in the Institute of Technology Student Affairs Office. Her last day as an Office Specialist in Information Systems and Services (ISS) Administration was June 1. She can be reached at 4-3873.

This is the last edition of *The Record* to be edited by **Kate Tyler**. Kate is leaving the Student Support Services Publications and Communications Office June 15 to become assistant editor of *Signs-A Journal of Women in Culture and Society* in the Center for Advanced Feminist Studies.

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES:

Office of Admissions and Prospective Student Services · Information Systems and Services · Office of the Registrar · Office of Student Financial Aid

Publications and Communications Office, 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5579). Colleges and departments are invited to submit items of interest to student services units across the Twin Cities campus.

Kate Tyler, editor

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

College Bulletin Update

Seven college bulletins in the 1990-92 series have been completed by the Student Support Services Publications and Communications Office (PCO): Nursing, Natural Resources, Architecture and Landscape Architecture, Duluth Medicine, Dentistry, Home Economics, and Crookston.

Forthcoming publications include Education (July), Liberal Arts (August), and Graduate School (October). Bulletins for Management, University College, and Public Health will complete the 1990-92 series later in the year.

Desktop publishing system

This is the second year bulletins have been produced with desktop publishing technology. Colleges this year had the option of making bulletin changes and reviewing proofs on computer diskette—"on line"—or on paper. Only the Graduate School used the diskette method for the entire bulletin process this year. Next year, however, on-line editing will be used by the majority of college units.

Implementing desktop publishing technology for 26 complex bulletins has been an ambitious—and often problematical—undertaking, notes bulletin editor Rick Bard. "These first two years have been a real shakedown period," Bard says. "We're still getting technological bugs out and working with colleges to refine ways of flagging changes on diskette."

New conversion software

While the PCO uses Wang word processing software, colleges use, variously, Wordperfect, Microsoft Word, and WordStar. Converting these systems to Wang became a one-step operation recently when the PCO acquired upgraded word processing conversion software called "Word Doctor Plus."

Bard and co-editor Laura Phillips expect this and other technological enhancements to make bulletin revision a smooth, efficient process for colleges.

Name Search Option Planned for Student Data Base

Staff will be able to locate a student record by name only sometime next year when Student Support Services adds name search capability to the on-line student data base (SDB).

Similar to the name search option on the admissions/prospective student system, the SDB name search capability will allow staff to locate a student record if only the name is known. Currently either the Social Security number or University student identification number is required to locate a record.

A new "Name Search" option will be added to the menu options for the on-line SDB system. Searches may be made either alphabetically or phonetically. Special coding will be added to assist University Information Services operators to find telephone information for currently enrolled students.

This development will require changes to the structure of the SDB as well as changes to many programs.

Funding for the development of an SDB name search option has been sought since 1983. The initial design for the option has undergone significant changes, such as the addition of the alphabetic search, and further refinements are being made in an effort to reduce overall project costs.

Development is expected to begin this summer, with completion in 1991. For more information, call Mark Powell, Information Systems and Services, 5-8598.

Guidelines for Designating Honors Courses

At the request of collegiate honors offices, the Office of the Registrar has developed a procedure so that students can take regular courses—i.e., courses not otherwise designated as honors courses—and receive honors designation on their transcripts.

Under this procedure, the course number on the transcript will be followed by an "H," indicating a special honors section of a regular course. The course title and number of credits will not change.

In order to register for the special designation, the student will need both instructor and collegiate approval. The section will not be published nor appear in course printouts. Only students who are given the section call number by their college office will be able to register for the course.

To set up the special section, college curriculum staff must authorize the Office of the Registrar (OTR) to make an adjustment to the Authorized Course Master data base for a particular quarter.

College curriculum staff may request a special honors section by telephone. The OTR Scheduling Unit will generate a confirmation document similar to an A-96 both for the college curriculum office and for the registrar.

Each undergraduate college may decide whether or not to participate in the new honors designation program.

Please direct comments or questions about these guidelines to Elizabeth Grundner, Office of the Registrar, 5-4094.

Financial Aid Update

Summer College Work-Study

Summer College Work-Study (CWS) job opportunities will be posted at the Student Employment Center, 120 Fraser Hall, beginning June 11. Students may begin working on summer 1990 CWS awards July 1. CWS awards listed on the summer 1990 Financial Aid Notification sent to students by the Office of Student Financial Aid (OSFA) are estimated awards.

All students, including those being rehired, must obtain a *Student Employment/College Work-Study Award Referral* from the Student Employment Center. Students will receive their official awards after securing CWS positions. The hiring departments will return the *Student Employment/CWS Referral* with the Student Employment Center's copies of the payroll documentation.

Summer OSFA hours

Hours for financial aid services will remain the same during the summer at the two OSFA locations:

210 Fraser Hall (Minneapolis)

8 a.m.-6 p.m. Monday
8 a.m.-4 p.m. Tuesday-Friday

197 Coffey Hall (St. Paul)

8 a.m.-11:30 a.m. and
12:30 p.m.-4 p.m. Monday, Tuesday,
Wednesday, Friday
12:30-4 p.m. Thursday

Counseling is available on a walk-in basis at either location during certain hours each work day. For walk-in times, call 4-1665 during office hours.

'Imaging' System Studied for Admissions Office

Bulky file folders filled with paper documents could become a thing of the past in the Office of Admissions/Prospective Student Services if "imaging" technology eventually gets the go-ahead at the University of Minnesota.

A Student Support Services project group is completing a preliminary feasibility study of imaging for Admissions processing. With an imaging system, all student application materials would be immediately fed into an image scanner, a machine that resembles a copier or large FAX machine. Like a FAX, the scanner translates a document into a pattern of dots. While a FAX sends the document digitally over phone lines, an imaging system stores it in digitized form. The document can be retrieved as an image—an exact copy of the document—on high-resolution personal computers (PCs) at special imaging work stations.

"Anyone with access to an imaging work station can pull up a student's complete file of documents on the PC screen," explains George Hudachek, an Admissions officer and member of the imaging project group. Admissions staff—and perhaps eventually college offices—would have imaging work stations. The chief advantage to an imaging system is that of time: Applications could be processed more quickly at all stages of review, permitting expeditious admissions decisions.

Streamlined processing would free time for professional staff to improve services to college units and to high schools and community colleges, notes Jim Preus, SSS coordinator. He emphasizes, too, that no layoffs would be required of files or processing staff: Some would be involved in preparing and scanning documents, while others would be redeployed within the busy Admissions Office.

The SSS imaging project group recently visited the University of Southern California, where an imaging system was successfully implemented last fall without the loss of a single file—or document, Hudachek says. He notes that scanned documents are backed up several times and stored on both magnetic and optical disks (easily stored, since each disk holds about 25,000 images).

Consideration of imaging technology is at the very earliest stage at the University of Minnesota. Consultants from the Business Services Group of Wang Laboratories are working with the SSS imaging project group to determine how such a system would work at the "U" and what the cost benefits would be. Preus and Student Support Services administrators will use this information to decide whether to seek University funding to develop an imaging system.

Members of the SSS imaging project group are: Preus; Hudachek; Leo Abbott, director of Admissions; John Printz, associate director of Admissions; Roberta Armstrong, director of Information Systems and Services (ISS); Mary Amundson and Mark Powell, assistant directors of ISS; and Valda Bremanis, student systems manager for Administration Information Services (AIS).

The Record

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The Record

Grade Report Deadline for Summer Session I

The Summer Session I grade run is scheduled for July 18-20. The deadline for academic departments to submit Summer Session I grade reports to the Office of the Registrar is **8:30 a.m. July 20**. Grades submitted after the deadline will not be posted to student records in time to be reflected on Summer Session I grade slips mailed to students later in July.

Grade deliveries

If you deliver grade reports, please leave them with the receptionist in the Student Relations Unit, 150 Williamson Hall. The office opens at 8 a.m. Monday-Friday.

Please do not deliver grade reports elsewhere or send them through campus mail.

Messenger pickup

Messenger pickup is available on the Minneapolis campus only. You may obtain messenger pickup of grade reports by calling **5-3030**. When requesting a grade pickup, please indicate any times your office is closed or any unusual scheduling that would impede pickup.

Requests for messenger pickup must be made no later than **8:30 a.m. July 20**.

Lost grade reports

If an original grade report is misplaced or lost, please call Data Management immediately at 5-5069.

Questions?

If you have questions about the grade run for Summer Session I, please direct them to Data Management staff at 5-5069 or to Student Relations staff at 5-9050.

1990-91 Tuition Schedule: First Step To Uniform Rates

Included with this edition of *The Record* is a Student Support Services fact sheet providing the 1990-91 Twin Cities campus tuition rates approved by the University Board of Regents on June 8.

At the undergraduate level, tuition increases reflect the first year of a three-year plan to move to a uniform rate for all students. Lower and upper division distinctions have been maintained, however, and the 14-18 credit plateau is still intact.

Other changes include the elimination of rates for continuous registration and doctoral candidates in their final quarter in the Graduate School, and the addition of the departmental masters rate for students in the College of Agriculture and the College of Education.

Contact Judith Shalaby, Office of the Registrar, 5-1530, for more information.

Fall Information Sheet

The annual fall quarter information sheet is included with this month's *Record*. It contains a summary of fall registration and cancel/add procedures.

The sheet was mailed to students beginning June 29, with a year-end audit transcript, as part of the Office of the Registrar's annual transcript mailing to all students registered for fall 1989, winter 1990, or spring 1990 classes.

Contact Judith Shalaby, Office of the Registrar, 5-1530, for more information.

Independent Study Grade Conversion Reminder

This month, students who registered for an independent study course last July but who did not cancel the course within six months, or complete it, may soon see a grade of F or N on their records.

Independent Study, by postcard, is now notifying students approaching their one-year incomplete anniversary date approximately two months prior to that date. These students have until 30 days after the anniversary date to request a one-year registration reinstatement. Contact Continuing Education and Extension staff, 5-2500, for more information about this policy change announced last July.

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<i>Direct Computer Equipment Billings for Colleges</i>	page 4

The Month Ahead

Information Systems and Services Workshops

REGISTERED STUDENT REPORTING DATA BASE

—August 2, 1:30-3:30 p.m

Description of the RRDB/DB2 and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call John Kellogg, 5-3387.

INTRODUCTION TO STUDENT SYSTEMS—August 9, 1:30-3:30 p.m

Overview of the three major data bases (Admissions/Prospective Student, Student, and Financial Aid [SAM]) comprising the Student Records Information System, systems, basic screens, and reports. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call Nancy Martin, 5-8821.

Meetings and Events

Information Network

No meeting until August.

Registrar's Advisory Committee

No meeting until September.

Important Dates

July	16	Graduate School application deadline for fall quarter.
	17	End of Summer Session I. Commencement. Candidates for degrees should check with college offices for commencement information.
	19	Summer Session II classes begin.
August	20	New student orientations begin.
	22	End of Summer Session II.

SSS Employee Recognition Program

On August 7 Student Support Services (SSS) employees will be honored for their years of service to SSS. As part of the Employee Recognition Program, 25 individuals, chosen from more than 70 nominees, will receive \$250 awards. SSS offices will be closed on August 7 from 2:00 to 4:30 p.m. so all employees can attend the program.

Student Support Services thanks its employees for their dedication and outstanding service and extends special thanks to everyone who nominated individuals for the awards.

ISS Retreat

The Information Systems and Services (ISS) annual retreat was held on June 7 at Mount Olivet Retreat Center in Farmington, Minnesota. Principles of quality management were presented by Barbara Swanson of Process Management International during the morning session. Sensitivity to customers, management leadership, employee participation, and team building were topics covered. Future work on quality management in ISS will be explored.

During the afternoon session, Marcia Fleur, director of University Relations, responded to questions about her impressions of the University in light of her experiences as a Twin Cities area broadcast journalist.

Staff News

Rebecca Fiedler joined Information Systems and Services Administration as a senior secretary on June 25. She will also provide support to two ISS units, Data and Reporting Services and System Development/Operations. Rebecca replaces Elizabeth Myers who now works for the Institute of Technology's Student Affairs Office.

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Gail A. Froncek, interim editor

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1990-91 Twin Cities Campus Tuition Schedule

Undergraduate, Departmental Master, Pharmacy, and Public Health Students

(per credit rates with 14-18 credit plateau
—no additional amount is charged for credits 15-18)

College, School, or Program	Resident	Nonresident
Agriculture, College of		
Lower Division	\$ 53.25	\$133.13
Upper Division	69.00	172.50
Departmental Masters	72.75	145.50
Architecture and Landscape Architecture, College of		
Lower Division	53.25	133.13
Upper Division	66.25	165.63
Biological Sciences, College of	69.00	172.50
Dental Hygiene		
Certificate Program	53.25	133.13
Baccalaureate Program	72.75	181.88
Education, College of		
Lower Division	53.25	133.13
Upper Division	66.25	165.63
Departmental Masters	72.75	145.50
General College		
Lower Division	53.25	133.13
Upper Division	55.25	138.13
Home Economics, College of		
Lower Division	53.25	133.13
Upper Division	69.00	172.50
Liberal Arts, College of		
Lower Division	53.25	133.13
Upper Division	55.25	138.13
Management, School of	61.25	153.13
Medical Technology, Program in	72.75	181.88
Mortuary Science, Department of	72.75	181.88
Natural Resources, College of		
Lower Division	53.25	133.13
Upper Division	69.00	172.50
Nurse Anesthetist (Medical School)	80.25	200.63
Nursing, School of	72.75	145.50
Occupational Therapy,		
Physical Therapy, Programs in	72.75	181.88
Pharmacy, College of		
Bachelor of Science	72.75	144.50
Pharm. D. Program	77.25	154.50
Bachelor of Science seniors	32.69	58.96
Pharm. D. Clerkship (per term)	121.00	121.00
Public Health, School of	72.75	145.50
Technology, Institute of		
Lower Division	53.25	133.13
Upper Division	66.25	165.63
University College		
Lower Division	53.25	133.13
Upper Division	55.25	138.13

Graduate School Students

Part-time Status	Resident	Nonresident
1 credit	\$ 286.16	\$ 572.32
2 credits	286.16	572.32
3 credits	364.78	729.56
4 credits	486.38	972.76
5 credits	607.98	1,215.96
6 credits	729.58	1,459.16
Full-time Status		
7-15 credits	1,030.00	2,060.00
each credit over 15	85.83	171.66
Student Status*	286.16	286.16
Master of Business Administration		
Day Program (per credit)	155.00	243.19
Evening Program (per credit)	155.00	155.00

* For students enrolled in the Graduate School who must register, for instance, to satisfy requirements of an assistantship or fellowship, but who are not enrolled in courses.

Professional School Students

School or College	Resident	Nonresident
Dentistry, School of		
per credit	\$ 178.75	\$ 268.13
term (12 or more credits)	2,145.00	3,217.50
Law School (semester rates)		
per credit	181.88	363.76
term (12 or more credits)	2,182.50	4,365.00
Medical School		
1-5 credits	656.25	1,312.50
6-10 credits	1,312.50	2,625.00
11-15 credits	1,968.75	3,937.50
16 or more credits	2,625.00	5,250.00
Medical fellow specialists		
residency program (per term)	121.00	121.00
Psychology fellow specialists		
(per term)	121.00	121.00
Veterinary Medicine, College of		
per credit	165.42	248.13
term (12 or more credits)	1,985.00	2,977.50

Quarterly Fees

Student Services Fee	\$115.78
—includes \$54.00 health service fee	
Minnesota Public Interest Research Group (MPIRG)	
—optional	2.50
Council of Graduate Students (COG)	
—graduate students only	1.19
<i>Business Quarterly</i> —School of Management students	2.75
Institute of Technology (IT) Board of Publications	2.90
—IT students only	

Self-reported Preparation Requirements Part of New Undergraduate Application

New to the fall 1991 *Application for Undergraduate Admission* is a section requiring freshmen to self-report their completion of the University's preparation requirements and an optional question about selecting a freshman-admitting college.

Students beginning their studies as freshmen at the University fall 1991 or later, or as transfer students (39 or more quarter credits) fall 1993 or later will be expected to have completed as a minimum the following courses while in high school: English-4 years; mathematics-3 years; science-3 years; single second language-2 years; social studies-2 years, including U.S. history. Examples of acceptable courses under each subject area are included on the application and in the *Preparing for University Study* brochure recently reprinted.

In support of the University's single entry point plan, students no longer need to select an admitting University college on the admission application. Students who do designate a college to which they are admissible will be placed in that college; if not admissible, they will be assigned to another college. Most students who do not indicate a college will be assigned to the College of Liberal Arts.

To request a copy of the application, brochure, or both, call Student Support Services, 5-3030.

Viewbook Available

The 1991-92 University of Minnesota Twin Cities Campus *Viewbook*, designed to acquaint prospective freshman and transfer undergraduate students with the University, is now available. To request a copy, call Student Support Services, 5-3030.

Consortium Initiates New Publication Series

An informal publication series for disseminating research findings about University of Minnesota students is being started by a consortium of Twin Cities campus institutional researchers. Entitled *Research on University of Minnesota Students*, the series will consist of two types of publications: (1) summaries to be distributed to those on a mailing list and (2) research papers distributed upon request. The first summary and paper will be about the 1989 Degree Candidate's Survey administered by Student Support Services. Contact Ron Matross, Data and Reporting Services, at 5-1027 for more information.

Semicustom Student Data Reports

Reports of student data that can be quickly produced for a custom-defined subgroup are being developed by Data and Reporting Services. Among the reports currently available are:

Student Profile Report. A demographic profile of all students by level (undergraduate, graduate, professional, and unclassified) and of new undergraduates by admission status (freshman versus transfer).

Group Academic Performance Report. A report, by class, of student grade point averages, coefficients of completion, and recent registration history.

Individual Performance Reports. A roster showing the academic performance of individual students over the five previous terms.

Mailing Labels/Roster. Lists and labels for mailing to students' current or permanent addresses.

Data and Reporting Services plans to work with Administrative Information Services (AIS) to integrate these and future reports into a menu-driven reporting system. Contact John Kellogg, Data and Reporting Services, 5-3387, for more information.

National College Fairs on Docket

Last fall approximately 23,000 students and parents attended the Twin Cities National College Fair. This September 18 and 19, the University of Minnesota will again be among the 350 colleges represented at the fair to be held at the Minneapolis Convention Center.

Nine booths will house University representatives from Admissions, the Colleges of Agriculture and Natural Resources, General College, the health sciences programs, the College of Home Economics, the Institute of Technology, and the College of Liberal Arts.

According to Lou Branca, Prospective Student Services, University representatives will also participate at the Milwaukee National College Fair on October 23 and 24. Contact Branca, 5-2006, for more information.

Direct Computer Equipment Billings for Colleges

Beginning July 1, colleges on the Twin Cities campus of the University of Minnesota will be charged directly for leased computer equipment and SecurIDS. Each college will be responsible for adding new equipment and for monitoring billings from Administrative Information Services (AIS).

Student Support Services (SSS) is dividing existing equipment funds among the colleges. Equipment that is already in use and SecurIDs that are issued to staff who gained access to student systems on or before April 13, 1990 are fully funded.

In past years SSS paid all computing costs for the central Student Records Information System: admissions/prospective students, financial aid, and registration/records. This year AIS will provide SSS with the following free services: teleprocessing, batch processing, and disk storage for files on student record systems. In exchange, AIS and central administration will no longer provide SSS with "chargeback" funds, an important source of money for leasing equipment and enhancing the systems.

The remaining funds will not cover all equipment and software maintenance costs for the Student Records Information System.

Dividing the funds, however, allows each college to make its own trade-offs in the future.

1990-91 Student Support Services Budget

In 1990-91 Student Support Services (SSS) will attempt to add \$81,000 of new programs and retrench \$316,000 from existing operations. SSS, like other non-instructional units of the University, must meet a 3.15 percent reduction in operating funds.

For the SSS 1990-91 budget, University administration approved the continuation of \$415,000 of "soft" funding (dollars that have become part of ongoing costs, including money for postage and printing), provided \$81,000 to support new programs, and sanctioned a \$316,000 retrenchment of permanent funding.

According to Jim Preus, SSS coordinator, this means, "In general, service levels will decline. We have learned from past retrenchments that discontinuing services in any SSS area is met with reactions strong enough to change those decisions. We have shifted funds internally to try to maintain the processing time in admissions. For computer maintenance, we will request fund transfers up front."

In Preus's view, "The service levels we reached in 1989-90 were the best in the past decade. We recognize the financial crisis in which the University finds itself and understand the need for retrenchment. With the help and understanding of students, administration, and faculty, we will do our best to lessen the impact of service declines."

Resident Tuition for Nonresident Students of Color

To increase the diversity of the University of Minnesota student body and to attract additional high potential students of color, the University Board of Regents in June approved a resident tuition program for nonresident students of color.

Undergraduate students of color—as defined on the admission application—who are U.S. citizens or have permanent or immigrant status and who rank in the top 25 percent of their high school graduating class are eligible.

Procedures and guidelines are being developed for the fall 1990 implementation date. Contact Leo Abbott, Office of Admissions/Prospective Student Services, 5-2006, for more information.

The Record

University of Minnesota
Student Support Services

150 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455

00679

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The Record

Grade Report Deadline for Summer Session II

The 1990 Summer Session II grade run is scheduled for August 23, 24, and 27. The deadline for academic departments to submit Summer Session II grade reports to the Office of the Registrar is **8:30 a.m., August 27**. Grades submitted after the deadline will not be posted to student records in time to be reflected on Summer Session II grade slips mailed to students later in August.

Grade deliveries. If you deliver grade reports, please leave them with the receptionist in the Student Relations Unit, 150 Williamson Hall. The office opens at 8 a.m., Monday-Friday. Please do not deliver grade reports elsewhere or send them through campus mail.

Messenger pickup. Messenger pickup of grade reports is available only on the Minneapolis campus. When calling 5-3030 to request a grade pickup, please indicate any times your office is closed or any unusual scheduling that would impede pickup. Requests for messenger pickup must be made no later than **8:30 a.m., August 27**.

Lost grade reports. If an original grade report is misplaced or lost, please call Data Management immediately at 5-5069.

Questions? If you have questions about the grade run for Summer Session II, please direct them to Data Management staff at 5-5069 or to Student Relations staff at 5-9050.

Fall Fee Statement and *Fall Quarter Update* Mailings

Beginning August 15, fee statements will be mailed to students who took advantage of early fall 1990 registration. Tuition and fees will be due the week of September 10. A Bursar's Office envelope for submitting payment and a postcard for course cancellations will be included in the mailing.

In addition, students will receive a copy of the 1990 *Fall Quarter Update*. Course changes are listed in one four-page section of the update; a separate four-page section includes information about tuition and fees, the August/September queue, procedures for changing programs, and payment.

This edition of *The Record* includes a copy of *Fall Quarter Update*. Additional copies will be mailed to departments the third week of August for use with remaining class schedules for new students.

For more information about *Fall Quarter Update*, contact Judith Shalaby, Office of the Registrar, 150 Williamson Hall, 5-1530.

Libraries Automating Book Circulation

While University identification cards with bar codes were being distributed this past year by Student Support Services, the University Libraries were preparing to use bar codes to automate the circulation of books. Millions of bar codes have since been added to items in the stacks at University libraries.

The Law Library expects to be ready early in the fall term to begin using LUMINA—the University Libraries data base—and bar codes for the circulation of materials. Other University libraries will follow during the fall and winter quarters. The order is dependent upon the size of the library and whether the bar coding project in that location has been completed.

Once a library has on-line, or automated circulation, the checking out of materials will be easier and more accurate because the information will be scanned into the data base rather than manually recorded. With on-line circulation it will also be easier to provide information to a user about the materials the person checked out. Users will no longer need to look on a shelf for a book after accessing LUMINA because LUMINA will indicate if a book has been checked out.

The cooperative efforts of Administrative Information Services, Student Support Services, and the University Libraries have made this development possible.

Colleges and departments are invited to submit to The Record items of interest to student service units across the Twin Cities campus. The copy deadline for the September edition is Friday, August 24.

The Month Ahead

Information Systems and Services Workshops

INTRODUCTION TO STUDENT SYSTEMS—August 9, 1:30-3:30 p.m.

Overview of the three major data bases (Admissions/Prospective Student, Student, and Financial Aid [SAM]) comprising the Student Records Information System, system overviews, basic screens, and reports.
Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call Nancy Martin, 5-8821.

ADMISSIONS/PROSPECTIVE STUDENTS REPORTING DATA BASE (ARDB/DB2)—September 6, 1:30-3:30 p.m.

Description of the ARDB2/DB2 and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call George Hudachek, 5-2006.

Meetings and Events

Information Network (see article at right)—Wednesday, August 15, 3:00 p.m., Nolte Library.

Registrar's Advisory Committee
No meeting until September.

Important Dates

July	16	Graduate School application deadline for fall quarter.
	17	End of Summer Session I. <i>Commencement.</i> Candidates should check with college offices for information.
	19	Summer Session II classes begin.
August	21	New student orientations begin.
	22	End of Summer Session II. <i>Commencement.</i> Candidates should check with college offices for information.

Network Features Student Service Procedures

Brush up on current student service procedures at the 3 p.m., August 15 meeting of the Information Network in Nolte Library. Marilyn Hofler, SSS assistant director for Student Relations, and Mary Swords, SSS associate for Certifications, Veteran Relations, and Transcripts, will be the guest speakers.

The Information Network, comprised of staff primarily from information contact areas on campus, meets monthly to support communication and referral making among units.

Call Jan Bobrowske, Office Services, 5-0873, for more information.

Service to Veterans Recognized

Mary Swords, SSS associate for Certifications, Veteran Relations, and Transcripts, was one of three individuals from 85 schools recognized at the annual summer seminar sponsored by the Fort Snelling Regional Office of the Veterans Administration.

Swords received a certificate in recognition of her "exemplary service and compassion" to the more than 500 veteran students (veterans, dependents of veterans, and National Guard members) who attend the University's day school. Swords certifies students for the program, monitors their progress, and reports status changes to the Veterans Administration.

Contributions to Financial Aid Community Recognized

Chris Halling, director of the Office of Student Financial Aid, was recognized for his "invaluable contributions to students and the state of Minnesota" at the May conference of the Minnesota Association of Financial Aid Administrators (MAFAA). Halling was selected from among 350 association members for the President's Award by outgoing MAFAA president Ron Wiger.

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions and Prospective Student Services • Information Systems and Services • Office of the Registrar • Office of Student Financial Aid

Publications and Communications Office, 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5579). Colleges and departments are invited to submit items of interest to student service units across the Twin Cities campus.

Gail A. Froncek, interim editor

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

Orientation and Registration Program to Begin

Between August 21 and September 21 approximately 6,000 students and 1,500 parents will partake in the University's two-day Orientation and Registration Program.

The program involves University undergraduate colleges on both the Minneapolis and St. Paul campuses. Day one emphasizes awareness of the University community; day two, scholastic issues.

The program, coordinated by New Student Programs, 324 Coffman Union, also includes an evening of entertainment, a campus walking tour, individual adviser appointments, and the opportunity to register for fall classes.

Parent Orientation

While students are getting a "grip" on the University, parents are learning about the transitional experience of "letting go" during the daylong Parents Program. Money, majors, relationships, living arrangements, safety, jobs, extracurricular activities, transportation, and diversity are issues parents will cover.

Please join the New Student Programs staff in welcoming these new students and their parents to the University community.

Preliminary Class Schedule Report Mailing

Winter quarter 1991 Preliminary Class Schedule Reports (PCSRs) will be mailed to academic units for review on Tuesday, August 7, and due back on Tuesday, August 21.

The reports give units one more opportunity to check their winter quarter 1991 course descriptions, credits, times, and rooms before the winter *Class Schedule* is distributed.

The College of Home Economics has a new name, the College of Human Ecology.

SecurIDs Protect Access to Student Data Bases

The technology that made digital watches possible helped create the SecurID card being used by Student Support Services, University colleges, and departments accessing Administrative Information Systems (AIS) computer systems.

Effective June 23, staff needing access to the Student Data Base, the Admissions/Prospective Student Data Base, the Student Aid Management Data Base, and PROFS enter their five-digit personal identification number (PIN), a comma, and lastly, the random number that flashes on their SecurID card. This number changes every minute.

To avoid problems with your SecurID card, Carolyn Davidson, System Development/Operations, advises staff: (1) to keep the card in the plastic pouch provided, as the card edges fray easily; and (2) to write your name on the card to distinguish it from others.

If you experience trouble logging on, call AIS, 4-0555. If you have additional questions, call Davidson, 5-6390.

Independent Study Tuition Refund Policy Revised

The Independent Study tuition refund policy was revised effective July 1990. Students who register for Independent Study courses are eligible for a partial tuition refund if they cancel within three months of their registration date and have not submitted more than half of their course lesson assignments.

The cost of the study guide and the \$5 service fee paid by students using the partial payment plan are not refundable.

Refund Percentage	Applicable Days and Lessons
100% less \$20 cancellation fee	day of registration through day 30; no lessons submitted
75%	day of registration through day 30; one lesson to one-half of lessons submitted
50%	days 31 through 60; no lessons submitted to one-half of lessons submitted
25%	days 61 through 90; no lessons submitted to one-half of lessons submitted
No refund	days 91 +

1990-91 Tuition and Fees Update

The 0000-level preparatory course fee, which is charged instead of tuition, has been set at \$192.00.

Resident tuition for the College of Pharmacy B.S. Program is \$72.25 per credit, not \$72.75, as printed in the *Tuition and Fees Fact Sheet* distributed with the July Record.

Coordinate Campus Tuition and Fees (per credit rates)

Campus	Resident	Nonresident	Student Services Fee
Crookston (14-18 credit plateau)	\$53.25	\$133.13	\$66.05
Duluth (14-18 credit plateau)			
Lower Division	53.25	133.13	88.15
Upper Division	58.00	145.00	88.15
Departmental Masters	72.75	145.50	88.15
Morris (14-20 credit plateau)			
Lower Division	53.25	133.13	83.00
Upper Division	57.75	144.38	83.00
Waseca (14-18 credit plateau)	53.25	133.13	59.65

1990 Summer Session I Registration Highlights

CAMPUS HIGHLIGHTS

Campus	Enrollment	Change from SSI 1989:	
		Percentage	Number
Twin Cities	13,799	+4.6	+605
Crookston	260	-12.8	-38
Duluth	1,833	-4.3	-83
Morris	112	-16.4	-22
Waseca	NA	NA	NA
TOTAL	16,004	+3.0	+462

SELECTED TWIN CITIES HIGHLIGHTS

College	Enrollment	Change from SSI 1989	
		Percentage	Number
Agriculture	116	0	0
Architecture/ Landscape Architecture	20	(No SSI 1989 enrollment)	
Biological Sciences	136	-2.2	-3
Education	1,635	+15.3	+217
General College	362	-0.3	-1
Graduate School	1,860	+11.9	+198
Home Economics	305	-8.7	-29
Law School	184	+52.1	+63
Liberal Arts	5,377	+3.2	+165
Management	325	+10.2	+30
Medical School	1,473	-9.1	-148
Mortuary Science	29	-6.5	-2
Natural Resources	45	+15.4	+6
Nursing	81	+107.7	+42
Pharmacy	89	+4.7	+4
Public Health	164	+36.7	+44
Technology	1,255	+0.9	+11
University College	49	-24.6	-16
Veterinary Medicine	65	-5.8	-4

SUMMER-ONLY REGISTRATION

Campus	Enrollment	Change from SSI 1989:	
		Percentage	Number
Twin Cities	2,604	+12.7	+293
Crookston	0	0	0
Duluth	409	-12.0	-56
Morris	12	+50.0	+4
Waseca	NA	NA	NA
TOTAL	3,025	+8.7	+241

Research on University of Minnesota Students: 1989 Degree Candidates' Survey

Data and Reporting Services recently released the first summary and paper for the *Research on University of Minnesota Students* series. The documents present findings from a Student Support Services survey of 1989 spring bachelor's degree candidates at the University of Minnesota, Twin Cities. Listed below are the summary's key findings, which are consistent with other data and institutional lore.

Background

Candidates for spring 1989 bachelor's degrees were surveyed in early 1989 about their University experiences. Responses were received from 2,055 students, 77% of the 2,655 students contacted.

Key Findings

- Most students were satisfied overall. On a 6-point scale, respondents assigned their overall experiences an average rating of 4.6, between slightly satisfied and moderately satisfied.
- Most would attend again, but many would not or were not sure.
- Lower division instruction was judged fair to good.
- Students criticized large classes and lack of discussion.
- Lower division advising was judged poor to fair.
- Instruction in the major was judged good to very good.
- Upper division advising was judged fair to good.
- Many students had little interaction with the faculty.
- Many students had little involvement and identification with the campus.
- Students reported some notable educational gains. Majorities of students said that attending the University had helped them quite a bit or very much in the following areas:

Thinking analytically and logically (78%)

Gaining a broad general education (73%)

Recognizing assumptions and reaching conclusions (72%)

Developing self-understanding (69%)

Writing clearly and effectively (66%)

Students reported less gain in other areas, including familiarity with computers, appreciation of the fine arts, and the development of historical and international perspectives.

- Attitudes toward University experiences differed by subgroup.

To receive a copy of *Research Summary No. 1* described above, or to be put on the mailing list for future summaries, contact Ron Matross, Data and Reporting Services, 260 Williamson Hall, 5-1027.

The Record

University of Minnesota
Student Support Services

150 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455

Deadline for September edition of The Record: Friday, August 24, 1990

The Record

Student Immunization Record Required for Registration

To ensure that University of Minnesota students would have ample time to complete and submit the University's immunization record form, Boynton Health Service and the Office of the Registrar have been advising students about the new immunization record law since students started registering for spring quarter 1990. Any student who will be enrolled after July 1, 1990, and who plans to take more than one class, other than extension or correspondence courses, must submit the required information within 45 days after fall quarter begins to avoid a hold on winter quarter registration.

Epidemics among college students, including the 1989 measles epidemic at Macalester College, led to the passage of Minnesota Law (M.S. 135A.14) requiring that all students born after December 31, 1956, who are enrolled in a Minnesota public or private college or university be immunized against diphtheria, tetanus, measles, mumps, and rubella.

Boynton Health Service is receiving as many as 500 responses daily. According to Merryalice Jones of Boynton Health Service, however, "Half of the forms being mailed are not accurate or complete." Many students are omitting the month or year of booster shots or vaccinations or their physician's signature, required for a medical exemption. Other students need a tetanus booster.

Advise students to carefully and accurately complete the form to avoid delaying their winter quarter 1991 registration. For information about the Minnesota law or vaccinations, call the Immunization Center, Boynton Health Service, 5-2929.

Fall Student Service Hours Extended

Student Support Services. For student convenience, the following Student Support Services (SSS) offices will have extended hours the first three days of fall quarter.

- Financial Aid Information Center, 210 Fraser Hall*
- ID Card Office, 248 Williamson Hall
- Information Center, 207 Williamson Hall
- Registration Center, 202 Fraser Hall*
- Student Relations and Certifications and Transcripts, 155 Williamson Hall*

Dates and Hours

Monday, September 24, 8 a.m. to 6 p.m.
 Tuesday, September 25, 8 a.m. to 5:30 p.m.
 Wednesday, September 26, 8 a.m. to 5:30 p.m.

Bursar's Offices. The Bursar's Offices and the Student Accounts Receivable Office will have extended hours the first week of fall quarter.

- East Bank, 145 Williamson Hall**
- West Bank, 101a Anderson Hall
- St. Paul, 107 Coffey Hall
- Student Accounts Receivable, 20 Fraser Hall

Dates and Hours

- September 24 to 28, 8 a.m. to 5:30 p.m.
- After September 28, 8 a.m. to 3:30 p.m.

* These offices will be open until 6 p.m. Mondays during fall quarter.

** This office will be open until 6 p.m. on Monday, October 1.

Fall Financial Aid Check Disbursements

September 24, 25, and 26

Minneapolis Campus. Financial aid checks will be disbursed in the Great Hall of Coffman Memorial Union according to the first initial of students' last names.

A - H: Monday, September 24,
8 a.m. to 5 p.m.

I - O: Tuesday, September 25,
8 a.m. to 5 p.m.

P - Z: Wednesday, September 26,
8 a.m. to 5 p.m.

St. Paul Campus. Financial aid checks will be disbursed at 120 Coffey Hall only from September 24 to 26, 8 a.m. to 5 p.m. for all students.

September 27 and 28

Students will find shorter lines if they wait until September 27 or 28 to pick up their financial aid checks in the Great Hall, Coffman Union, 8 a.m. to 5 p.m.

After September 28

On October 1, students can claim checks in 140 Williamson Hall, 8 a.m. to 6 p.m. After October 1, they can claim checks in 140 Williamson Hall, 8 a.m. to 3:30 p.m.

Inside The Record

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<i>Redesign Meetings</i>	page 2
<i>Service and Longevity Recognized</i>	page 3

The Month Ahead

Information Systems and Services Workshops

INTRODUCTION TO ADMISSIONS/PROSPECTIVE STUDENTS SYSTEM—October 4, 1:30–3:30 p.m.

Overview of the Admissions/Prospective Student Data Base including its structure, data sources, record processing, output, and interactions with the Student Data Base. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call George Hudachek (G-HUDA@UMINN1, 5-2006).

REGISTERED STUDENT REPORTING DATA BASE (RRDB/DB2)—October 11, 1:30–3:30 p.m.

Description of the RRDB/DB and how it functions; includes advice on avoiding common problems. Location: 260H Williamson Hall.

Enrollment limited to 12; reservations required. For more information or to reserve a place, call John Kellogg (J-KELL@UMINN1, 5-3387).

Meetings and Events

Information Network
—to be announced

Registrar's Advisory Committee
—Monday, October 1, 10–11:30 a.m.,
240G Williamson Hall

Important Dates

September	4–20	New student orientations
	18–19	Minnesota National College Fair, Minneapolis Convention Center
	24	Fall quarter classes begin
	24	Activities Fair, Northrop Mall
	24–28	Welcome Week
	29	Campus Preview Day
October	13, 20, 27	Campus Preview Days

Registration System Redesign Meetings

Two meetings have been scheduled to:
(1) describe the rewriting of the University's on-line registration system, (2) outline how the new system will work, (3) answer your questions, and (4) solicit your comments and ideas to enhance the system.

The primary purpose of the rewrite is to enable the Office of the Registrar to run the system on the Administrative Information Services host computer, rather than with the current decentralized, mini-computer configuration. The rewrite project will also consider some system enhancements, including student self-registration, a departmental wait list, and a bookstore system interface.

Call the Office of the Registrar, 5-1530, to reserve a place at one of the meetings and to ensure receipt of handouts.

- Wednesday, September 12,
1:30–3:00 p.m., 102 Fraser Hall
- Thursday, September 13,
10:00–11:30 a.m., 101 Fraser Hall

Class Schedule Department Listing

Please review your department's addresses and phone numbers on page 110 of the *Fall Class Schedule* and report any changes to Judith Shalaby, Office of the Registrar, 5-1530, by September 14. Departments in Folwell Hall are especially encouraged to review their listings.

1990–91 Scheduling Calendar Produced

The 1990–91 calendar of mailing and due dates for interactions between the Scheduling Office and University teaching departments has been distributed. The calendar, intended to help with departmental planning, covers August 1990 through July 1991. Call Vickie Axen, Scheduling Office, 5-7335, if you need a copy.

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Gail A. Froncek, interim editor

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

Design Firm Hired

Yanovick & Associates, a Minneapolis-based graphic design and marketing firm, has been selected by Student Support Services to develop a design system for University student publications.

The project will begin with a thorough analysis of objectives that will involve a cross section of University students, faculty, staff, and administrators. The design concept is expected to be approved by the end of fall quarter 1990.

The SSS Publications and Communications Office does not anticipate major changes in the publication schedule because of design changes. Please call Barbara Foster, 4-0049, if you have questions or comments.

SSS Report Directory Created

The 194-page *Student/Course Systems Report Directory*, a reference guide to 90 of the most widely distributed SSS reports, was recently printed. It includes an explanation and a sample page of each listed report as well as an extensive index. Staff needing student information for planning and operations will find this resource useful.

Among the reports included are the Course Inventory, Official Registration Statistics, New Student Characteristics, and Class Lists. Each collegiate unit will receive one free copy. Additional copies may be obtained from Information Systems and Services. Cerlox-bound versions cost \$10; ring-bound versions, \$18. Contact Nancy Martin, 5-8821, for more information.

The Minnesota National College Fair runs Tuesday, September 18, and Wednesday, September 19, from 9 a.m. to 2 p.m., with evening hours, 5:30 to 9:30, on Tuesday. The main public entrance to the fair site, the Minneapolis Convention Center, will be through the Plaza 4 entrance on Grant Street.

Service and Longevity Recognized

Seventy-two Student Support Services employees were honored at the 1990 SSS Employee Recognition Program, twenty-five for outstanding work and forty-seven for reaching length-of-service markers. The 25 outstanding-service honorees, selected from among 75 nominees, were each awarded a \$250 bonus.

SSS includes five units: Administration, the Admissions and Prospective Student Services Office (A/PSS), Information Systems and Services (ISS), the Office of the Registrar (OTR), and the Office of Student Financial Aid (OSFA).

Outstanding Service Honorees

Mary Amundson, ISS
Sheila Berger, OTR
Erdyne Briere, A/PSS
Janet Crittenden, OTR
Valerie Meyer DeJong, ISS
Mary Sue Gilbertson, OSFA
Linda Hanson, Admin.
Sarah Hinneberg, Admin.
Joan Kahle-Berger, OTR
Sam Lewis, OTR
Aileen Lively, OTR
Don Meyers, OTR
Winston Minor, Jr., A/PSS
Cille Moorman, ISS
JoAnn Myers, A/PSS
Marlene Nevala, OTR
Shirley Nordstrom, OSFA
Ruanne Pearson, OSFA
Laura Phillips, ISS
Mark Powell, ISS
John Printz, A/PSS
James Rowan, A/PSS
Vance Schrimpf, OTR
Gloria Spohn, OSFA
Cathy Twohig, OTR

Service Milestone Honorees

43 Years: Dorothy Boehm, OTR
31 Years: Anna Huston, OSFA
25 Years: Robert Hammel, OTR
24 Years: Daniel Patenaude, OSFA
Dana Rogers, ISS
23 Years: Leo Abbott, A/PSS
Maureen Nielsen, OTR
Judy Madsen, OTR
21 Years: Lorna McLeod, OTR
Cynthia Ryg, OTR
20 Years: Lou Branca, A/PSS
Sandy Britsch, OTR
Elizabeth Grundner, OTR
Sandra Kelsey, OTR
Mary Koskan, OTR
Sam Lewis, OTR
Phil Morgan, OSFA
Jackee Wernersbach, ISS
15 Years: Dianne Danov, OSFA
Vina Khera, A/PSS
Marlene Nevala, OTR
Karen Pylka, A/PSS
Jeff von Munkwitz-Smith, OTR
Carol White, OTR
10 Years: Tania Buhr, OTR
Barbara Carlson, ISS
Elearnor Haase, A/PSS
Jan LaVone, Admin.
Grace Lindberg, OSFA
Aileen Lively, OTR
Donald Meyers, OTR
Deborah Parker, ISS
John Printz, A/PSS
Karen Pumper, ISS
Keiko Sandri, ISS
5 Years: Barbara Anderson, A/PSS
Reed Carpenter, OSFA
Valerie Meyer DeJong, ISS
Steve Hawras, OTR
Debbie Henderson, OTR
Rudy Hernandez, OSFA
Peggy Johnson, OTR
Linda Johnston, A/PSS
George Laskaris, A/PSS
Stephanie McGuire, OTR
Laura Mirelez, ISS
Betty Stewart, A/PSS

College Work-Study Employer Reminder

All undergraduate students and graduate students **without assistantships** employed through the College Work-Study program for fall, winter, or spring terms must be referred from the Student Employment Center, 120 Fraser Hall. This includes students being rehired. Please call the Student Employment Center, 4-8070, if your department has not signed a compliance form or if you have questions.

1990 Summer Session II Registration Highlights

CAMPUS HIGHLIGHTS

Campus	Enrollment	Change from SSII 1989	
		Percentage	Number
Twin Cities	7,648	+5.6	+408
Crookston	213	+85.2	+98
Duluth	1,112	-3.8	-44
Morris	119	+10.2	+11
Waseca	401	-22.6	-117
TOTAL	9,493	+3.9	+356

SELECTED TWIN CITIES HIGHLIGHTS

Campus	Enrollment	Change from SSII 1989	
		Percentage	Number
Agriculture	79	-7.1	-6
Architecture/ Landscape Architecture	22	(No SSII 1989 enrollment)	
Biological Sciences	90	+16.9	+13
Education	1,250	+1.8	+22
General College	147	-1.3	-2
Graduate School	1,019	+11.5	+105
Human Ecology	200	+4.7	+9
Law School	0	-100.0	-1
Liberal Arts	3,580	+5.9	+199
Management	171	-5.5	-10
Medical School	55	+3.8	+2
Mortuary Science	28	0	0
Natural Resources	66	+1.5	+1
Nursing	72	+380.0	+57
Pharmacy	13	-27.8	-5
Public Health	35	+9.4	+3
Technology	720	+0.7	+5
University College	43	-8.5	-4
Veterinary Medicine	0	-100.0	-3

SUMMER-ONLY REGISTRATION

Campus	Enrollment	Change from SSII 1989	
		Percentage	Number
Twin Cities	1,304	+6.7	+82
Crookston	0	0	0
Duluth	298	-1.7	-5
Morris	65	+2066.7	+62
Waseca	0	0	0
TOTAL	1,667	+9.1	+139

SSS Develops Electronic Bulletin Board

An electronic system to distribute student information, such as registration dates and the school calendar, has been developed by Student Support Services and Administrative Information Services. On September 4 the Twin Cities campus SSS Bulletin Board became available under a new University Public Access Information Service authorizing free use. If you access LUMINA, you already have the necessary hardware and software to use the SSS Bulletin Board. More information will appear in the October *Record*.

New Access Procedures for Student Records

Procedures for requesting access to the Student Data Base and the Admissions/Prospective Student Data Base have been changed because of the advent of the SecurID system and are provided here. Information about accessing the Student Aid Management System will be provided later.

To initiate access, first request a SecurID by completing and submitting directly to Administrative Information Services (AIS) a *Staff Demographics Information* form and an *Agreement to Follow AIS Access Policy* form. Then write a letter, on department letterhead, requesting access to student records and submit that letter with a signed *Access to Student Record Compliance Statement* to Carolyn Davidson, System Development/Operations, 260 Williamson Hall. Include the staff member's name in the letter and indicate whether that person's SecurID has been obtained or is pending. Call Davidson, 5-6390, if you have questions.

Campus Preview Days Attract Prospective Students

Prospective students and their families and friends are invited to visit the University on Campus Preview Days. Activities will run from 9 a.m. to 12 noon on four Saturdays: September 29, October 13 (Homecoming), 20, and 27.

The program includes a University video presentation, a bus tour of the St. Paul and Minneapolis campuses, transfer credit evaluations, and opportunities to speak with representatives from college offices, social and recreational clubs, and admissions, financial aid, and housing offices. Refer interested students to the Admissions/Prospective Student Services Office, 625-2008; 1-800-752-1000 (in Minnesota); or 1-800-826-0750 (outside Minnesota).

Post Office Returns 450 Transcripts

Approximately 450 transcripts from the University's 1990 annual transcript mailing were returned by the U.S. Postal Service because of incorrect ZIP codes. In 1989 only 15 were returned for this reason. Judy Madsen, Office of the Registrar, asks University staff to carefully enter student address changes on the Student Data Base and to include current ZIP codes and apartment numbers, when appropriate.

The Record

University of Minnesota
Student Support Services

150 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455

00679

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Copy deadline for October edition: Friday, September 21, 1990

The Record

Minimum Credit Requirements for Graduate Student Aid Raised to Comply with Regulations

Graduate students enrolled for fewer than three credits per quarter are no longer eligible for financial aid, including aid from these major programs: College Work-Study (CWS), Stafford Student Loan, Supplemental Loans for Students (SLS), and Student Educational Loan Fund (SELF). A seven-credit registration per quarter is required for the Perkins and University loan programs. A student-status registration, which has no credit value, no longer makes a student eligible for financial aid or a loan deferment. The University initiated these changes to comply with federal financial aid requirements and to reduce its audit-liability risk.

Graded coursework (either A/F or S/N grading) and thesis-credit registration may qualify a graduate student for financial aid eligibility or a loan deferment. Students who have already registered for the minimum number of thesis credits required for their degree may register for additional thesis credits if they are continuing work on their master's or doctoral thesis and want to be eligible for financial aid.

Call the Office of Student Financial Aid, 6-2290, if you have questions concerning these changes.

Credit Requirements for Loan Deferments

Graduate students planning to defer repayment of a student loan should first check with their lender to find out if they must be registered as a half- or full-time student to qualify for a deferment. Second, they must register for at least three credits if they need to be certified as a half-time student or for seven credits for full-time certification. Registration as an auditor will no longer satisfy credit requirements for certification. Call Student Relations, 5-5333, if you have questions about deferment requirements.

Issuing Enrollment and Grade Verifications

Departments are asked to refer students needing enrollment and grade verifications to the Office of the Registrar, 150 Williamson Hall, 5-5333. University, state, and federal regulations govern the release of this information. In most cases only the Office of the Registrar can release it. Call Mary Koskan, Student Relations, 5-1530, for more information.

Winter Class Schedules Arriving Soon

Winter Class Schedules will arrive in many college offices October 22 and in all department and remaining college offices by October 31. Distribution to students begins November 1.

Queued winter quarter registration opens Thursday, November 8. The complete winter quarter queue will be on pages 12 and 13 of the *Class Schedule*.

New Reciprocity Agreements

Effective fall 1990 students from Manitoba can attend the University of Minnesota at the resident tuition rate and Minnesota students can attend participating Manitoba schools at those schools' resident rates.

By another accord, this one with the Western Interstate Commission for Higher Education (WICHE), undergraduate students from Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, and Wyoming can enroll in designated University programs at 150 percent of the resident tuition rate. On the Twin Cities campus, students can enroll in the School of Nursing, the Dental Hygiene program, and the colleges of Agriculture and Natural Resources; on the Duluth campus, the Chemical Process Engineering, Geology, and Physics (CSE) programs. The benefit is available for all programs on the Waseca and Crookston campuses. Minnesota students can enroll in WICHE participating schools and programs at 150 percent of those schools' resident rates.

Call Kay Anderson, Residence Classification and Reciprocity, 5-6330, for an application or for more information about these programs or the established North Dakota, South Dakota, and Wisconsin reciprocity programs.

Inside The Record

Fall Financial Aid Information and Counseling Hours page 3

SSS Electronic Bulletin Board: Up and Running page 4

The Month Ahead

Information Systems and Services Workshops

Location: 260H Williamson. Enrollment limited to 12.
Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.

Registered Student Reporting Data Base (RRDB/DB2)

—October 11, 1:30–3:30 p.m.
For more information: John Kellogg (J-KELL@UMINN1, 5-3387)

SSS Reporting Workshop

—October 15, 10–11:30 a.m.
For more information: Ron Matross (R-MATR@UMINN1, 5-1027)

Financial Aid Reporting Data Base (FARDB/DB2)

—October 23, 10–12 noon
For more information: Gloria Spohn (G-SPOH@UMINN1, 4-1334)

ID Card System Overview

—October 29, 10–12 noon
For more information: Mary Amundson (M-AMUN@UMINN1, 5-1887)

Admissions/Prospective Students Reporting Data Base (ARDB2/DB2)

—November 1, 1:30–3:30 p.m.
For more information: George Hudachek (G-HUDA@UMINN1, 5-2006)

Meetings and Events

Information Network

—Wednesday, October 24, 3 p.m.,
Nolte Library (see article below)

Registrar's Advisory Committee

—Monday, November 5, 10–11:30 a.m.,
240G Williamson Hall

Important Dates

October	13	Homecoming
	13, 20, 27	Campus Preview Days
	18	School of Nursing Open House, 4–6 p.m. 2470 Phillips-Wangensteen Building
	25	Graduate/Professional School Day, 10 a.m.–2 p.m. Great Hall, Coffman Memorial Union

Network Features Financial Aid Services

Student financial aid services will be discussed at the October 24 program of the Information Network. Eleanor Pijut, principal student personnel worker from the Office of Student Financial Aid, will be the guest speaker. The program begins at 3 p.m. in Nolte Library. Call Jan Bobrowske, Office Services, 5-8073, for more information.

Office of Admissions Retreat

Stress management in the work place was the focus of the Office of Admissions annual retreat last month in Afton, Minnesota. Susan Devogel, a master's degree candidate in the University's Training and Occupational Development Program, facilitated the day's workshops, which included mental and physical exercises to reduce stress. The midday boat ride on the St. Croix was the day's stress reliever.

SSS Installs FAX Machines

Three facsimile machines have been installed in Student Support Services (SSS) to serve its five units 24-hours-a-day. While many documents can be transmitted via these machines, the Office of Admissions and the Office of the Registrar cannot accept or transmit certain documents, including transcripts from other institutions, transcript requests, letters designating someone as a legal agent, and other nonpublic information. Call Loren Anderson, Office of Admissions, 5-7814, or the Office of the Registrar, 5-1530, for more information about the guidelines.

FAX Machine Locations and Numbers

- 110 Williamson Hall, 612/626-1754
- SSS Administration
 - Information Systems and Services
 - Registrar
- 240 Williamson Hall, 612/626-1693
Admissions and
Prospective Student Services
- 210 Fraser Hall, 612/624-9584
Student Financial Aid

The Record

Published monthly for colleges and departments
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STUDENT SUPPORT SERVICES

Office of Admissions and Prospective Student Services • Information Systems
and Services • Office of the Registrar • Office of Student Financial Aid

Publications and Communications Office, 150 Williamson Hall, 231 Pillsbury Drive
S.E., Minneapolis, MN 55455 (612/625-5579). Colleges and departments are invited to
submit items of interest to student service units across the Twin Cities campus.

Gail A. Froncek, interim editor

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

1991-92 College Briefs Available

Twenty-two college briefs were recently published by the Publications and Communications Office. The briefs provide prospective students with basic information about Twin Cities colleges, schools, and programs. New this year are briefs for the College of Architecture and Landscape Architecture and the Program for Individualized Learning.

Single copies may be picked up at the Information Center, 207 Williamson Hall. Multiple copies may be ordered by completing the *Information Request* form, available from Office Services, 110 Williamson Hall, or by calling Office Services, 5-3030.

Freshman-Admitting College Briefs

- College of Agriculture
- General College
- College of Human Ecology
- Institute of Technology
- College of Liberal Arts
- College of Natural Resources

Transfer/Professional School Briefs

- College of Architecture and Landscape Architecture
- College of Biological Sciences
- Dental Hygiene Program
- School of Dentistry
- College of Education
- Graduate School
- Law School
- Carlson School of Management
- Medical Technology Program
- Mortuary Science Program
- Nursing School
- Occupational Therapy/Physical Therapy Programs
- School of Pharmacy
- School of Public Health
- Program for Individualized Learning
- College of Veterinary Medicine

Also available are 1989-91 briefs for the Intercollege Program and the Medical School.

Approximately 5,300 calls per month are received on the Prospective Student Information Line, 1-800-752-1000. More than 5,200 freshman and transfer students participated in the fall 1990 orientation program.

Fall Financial Aid Information and Counseling Hours

General Information	Outreach Appointment Schedule
210 Fraser Hall, Minneapolis campus Monday, 8 a.m. – 6 p.m. Tuesday – Friday, 8 a.m. – 4 p.m. 197 Coffey Hall, St. Paul campus Monday – Friday, 8 – 11:30 a.m. and 12:30 – 4 p.m.	Appointments are usually required for counseling at the Learning Resource Centers (LRC) and the Office for Students with Disabilities. Have students call the appropriate telephone number below to schedule their appointments.
Walk-in Counseling	
210 Fraser Hall Monday, Tuesday, Wednesday, Friday 8:30 a.m. – 12 noon and 1 – 4 p.m. Thursday, 1 – 4 p.m. 197 Coffey Hall Monday, Tuesday, Wednesday, Friday 8 – 11:30 a.m. Thursday, 12:30 – 4 p.m.	African American LRC 323 Walter Library, 625-1363 Monday, 1 – 4 p.m. Wednesday, 8:30 a.m. – 12 noon American Indian LRC 125 Fraser Hall, 624-2555 Tuesday, 8:30 a.m. – 12 noon Thursday, 1 – 4 p.m. Asian/Pacific American LRC 306 Walter Library, 624-2317 Monday, 8:30 a.m. – 12 noon Thursday, 1 – 4 p.m. Chicano/Latino LRC 332 Walter Library, 625-6013 Monday, 1 – 4 p.m. Wednesday, 8:30 a.m. – 12 noon Office for Students with Disabilities 16 Johnston Hall, 624-4037 Tuesday, 8:30 a.m. – 12 noon
Outreach Walk-in Counseling	
Health Professions (Dentistry, Pharmacy, and Nursing) 2-693 Moos Tower Monday, 3 – 5 p.m. Wednesday, 10 a.m. – 1 p.m. Friday, 10 a.m. – 1 p.m. Veterinary Medicine 260 Veterinary Teaching Hospital Monday, 11 a.m. – 1 p.m. Law School 290G Law Center Monday, 10 a.m. – 2 p.m. Tuesday, 12 noon – 4 p.m. Friday, 2 – 4 p.m.	Other Appointments Students may call the Information Line, 624-1665, during office hours to schedule an appointment at 210 Fraser Hall.

Precomputer-era Transcripts Being Microfilmed

Over one-million transcript pages not on the student data base have been microfilmed by Central Files staff of Student Support Services during the past five years. This continuing project, pursued during nonpeak work periods, was initiated to free storage space and to secure the safekeeping of academic records dating from the 1870s to 1972. Academic records must be retained permanently by the University, even if they are 100 years old.

The microfilming process involves interfiling paper records for Minneapolis and St. Paul campus students into identification number sequence, combining multiple records for individual students, checking for file number and name changes, making sure each record is cross-referenced in the matriculation file index, and checking quality after filming. Working copies of the 78 rolls of film are available at transcript service centers in Williamson and Coffey halls. Original film is stored off campus in a secure, environmentally controlled vault.

A workshop on student records retention policies is held periodically as part of the Information Systems and Services In-Service Training Program. Call Mary Amundson, Office Services, 5-1887, for more information about the records retention workshop or the microfilm project.

SSS Electronic Bulletin Board: Up and Running

In the September *Record*, Student Support Services (SSS) announced the debut of the SSS Bulletin Board, an electronic means to distribute information to students, staff, and faculty. With the advent of the bulletin board, you now have a timely way to learn about services, procedures, policies, and other information relating to student admissions, financial aid, records, and registration. The bulletin board is continuously updated. Each item includes its posting date and, if applicable, its scheduled expiration date. The on-line HELP functions preclude the need for printed instructions.

MENUS	CATEGORIES AND EXAMPLES OF INFORMATION
INTRO	General information about the bulletin board —board hours, objectives, summary information
NEWS	Announcements, deadlines, policy changes —office hour changes, notices to College Work-Study employers, intra-University transfer deadlines
ACCESS	Student record system on-line access procedures, policies —student record privacy policy, description of available reporting databases, custom programming services
ADM/PSS	Admissions and Prospective Student Services information —changes in college procedures, information about Campus Preview Days, admissions counseling, and New Student Programs activities
OTR	Registration, records, scheduling information —tuition and fees, academic calendar, certification and transcript information, registration and graduation procedures
OSFA	Student grant, scholarship, loan, and employment information —check disbursement information, application instructions, information about counseling, student employment, and loans
DIR	Student Support Services office hours —SSS staff directory will be added

If you can access LUMINA, you already have the computer hardware and software required to use the bulletin board, and you will find the log-on process similar. Asynchronous users, however, need to specify a different telephone number and may need to change communication parameters (see item 3 to your right). University Internet users need to specify a different IP Address (see item 4 to your right).

Other menus, including Graduate School information, will be added to the bulletin board. Call Barbara Foster, 4-0049, if you have questions.

Accessing the Bulletin Board

You have four ways to access the SSS Bulletin Board:

1. Through the University Public Access Menu located on computer terminals in University libraries.
2. Through the Administrative Information Services (AIS) Public Access (PA) option on the AIS network. This requires an AIS SecurID card and a connection to AIS via TCP/IP, dial-up, SNA coax or twisted pair. SSS employees and PROFS users can all access the bulletin board with this option.
3. Through asynchronous (dial-up) connection to the Public Access Menu, 625-6009. This requires:
 - a modem connected to a microcomputer **or** a University digital phone with a data option board (DOB) **or** Asynch Data Interface (ADI-100) and
 - microcomputer communication software capable of vt100 terminal emulation (e.g., ProComm, TinCan). The dial-up modem settings are eight data bits, one stop bit, no parity.
4. Through the University's Internet (IP Address 128.101.109.1—PUBINFO.AIS.UMN.EDU). This requires a connection to the campus Internet, an Internet address, and NCSA Telnet with tn3270 software. (AIS currently does not support vt100 emulation through University Internet.) For a connection to campus Internet, call Telecommunications Services, 6-0260.

The Record

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Student Support Services

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The Record

Fall Term 1990 Registration Highlights

Campus Highlights

Change from Fall 1989

Campus	Enrollment	%	N
Twin Cities	40,972	-0.1	-44
Crookson	1,336	3.7	48
Duluth	7,923	1.3	103
Morris	2,021	-1.0	-20
Waseca	1,042	-11.2	-132
Total	53,294	-0.1	-45

Selected Twin Cities Highlights

Change from Fall 1989

Unit	Enrollment	%	N
Agriculture	751	7.6	53
Architecture/ Landscape Architecture	253	-12.2	-35
Biological Sciences	323	3.2	10
Education	1,846	10.3	172
General College	2,121	-5.8	-130
Graduate School	8,300	2.3	190
Human Ecology	1,099	-2.7	-30
Law (fall semester)	788	-1.0	-8
Liberal Arts	15,705	-1.4	-230
Management	964	1.6	15
Medical School	1,959	1.6	31
Mortuary Science	68	13.3	8
Natural Resources	437	30.1	101
Nursing	182	-4.2	-8
Occupational Therapy	68	-10.5	-8
Pharmacy	343	0	0
Public Health	264	-4.0	-11
Inst. of Technology	4,614	-2.2	-104
University College	127	-13.0	-19
Veterinary Medicine	253	-1.2	-3

University-wide New Student Highlights

Change from Fall 1989

Status	Enrollment	%	N
Freshman	6,665	-3.4	-232
Transfer	5,056	1.9	92
Adult Special	955	-24.1	-303
Total	12,676	-3.4	-443

Immunization Law To Be Enforced

There are 13,900 students enrolled fall quarter who will not be able to register for winter quarter until they comply with the new Minnesota immunization law. All Minnesota students born after December 31, 1956, must provide proof of immunization within 45 days of their initial 1990-91 enrollment.

Your efforts to spread this information to advisers, staff, and faculty who work with students will be appreciated by the Office of the Registrar.

Immunization forms are available at the Registration Centers, 202 Fraser Hall and 130 Coffey Hall, and at Boynton Health Service, 410 Church Street S.E. Boynton will provide shots to students who cannot provide proof of immunization. ■

Students Affected by Cancelled Courses

Academic units sometimes cancel courses and course sections after the quarterly *Class Schedule* is issued. Reasons for cancellation include lack of instructors, instructors' wishes to offer a different course that quarter, and low enrollments in preceding quarters for sequential courses. Before cancelling a course, consider the effect cancellation has on students planning to use the course for distribution or major requirements.

In line with the University emphasis on quality undergraduate education, the Office of the Registrar is monitoring and working to avert course cancellations at the 1000, 3000, and 5000 levels. Of special concern are courses that meet certain distribution requirements, course sections that drew large enrollments in preceding quarters, and those with ten or more students registered during queued registration.

If a cancellation cannot be avoided during registration, the Office of the Registrar provides the academic unit with the names and addresses of students registered for the course. Departments are to notify the students about the cancellation, indicate when the course will be offered, and provide a list of courses offered that quarter which will meet requirements. Contact Elizabeth Grundner, Office of the Registrar, 5-4094, for more information. ■

Name Search Project for Student Data Base Progresses

Programming of the name search capability for the Student Data Base will begin in early November. Mid-September 1991 is the expected project completion date.

System screens will offer users phonetic and alphabetic name search options to identify past and present students. Screen two will also provide student addresses, phone numbers, and other student identifiers. A third screen, to include a directory suppress feature, will be designed for the University's telephone service.

By narrowing post-implementation support from 90 to 30 days and by cutting dollars reserved for in-process system changes, Information Systems and Services (ISS) reached a budget agreement with Administrative Information Services so that the project could begin. Contact Mark Powell, ISS, 5-8598, for more information. ■

The Month Ahead

Information Systems and Services Workshops

Location: 260H Williamson. Enrollment limited to 12.
Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.

Registered Student Reporting Data Base (RRDB/DB2)

—December 6, 1:30 – 3:30 p.m.
For more information: John Kellogg (J-KELL@UMINN1, 5-3387)

Introduction to Registration System (8100s)

—November 15, 1:30 – 3:30 p.m.
For more information: Aileen Lively (A-LIVE@UMINN1, 5-1800)

Introduction to Student Data Base

—December 13, 1:30 – 3:30 p.m.
For more information: Aileen Lively (A-LIVE@UMINN1, 5-1800)

Meetings and Events

Information Network

—Wednesday, November 28,
3 p.m., Nolte Library (see below)

Registrar's Advisory Committee

—Monday, December 3, 10–11:30 a.m.,
240G Williamson Hall

Important Dates

November	8	Winter quarter registration begins
	22-23	Thanksgiving holiday
December	4	Last day of fall quarter classes
	5	Study day
	6-12	Final exams
	15	Graduate School application deadline for spring quarter
	24	Christmas holiday
	25	Floating holiday

Network Features University Relations Services

An overview of University Relations departments and services will be presented by Scott Elton, assistant director of University Relations, at the November 28 program of the Information Network. The program begins at 3 p.m. in Nolte Library. Call Jan Bobrowske, Office Services, 5-8073, for more information. ■

Record Access Statements Due

Student Support Services staff and University employees with on-line access to students records (production system and reporting databases) are required annually to read and sign the Access to Student Records Compliance Statement.

Statements were distributed the first week of November and are to be returned by November 30. Contact Carolyn Davidson, System Development/Operations, 5-6390, if you have access to student records systems or reporting data bases but have not received a statement. ■

Financial Aid Staff News

Ginny Reese joined the Office of Student Financial Aid on September 19 as manager of the Information Center in Fraser Hall. For the past ten years, she was coordinator of student financial aid at the University of North Dakota.

Reese trains and manages the center's staff who counsel students, offer walk-in and telephone service, and provide forms and publications.

Another new financial aid employee is **Robert Singleton**, who began on October 22 as senior administrative director. He was most recently vice president of Administrative Services at Micro-Component Technology, Inc.

Singleton manages the department's operational budgets, coordinates the management and reporting of financial aid funds, and supervises staff in these areas: training and development, personnel and payroll, and publications. ■

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STUDENT SUPPORT SERVICES

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submit items of interest to student service units across the Twin Cities campus.

Gail A. Froncek, interim editor

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

New Student Programs: Helping Students Adjust to College Life

"Because of the orientation program," said Judy Werthauser, New Student Programs coordinator, "students are better prepared to know what to expect when they attend classes. They are better able to go about finding help when they need it. At an institution of this size, students can easily get lost.

"The University's orientation program is unique. We take an extra step by providing students with University values and expectations upfront to help them make a successful transition to college life."

Another extra step taken this fall was the offering of a daytime program for experienced students, those over age 25, that focused on their transition to college life. Over 100 students self-identified for this program and stayed with it.

Two hundred students volunteer each year to work with Werthauser and the nine student program coordinators. Students are attracted by the leadership training and practice provided.

Sixty students will be recruited in the next few months to be orientation leaders this winter, spring, and next fall. One hundred volunteers will be recruited in January and February to be New Student Camp counselors.

Program planning is a community affair involving University colleges, the University Counseling Service, the Office for Student Affairs, the Student Organizational Development Center, the International Student Program, and other University departments.

In addition to orientations and the New Student Weekend, New Student Programs staff plan and coordinate Welcome Week, the Graduate Student Information Program, and the Parent Program. ■

KARE-TV evening news spotlighted the Parent Program during a segment about the empty-nest syndrome. The Parent Program focuses on transitions parents face when their children enter college.

Design System Research Involves U Community

When the new design system for Student Support Services publications debuts next year, 155 members of the University community (students, counselors, teachers, and administrators) will be able to say they had a voice in determining the five attributes that will hallmark the system.

Yanovick & Associates, the firm hired to design the system, views research and analysis as the key phase of the design process and therefore sought opinions and ideas from 155 people during group discussions last month.

Tier two groups, facilitated by tier one participants, involved five people with different roles (student, administrator,

teacher) within a college or unit. Tier one groups, facilitated by core group members, involved five individuals with different roles within different colleges or units. The core group included five University editors who will also evaluate design concepts and recommend the final design system.

Tier one and core group members also completed a questionnaire focusing on production issues involving publications affected by the new design system.

On November 9, Yanovick & Associates will present their analysis of the existing design system, competitive design systems, attributes defined by the groups, and questionnaire responses.

Attributes To Be Emphasized by New Design System

Empowering	The University offers individuals a universe of opportunities for realizing their full potential.
Community	The University recognizes, cultivates, and celebrates a shared environment that is diverse, multi-faceted, international, and culturally rich.
Prestigious	The University confers upon its students a proud legacy of leadership in scholarship, research, and athletics.
Magnetic	The University provides a setting that engages individuals in an energetic exchange of ideas and information.
Responsive	The University has an ongoing commitment to support individual needs with accessible facilities and services.

Phase 2: Conceptual Development

The conceptual development phase will culminate in a design system using type, grids, color, and other visual elements to allow each student publication a distinctive look while maintaining a visual relationship with other student publications. A cohesive but flexible design identity expressing the five desired University attributes is sought.

Design concepts will be presented to the core group in late November. Core group members are Rick Bard, Barbara Foster, Sharon Grimes, Eugenia Smith, and Donna Weispfenning. The final design concept will be presented by the end of the year.

Phase 3: Implementation

Resulting design changes will be applied to these publications: *Highlights*, the Twin Cities campus viewbook, college bulletins and briefs, student handbooks, class schedules, SSS newsletters, financial aid publications, and miscellaneous brochures and factsheets. Student Support Services does not anticipate major changes in the publication schedule because of the new system.

A visual standards guide that Yanovick & Associates will develop will help publications staff apply the design system to new publications.

Call Foster, core group leader, 4-0049, with your questions or comments. ■

Course Transfer Database: Development Update

Admissions and Prospective Student Services is testing a course transfer database, which will document transfer information for courses offered at Minnesota's 18 community colleges.

Questions the system will answer include: Does the course transfer to the University's six freshman-admitting colleges, the College of Biological Sciences, the School of Management, or the College of Education? How does the course meet University distribution requirements? Is there a University course equivalent to the community college course?

Course information for the 1988-90 and 1990-92 bulletin years is being added to 1982-88 information in the database. Admissions will eventually add information about how community college courses transfer to University College and health sciences programs.

Since 1986 course transfer information for the community colleges has been available through a process involving the creation of over 150 word processing documents that culminated in 18 community college notebooks. The notebooks will still be used, but the evolving course transfer information will soon be produced in an efficient and cost-effective way. Call Laurel Carroll or Carol Cline, Admissions, 5-2006, for more information. ■

Top 40 Large Classes: Fall Quarter 1990

Rank	Enroll.	Class	Location	Instructor
1	666	Psy 1001-1	125/175 Willey	Film
2	514	Biol 1101-1	175 Willey	Fan (prof.)
3	488	Biol 1009-2/1009H-80	175 Willey	Wood (prof.)
4	462	Clas 1042-1	45 Nicholson	Hershbell (prof.)
5	444	Hist 1305-1	175 Willey	Spear (assoc. prof.)
6	401	Econ 1101-1	125 Willey	Lewison (TA)
7	360	Anth 1102-1/1102H-80	45 Nicholson	Rowe (prof.)
8	350	Econ 1101-2	175 Willey	Aslakson (TA)
9	319	Ast 1011-2	150 Phys	Stein (prof.)
10	307	Geog 3101-1	125 Willey	Hart (prof.)
11	307	Arch/LA 1021-1	45 Nicholson	Satkowski (assoc. prof.)
12	298	Hist 1301-1/1301H-80	175 Willey	Ruggles (assoc. prof.)
13	289	Biol 1008-1	2650 Moos Tower	Fall (asst. educ. spec.) Peifer (educ. spec.) Tordoff (prof.)
14	271	Ast 1011-3	150 Physics	Skillman (asst. prof.)
15	269	Pol 1025-1	125 Willey	Battah (visiting asst.)
16	266	PubH 3001-1/3004-1	2470 Phillips-Wangensteen	Rothenberger (instr.)
17	259	Hist 1011-1/1011H-80	125 Willey	Phillips (prof.) Taylor (prof.)
18	255	CBN 5100-1/5107-1	2470 Phillips-Wangensteen	Parsons (prof.)
19	254	Anth 1101-1/1101H-80	175 Science Classroom	McGuire (tchg. spec.)
20	253	Geo 1001-1	100 Smith	Sawkins (prof.)
21	252	Psy 1004-1	175 Science Classroom	Viemeister (prof.)
22	247	CBN 5103-1	2470 Phillips-Wangensteen	Sorenson (prof.)
23	245	Phil 1001-2	100 Smith	Scheman (assoc. prof.)
24	243	Geo 1001-2	100 Smith	Seyfried (prof.)
25	240	Biol 1009-1	125 Willey	Wood (prof.)
26	239	PubH 3003-1/3004-1	2650 Moos Tower	Rothenberger (instr.)
27	238	Psy 3101-1	45 Nicholson	Tellegen (prof.)
28	234	Mus 1001-1	125 Willey	Damschroder (assoc.)
29	234	Th 1101-2	90 Rarig	Norwood (asst. prof.)
30	233	Phys 1311-4/1311-5	150 Physics	Gasiorowicz (prof.)
31	230	Econ 1102-1	125 Willey	Tobin (TA)
32	228	Soc 1001-1	210 Anderson	Savelsberg (asst. prof.)
33	225	ArtH/EAS 3013-1	310 Anderson	Poor (prof.)
34	224	Phys 1341-1	150 Physics	Courant (prof.)
35	223	Geog 1401-1	175 Willey	Brown (prof.) Skaggs (prof.)
36	223	Psy 3604-1	45 Nicholson	Iacono (prof.)
37	216	Soc 1001-2	210 Anderson	Phillips (instr.)
38	211	Phys 1104-1	150 Physics	Dehnard (prof.)
39	207	AEM 1015-1	211 Nicholson	Shield (assoc. prof.)
40	207	Phys 1271-1	150 Physics	Marquit (prof.)

The Record

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Grade Report Deadline for Fall Quarter 1990

The 1990 fall quarter grade run is scheduled for December 13, 14, and 17. The deadline for academic departments to submit fall quarter grade reports to the Office of the Registrar is **8:30 a.m., December 17**. Grades submitted after the deadline will not be reflected on fall grade slips distributed to students during winter check disbursements in the Great Hall of Coffman Union.

Grade deliveries. If you deliver grade reports, please leave them with the receptionist in the Student Relations Unit, 150 Williamson Hall, or at the Admissions and Records Office, 130 Coffey Hall. The offices open at 8 a.m., Monday through Friday. Please do not deliver grade reports elsewhere or send them through campus mail.

Messenger pickup. Messenger pickup of grade reports is available only on the Minneapolis campus. When calling 5-3030 to request a grade pickup, please indicate any times your office is closed or any unusual scheduling that would impede pickup. Request for messenger pickup must be made no later than **8:30 a.m., December 17**.

Lost grade reports. If an original grade report is misplaced or lost, please call Data Management immediately at 5-5069.

Questions? Call Data Management staff, 5-5069, or Student Relations staff, 5-9050, if you have questions about the grade run for fall quarter 1990. ■

Winter Student Service Hours Extended

Student Support Services (SSS). For student convenience, the following SSS offices will have extended hours, from 8 a.m. to 5:30 p.m., the first three days of winter quarter, January 2 to 4.

- Financial Aid Information Center, 210 Fraser Hall*
- ID Card Office, 248 Williamson Hall
- Information Center, 207 Williamson Hall
- Registration Center, 202 Fraser Hall*
- Student Relations and Certifications and Transcripts, 155 Williamson Hall*

After January 4, these offices will be open 8 a.m. to 4 p.m.

* These offices will be open until 6 p.m. Mondays during winter quarter.

Bursar's Office. The Bursar's Office and Student Accounts Receivable will also have extended hours the first week of winter quarter.

- East Bank, 145 Williamson Hall
- January 2, 3, and 4, 7:15 a.m. to 5:30 p.m.
 - January 7, 7:15 a.m. to 6:00 p.m.
 - January 8, 7:15 a.m. to 5:30 p.m.

- St. Paul, 107 Coffey Hall
and West Bank, 101a Anderson Hall
- January 2, 3, and 4, 8:00 a.m. to 5:30 p.m.
 - January 7 and 8, 8:00 a.m. to 4:30 p.m.

- Student Accounts Receivable,
20 Fraser Hall
- January 2, 3, and 4, 8:00 a.m. to 5:30 p.m.
 - January 7, 8:00 a.m. to 6:00 p.m.
 - January 8, 8:00 a.m. to 5:30 p.m.

After January 8, these offices will be open 8 a.m. to 3:30 p.m. ■

Winter Financial Aid Check Disbursements

January 2, 3, and 4

Minneapolis Campus. Financial aid checks will be disbursed in the Great Hall of Coffman Memorial Union according to the first initial of students' last names.

- I-O: Wednesday, January 2
8 a.m. to 5 p.m.
- P-Z: Thursday, January 3
8 a.m. to 5 p.m.
- A-H: Friday, January 4
8 a.m. to 5 p.m.

St. Paul Campus. Financial aid checks will be disbursed at 120 Coffey Hall, only from January 2 to 4, 8 a.m. to 5 p.m. for all students.

January 7 and 8

Students will find shorter lines if they wait until January 7 or 8 to pick up their financial aid checks in the Great Hall, Coffman Union, 8 a.m. to 5 p.m.

After January 8

From January 9 to March 22, checks may be claimed in 140 Williamson Hall, 8 a.m. to 3:30 p.m. ■

Inside The Record

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Electronic Bulletin Board* page 4

The Month Ahead

Information Systems and Services Workshops

Location: 260H Williamson. Enrollment limited to 12.
Call Nancy Martin (N-MART@UMINN1, 5-8821) to register.

Introduction to Student Data Base

—December 13, 1:30–3:30 p.m.
For more information: Stephanie McGuire (S-MCGU@UMINN1, 5-1800)

Admissions/Prospective Students Reporting Data Base (ARDB/DB2)

—January 3, 1:30–3:30 p.m.
For more information: George Hudachek (G-HUDA@UMINN1, 5-2006)

Introduction to Financial Aid System

—January 14, 1:30–3:30 p.m.
For more information: Phil Morgan (P-MORG@UMINN1, 5-6586)

Meetings and Events

Information Network

—No December meeting. January meeting will be announced in the January *Record*.

Registrar's Advisory Committee

—Monday, January 7, 10–11:30 a.m.,
240G Williamson Hall

Important Dates

December	6–12	Final exams
	15	Graduate School application deadline for spring quarter
	24	Floating holiday
	25	Christmas holiday
	28	Last day to register for winter quarter without paying late registration fee
	31	Floating holiday
January	1	New Year's Day holiday
	2	Winter quarter classes begin
		Financial aid applications for 1991–92 available
	21	Martin Luther King holiday

Office of the Registrar Retreat

Mt. Olivet Retreat Center in Farmington, Minnesota, was once again the site of a Student Support Services retreat. In October, staff from the Office of the Registrar (OTR) participated in a morning workshop about projecting one's image and an afternoon session about managing stress and conflict.

Nancy Stephan, president of Synergy Resources Inc., facilitated the sessions. Stephan will also meet with OTR supervisors in January and February to hear how workshop material, including a five-step process for resolving conflict, has been incorporated in their units and to provide additional advice. ■

Financial Aid Staff News

Kathy Ruby joined the Office of Student Financial Aid on November 5 as a student personnel worker in the Fraser Hall Information Center. She was most recently a counselor at Eastern Virginia Medical School in Norfolk, Virginia.

Sheila Keenan, another new student personnel worker, began on November 12 in Loan Processing. For the past seven years, Keenan was assistant director of student financial aid at the Minneapolis College of Art and Design.

Another new financial aid employee, **Tim Lehmann**, began on December 3 as an executive student personnel worker. He manages Loan Processing and the St. Paul Financial Aid Office. Lehmann was most recently director of student financial aid at the St. Paul Technical College. ■

Class Schedule Department Listing

Please review your department's addresses and phone numbers on page 110 of the *Winter Class Schedule* and report any changes to Judith Shalaby, Office of the Registrar, 5-1530, by December 14. Departments in Folwell Hall are especially encouraged to review their listings. ■

The Record

Published monthly for colleges and departments at the University of Minnesota, Twin Cities, by

STUDENT SUPPORT SERVICES

Office of Admissions and Prospective Student Services • Information Systems and Services • Office of the Registrar • Office of Student Financial Aid

Publications and Communications Office, 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5579). Colleges and departments are invited to submit items of interest to student service units across the Twin Cities campus.

Gail A. Froncek, interim editor

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

SSS Departmental Review Process Begins with Admissions Office

The Admissions and Prospective Student Services Office is the first Student Support Services (SSS) department to participate in a departmental review for the Office of Student Affairs. Admission services, prospective student services (recruitment), and new student orientation programs will be the focus of the review.

"By undertaking the review process, we will gain a reaffirmation of our operating assumptions or," said Leo Abbott, director of Admissions, "a signal that we need to redefine the assumptions and take new directions."

The Admissions departmental review will consist of a self-audit and evaluations by (1) an internal review committee to include directors of University programs and assistant or associate vice presidents and (2) an external review committee to be made up of two admissions specialists and a vice president from universities comparable in size to the University of Minnesota.

■ Self-audit

Sections of the *Professional Development Guidelines for Admissions Officers* will be the foundation of the self-audit. The guide, prepared by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and the National Association of College Admissions Counselors (NACAC), was developed with the premise that "Professional improvement should be accomplished primarily by self-evaluation with secondary assistance from others in the profession."

Questions in the guide point to areas that should be considered and investigated (see examples this page).

"Because the guide provides a better fit for small admissions offices," said Abbott, "sections will be added to cover the following Admissions Office services: international student admissions, community college articulation and course transfer policy development, Project Inform, and minority student recruitment."

■ Internal Review Committee

The internal review committee will review the self-audit and documents, such as publications, reports, organizational charts, and budget information, provided by the Admissions Office. In addition they will walk through the admissions process, conduct interviews to gather additional information, and prepare a report.

■ External Review Committee

The external review committee will review the self-audit and the internal committee review report, conduct interviews on campus, and prepare a report.

Departmental review procedures, prepared by the Office of the Vice President for Student Affairs, will help the internal and external review committees develop a reporting format.

Laurie Hayes, interim associate vice president for Student Affairs, will be working with SSS Coordinator Jim Preus, Abbott, and the other SSS directors when they participate in the Office of Student Affairs review process.

While some could view the process as a threat, Abbott considers the review a challenge and an opportunity to possibly gather support for ideas and programs to benefit students and the University. The Admissions departmental review is expected to be completed this winter (see schedule this page). ■

Examples of Self-audit Questions

These questions were taken from the Enrollment Forecasting section of the AACRAO/NACAC guide:

1. Does your institution have a clearly designed institutional plan?
2. Does your institution have a documented enrollment plan that quantifies students it anticipates enrolling by student status (i.e., freshman, transfer, part-time)?
3. Does the admissions office participate in research that attempts to forecast the number and characteristics of students who will have an opportunity to enroll?
4. Does the admissions office participate in ongoing research that gives information about (a) who comes to your institution and why and (b) who does not come to your institution and why not?
5. Does the admissions office participate in research about factors that will influence future enrollment at your institution, such as demographics, tuition increases, changing financial aid needs, and interest in academic needs?

Admissions Office Review Schedule

December 15

- Self-audit completed.
- Members appointed to internal and external review committees.
- Charge and documents given to internal review committee.

February 1

- Internal review committee report completed.

February 15

- Charge, reports, and documents given to external review committee.

March

- External review committee visits campus.
- External review committee report completed.

Tentative 1991-93 College Bulletin Schedule

Editors from the SSS Publications and Communications Office have begun production of the 1991-93 college bulletins. The tentative publication delivery schedule for 1991 is

April

General College
Law School

May

University of Minnesota, Morris
Institute of Technology

June

Medical School

July

College of Pharmacy
Health Sciences Programs

August

University of Minnesota, Duluth
College of Biological Sciences
College of Agriculture

September

College of Veterinary Medicine
University of Minnesota, Waseca
Army, Navy, Air Force ROTC

Contact Rick Bard or Laura Phillips, bulletin editors, for more information. ■

One-third of all Twin Cities campus students received financial aid in 1988-89—a total of nearly \$191 million in scholarships, grants, employment earnings, and loans.

Graduate School Electronic Bulletin Board

The Graduate School Bulletin Board was recently created as a separate menu under the Student Support Services Bulletin Board. University students, staff, and faculty can now electronically learn about changed Graduate School policies and procedures.

MENUS	INFORMATION PROVIDED
INTRO	General information about the Graduate School Bulletin Board
NEWS	Announcements of policy changes since publication of the current <i>Graduate School Bulletin</i>
DATES	Application deadlines for fellowships, faculty research grants, and commencement
DIR	Graduate School staff directory and office hours

Although access to the Graduate School Bulletin Board is currently gained through the SSS Bulletin Board menu, this could change when category names on the Public Access menu are changed to accommodate bulletin boards for additional colleges.

Instructions for accessing the SSS Bulletin Board and therefore the Graduate School Bulletin Board are in the October *Record*. Contact Barbara Foster, 4-0049, if you have questions about the bulletin boards. ■

Fall Recruitment Activities

Two University recruiters alone clocked over 7,000 miles this October and November—the busiest recruitment period of the year—to recruit students for fall 1991.

The Minnesota and Milwaukee national college fairs, the Minnesota and Western Wisconsin education fairs, prime market high school presentations and college night programs, and alumni receptions and metropolitan community college meetings are events where this fall you would have found Lou Branca and Winston Minor from the SSS Prospective Student Services office.

At the Minnesota National College Fair, the most attended fair of its kind in the United States, Branca and Minor are joined by representatives from University colleges and other Prospective Student staff, who also participate in University recruitment events. ■

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