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The Record

Student Systems Replacement Project enters Phase II

The Student Systems Replacement Project is about to enter Phase II. By the end of this phase, the project team will recommend a strategy for updating the components of the University's student systems, including admissions, student records, registration, and financial aid. Options include purchasing and implementing a packaged system, updating existing systems, or some combination.

Current systems outmoded

The existing systems are running up against several formidable obstacles as we enter the last years of the twentieth century. The existing systems do not support semesters; they do not handle the change from 1999 to the year 2000;

they are not user-friendly; and they are expensive to maintain and learn.

The existing systems were built in the 1970s and early 1980s and, because of the technology available at that time, lack the flexibility and the reporting capabilities demanded by today's users.

With today's technology, day school and CEE's registration systems, for example, can be integrated into one system while still supporting the needs of the student, the colleges, and the departments. But to make this happen requires the support and knowledge of many people throughout the University.

Phase I sets the framework

During the Phase I a project plan and a communication plan were prepared; a

project management committee was established; and the committee participated with other areas in an enterprise-wide data modeling project, which will also help other major projects that are in progress (e.g., human resources).

Policies and procedures that complicate student systems and make life difficult for students, faculty, and staff were identified and forwarded to central administration for consideration and possible action (e.g., common calendar, common grading system). Existing system documentation was reviewed and found useful enough to help in upcoming project phases.

An informal request for information was issued to potential package vendors. The project team is following up to get more information from PeopleSoft, SCT, and TRG. Potential strategies for migration from our current "legacy" systems to new systems were identified. A Phase I project report has been drafted and will be available in early January.

Phase II assesses needs in detail

Phase II, through June 1996, will assess University needs in more detail and identify potential changes in policies and practices. During winter quarter, interested college and departmental staff, students, and faculty will be invited to participate in this process. During Phase II, the project team will also investigate several development options, including purchase of a packaged system, rebuilding the system in house, and rebuilding selected parts of

System that brings touch-tone access to student services arrives later this month

The initial menus and script for the new touch-tone telephone access system for student and other services, Interactive Voice Response System (IVR), are close to complete, and the first student system application (grade reporting) should be ready in late January or early February. The second application, to replace the Registration Status Notices (RSNs), should be available a short time later.

The contract for the IVR has been awarded to Periphonics Corporation. (See *The Record*, October 1995.) Hardware was installed and given preliminary testing at the end of December.

After the two student system applications are operational, the focus will shift to Human Resources (HR) and the development of an employee verification system. The HR application is scheduled for implementation in March or April. Other applications, including STARS balances and payments, student loan collection status, and financial aid application status will follow.



FOR MORE INFORMATION:
Jim Doten, project coordinator, SOSS
625-9534; j-dote@maroon.tc.umn.edu

January training opportunities

Training sessions are intended for units that have a contract with Student and Office Systems Support (SOSS) or that use its LAN. Institutional data base training is available for all University staff. (See note below.)

Workshops will be held in 260H Williamson Hall.

LAN Orientation Sessions

January 11, 10 a.m.–noon

January 23, 1:30–3:30 p.m.

Contact Nancy Martin,
SOSS, 625-8821, to register

4 Word for Windows, Part I

1:30–3:30 p.m.

Prerequisite: Microsoft Word for Windows 6.0 users. Limit: 9

11 Word for Windows, Part II

1:30–3:30 p.m.

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part I. Limit: 9

18 Word for Windows, Part III

1:30–3:30 p.m.

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part II. Limit: 9

25 PC File Management

Includes introduction to
Windows File Manager
10 a.m.–noon

Prerequisite: PC users. Limit: 10

Note:

Rather than holding regularly scheduled sessions, MARDB/DB2 (Admissions Reporting Database) and RRDB/DB2 (Registered Student Reporting Database) workshops will now be conducted by request only. Please call John Kellogg, 625-3387, for more information.

New

Three Windows '95 training tapes. One tape may be reserved for use in office or at home for up to one week.

FOR MORE INFORMATION OR TO REGISTER,
Contact Nancy Martin, SOSS
625-8821 or e-mail: nmart@maroon.tc.umn.edu



Winter/early spring datebook

January

- 2 Winter quarter classes begin
- 2 1996–97 financial aid application packets available
- 8 Last day for undergraduates and students in professional degree programs to apply for winter quarter graduation
- 8 Last day to cancel classes with 100 percent refund
- 9 Major/adviser input lists produced
- 12 Collegiate roster produced
- 12 End of second week reports produced
- 13 Deadline for students to cancel individual course without transcript record
- 15 Martin Luther King, Jr. holiday
Classes excused and University offices closed
- 29 Deadline for major/adviser input
- 29 Major/adviser output reports produced

February

- 1 Major/adviser output reports distributed to colleges
- 14 Spring *Class Schedules* available
- 21 Start of spring quarter queued registration

March

- 1 Grade reports produced
- 11 Last day of instruction
- 12-16 Final examinations
- 18 First day class lists produced for spring quarter
- 18-20 Grades posted for winter quarter
- 20 Winter quarter grade reports due from academic departments
- 21 Transcripts produced
- 22 Floating holiday. University offices closed
- 23 Last day to register for spring quarter without paying late fee
- 25 Spring quarter classes begin
- 30 Last day to cancel classes with 100 percent refund

April

- 5 Last day for most undergraduates and students in professional degree programs to apply for spring quarter graduation

University of Minnesota, Office of the Registrar, 150 Williamson Hall

The Publications and Communications Quality Improvement team in the Office of the Registrar (OTR) is surveying University departments to determine if there is a demand for an OTR handbook. The handbook would be a one-stop reference guide to the functions and services of OTR. Your answers to the following questions will guide us in producing our handbook.

Please fold your completed questionnaire so the OTR address appears on the outside, tape or staple, and return to us via campus mail by January 16, 1996. Thank you.

1. Do you know what the OTR functions are and what services we provide? What OTR functions do you know most about? least about?

2. Do you feel OTR provides you with adequate information about our functions and services?

3. What kinds of information do you call OTR for most often?

4. Would you find an OTR handbook helpful?
 Yes No Don't know

5. What format would you prefer for the OTR handbook?
 Paper (spiral bound; produced yearly)
 Paper (loose leaf; to allow replacement pages as changes are made)
 Electronic (World Wide Web; updated whenever necessary)
 Voice response service (recorded information available 24 hours a day)
 Other_____

6. What types of information should be included in the OTR handbook?

<input type="checkbox"/> Academic Progress Audit System (APAS)	<input type="checkbox"/> Grade reports
<input type="checkbox"/> Athletic Eligibility	<input type="checkbox"/> Hours of operation
<input type="checkbox"/> Certification	<input type="checkbox"/> OTR mission statement
<input type="checkbox"/> Class Schedule Production	<input type="checkbox"/> Phone numbers
<input type="checkbox"/> Course Guide Production	<input type="checkbox"/> Registration
<input type="checkbox"/> Day School Records	<input type="checkbox"/> Room Scheduling
<input type="checkbox"/> Degree clearance	<input type="checkbox"/> Rules/policies
<input type="checkbox"/> Diplomas	<input type="checkbox"/> Transcripts
<input type="checkbox"/> Extension Records	<input type="checkbox"/> Workshops/training
<input type="checkbox"/> Final Exam Scheduling	<input type="checkbox"/> Other_____

7. How detailed should the OTR handbook be?
 Quick reference guide; general information only with contact names and phone numbers for further information
 Detailed; official policies, etc.
 Somewhere in between the first and second choices above
 Other_____

Office of the Registrar
Quality Improvement Team Survey
Attn: Linda Miza
150 Williamson Hall
East Bank Campus

U Card continues to add features

When the U Card began its widespread use in June 1995, it featured access to University Libraries and optional banking and long-distance calling. Since then, a number of other features have been added, with more to come.

"Gopher GOLD" value stripes lets users store up to \$50 in value via a "cash-to-card" machine. Machines that currently accept Gopher GOLD include some vending machines, photocopiers, and restaurant cash registers found in the residence halls; St. Paul Student Center; 1300 South Second Street; Wilson Library; and St. Paul's Terrace Cafe.

The U Card debit feature, which deducts a user's purchase directly from his or her U Card checking account, is currently working at Boynton Health

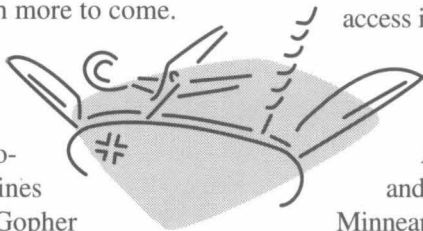
Service and all University Bookstores.

Besides library access, U Cards allow access to bursar's services, Recreational Sports, and residence hall dining facilities.

The card is being used for building access in Morrill Hall, the Transportation Safety Building, the Donhowe Building, Mariucci Arena, Williams Arena, and Diehl Hall. Finally, Minneapolis Student Unions are using the U Card for staff time and attendance records.

More services will be added during winter quarter and throughout 1996. U Cards may be obtained in 40 Coffman Memorial Union, between 8:30 a.m. and 4:00 p.m. Initial cards are free; replacement cards cost \$10.

FOR MORE INFORMATION:
U Card Office, 626-9904



Route 13 drops route, adds new punch card

Effective January 2, the Route 13-A East Bank Shuttle Bus will no longer operate due to declining ridership and increased costs.

Riders may use Route 13-B East-West Bank Shuttle Bus for new service to the Supercomputer Institute and the 1300 South Second Street areas. Buses make stops at Blegen Hall, Eddy Hall, Appleby Hall, Willey Hall, and the Supercomputer Institute.

The 13-B buses that leave Blegen Hall at 22 minutes after the hour between 8:22 a.m. and 1:22 p.m., and at 28 minutes after the hour between 2:28 p.m. and 4:28 p.m. are wheelchair accessible.

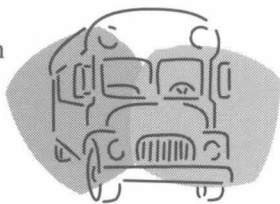
A new, **all-purpose Route 13 inter-campus shuttle bus card** that replaces all previous passes and punchcards will be available January 2. The all-purpose card costs \$7.50 and has 30 punches valued at 25 cents each.

Use of the cards gives riders a discount

over cash fares. Stops at Como and 29th Aves. S.E., Raymond and Como Aves., and 15th Ave. S.E. and Rollins Ave. that cost 35 cents cash require only one 25 punch. Riders who board or exit at all stops along Larpenteur Ave. and Como and 18th Ave. S.E. save 35 cents per ride. Instead of 85 cents cash, two punches (50 cents) is required during non-rush hours and three punches (75 cents) is required during rush hours, (6:00 a.m.–9:00 a.m. and 3:30 p.m.–6:30 p.m.).

Old cards will continue to be honored; refunds will not be issued for partially used cards. The new punch card can be purchased at all bursar's offices; Coffman Memorial Union; West Bank Union Skyway; and at Parking and Transportation Services, Room 301 Transportation and Safety Building, 511 Washington Ave. S.E.

FOR MORE INFORMATION:
Parking and Transportation Services
626-7275



Staff recognized by AIS

Administrative Information Services (AIS/BASIS) recognized 18 individuals for outstanding partnership work in 1995.

Among those recognized were

- Michael Handberg, Office of the Registrar, for working with Lauderdale Computing Facility to provide high-visibility and successful World Wide Web interface to student course information;
- Grace Lindberg and Mary Gilbertson, Office of Scholarships and Financial Aid, for working with BASIS Data Access staff to provide enhancements to the FARDB (Financial Aid Reporting Data Base);
- Roberta Armstrong, Student and Office Systems Support, and Miriam Ward, Human Resources Information Systems, for leading and funding the enterprise data modeling initiative held this fall.

STUDENT SYSTEMS from page 1 the system. The team believes that maximum benefits at a lower cost over the expected life of the system are most likely to be achieved through a replacement approach rather than "fixing" the current systems.

The selected approach will be closely linked to system planning activities in the human resources and financial area and would respond to the needs of the semester conversion planning process. An aggressive approach to changes in policy and procedure will greatly enhance services—with lower onetime cost to the institution and with potential recurring cost savings.

The Phase II working group is being formed now and will include college staff.

FOR MORE INFORMATION:
Roberta A. Armstrong (project leader)
612/625-6674; r-arms@umn.edu

Office of the Registrar briefs

Time to return fall 1996 turnaround documents

Turnaround documents (form A80b) for fall 1996 should be returned to the Scheduling Office by January 19. Documents for winter and spring 1997 should be returned by February 2.

Departments will receive fall quarter Preliminary Class Schedule Reports (PCSRs) for review on February 26. They will be picked up March 1. Curriculum committees are urged to approve new courses during January and February meetings to ensure that the PCSRs contain new course information for department review.

FOR MORE INFORMATION:

Elizabeth Grundner, Scheduling Office
Telephone: 625-4094; e-grun@maroon.tc.umn.edu

Registrar's web site expands features

By the end of January, contents of the *Class Schedule* and *Course Guide* will be available at the Office of the Registrar's (OTR) site on the World Wide Web (<http://www.umn.edu/registrar/>).

Another new OTR web site feature available in January are interactive links between winter and spring quarter courses and their final examination days and times.

Students can access information more easily on the web than by using *Class Schedule* final exam tables.

A demonstration of the OTR web site will be included in the January 11 meeting of the Board of Regents.

"Scheduling Roundtables" offer chance to ask questions and exchange ideas

Two informal question and answer periods, dubbed "Scheduling Roundtables," are scheduled for January. The gatherings offer a chance to ask questions of Scheduling staff and exchange ideas with colleagues from other departments, as suggested at past *Class Schedule* information sessions.

The St. Paul roundtable is scheduled for 1:30–3:00 p.m., January 9, in 145 Classroom Office Building. The Minneapolis session is from 10:00–11:30 a.m., January 12, in 140 Nolte Center. Registration is requested, but walk-ins are welcome.

Individualized training sessions for new staff are also available upon request.

FOR MORE INFORMATION, OR TO REGISTER:

Nancy Peterson, Scheduling Office
625-6089; n-pete@maroon.tc.umn.edu

TheRecord

is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Senior Vice President for Academic Affairs.

Laura Weber, editor

COMMUNICATIONS & PUBLICATIONS

110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213


Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@maroon.tc.umn.edu

Please direct address changes to Barb Carlson, 626-1785, or b-carl1@maroon.tc.umn.edu

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The Record

News about admissions, records, and financial aid

February 1996, Vol. 20, No. 2

SOSS moves from Williamson Hall to University Avenue address

Student and Office Systems Support (SOSS) moved its offices from 260 Williamson Hall to 2221 University Avenue S.E. on February 2.

SOSS provides planning and liaison, systems support and development, and LAN management for student administrative systems that support the Office of Admissions, Office of Scholarships and Financial Aid, and Office of the Registrar.

LAN support will continue to be provided to current customers at the same level as currently, said Roberta Armstrong, SOSS director. Staff phone numbers will remain the same.

"The move offers us an opportunity to provide project space for the team working on the Student Systems Replacement Project [see *The Record*, January 1996], which is likely to improve our effectiveness and communication considerably, as well as minimize distraction for team members by getting them away from their 'home' offices," Armstrong said.

The complete address of SOSS is 2221 University Avenue S.E., Suite 425, Minneapolis, MN 55414.

February training opportunities cancelled

Previously announced February training workshops offered by Student and Office Systems Support (SOSS) have been cancelled due to the move of the department from Williamson Hall to 2221 University Avenue S.E. (See above story.)

- Workshops will resume at the new site in March.
- If LAN orientation is needed before training resumes in March, call Nancy Martin to make arrangements.
- MARDB/DB2 (Admissions Reporting Database) and RRDB/DB2 (Registered Student Reporting Database) workshops are conducted by request only. Please call John Kellogg, 625-3387, for more information.

FOR MORE INFORMATION, Contact Nancy Martin, Student and Office Systems Support 625-8821 or e-mail, n-mart@maroon.tc.umn.edu

Clarification

The general information number for the U Card Office is 626-9900, not 626-9904 as published last month.



Registration highlights—winter quarter 1996

Campus	Enrollment	Change from '95	
		Number	%
Twin Cities	34,855	-54	-0.2
Crookston	1,679	146	9.5
Duluth	6,973	-66	-0.9
Morris	1,899	42	2.3
Total	45,406	68	0.1

Twin Cities colleges	Enrollment	Number	%
Agricultural, Food, Environ. Sciences	865	48	5.9
Architecture/Landscape Arch.	61	-74	-54.8
Biological Sciences	485	9	1.9
Dental Hygiene	87	12	16.0
Dentistry	342	25	7.9
Education and Human Development	1,204	-1	-0.1
General College	1,194	-59	-4.7
Graduate School	7,922	-282	-3.4
Human Ecology	761	17	2.3
Institute of Technology	4,061	-56	-1.4
Law School (spring semester)	771	-34	-4.2
Liberal Arts	12,492	265	2.2
Management	742	77	11.6
Medical School	1,731	53	3.2
Medical Technology	70	18	34.6
Mortuary Science	66	-30	-31.3
Natural Resources	574	-33	-5.4
Nursing	220	9	4.3
Occupational Therapy	66	2	3.1
Pharmacy	343	-5	-1.4
Physical Therapy	59	-4	-6.3
Public Health	216	1	0.5
University College	228	-9	-3.8
Veterinary Medicine	295	-3	-1.0

More registration highlights on page 2



Winter/early spring datebook

February

- 1 Major/adviser output reports distributed to colleges
- 14 Spring *Class Schedule* available
- 21 Start of spring quarter queued registration

March

- 1 Grade reports produced
- 11 Last day of instruction
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- 21 Transcripts produced
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- 23 Last day to register for spring quarter without paying late fee
- 25 Spring quarter classes begin
- 30 Last day to cancel classes with 100 percent refund

April

- 5 Last day for most undergraduates and students in professional degree programs to apply for spring quarter graduation

On-line access compliance statements due from employees at end of February

The yearly audit of all employees with on-line access to student records began in January when staff members were mailed a "Compliance Statement for Access to Student Records" form to be returned by the end of February.

All University employees who have on-line access to student records must read and sign the compliance statement. Student records include student database, admissions database, financial aid database, and reporting databases.

CONTACT:

Carolyn Davidson, Student and Office Systems Support
625-6390 or e-mail, c-davi@maroon.tc.umn.edu

More winter quarter 1996 enrollment highlights

Total University	Enrollment	Change from '95	
		Number	%
New high school	191	-101	-34.6
New advanced standing	798	-33	-4.0
New adult special	446	50	12.6
Total	1,435	-84	-5.5
Continuing	42,669	238	0.6
Inter-campus	89	-19	-17.6
Intra-campus	748	38	5.4

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The Record

March 1996, Vol. 20, No. 3

New financial aid handbook combines several publications into one

Students who need financial aid now have a comprehensive resource, the *1996-97 Scholarships and Financial Aid Handbook*, to guide them through the application process at the University of Minnesota.



The Office of Scholarships and Financial Aid (OSFA) combined the information from several publications into one handbook in an effort to simplify and clarify the financial aid process for students. An

update to the handbook will be distributed at the beginning of each new aid cycle beginning January 1.

Copies of the handbook are being distributed at various campus locations, including the Financial Aid Information Center in 210 Fraser Hall, the satellite financial aid office in 130 Coffey Hall, college advising offices, CMU Information Desk in Coffman Memorial Union, St. Paul Student Center Information Desk, Minnesota Bookstores—east bank campus, and residential halls. The handbook replaces all other publications previously distributed by OSFA to students.

Students are encouraged to keep the handbook throughout the year to answer their basic questions about the types of aid available, cost of attendance and how to apply, criteria and formulas for awarding, satisfactory academic progress and enrollment requirements, and when aid is disbursed; dates to remember are on the back cover. In addition to a directory of programs and services offered by OSFA, the handbook includes information on other offices and agencies that provide financial aid assistance.

Earle Brown Center site of annual high school and community college counselors conferences sponsored by Office of Admissions

High school counselors from Minnesota, the Dakotas, and Wisconsin will gather Tuesday, April 9, 1996, at the annual High School Counselor Conference sponsored by the Office of Admissions.

The day at the Earle Brown Continuing Education Center on the St. Paul campus will begin with an admissions update, given by Wayne Sigler, director of Admissions. The update will include how admission requirements will change as the University moves toward its goal of enrolling 80 percent of new freshmen from the top quarter of their high school class by 2000, how applications are processed from students who attend high schools that don't rank students, and the status of the semester conversion process. Patricia Jones

Whyte, Admissions assistant director for freshman admissions, will lead a session on the variety of residence hall options now available for freshmen.

The day also features a choice of "campus explorations" on the St. Paul campus or indoor breakout sessions on topics such as the postsecondary enrollment options program, General College, and "What's So Great about the U of M: A Close-up Look at Our World-Class Advantage."

Community college counselors will gather at Earle Brown for their annual opportunity to learn about the programs and services of the University on Monday, April 8. This year's event will showcase colleges based on the St. Paul campus—Biological Sciences; Agriculture, Food, and Environmental Sci-

ences; Natural Resources; Human Ecology; and Veterinary Medicine.

New liberal education (CLE) requirements will be discussed by Professor Louise Mirrer, new chair of the CLE Advisory Council and vice provost of Arts, Sciences, and Engineering, and Laurel Carroll, Office of Admissions. Carroll will also provide an update on the Minnesota Transfer Curriculum. Community college counselors will also have opportunities to chat with college and administrative staff from both Minneapolis and St. Paul campuses, pick up the latest college catalogs and program materials, and obtain financial aid and housing information.

FOR MORE INFORMATION:
Carol Cline, Office of Admissions
625-9886

March training opportunities will be held at new location

The following classes will be held at the new offices of Student & Office Systems Support (SOSS), 2221 University Avenue S.E., Suite 425. There is **free guest parking** at the rear of the building.

LAN Orientation Sessions

March 12, 1:30–3:30 p.m.

March 26, 10 a.m.–noon

Supervisors should complete a LAN User form prior to session. See your area cluster rep.

7 Word for Windows, Part I

1:30–3:30 p.m.

Prerequisite: Microsoft Word for Windows 6.0 users. Limit: 6

12 FARDB/DB2 Workshop

10:00 a.m.–noon

Required for those seeking access to Financial Aid Reporting Data Base.

14 Word for Windows, Part II

1:30–3:30 p.m.

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part I. Limit: 6

21 Word for Windows, Part III

1:30–3:30 p.m.

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part II. Limit: 6

28 PC File Management

Includes introduction to Windows File Manager.

1:30–3:30 p.m.

Prerequisite: PC users. Limit: 6

Note:

MARDB/DB2 (Admissions Reporting Database) and RRDB/DB2 (Registered Student Reporting Database) workshops will now be conducted by request only. Please call John Kellogg, 625-3387, for more information.

FOR MORE INFORMATION OR TO REGISTER

Nancy Martin, SOSS

625-8821 or n-mart@maroon.tc.umn.edu



Late winter/early spring datebook

March

- 1 Grade reports produced
- 11 Last day of instruction
- 12-16 Final examinations
- 18 First day class lists produced for spring quarter
- 18-20 Grades posted for winter quarter
- 20 Winter quarter grade reports due from academic departments
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Women's Center accepting scholarship applications

Applications for the 1996-97 Carol E. Macpherson and Minnesota Alumnae Society scholarships are being accepted through Friday, March 29. The scholarships range from \$800 to \$2,500 per year and are awarded to Minnesota students who are at least 28 years old, returning from a five-year or longer break in their education, and enrolled or admissible to a degree-granting program at any University of Minnesota campus.

The Macpherson scholarship is named in honor of Carol Macpherson, who pursued graduate studies at age 39 and inspired other women to do the same. She died of cancer in 1975. For more information, or to receive an application, call the Minnesota Women's Center at 625-9827, or stop by their office, 212 Nicholson Hall on the East Bank.

Staff news

Roberta Armstrong, director, Student & Office Systems Support, has been elected to the CUFS User Network board of directors for 1996. The CUFS User Network is a group of University employees who work to increase the effective use of CUFS as a financial and management decision-making system; provide user input to guide the future direction of CUFS; and create network opportunities for information exchange and support of CUFS users.

Marilyn Hofler, Registration Center manager, Office of the Registrar, has changed her name to **Marilyn Bell** after her recent marriage.



Winter quarter 1996 40 largest classes

Rank	Enrollment	Course/Section	Instructor	Title
1.	698	Psy 1001-1	Peterson, G., senior faculty	Assoc. Professor
2.	459	Th 1101-1	Norwood, J.	Assoc. Professor
3.	449	Th 1102-1	Norwood, J.	Assoc. Professor
4.	423	Econ 1102-1	Taylor, T.	Lecturer
5.	345	Chem 1052-2	Roberts, J.	Asst. Professor
6.	314	Biol 1201-1	Corbin, K.	Professor
7.	309	Anth 1102-1/H-81	Lipset, D.	Assoc. Professor
8.	302	Chem 1051-1	Barbara, P.	Professor
9.	295	Biol 1009-1	Schottel, J.	Assoc. Professor
10.	290	Phsl 3051-1	Bloom, G.	Instructor
11.	275	Hist 1302-1/H-80	Roediger, D.	Professor
12.	266	Chem 1051-2	Swofford, H.	Professor
13.	266	CBN 5101-1/5109-1	Shew, R.	Research Assoc.
14.	266	Biol 1009-2/H-81	Hoover, E.	Assoc. Professor
15.	262	Econ 1101-1	Sotkiewicz, P.	Teaching Asst.
16.	261	Chem 1052-1	Sun, L.	Assoc. Professor
17.	251	Soc 1001-2	Kennedy, R.	Assoc. Professor
18.	241	Pol 1001-1	Smith, S.	Professor
19.	240	Psy 3011-1	Peterson, G.	Assoc. Professor
20.	237	Biol 1101-1	Fan, D.	Professor
21.	237	Soc 1001-1	Galaskiewicz, J.	Professor
22.	227	Arch/LA/ArtH 3412-1	Solomonson, K.	Asst. Professor
23.	223	Phys 1252-3	Heller, K.	Professor
24.	222	Anth 3211-1	Dunnigan, T.	Assoc. Professor
25.	221	ArtH 3575-1	Marling, K.	Professor
26.	214	Econ 1101-2	Rebelein, P.	Teaching Asst.
27.	209	Chem 3302-1	Cornille, J.	Lecturer
28.	207	Anth 3003-1	Wells, P.	Professor
29.	204	CPsy 1301-1/3309-1	Sroufe, A.	Professor
30.	203	CBN 5111-1	Honda, C.	Assoc. Professor
31.	203	Geo 1001-1	Tikoff, B.	Post Doc. Assoc.
32.	199	FScN 1612-1	Slavin, J.	Professor
33.	199	Chem 5535-1	Lipsky, S.	Professor
34.	199	Clas 1042-1/H-80	Clayton, T.	Professor
35.	195	Phcl 5111-1	Hunninghake, D./ Lichtblau L.	Professor/ Research Assoc.
36.	193	Hist 1012-1/H-80	Waltner, A.	Assoc. Professor
37.	192	CSci 3113-1	Dovolis, C.	Asst. Professor
38.	192	Phsl 5110-1/5130-1	Wangenstein, O.	Assoc. Professor
39.	188	Chem 3301-2	Cramer, K.	Asst. Professor
40.	188	Arch/LA 1401-1	Damon, P.	Lecturer

Source: Office of the Registrar Scheduling Office

Deadline extended for compliance audit

The yearly audit of all employees with on-line access to student records has been delayed. As noted in the February issue of *The Record*, it was scheduled to be completed by the end of February.

The new deadline for returning signed "Compliance Statement for Access to Student Record" forms is March 20.

All University employees who have on-line access to student records must read and sign the compliance statement. Student records include the student database, admissions database, financial aid reporting database, and reporting data bases.

FOR MORE INFORMATION:

Carolyn Davidson, Student & Office Systems Support
625-6390 or c-davi@maroon.tc.umn.edu

GradFest '96 returns to Coffman Union

GradFest '96: No hassle for your tassel! returns to Coffman Memorial Union's Great Hall, Wednesday, April 3, from 10 a.m. to 6 p.m. and Thursday, April 4, from 9 a.m. to 3 p.m.

GradFest '96 is billed as "everything you need to know about graduating...all in one place." Students can apply for graduation from most colleges, complete a financial aid exit interview, and pick up caps and gowns. Other GradFest features include resume evaluation, recruiters from local companies, seminars on career planning, finance and credit issues, grad school options, and more. Fifty exhibitors of goods and services will also be on hand.

GradFest '96 sponsors include University Bookstores, *The Minnesota Daily*, and University Relations. For more information or to request disability accommodations, call Sue Eastman, University Relations, 624-6868.

Office of the Registrar briefs

St. Paul OTR and Student Services Center merge

The Office of the Registrar–St. Paul and Student Services Center, formerly located in 190 Coffey Hall, have merged.

The newly named Student Services Center–St. Paul is located in 130 Coffey Hall; the area's phone number is 624-3731. In addition to OTR, departments included in the new center include the Office of Scholarships and Financial Aid, Student Employment, University Counseling and Consulting Services, Housing Services, Disability Services, Student Activities, and University Student Legal Services. "All the services are still provided as before, but are now located in one convenient area," said Sue Van Voorhis, assistant director, Office of the Registrar. "We have also increased the number of student access terminals."

The area also houses the Visitor Information Center and lost and found for the St. Paul campus. The old test files are now located in 197 Coffey.

FOR MORE INFORMATION:

Sue Van Voorhis, Office of the Registrar, 624-2293
Sandra Kelsey, Office of the Registrar, 625-4733 (note new phone number)

Departments asked to send lists of phantom courses

Departments are asked to send lists of courses that are no longer being taught, in designator order and signed by their dean, to the Office of the Registrar. Lists can take the place of A-96 forms, which are usually required to process cancellations to the Authorized Course Data Base. Peter Zetterberg, associate vice president, Office of Planning and Analysis, requested last fall that departments look at course lists and weed out those no longer being taught. These lists can be submitted any time before September 1.

FOR MORE INFORMATION:

Elizabeth Grundner, Scheduling Office
625-4094 or e-grun@maroon.tc.umn.edu

Unofficial transcripts now available at Fraser Hall Registration Center

Students are now able to receive same-day, unofficial transcript service at the Registration Center, 202 Fraser Hall. A new sign will direct students to the correct service area. Requests for official transcripts or other transcript questions should be directed to 150 Williamson Hall or 130 Coffey Hall.

FOR MORE INFORMATION:

Marilyn Bell, Registration Center, 625-5821

TheRecord

is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Senior Vice President for Academic Affairs.

Laura Weber, editor

COMMUNICATIONS & PUBLICATIONS

110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213


Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@maroon.tc.umn.edu

Please direct address changes to Barb Carlson, 626-1785, or b-carl1@maroon.tc.umn.edu

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The Record

News about admissions, records, and financial aid

April 1996, Vol. 20, No. 4

Student 2000 Project is new name of student record systems replacement project

The Student 2000 Project—formerly the Student Systems Replacement Project—is well into its second phase. The project team is working to replace existing student record information systems with new systems that can handle the year 2000 and semesters, as well as provide more effective, student-centered support services to students, staff, and faculty. (See the January 1996 issue of *The Record* for a description of the project's planning phase.)

During the current phase, the project team, supported by consultants from Coopers and Lybrand, is focusing on

- developing a current student support process model (completed);
- obtaining “customer” feedback on current student support processes and ideas for ways to improve them (completed);
- developing a new vision (i.e., model) for delivery of student support processes (April–June); and
- detailing requirements for technology, organization, processes, and policies to support the new model (June–July).

Roberta Armstrong, project leader, characterized the Student 2000 project as, “the most ambitious project we have ever undertaken in the student support services area, in that the project encompasses major process redesign *and* the development of a very large, integrated student information system.”

Initial development of the process model was done by the project team and

reviewed with the User Advisory Panel (UAP), a group of about 45 staff and faculty from all campuses. (See page 3.) The UAP also provided feedback on the current system and identified issues relating to process, organization, technology, and policies.

Focus groups were conducted on all campuses to get student perspectives. Several student groups also requested presentations about the project; the team will continue to meet these requests as time permits. Students were also invited to apply for membership on the Student Advisory Panel, which will meet for the first time in early April; it will serve as the primary student input mechanism throughout the project.

Executive input has been obtained through interviews and presentations to several groups, including the Regents Committee on Student, Staff, and Faculty; the Twin Cities Chancellors Council; and the Twin Cities Deans Forum. “We will continue meeting with groups such as these to update them on the project,” said Armstrong.

The team has begun conceptualizing a new process that is centered on support of the student learning process, using the information collected through discussions with approximately 300

customers of student support services, information on the best practices at other institutions and in private industry, and information on current systems and services. These ideas will be presented to advisory groups—UAP, Student Advisory Panel (SAP), Technology Advisory Panel, and Student 2000 Project Management Committee—for comment and refinement.

“While this work is still in progress,

we expect to see a radically redesigned process that has implications for our organizations, computer systems, and so on,” said Armstrong. “Input from our stakeholder group has encouraged us to

“The Student 2000 Project is the most ambitious project ever undertaken in the student support services area...”

—Roberta Armstrong, project leader

be bold and innovative, and we are working hard to deliver a proposal that the University community will see as a major change in the way we work with students to support their progress in meeting their educational goals.” The project is also intended to markedly improve the quality and quantity of information available to departmental and college users related to their work with students in teaching, advising, and administration, Armstrong said.

Upcoming activities include devel-

April training opportunities will be held at new location

The following classes will be held at the new offices of Student & Office Systems Support (SOSS), 2221 University Avenue S.E., Suite 425. **Free guest parking** is available in the small lot in the rear of the building.

LAN Orientation Sessions

April 11, 10:00 a.m.–noon

April 30, 1:30–3:30 p.m.

Supervisors should complete a LAN user form prior to session. See your area cluster rep.

9 Word for Windows, Part I

10:00 a.m.–noon.

Prerequisite: Microsoft Word for Windows 6.0 users. Limit: 6

16 Word for Windows, Part II

10:00 a.m.–noon.

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part I. Limit: 6

18 PC File Management

Includes introduction to Windows File Manager.

1:30–3:30 p.m.

Prerequisite: PC users. Limit: 6

23 Word for Windows, Part III

10:00 a.m.–noon.

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part II. Limit: 6

FOR MORE INFORMATION OR TO REGISTER:

Nancy Martin, SOSS

625-8821 or n-mart@maroon.tc.umn.edu

Note:

MARDB/DB2 (Admissions Reporting Database) and RRDB/DB2 (Registered Student Reporting Database) workshops are conducted by request only.

FOR MORE INFORMATION:

John Kellogg, Office of Planning and Analysis, 625-3387



Spring quarter datebook

April

- 1 Major/adviser input lists produced
- 1 Last day for Graduate School students who want to participate in spring commencement ceremony to apply for graduation
- 5 Collegiate roster produced
- 5 End of second week reports produced
- 5 Last day to cancel individual course without transcript record
- 5 Last day for most undergraduates and students in professional degree programs to apply for spring quarter graduation
- 15 Graduate School application deadline for first term of summer session
- 19 Deadline for Major/adviser input, 4:30 p.m.
- 19 Major/adviser output reports produced
- 25 Major/adviser output reports distributed to colleges
- 26 RSNs produced for summer session

May

- 6 Fall *Class Schedules* available
- 9 Start of summer session registration for academic year students
- 13 Early fall queued registration
- 15 Graduate School application deadline for second term of summer session
- 24 Grade reports produced
- 27 Memorial Day, holiday. Classes excused and University offices closed
- 31 Last day of instruction

June

- 1 Study day
- 3–8 Final examinations
- 5 First day class lists produced for first term summer session
- 8 End of spring quarter
- 10–12 Grades posted for spring quarter

Student 2000 User Advisory Panel

Jim Aagaard, University Foundation
 Judy Beniak, School of Nursing
 Mary Bents, College of Education and Human Development
 Larry Bjorklund, College of Veterinary Medicine
 Laura Boland, School of Dentistry
 Linda Brady, College of Food Science and Nutrition
 Mark Bultmann, College of Agriculture
 Mary Kaye Butler, Office of the Bursar
 Jane Canney, Student Development & Athletics
 Robert Crabb, University Bookstores
 Ken Heller, Physics and Astronomy
 Rick Heydinger, College of Education
 Tim Holst, Science & Engineering, UMD
 Helene Horwitz, Medical School
 Jack Johnson, Summer Session Office
 Dennis Keierleber, UC/CEE
 Mary Koskan, Office of the Registrar
 Kathy Lange, College of Pharmacy
 John Malmberg, UC/CEE Extension Classes
 Pamela Marsh-Williams, College of Liberal Arts
 Marvin Marshak, School of Physics & Astronomy
 Charlene Mason, University Libraries
 Ron Matross, Office of Planning and Analysis
 Ron McCurdy, School of Music
 Meredith McQuaid, Law School
 Phil Morgan, Office of Scholarships and Financial Aid
 Jan Morse, Student Dispute Resolution Center
 Katherine Murphy, School of Public Health
 Robert Nelson, Student Affairs, UMC
 Kathie Peterson, College of Biological Sciences
 Linda Reilly, Medical School
 Jerry Rinehart, Carlson School of Management
 Mandy Roll-Kuhne, MLK Program
 Genny Rosing, Graduate School & Research Administration
 Mary Ann Ryan, Housing Services
 Scott Schweikert, Academic Support/Student Life, UMD
 Richard Skaggs, Department of Geography
 Rose Tebbe, U Card Office
 Ruth Thielke, Student Affairs, UMM
 Kay Thomas, International Studies & Scholar Services
 Harvey Turner, Facilities Management, Planning and Programming
 Miriam Ward, Human Resources Information Systems
 Keith Wharton, Department of Rhetoric
 Linda Woock, Financial Systems Support
 Richard Ziegler, Medical School, UMD

Student 2000 Project Team

Gerald Allen, UMD
Roberta Armstrong
 Student & Office Systems Support
Jerry Blixt
 UC/CEE Information Systems
Kris Boley
 BASIS
Reed Carpenter
 Office of Scholarships and
 Financial Aid
Carolee Cohen
 Office of the Bursar
Scott Elton (ex officio)
 University Relations
Mary Gilbertson
 Office of Scholarships and
 Financial Aid
Maureen Hacker
 Office of Admissions
Paul Hesterman
 CLA Pre-Major Advising Office
Judith J. Howe
 Graduate School
Sam Lewis
 Office of the Registrar
Aileen Lively
 Office of the Registrar
Carolyn Marker
 UC/CEE Information Systems
Barbara Merrill
 UC/CEE
Dan Moloney
 College of Liberal Arts
Jade Nguyen
 Coopers & Lybrand
Mark Powell
 Student & Office Systems Support
John R. Printz
 Office of Admissions
Cheryl Vollhaber (ex officio)
 BASIS
Jeff von Munkwitz-Smith
 Office of the Registrar
Peter Zetterberg (ex officio)
 Office of Planning and Analysis

Touch-tone access to student grades rescheduled

Touch-tone access to student grades via the interactive voice response (IVR) system, scheduled for implementation in February, is now slated for implementation in mid-April. The application proved to be more complex than the vendor (Periphonics) had realized and as result more time has been required for application coding and testing.

The script for the next application, registration status, is in the final review/approval phase and should be ready for the vendor to begin as soon as grade reporting is in production. Three BASIS application programmers are scheduled for training at the Periphonics training center in New York during the week of April 22.

When they have completed this training, they will be ready to begin in-house development of new IVR applications.

FOR MORE INFORMATION:
Jim Doten, project coordinator, SOSS

Student 2000 from page 1

opment of a more complete communication package for the project, featuring a Web page that will allow direct access to many project materials; presentation of a "Case for Action," which will summarize what has been learned and what will be recommended for the new process vision; and development of a Request for Proposal for computer systems to support the new process.

Contact project team members for more information, "especially if you have questions or concerns," said Armstrong. "We will need your help and support throughout the several years it will take to accomplish this project."

FOR MORE INFORMATION:

Roberta A. Armstrong (project leader)
(612) 625-6674, r-arms@umn.edu
or any team member listed on page 3

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Laura Weber, editor

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The Record

News about admissions, records, and financial aid

May 1996, Vol. 20, No. 5

Automated classroom assignment program requires training

Staff involved in class schedule preparation are required to attend training sessions in May to learn the concept, forms, and procedures of Schedule 25, the new automated classroom assignment program.

Section 25 will be first used in June and July to assign classrooms for winter quarter 1997 course sections. Spring quarter 1997 will be scheduled in October and November. The automated program, which is also used at Ohio State University and the University of Michigan, should cut classroom assignment time from 15 days to about 8.

All course sections taught in general purpose classrooms will require room characteristics coding in the Schedule 25 program to assign rooms to the correct campus area and assure that rooms contain the furniture style and equipment needed. An expanded course-offering data base form (A80B) has been designed.

Training workshops have been scheduled on the East Bank, West Bank, and St. Paul campuses, as follows. After the scheduled sessions, academic units not sending a representative will be contacted to set up a special session.

May 8

9:00-10:30 a.m., McNeal Hall 197

May 9

8:15-9:45 a.m., Murphy Hall 105

1:00-2:30 p.m., Classroom Office Building B25

May 10

9:15-10:45 a.m., Blegen Hall 10

1:30-3:00 p.m., Wulling Hall 140

May 13

10:15-11:45 a.m., Blegen Hall 10

2:30-4:00 p.m., Burton Hall 120

Note: Because of the Schedule 25 implementation timeline, the University College/CEE evening bulletin for 1996-97 will carry classroom numbers only for fall 1996 courses. Winter and spring 1997 courses will contain only the designators "West Bank," "East Bank," or "St. Paul."

FOR MORE INFORMATION:

Elizabeth Grundner, Office of the Registrar, 625-4094

Registration highlights— spring quarter 1996



Campus	Enrollment	Change from '95	
		Number	%
Twin Cities	33,598	-7	0.0
Crookston	1,597	201	14.4
Duluth	6,645	-60	-0.9
Morris	1,850	44	2.4
Total	43,690	178	0.4

Twin Cities colleges	Enrollment	Number	%
Agricultural, Food, Environ. Sciences	824	61	8.0
Architecture/Landscape Arch.	57	-69	-54.8
Biological Sciences	508	13	2.6
Dental Hygiene	86	13	17.8
Dentistry	343	24	7.5
Education and Human Development	1,220	-7	-0.6
General College	994	-23	-2.3
Graduate School	7,788	-220	-2.7
Human Ecology	751	8	1.1
Institute of Technology	3,746	-60	-1.6
Law School (spring semester)	769	-36	-4.5
Liberal Arts	11,856	363	3.2
Management	797	20	2.6
Medical School	1,771	-10	-0.6
Medical Technology	69	21	43.8
Mortuary Science	61	-38	-38.4
Natural Resources	523	-60	-10.3
Nursing	209	9	4.5
Occupational Therapy	64	2	3.2
Pharmacy	340	-6	-1.7
Physical Therapy	59	-3	-4.8
Public Health	210	9	4.5
University College	258	-19	-6.9
Veterinary Medicine	295	1	0.3

More registration highlights—page 4

May training opportunities

The following classes will be held at the new offices of Student & Office Systems Support (SOSS), 2221 University Avenue S.E., Suite 425. **Free guest parking** is available in the small lot in the rear of the building.

LAN Orientation Sessions

May 9, 1:30–3:30 p.m.

May 28, 10:00 a.m.–noon

Supervisors should complete a LAN user form prior to session. See your area cluster rep.

14 PC File Management

Includes introduction to Windows File Manager.

10:00 a.m.–noon

Prerequisite: PC users. Limit: 6

16 Word for Windows, Part I

1:30–3:30 p.m.

Prerequisite: Microsoft Word for Windows 6.0 users. Limit: 6

23 Word for Windows, Part II

1:30–3:30 p.m.

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part I. Limit: 6

30 Word for Windows, Part III

1:30–3:30 p.m.

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part II. Limit: 6

FOR MORE INFORMATION OR TO REGISTER:

Nancy Martin, SOSS

625-8821 or n-mart@tc.umn.edu

Note:

MARDB/DB2 (Admissions Reporting Database) and RRDB/DB2 (Registered Student Reporting Database) workshops are conducted by request only.

FOR MORE INFORMATION:

John Kellogg, Office of Planning and Analysis, 625-3387



Spring quarter datebook

May

- 6 Fall *Class Schedules* available
- 9 Start of summer session registration for academic year students
- 13 Early fall queued registration
- 15 Graduate School application deadline for second term of summer session
- 24 Grade reports produced
- 27 Memorial Day, holiday. Classes excused and University offices closed
- 31 Last day of instruction

June

- 1 Study day
- 3–8 Final examinations
- 5 First day class lists produced for first term summer session
- 8 End of spring quarter
- 10–12 Grades posted for spring quarter

“One-stop shop” for St. Paul student services

More than equipment and furnishings are new in 130 Coffey Hall, the new St. Paul Student Services Center. Less obvious changes include a new “service center model” and staff cross-training.

The St. Paul Student Services Center is a cooperative for Office of Scholarships and Financial Aid, Office of Admissions, Office of the Registrar, Student Employment, and units that are part of the Office for Student Development & Athletics: Student Legal Services, Housing Services, and University Counseling and Consulting. During a recent visit, McKinley Boston, Vice President for Student Development & Athletics, was impressed with the “seamless service” provided by the center.

The St. Paul Student Services Center also provides general campus and metropolitan-area information and University publications, as well as serving as the starting point for daily campus tours conducted by Admissions. Staff are also involved in planning and participating in a variety of campus-wide activities including Homecoming, Campus Kick Off Days, orientation, Take Our Daughters to Work Day, involvement fairs, and award programs.

Staff have undergone extensive cross-training. “The ‘service center model’ appears to be working well,” said Gary Andersen, Office of the Registrar. “We have received very positive comments from students and outside staff alike.”



Spring 1996 40 largest classes

Rank	Enrollment	Course	Instructor	Title
1.	461	Psy 1001-1	Peterson, G., senior faculty	Assoc. Prof.
2.	443	Th 1102-1	Norwood, J.	Assoc. Prof.
3.	431	Th 1101-1	Nolte, C.	Prof.
4.	356	Anth 1101-1/1101H-80	Arnold, B.	Asst. Prof.
5.	316	Chem 1051-1	Cornille, J.	Lecturer
6.	310	Psy 3666-1	Palace, E.	Asst. Prof.
7.	301	CBN 3001-1	Bauer, G. E.	Prof.
8.	294	Hist 1013-1/1013H-80	McCaa, R.	Prof.
9.	293	Psy 3101-1	Tellegen, A.	Prof.
10.	291	Psy 3201-1	Gonzales, M./ Tellegen, A.	Assoc. Prof./Prof.
11.	288	Psy 3604-1	Butcher, J.	Prof.
12.	285	Hist 1301-1/1301H-80	Ruggles, S.	Prof.
13.	284	Econ 1101-1	Sotkiewicz, P.	Teaching Asst.
14.	272	Geog 3101-1	Hart, J.	Prof.
15.	264	Biol 1009-2/1009H-80	Goldstein, S.	Assoc. Prof.
16.	263	Chem 1052-2	Leopold, D.	Assoc. Prof.
17.	259	Soc 3101-1	Carlson, N.	Lecturer
18.	253	Biol 1009-1	Peifer, R.	Educ. Specialist
19.	248	Pol 1001-1	Stimson, J.	Prof.
20.	240	Soc 1001-1	Reiss, I.	Prof.
21.	238	Biol 1201-1	Naeem, S.	Asst. Prof
22.	237	Chem 1052-1	Miller, W.	Prof.
23.	226	Soc 1001-2	Galaskiewicz, J.	Prof.
24.	203	PubH 3001-1	Rothenberger, J.	Instructor
25.	203	Clas 1002-1/1002H-80	Lardinois, A.	Asst Prof.
26.	202	Econ 1102-1	Gecan, R.	Teaching Asst.
27.	202	Phsl 5112-1	Newman, E.	Prof.
28.	197	Geo 1001-1	Moskowitz, B.	Asst. Prof.
29.	196	Chem 3306-1	Noland, W.	Prof.
30.	196	Ast/EEB/Geo 1019-1	Alexander, Murthy, Rudnick	Prof. /Prof. /Prof.
31.	193	CSci 3113-1	Dovolis, C.	Asst. Prof.
32.	188	InMd 5204-1	Soltis, R.	Assoc. Prof.
33.	188	Phsl 5111-1/5131-1	Wangenstein, O.	Assoc. Prof.
34.	184	AdPy 5107-1	Senior faculty	
35.	184	Phys 1106-1	Ruddick, K.	Prof.
36.	183	MicB 5206-1	Schlievert, P.	Prof.
37.	183	InMd 5233-1	Senior faculty	
38.	182	Acct 1050-1	Matson, D.	Teaching Asst.
39.	175	Anth 1102-1/1102H-80	Barlow, K.	Asst. Prof.
40.	174	Arth 1002-1	Marling, K. A.	Prof.

Student services web site team aims to make 'U' national leader

A 15-month project has been launched to create useful and attractive World Wide Web screens for a group of units that report to Robert Kvavik, associate vice president for Academic Affairs and Planning. The group is called TPIE (Twin Cities Planning, International Education and Enrollment Planning). TPIE includes Office of the Registrar (OTR), Office of Admissions, Office of Scholarships and Financial Aid, Office of Planning and Analysis, and International Education.

Project team leader is Michael Handberg, OTR. Also working on the project will be Ben Littman, on loan from BASIS, and Jill Tuttle, on loan from Printing Services, as well as new student employees and current staff members of OTR staff.

"The main goal of the project in its initial phase is to plan interfaces that will deliver student services 24 hours a day," said Handberg. "The team also hopes to make the University the national web leader for student services delivery," he said.

FOR MORE INFORMATION

Michael Handberg, Office of the Registrar
626-7581 or m-hand@tc.umn.edu

Staff members in new offices

Several OTR staff offices have been relocated from Williamson Hall to accommodate new staff for the TPIE project (see above).

Mary Koskan, Student Relations, is now located in 202 Fraser (her phone number is unchanged). Judith Shalaby will now produce the *Class Schedule* from 130 Coffey Hall (new phone number, 624-8792).

Local area network completes third year of 99.9 percent up-time

The local area network (LAN) in Williamson Hall completed its third year in production on April 1. During "prime time," defined by users as 7 a.m. to 5 p.m., Monday through Friday, the server has been available for use 99.9 percent of the time over each of the three years.

This record for up-time is a result of solid hardware and software, dedicated and well-trained staff, planning to schedule downtime at off-hours, and a little luck. The LAN server is administered by Student and Office Systems Support (SOSS).

The LAN server currently supports about 280 users in Office of Admissions; Office of the Registrar (Minneapolis and St. Paul); Office of Scholarships and Financial Aid; SOSS; Office of Planning and Analysis; and Office for Student Development & Athletics, including their central office, Communications & Publications, Program Against Sexual Violence, and University Community Building Project.

The LAN server currently stores just under 3.5 gigabytes of data for users. Data is backed up daily.

FOR MORE INFORMATION

Mark Powell, SOSS, 5-8598, m-powe@tc.umn.edu.

Winter turnaround documents due June 21

Winter course turn-around documents (Form A80B) will be sent to academic departments on Monday, May 20. The completed forms will be due back to the Office of the Registrar on Friday, June 21.

The May 20 mailing allows academic units to review the documents while Term B faculty are still available for consultation.

FOR MORE INFORMATION

Nancy Peterson, Scheduling Office, Office of the Registrar
150 Williamson Hall, 625-6089.

More spring quarter 1996 enrollment highlights

Total University	Enrollment	Change from '95	
		Number	%
New high school	49	-17	-25.8
New advanced standing	588	-26	-4.2
New adult special	354	12	3.5
Total	991	-31	-3.0
Continuing	41,412	169	0.4
Intercampus	56	8	16.7
Intracampus	745	-37	-4.7
Readmits	486	69	16.5

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Laura Weber, senior editor

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Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@tc.umn.edu

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The Record

Tuition and fees for 1996-97 academic year are set

The Board of Regents has set tuition rates for the next academic year. Several changes to the tuition structure were approved.

- The plateau for Twin Cities and Duluth undergraduates has been changed to 16-20 credits (from 15-20). Credits 1 through 16 are assessed per-credit. There is no charge (except for course fees) for credits 17-20. Each credit above 20 is again assessed per-credit. There is no change for the Morris campus, which continues with a 15-20 credit plateau offset by a higher per-credit rate, or for Crookston (no plateau).
- The Graduate School has moved to a two-tiered, full-time rate structure. Instead of a 7-15 credit graduate plateau, there is now one rate for 7-12 credits and another, higher, rate for 13-16 credits.
- The base tuition rate for all campuses has increased to \$60 per quarter.
- Nonresident tuition rates have risen at a slower pace than resident rates in an attempt to create more competition. Nonresidents in graduate and professional programs received *no* increase in fees, with the exception of the Law School.
- Six additional colleges—Architecture and Landscape Architecture, Biological Sciences, Liberal Arts, General College, Nursing, and Humphrey Institute of Public Affairs—have instituted computer fees.
- The technology access fee on the Crookston campus has risen from \$260 to \$300 per quarter.
- Morris has added a \$10 per quarter mandatory athletics fee, included in the total for the student services fee. Other assessments in the Morris student services fee remain unchanged from last year.

FOR MORE INFORMATION
Judith Shalaby, Office of the Registrar
(612) 624-8792 or j-shal@maroon.tc.umn.edu

1996-97 Twin Cities undergraduate tuition rates

Students registered in	Resident	Non-Resident
Lower Division		
Agricultural, Food, and Environmental Sciences; Architecture and Landscape Architecture; Biological Sciences; Education and Human Development; General College; Human Ecology; Liberal Arts; Natural Resources; Institute of Technology; and University College	\$76.45	\$225.50
Upper Division		
General College; Human Ecology; Liberal Arts	\$86.65	\$255.60
All other undergraduate units and colleges	\$90.45	\$266.80
Students registered for 6 or more credits must pay a \$156.71 per-quarter student services fee.		

Coordinate campus tuition rates

Campus	Resident	Resident
Crookston (no plateau)		
Lower division	\$65.20	\$192.35
Upper division	76.90	226.85
Student services fee—\$76.10		
Duluth (16-20 credit plateau)		
Lower division	\$76.45	\$225.50
Upper division	85.25	251.50
Departmental Master's (12-18 cr. plateau)	117.20	236.50
Student services fee—\$112.30		
Morris (15-20 credit plateau)		
Lower and upper division	\$89.20	\$263.10
Student services fee—\$120.00		

Graduate and professional school tuition rates will be published in the next issue of *The Record*.

June training opportunities

The following classes will be held at the new offices of Student & Office Systems Support (SOSS), 2221 University Avenue S.E., Suite 425. **Free guest parking** is available in the small lot in the rear of the building.

LAN Orientation Sessions

June 11, 1:30–3:30 p.m.

June 27, 10:00 a.m.–noon

Supervisors should complete a LAN user form prior to session. See your area cluster rep for details.

4 PC File Management

Includes introduction to Windows File Manager.

10:00 a.m.–noon

Prerequisite: PC users. Limit: 6

6 Word for Windows, Part I

10:00 a.m.–noon

Prerequisite: Microsoft Word for Windows 6.0 users. Limit: 6

13 Word for Windows, Part II

10:00 a.m.–noon

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part I. Limit: 6

18 FARDB/DB2 Workshop

10:00 a.m.–noon

Prerequisite: University staff seeking access to the FARDB/DB2.

20 Word for Windows, Part III

10:00 a.m.–noon

Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part II. Limit: 6

FOR MORE INFORMATION OR TO REGISTER:

Nancy Martin, SOSS

625-8821 or n-mart@tc.umn.edu

Note:

MARDB/DB2 (Admissions Reporting Database) and RRDB/DB2 (Registered Student Reporting Database) workshops are conducted by request only.

FOR MORE INFORMATION:

John Kellogg, Office of Planning and Analysis, 625-3387



June datebook

Spring quarter

3–8 Final examinations

5 First day class lists produced for first term summer session

8 End of spring quarter

10–12 Grades posted for spring quarter

12 Spring quarter grade reports due from academic departments, 9:30 a.m.

21 Transcripts produced

Summer session I

24 Collegiate roster produced

24 End-of-second week reports produced

27 Grade reports produced

Sample advising support functions requested in the Student 20000 system Request for Proposal*

- Maintain confidential student-specific comments with the ability to limit access to some elements by office, program, individual, etc.
- Allow comments to be tied to specific information on the student record (for example, clicking on a course would cause a comment to be displayed).
- Allow multiple plans (degree and non-degree) and multiple objectives.
- Provide access to student information on advisees.
- Display Academic Progress Audit Reports, including 'major shopping,' 'what if' courses, grades, etc., with on-line display or printing.
- Allow update of exceptions and approvals, as appropriate.
- Display transcripts on-line.
- Allow advisers to register their own advisees (real-time).
- Display lists of advisees and majors.
- Provide orientation/advising materials desired by campuses and colleges, varying by applicant type.
- Schedule students for advising sessions. (Determine how this feature might interact with central system.)
- Produce course placement reports.
- Track probation history and status.

* See article on page 3

Student 2000 update

During the current phase of Student 2000, the project team, supported by consultants from Coopers and Lybrand, is focusing on two major tasks.

- Studying and redesigning student support processes, which includes developing a current student support process model (completed); obtaining "customer" feedback on current student support processes and ideas for ways to improve them (completed); and developing a new vision (i.e., model) for delivery of student support processes (April–July).
- Determining a technology strategy to support the new vision and meet critical short term needs. This task includes issuing (on May 20) a Request for Proposal (RFP) from potential system vendors, and detailing requirements for technology, organization, processes, and policies to support the new model (June–August).

New process model

The team has begun to conceptualize a new model that is centered on support of the student learning process, using the information collected through discussions with approximately 300 customers of student support services on all University campuses, information on best practices at other institutions and in private industry, and information on current systems and services.

These ideas have been presented to the Student 2000 Project Management Committee and the Student Advisory Panel for comment and refinement and

in the coming months will be brought to the other project advisory groups.

Previous issues of *The Record* have described the Student 2000 Project, which will replace existing student record information systems with new systems that can handle semesters, a common registration system, and the year 2000, as well as provide more effective, student-centered support services to students, staff, and faculty. The project is also intended to markedly improve the quality and quantity of information available to department and college users in their work with students in teaching, advising, and administration. Project work will be completed over 3–4 years, with the first new systems available in 1998.

Technology strategy

The RFP was developed using input from many sources, including the previously-mentioned feedback sessions with the University community. Existing advisory structures (e.g., RAC, PSAC) have also provided indirect input. Team members bring their own expertise as well. The RFP represents a vision. The project team is interested in seeing how well software vendors can meet the vision. (For a sample of desired functionality in the area of advising, see the box on page 2.)

The project team will review the responses to the RFP and narrow the group to two or three finalists, who will be invited to campus for a series of meetings, scheduled for July 8–July 26. The meetings will be structured for various groups, such as technical experts, functional experts in core areas, and college/departmental staff. Please watch for notice of these meetings; attendees will be asked to provide feedback to guide the Project Team in its selection process.

The Student 2000 Project Team also wants to talk with provostal areas, colleges, and departments who have developed local systems to support their needs for student data; if your unit is one of these, please send e-mail to Kris Boley, k-bole@cafe.tc.umn.edu, giving her a contact name and phone number. These local systems are important in that they represent unmet needs; knowing about them will help the

Project Team develop a system that provides more support to its users.

Assuming a vendor is selected (the other option is in-house development), most of the summer will be spent determining how to approach an implementation that is minimally disruptive and gets the job done. This will be a very complex implementation, according to the Project Team, and support and patience from staff will be needed.

The package that may be purchased is only one part of the "system." The other parts include desktop equipment, the campus network, subsystems that may have to continue to run, new programs, policies and procedures, and organization. The team members know from preliminary work that their vision will not be *fully* supported by any vendor. But it will serve as a guide for future efforts.

Concerns and questions

Input is valuable to the project; without it a system will be built that satisfies only some, the team members know. There will be many opportunities for input on the project; here are a few to keep in mind over the coming months—

- Contact Roberta Armstrong, project leader, with concerns (612/625-6674, r-arms@umn.edu).
- Attend vendor sessions when they are scheduled to provide feedback (probably mid-July).
- Participate in more detailed planning sessions for the system, training, etc., to be held as the project progresses. □

Office of the Registrar (OTR) briefs

Grades now available only by phone

Beginning in mid-June, University students will be able to access their grades using touch-tone telephones. Grades will *no longer* be mailed to students.

Grades for the past three quarters will be available on the "Gopher Student Line," 624-5200. Overall grade point average and total credits are also available on the line; additional functions are planned. The computerized Student Access System will continue to have complete student records.

FOR MORE INFORMATION

Chuck Dahl, Assistant to the Director, OTR
150 Williamson Hall, 625-1064

Winter turnaround documents due June 21

A reminder that winter 1997 course turnaround documents (Form A80B) are due back to OTR on Friday, June 21.

Automated room assignment program to run

Schedule 25, the new automated classroom assignment program, will run for the first time at the end of June to assign classrooms for winter quarter 1997 course sections. The automated program should cut future classroom assignment time from 15 days to about 10 days.

"One-stop shopping" in Student Relations

Students coming to conduct business with OTR in 150 Williamson Hall now find that staff are trained to help anyone at the counter, rather than consulting specialized staff in separate lines. The physical layout of the counter was changed so that students who were used to going to separate windows do not continue to do so.

Daily closure sheets discontinued

Daily class closure sheets are no longer being posted in Fraser or Anderson Halls. Students are instead being asked to check the computerized version of this information, which is always up-to-date.

Student access is now available through the last day of instruction. The cutoff date had been the sixth week of classes.

Grad School ends special handling for grade changes

The Graduate School has agreed to eliminate special handling for grade changes for its students. In the past, "grade-to-grade" changes (B to A, for example), or grade changes for students who had already received a graduate degree, had to be approved through the Graduate School.

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Laura Weber, senior editor

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110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213

Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@tc.umn.edu

**Please direct address changes to Barb Carlson,
626-1785, or b-carl1@tc.umn.edu**

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UNIVERSITY OF MINNESOTA

The Record

News about admissions, records, and financial aid

July 1996, Vol. 20, No. 7

More 1996-97 tuition rates

Addendum to undergraduate tuition rates published last month: This year, for the first time, the Carlson School of Management is admitting freshmen. The lower division tuition rate is the same as for other freshmen and sophomores: \$76.45 for residents and \$225.50 for nonresidents. Only upper division rates were published in last month's issue.

Professional School Tuition Rates, 1996-97

	Resident	Nonresident
Dentistry, School of		
Per credit	\$257.95	\$383.00
Term (12 or more credits)	3,155.40	4,656.00
Departmental Master's Colleges of Agricultural, Food, and Environmental Science and Education and Human Development		
Per credit	117.20	236.50
12-18 credit plateau	1,466.00	2,898.00
Law School (semester rates)		
Per credit	347.00	592.70
Term	4,224.00	7,172.00
Medical School		
1-5 credits	1,024.50	1,864.50
6-10 credits	1,989.00	3,669.00
11-15 credits	2,953.50	5,473.50
16 or more credits	3,918.00	7,278.00
Medical and psychology fellow specialists residency programs		
Per term	121.00	121.00
Nurse Anesthetist		
Per credit	126.00	345.00
14-18 credit plateau	1,824.00	4,890.00
Pharmacy, College of		
Bachelor of Science		
Per credit	172.35	322.90
14-18 credit plateau	2,472.90	4,580.00
B.S. seniors—per credit	70.00	125.30
Pharm.D. program		
Per credit	182.45	341.85
14-18 credit plateau	2,614.30	4,846.00
Pharm.D. clerkship, per term	121.00	121.00
Public Health, College of		
Per credit	117.20	236.50
12-18 credit plateau	1,466.00	2,898.00
Veterinary Medicine, College of		
Per credit	235.40	353.40
Term (12 or more credits)	2,884.80	4,300.80
Veterinary fellow specialists, per term	121.00	121.00

Opportunities to view student systems software finalists set for July

University staff will have an opportunity to view demonstrations of new generation software for student information systems this month. Three or four vendors, narrowed down from the seven who submitted proposals to the Student 2000 Project team, will demonstrate their software on the mornings of July 8, 11, 15, and 17.

At press time, details on which vendors will be coming or where the sessions will be held are not known, but a flyer will be sent to the mailing list of *The Record* when all particulars are final. Since room size will limit the number of people who can be accommodated, R.S.V.P.s are essential.

FOR MORE INFORMATION

Roberta Armstrong, Student 2000 Project leader
625-6674 or r-arms@tc.umn.edu

Graduate School Tuition Rates, 1996-97

Part-time rates	Resident	Nonresident
1 credit	\$275.00	\$473.00
2 credits	490.00	916.00
3 credits	705.00	1,359.00
4 credits	920.00	1,802.00
5 credits	1,135.00	2,245.00
6 credits	1,350.00	2,688.00
Full-time rates		
7-12 credits	\$1,560.00	\$3,130.00
13-16 credits	1,940.00	3,890.00
Each credit over 16	200.00	400.00
Architecture and Landscape Architecture rates		
Per credit	\$231.50	\$420.00
7-15 credits	1,680.00	2,998.00
Each credit over 15	231.50	420.00
Humphrey Institute master's rates		
Per credit	\$231.50	\$398.00
7-15 credits	1,680.00	2,844.00
Each credit over 15	231.50	398.00
M.B.A. rates		
Day program (per credit)	\$214.25	\$317.00
Term (12 or more credits)	2,957.00	4,364.00
Evening program (per credit)	214.25	214.25

Note: All amounts at left and above **except** per-credit rates include the \$60 base tuition rate.



Summer datebook

July

- 12 First day class lists produced for summer session II
- 16 Summer session I ends
- 18 Summer session II begins
- 19-22 Summer session I grades posted
- 22 Summer session I grade reports due from academic departments, 9:30 a.m.
- 22 Summer session I transcripts produced
- 31 Summer session II collegiate roster produced
- 31 Summer session II end-of-second-week reports produced

August

- 5 Summer session II grade reports produced
- 19 Orientation begins
- 21 Summer session II ends
- 23-26 Summer session II grades posted
- 26 Summer session II grade reports due from academic departments, 9:30 a.m.
- 26 Summer session II transcripts produced
- 26 Fall quarter registration resumes

Summer training opportunities

Classes will be held in 260C Williamson Hall and in the offices of Student & Office Systems Support (SOSS), 2221 University Avenue S.E., Suite 425. **Free guest parking** is available in the small lot in the rear of 2221 University Ave. S.E.

LAN Orientation Session

July 25, 10:00 a.m.–noon, 260C Williamson
Supervisors should complete a LAN user form prior to session. See your area cluster rep for details.

PC File Management

Includes introduction to Windows File Manager.
July 23, 10:00 a.m.–noon, 260C Williamson
August 22, 1:30–3:30 p.m., 260C Williamson
Prerequisite: PC users. Limit: 6

Word for Windows 6.0, Part I

August 1, 1:30–3:30 p.m., 2221 University Ave. S.E.
Prerequisite: Microsoft Word for Windows 6.0 users.
Limit: 6

Word for Windows 6.0, Part II

August 8, 1:30–3:30 p.m., 2221 University Ave. S.E.
Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part I. Limit: 6

Word for Windows 6.0, Part III

August 15, 1:30–3:30 p.m., 2221 University Ave. S.E.
Prerequisite: Microsoft Word for Windows 6.0 users, completion of Part II. Limit: 6

FOR MORE INFORMATION OR TO REGISTER:
Nancy Martin, SOSS
625-8821 or n-mart@tc.umn.edu

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E-mail: l-webe@tc.umn.edu

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UNIVERSITY OF MINNESOTA

The Record

News about admissions, records, and financial aid

August 1996, Vol. 20, No. 8

Undergraduate catalog to replace separate college bulletins by 1999

Fourteen Twin Cities undergraduate bulletins will be replaced by one undergraduate catalog by August 1999, in time for the conversion to a semester-based academic calendar. This is the chief recommendation of the Undergraduate Catalog Reengineering Task Force, which submitted its final report in July.

The new catalog is envisioned as the primary document of record for academic requirements and course descriptions for undergraduates. According to the task force report, an undergraduate catalog "could have significant advantages over the separate bulletins as an academic planning and advising tool." Task force members emphasized that an undergraduate catalog would be most useful if academic policies across Twin Cities colleges were more consistent. Peter Zetterberg, task force member and director of the semester conversion project, is preparing a report to address the potential for creating more consistent policies.

In a letter expressing his support for the undergraduate catalog, Senior Vice President for Academic Affairs Marvin L. Marshak wrote, "I am particularly supportive of the idea that a unified catalog will help us proceed towards a unified set of rules and regulations that will help students, especially those who change colleges or majors in cross-disciplinary programs." The task force was charged by former Senior Vice President Ettore Infante and Vice President McKinley Boston.

Most comparable universities already produce a two-year undergraduate catalog, the task force found in its research, which began in December 1995. Short-term University plans, however, require beginning with a one-year catalog that will be published for 1999-2000, which coincides with the move to semesters (effective fall 1999). Beginning in 2000, the undergraduate catalog will be produced on a two-year cycle during even-numbered years. Bulletins for the Graduate School, coordinate campuses, and professional schools will continue to be produced every two years (odd-numbered years). Another finding of the task force was to recognize that all 1996 college bulletins need to have a three-year life to coordinate with semester conversion.

Production of the undergraduate catalog would be the responsibility of Communications & Publications (C&P), which currently produces all college bulletins. C&P Director Steve Baker chaired the catalog reengineering task force, which also included Linda

Ellinger, associate to the provost for Arts, Sciences, and Engineering; Sam Lewis, director, Office of the Registrar; Kate Maple, director of student services, College of Human Ecology; and Zetterberg, director of the Office of Planning and Analysis.

The task force received input through focus groups and conversations with a variety of University administrators, students, advisers, and faculty members.

Production of one undergraduate catalog (about 100,000 copies) will most likely cost no more than the 340,000 undergraduate bulletins that are currently produced over an average two-year cycle. Initially, the catalog will be distributed at no charge to incoming students, current students, faculty, department offices, and staff. Liberal supplies of the first catalog will be produced to meet the high demand for new semester information. An online version of the catalog will be available, as currently is the case with college bulletins.

Order spiral-bound copies of 1996-99 Liberal Arts bulletins by August 26

Advisers and administrators may order spiral-bound copies of the new 1996-99 College of Liberal Arts bulletin, published last month. The regular binding has a tendency to break down with daily use, so Communications & Publications, which produced the bulletin, is offering a limited number of the spiral-bound copies free of charge as a special service to University employees.

To order your copy, call Barb Carlson, Communications & Publications, 626-1785, no later than Monday, August 26. Regular supplies of the CLA bulletin may be ordered by calling this number as well.



August/September datebook

August

- 19 Orientation begins
- 21 Summer session II ends
- 22 State Fair begins
- 23-26 Summer session II grades posted
- 26 Summer session II grade reports due from academic departments, 9:30 a.m.
- 26 Summer session II transcripts produced

September

- 3 Labor Day holiday. University offices closed.
- 3 Fall quarter registration resumes*
- 20 First day class lists produced for fall quarter
- 25 Last day to register for fall without paying late registration fee
- 26 Fall quarter begins

***Correction:** Due to inaccurate information provided, August 26 was incorrectly listed as the date fall quarter registration resumed in last month's issue of *The Record*.

Note these Pharmacy tuition changes

Two tuition changes in the College of Pharmacy have occurred since publication of the 1996-97 tuition rates.

First, the pharmacy bachelor of science program is being discontinued. The only remaining students are seniors, therefore, the only valid B.S. pharmacy rate for 1996-97 is the B.S. senior rate. Per-credit and plateau rates published in last month's issue of *The Record* no longer apply.

Second, there is no longer a Pharm.D. clerkship rate. Pharmacy students in the clerkship phase of their degree will pay regular Pharm.D. rates.

August training opportunities

Classes are offered by Student & Office Systems Support (SOSS).

LAN Orientation Session

August 29, 1:30-3:30 p.m., 260C Williamson
September 26, 10:00 a.m.-noon, 260C Williamson

Supervisors should complete a LAN user form prior to session. See your area cluster rep for details.

PC File Management

Includes introduction to Windows File Manager.
August 22, 1:30-3:30 p.m., 260C Williamson
September 19, 10 a.m.-noon
Prerequisite: PC users. Limit: 6

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The Record

News about admissions, records, and financial aid

September 1996, Vol. 20, No. 7 <9>

Student 2000 Project selects PeopleSoft as software vendor

Human Resources selects same vendor, benefits to University will result

Two major redesign projects—Student 2000 Project and Human Resources—have joined forces and selected one vendor for software packages that will manage student and employee information in the coming century. Over the next few weeks, the University will negotiate with PeopleSoft, a Silicon Valley company founded in 1987.

In a letter to colleagues from Robert B. Kvavik, Student 2000 sponsor and associate vice president for Academic Affairs, and Carol Carrier, Human

See page 2 for related story

Resources sponsor and associate vice president,

Office of Human Resources, PeopleSoft is described as “a recognized industry leader in human resources information systems with a strong and growing commitment to higher education. Most of the University’s peer Big 10 institutions have chosen PeopleSoft’s human resources package because of that commitment together with the high quality of their product.”

PeopleSoft offered a major price break if two systems were purchased, representing millions of dollars over the life of the two systems. Another benefit offered by the vendor if two systems were purchased is the option of the University becoming a higher education “charter member.” The charter membership means the University will get the student systems beta (early) version

right away, allowing input to influence how the software is developed. Otherwise, the software wouldn’t be available until its release next year.

A joint negotiation committee (Student 2000 and Human Resources) is in the process of negotiating with PeopleSoft, a process that is hoped to be completed by the end of this month so the project team can move ahead. The next tasks are to get more detailed information about the PeopleSoft student system modules, begin participating in the PeopleSoft charter program, complete a “gap analysis” (the difference between what is needed and wanted and what the product will

provide), and begin detailed implementation planning.

With the same vendor providing software for these two major systems, the University will have the advantage of learning one system instead of two and having applications with a common look and feel, making navigation between them easier. Support and maintenance will be less complicated, and common setup methods, business rules, and reporting and query tools can be developed.

FOR MORE INFORMATION
Roberta Armstrong, Student 2000 project leader
612/625-5574, r-arms@umn.edu

Registration on the web now available in Fraser Hall

Web course registration will be available to pilot groups of students in the lobby of 202 Fraser Hall, Office of the Registrar, starting in mid-September.

Eight new PCs and a server are in place. OTR staff will be available to assist students with Web registration from 8 a.m. to 4 p.m., Monday through Friday

If problems are encountered during each registration event, staff will work closely with students and complete a “problem report,” describing the difficulty. Students who use the web registration option will be asked to complete an evaluation consisting of a dozen questions.

If the pilot is successful this fall, more student groups will be added to use Web registration for winter quarter. OTR will continue to provide assistance to students choosing to register via the Student Access System on terminals available in 202 Fraser.

FOR MORE INFORMATION
Mary Koskan, Office of the Registrar, 202 Fraser Hall
625-0160 / m-kosk@maroon.tc.umn.edu

September training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract, or that use the Williamson Hall LAN.

Free guest parking is available in the small lot in the rear of 2221 University Avenue S.E.

10 FARDB/DB2 Workshop

10:00 a.m.–noon

Location: 2221 University Ave. S.E., Suite 425

Required for individuals seeking access to the BASIS Information Center version of the Financial Aid Reporting Database (FARDB).

19 PC File Management

Includes introduction to Windows File Manager.

10:00 a.m.–noon

Prerequisite: PC users. Limit: 6

LAN Orientation Session

Sept. 26, 10:00 a.m.–noon

Supervisors should complete a LAN user form prior to session. See your area cluster rep for details.

FOR MORE INFORMATION OR TO REGISTER:

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Note:

MARDB/DB2 (Admissions Reporting Database) and RRDB/DB2 (Registered Student Reporting Database) workshops, required for individuals seeking access to the BASIS Information Center version of these databases, are conducted by request only.

FOR MORE INFORMATION:

John Kellogg, Office of Planning and Analysis, 625-3387



September datebook

- 2 Labor Day holiday. University offices closed.
- 3 Fall quarter registration resumes
- 20 First day class lists produced for fall quarter
- 25 Last day to register for fall without paying late registration fee
- 26 Fall quarter begins

How new student systems software vendor was chosen

The Student 2000 team looked at three major system alternatives: (1) fix or refurbish current systems, (2) build new systems in-house, or (3) buy a software product from a vendor.

Upon closer examination, the fix/refurbish option offered very little other than the ability to run under semesters and after the year 2000; integration of data and processes would continue to be lacking, old rigid technology would still be used, and it would cost \$8-\$15 million. The build systems in-house option was rejected owing to cost, time factors, and the University's current lack of available staff resources. The most serious choice was the purchase option, with the understanding that the University would need to do some work to integrate purchased systems with some of its unique applications.

A formal Request for Proposal was issued in June. Seven vendor responses were ranked by the vendor evaluation team: Roberta Armstrong, Kris Boley, Carolee Cohen, Mary Gilbertson, Carolyn Marker, Steve Patterson, Mark Powell, Scott Schweikert, and Jeff von Munkwitz-Smith, primarily on the criteria of functionality, professional services, ability to execute, vision, and

technical architecture. Three vendors—KPMG, SCT, and PeopleSoft—were investigated further.

The finalist vendors gave well-attended presentations on campus: over 150 were in attendance for *product overviews*, including staff from coordinate campuses, academic departments, business units, and the Office of Information Technology (OIT); *technical overviews* were attended by coordinate campuses, OIT, Technical Advisory Panel, Web Registration Team, and business units; and *detailed functional sessions* attracted some 60 attendees.

Evaluations were collected and summarized; references were checked; other universities were contacted. Following this analysis, the team unanimously recommended PeopleSoft. (See article on page 1.)

The team's recommendation was presented to the Student 2000 Project Process Owners Group and the Project's Management Committee for approval, which was given in mid-August.

FOR MORE INFORMATION

Roberta Armstrong

Student 2000 project leader

612/625-5574, r-arms@umn.edu



Summer sessions I and II 20 largest classes

Summer session I

Rank	Enrollment	Course	Instructor
1.	222	PubH 5003-1/5023-1	Rothenberger
2.	206	PubH 5022-1/5023-1	Rothenberger
3.	140	Chem 3301-1	Homan
4.	128	Chem 3305-1	Homan
5.	106	Nurs 5450-1	Lia-Hoagberg
6.	100	BioC 3021-1	Fuchs
7.	95	EPsy 5139-1	Basu
8.	88	Nurs 5240-1	Bliss
9.	82	EPsy 5119-1	Bart
10.	82	EPsy 5139-2	Newman
11.	77	Law 5219-1	Marshall
12.	75	Law 5051-1	Adams
13.	72	MatS 3400-1	Sivertsen
14.	72	CSci 5702-1/-8	Tan
15.	69	Chem 1001-1	Britton
16.	68	Kin 5530-1	Rodgerson
17.	65	Chem 1051-1	Piotrowska
18.	60	MBA 8300-1/8300E-90	Erickson
19.	59	CSci 3113-1/8	Steinmetz
20.	52	Th 1101-1	Norwood

Summer session II

Rank	Enrollment	Course	Instructor
1.	133	EPsy 5119-1	Bart
2.	126	Chem 3302-1	Ovechka
3.	117	Chem 3306-1	Ovechka
4.	89	Kin 5530-1	Burton
5.	89	Nurs 5241-1	Bliss
6.	68	EPsy 5229-1	Allen
7.	67	CSci 3322-1/-8/5121-1/-8	Srivastava
8.	65	Chem 1052-1	Leopold
9.	63	EPsy 5139-1	Puncochar
10.	57	CI 5110-1	Buggey
11.	53	EPsy 5139-2	Newman
12.	51	MBA 8315-1/E-90	Marcus/Maitland
13.	46	Biol 5004-1	Blumenfeld
14.	45	ME 5260-1	Klamecki
15.	44	Psy 1001-1	Pendergrass
16.	42	CSci 5113-1/-28	Tan
17.	40	Soc 3102-1	Alexander
18.	39	Psy 3201-1	Robertson
19.	39	CSci 3317-1	Hougen
20.	37	Th 1102-1	Norwood



Registration highlights— summer session II

Campus	Enrollment	Change from '95	
		Number	%
Twin Cities	6,330	-233	-3.6
Crookston	190	136	251.9
Duluth	644	-191	-22.9
Morris	143	22	18.2
Total	7,307	-266	-3.5

Twin Cities colleges	Enrollment	Number	%
Agricultural, Food, Environ. Sciences	81	-9	-10.0
Architecture/Landscape Arch.	5	0	0.0
Biological Sciences	141	28	24.8
Dental Hygiene	5	-2	-28.6
Dentistry	9	1	12.5
Education and Human Development	1,098	-75	-6.4
General College	104	11	11.8
Graduate School	1,448	-75	-4.9
Human Ecology	123	-21	-14.6
Institute of Technology	586	5	0.9
Law School	0	-1	-100.0
Liberal Arts	2,212	-101	-4.4
Management	124	6	5.1
Medical School	44	4	10.0
Medical Technology	19	6	46.2
Mortuary Science	24	-8	-25.0
Natural Resources	106	-10	-8.6
Nursing	93	2	2.2
Occupational Therapy	0	0	-
Pharmacy	12	1	9.1
Physical Therapy	28	-1	-3.4
Public Health	29	0	0.0
University College	39	7	-21.9
Veterinary Medicine	0	-1	-100.0

Total University	Enrollment	Number	%
New high school	0	-1	-100.0
New advanced standing	141	6	4.4
New adult special	54	6	12.5
Total	195	11	6.0
Continuing	5,784	-127	-2.1
Intercampus	2	-3	-60.0
Intracampus	14	0	0.0
Readmits	230	4	1.8
Summer onlys	1,082	-151	-12.2

SOURCE: OFFICE OF THE REGISTRAR

Office of the Registrar (OTR) briefs

Class Schedule updates requested

Academic departments and advising offices are asked to update their addresses and telephone numbers as they appear in the *Class Schedule*. The directories appear on pages 158–159 of the fall 1996 edition. Changes should be reported by Friday, September 13.

SEND CHANGES TO:

Judith Shalaby, Office of the Registrar, 130 Coffey Hall
624-8792 / j-shal@maroon.tc.umn.edu / 624-4943 (fax)

Grades by phone now available on all campuses

Interactive Voice Response (IVR) grade response function is now available for all campuses. Duluth has been in operation for the past few weeks, and Morris and Crookston have recently completed final connections. IVR has been available on the Twin Cities campus since earlier this summer. Morris' number is (320) 589-6490; Crookston, (218) 281-8636; Duluth, (218) 726-8088.

TTY (Tele-Typewriter) also known as TDD (Telephone Device for the Deaf) access for grade application will begin testing in mid-September.

Classroom remodeling projects begin

The first seven Twin Cities classrooms to be remodeled as a result of a classroom study completed last year are scheduled for completion by the start of fall quarter. Rooms are located in Willey Hall, Amundson Hall, Civil and Mineral Engineering Building, and Vocational & Technical Education Building.

St. Paul Activities Fair set for October 3

The St. Paul Activities Fair will take place from 10 a.m. to 1 p.m. on Thursday, October 3, in conjunction with Campus KickOff Days.

Student, academic departmental, and community organization tables will line Buford Avenue between Coffey Hall and the St. Paul Student Center. Just a few of the offices represented at the fair include Office of the Registrar, Student Employment, University Counseling and Consulting Services, and Alumni Relations. Music, prizes, food and beverages will be available.

The Activities Fair is cosponsored by the Student Services Center—St. Paul (130 Coffey Hall), St. Paul Student Center, and Campus Involvement Center.

FOR MORE INFORMATION:

Sandy Kelsey, Student Services Center—St. Paul, 625-4733

Staff news

Eugenia Smith, senior editor, Office of Admissions, has accepted the position of assistant director of publications and public relations for the William Mitchell College of Law in St. Paul. Her new job duties include serving as managing editor of the alumni association magazine. Smith was a University employee for 19 years.

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is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Senior Vice President for Academic Affairs.

Laura Weber, senior editor

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110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213

Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@tc.umn.edu

**Please direct address changes to Barb Carlson,
626-1785, or b-carl1@tc.umn.edu**

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UNIVERSITY OF MINNESOTA

The Record

News about admissions, records, and financial aid

October 1996, Vol. 20, No. 10

Web registration site gains publicity and new features

On-line registration through the Office of the Registrar's web site has been discovered by the media, nationally and locally.

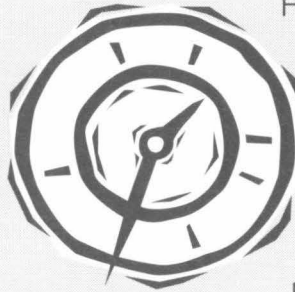
On Wednesday, September 25, Channel 4 television featured the site on its "Dimension Report," and the following day, the *Star Tribune* ran a feature story with photographs headlined, "New web site at 'U' lets students boot up instead of lining up." Web registration was also featured in four-minute spot on "Future Tense," a weekly technology update broadcast on Minnesota Public Radio.

The *Chronicle of Higher Education* reported in August on the University's on-line registration. The article is a positive account of the ease of access for students. Several educational institutes have contacted the University as a result of the article and expressed interest in the script written by the Web Team.

Demonstrations of the OTR web site were also given recently to Norway's minister of education, who was in town in mid-September, and to the *Star Tribune* editorial board. Among those in attendance at the editorial board meeting were University President Nils Hasselmo; Dick Kovacevich, chief executive officer of Norwest Bank; and Stanley Hubbard of Hubbard Broadcasting.

Registrar extends service hours at all locations

Office of the Registrar student services and registration centers are now open from 8 a.m. to 4:30 p.m. The new, extended hours are in effect in 202 Fraser Hall, 150 Williamson Hall, and 130 Coffey Hall. Previously, hours were from 8 a.m. to 4 p.m., Tuesday through Friday, and 9 a.m. to 4 p.m., Monday.



The three centers are also open until 5:30 p.m. on the first three days of the quarter. 150 Williamson will be open until 5:30 p.m. every Monday fall quarter. The Registration Center in 202 Fraser will be open until 5:30 p.m. on the three Mondays of the winter quarter registration queue, November 18, November 25, and December 2.

Beginning winter quarter, 202 Fraser Hall will remain open until 5:30 p.m. Monday through Thursdays for the first two weeks of each quarter. Student Accounts Receivable and the Office of Scholarships and Financial Aid, also located in Fraser Hall, will be maintain the same schedule, providing convenience and consistency for students.

FOR MORE INFORMATION
Mary Koskan, Office of the Registrar

For fall registration, a select group of students were able to register on the web at computers set up in the Registration Center, 202 Fraser Hall. Along with web registration, the Fee Statement and Course Confirmation Document (often called the fee statement) has been enhanced.

One of the new features of web registration is a screen that allows students to print optional information on their fee statements. Options include:

- final exam dates and times
- descriptions from the *Course Guide*

- information on instructors, including e-mail address
- lists of textbooks required for each class, costs, and where to buy specific course materials
- course drop/add and payment deadlines
- tuition and fee refund schedule
- miniature maps of where each class is held.

The OTR web site is located at
<http://www.umn.edu/registrar/>

October training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract or that use the Williamson Hall LAN.

Free guest parking is available in the small lot in the rear of 2221 University Avenue S.E.

10 PC File Management

1:30–3:30 p.m.

Prerequisite: PC users. Limit: 6

Word for Windows 6.0 series

Sessions will be held from 10 a.m.–noon at 2221 University Ave. S.E., Suite 425. Limit 6 per session.

15 Word for Windows 6.0, Part I

Creating and editing/printing a document, working with blocks of text, formatting.

Prerequisite: Word for Windows 6.0 user. Limit 6

22 Word 6.0 for Windows, Part II

Multiple page documents; working with styles, drawing tools, and columns; more.

Prerequisite: Completion of Part I

29 Word 6.0 for Windows, Part III

Creating and modifying tables, merging documents, outlines.

Prerequisite: Completion of Part II

LAN Orientation Session

Oct. 24, 10:00 a.m.–noon
260C Williamson Hall

Supervisors should complete a LAN user form prior to session. See your cluster rep for details.

FOR MORE INFORMATION OR TO REGISTER:

Nancy Martin, SOSS

625-8821 or n-mart@tc.umn.edu

Note: MARDB/DB2 (Admissions Reporting Database) and RRDB/DB2 (Registered Student Reporting Database) workshops, required for those seeking access to the BASIS Information Center version of these databases, are conducted by request only.

FOR MORE INFORMATION:

John Kellogg, Office of Planning and Analysis, 625-3387



Fall quarter datebook

October

- 2 Major/adviser input lists produced
- 5 Last day to cancel with 100 percent refund
- 9 Collegiate roster produced
- 9 End of second week reports produced
- 12 Deadline for student cancel/add of individual class without transcript record
- 12 Last day financial aid recipients can register for fall and have registrations count for financial aid eligibility. (Students in units that do not follow the regular quarterly schedule should contact their college office for deadlines)
- 23 Deadline for major/adviser input, 4:30 p.m.
- 23 Major/adviser output reports produced

November

- 1 RSNs produced for winter quarter
- 11 Winter quarter *Class Schedule* available
- 18 Start of winter quarter queued registration
- 22 Grade reports produced
- 28–29 Thanksgiving holiday. Classes excused and University offices closed

December

- 6 Last day of instruction
- 7 Study day
- 9–14 Final exams
- 16–18 Grades posted for fall quarter
- 18 Fall quarter grade reports due from academic departments, 9:30 a.m.
- 23 Transcripts produced
- 24–25 Christmas holiday. University offices closed
- 31 First-day class lists produced for winter quarter

Three Campus Preview '96 open houses scheduled

The Office of Admissions will host three Saturday open houses for Twin Cities campus prospective students and their parents—October 12, October 26, and November 2, all from 9 a.m. to 3 p.m.

Campus Preview '96 will give prospective students a chance to explore the exceptional educational and student life opportunities waiting for them on the Twin Cities campus. Throughout the day, guests will have a chance to meet with faculty and staff from colleges and programs, admissions, housing, financial aid, and student organizations.

The day will start with a welcome at the Ted Mann Concert Hall, where guests will be entertained by a University music ensemble, followed by an introductory slide show illustrating Twin Cities campus life. A guided tour of campus comes next.

After the tour, participants will break up into information sessions of their own choosing, on topics ranging from available academic majors, to internships and career services, financial aid, honors programs, and residential life. Students will end the day meeting with 'U' Student Ambassadors to talk about

campus community and activities, while parents will attend a session where they may ask about issues of special concern to them, such as financial aid and campus security. An optional residence hall tour open to students and parents will be offered at the close of the day's program.

Admissions expects about 1,000 persons at each event. For more information and to make reservations, call the Twin Cities campus VISITLINE at (612) 625-000; toll free (800) 752-1000; or TTY (612) 625-9051.

Contract for purchase of PeopleSoft software signed

The formal contract for purchase of PeopleSoft software for the student and human resources systems replacements was successfully negotiated in September. It includes terms that are favorable to the University, both financially and in terms of reducing the risk of these critical projects.

On September 23, the Student 2000 Project held a joint "Kickoff Meeting" with PeopleSoft representatives Judy Chappellear, sales representative, and Lew Conner, account manager.

University attendees included the Process Owners Group, Management Committee, Technical Advisory Panel, and project team members. Steve Cawley, assistant vice president, Office of Information Technology, and Roberta Armstrong, Student 2000 project director, provided University perspective on the project. Conner reviewed PeopleSoft services that will be available as plans are developed for implementation, his role as account manager, and benefits of charter membership.

The project's implementation team is being formed and will begin work shortly on a comprehensive implementation plan, which should be complete in two to three months. The current

target date for getting the student information system and human resources system set up is early August 1998. (The student system software is still under development; the human resources system is in general release.)

The modules that are part of the student system include

- student records (including registration)
- advising
- admissions
- student financials (accounts receivable and tuition/fee assessment)
- financial aid

- campus community (address and other information about people).

FOR MORE INFORMATION
Roberta Armstrong
Student 2000 Project Leader
612/625-5574

Addition

George Hudachek, Office of Admissions, was also a member of the Student 2000 vendor evaluation team. (See *The Record*, September 1996, page 2.) His name was inadvertently omitted in information provided to *The Record*.

Free screenings for depression offered by UCCS Oct. 10

Mental health professionals from University Counseling & Consulting Services (UCCS) will offer the opportunity to learn about the signs and symptoms of depression and to participate in a free screening as part of National Depression Screening Day, Thursday, October 10. The free program will be held from 11 a.m. to 1 p.m. and again from 2:30 to 4:30 p.m. in Eddy Hall.

Participants at the UCCS depression screening will hear a brief talk on the causes, symptoms, and treatments of depression, and will view a short video.

Individuals will complete an anonymous written screening test for depression and have the opportunity to discuss the results with a mental health professional.

Depression strikes more than 17 million Americans each year, according to the National Institute of Mental Health. Less than half seek treatment, even though treatment can help 80 percent of those affected.

FOR MORE INFORMATION
University Counseling & Consulting Services
109 Eddy Hall, 624-3323

Office of the Registrar (OTR) briefs

Two OTR offices will be closed on October 23

OTR offices in 150 Williamson Hall and 130 Coffey Hall will be closed all day, Wednesday, October 23, for an all-staff meeting. All registrar functions, including transcripts, will be available on that day in 202 Fraser Hall from 8:00 a.m. to 4:30 p.m.

Scheduling Office calendars mailed

The Scheduling Office calendar for August 1996 through July 1997 was mailed with spring 1997 documents to academic units on September 4. The calendar lists mail-out and due dates for *Class Schedule* forms, course inventory, and final exams. Summer session 1997 bulletin deadlines are set in the summer session office and are not included in the calendar. If you have not received your copy or want an additional copy, call Vickie Axen, Office of the Registrar, at 625-7335.

Homecoming events on St. Paul campus a first

What would Homecoming be without a pepfest, bonfire, and royalty coronation ceremony? This year, for the first time, these traditional events will be held on the St. Paul campus, at 7 p.m., Friday, October 18.

The St. Paul bonfire and pepfest is due to the efforts of the St. Paul Homecoming Planning Committee, which worked with student-based 1996 Homecoming Committee to create an event that bridges both campuses. Sandee Kelsey, OTR and Student Services Center—St. Paul staff member, was a member of the St. Paul Homecoming Planning Committee.

Kelsey also chaired a committee of five retired faculty members who have created a historical display for Homecoming that will be displayed in the St. Paul Student Center, October 16–19.

For more information on Homecoming events, call the University of Minnesota Alumni Association at 624-2323 or visit the Homecoming web site at <http://www.computerstore.umn.edu/homecoming>.

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Laura Weber, senior editor

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Phone: (612) 625-0552 Fax: (612) 626-1754

E-mail: l-webe@tc.umn.edu

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The Record

News about admissions, records, and financial aid November 1996, Vol. 20, No. 11

Student 2000 Project proceeds

Some 30 staff members from colleges, business units, and the Office of Information Technology have been assigned to work on the Student 2000 Project implementation team.

The team's primary task is to evaluate the new PeopleSoft software, plan the systems implementation, and make the technology work. A key part of the implementation plan will be defining the critical first implementation, estimated for August 1998; this will supply critical functionality, with additional features to be added in succeeding months.

Several other projects that support the larger Student 2000 Project objectives have also been established. These include a Policy Team, led by Sam Lewis, that will guide the review and modification of a variety of policies and procedures, and a Workforce Team, led by Judith Gaston, that is concerned with staffing as changes are made in process and systems.

Two projects will begin to test ideas developed during the design team's earlier work. A Duluth one-stop pilot, led by Jerry Allen, will test the concept of a one-stop center for several administrative support services, and Sheryl Spivey will lead a group developing a common customer service philosophy across key areas. Two additional projects directed by Sam Lewis will focus on continued Web developments and APAS/transfer and semester support.

FOR MORE INFORMATION:
 Bob Kvavik, Student 2000 Project sponsor, 625-0052
 Roberta Armstrong, Student 2000 implementation director,
 625-6674
 (Or any of the team leaders noted above)

Of Note...

Sandee Kelsey, St. Paul Student Services Center, was awarded the "Little Red Oil Can" Award, an annual gesture of appreciation made during Homecoming to individuals and organizations who have made outstanding contributions to the St. Paul campus.

Admissions and Registrar staff who made presentations at the 63rd annual conference of the Upper Midwest Association of Collegiate Registrars and Admissions Officers (UMACRAO) held in Rochester last month include **Michael Handberg**, **Sam Lewis**, **Elizabeth Grundner**, and **Sue VanVoorhis** (Registrar); and **Wayne Sigler** (Admissions).

Registration highlights—fall 1996

Campus	Enrollment	Change from '95	
		Number	%
Twin Cities	37,018	23	0.1
Crookston	2,201	472	27.3
Duluth	7,501	86	1.2
Morris	1,970	18	0.9
Total	48,690	599	1.2

Twin Cities colleges	Enrollment	Number	%
Agricultural, Food, Environ. Sciences	873	-44	-4.8
Architecture/Landscape Arch.	47	-30	-39.0
Biological Sciences	494	26	5.6
Dental Hygiene	96	8	9.1
Dentistry	347	3	0.9
Education and Human Development	1,299	75	6.1
General College	1,427	-26	-1.8
Graduate School	8,288	-11	-0.1
Human Ecology	827	-8	-1.0
Institute of Technology	4,200	-38	-0.9
Law School (fall semester)	826	-9	-1.1
Liberal Arts	13,427	31	0.2
Management	1,069	231	27.6
Medical School	1,756	-10	-0.6
Medical Technology	83	1	1.2
Mortuary Science	51	-16	-23.9
Natural Resources	524	-81	-13.4
Nursing	231	4	1.8
Occupational Therapy	83	2	2.5
Pharmacy	329	-27	-7.6
Physical Therapy	60	0	0.0
Public Health	256	13	5.3
University College (day school only)	131	-71	-35.1
Veterinary Medicine	294	0	0.0

Total University	Enrollment	Number	%
New high school	6,914	66	1.0
New advanced standing	5,095	-425	-7.7
New adult special	1,288	321	33.2
Total	13,297	-38	-0.3
Continuing	31,956	503	1.6
Intercampus	439	-88	-16.7
Intracampus	1,668	46	2.8
Readmits	1,330	176	15.3



Fall quarter datebook

November

- 1 RSNs produced for winter quarter
- 11 Winter quarter *Class Schedule* available
- 18 Start of winter quarter queued registration
- 22 Grade reports produced
- 28-29 Thanksgiving holiday. Classes excused and University offices closed

December

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- 7 Study day
- 9-14 Final exams
- 16-18 Grades posted for fall quarter
- 18 Fall quarter grade reports due from academic departments, 9:30 a.m.
- 23 Transcripts produced
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November training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom SOSS has a contract or that use the Williamson Hall LAN.

Free guest parking is available in the small lot in the rear of 2221 University Avenue S.E.

12 PC File Management

10 a.m.-noon

Prerequisite: PC users. Limit: 6

Word for Windows 6.0 series

Sessions will be held from 1:30-3:30 p.m. at 2221 University Ave. S.E., Suite 425. Limit 6 per session.

22 Word 6.0 for Windows, Part II

Multiple page documents; working with styles, drawing tools, and columns; more.

Prerequisite: Completion of Part I

29 Word 6.0 for Windows, Part III

Creating and modifying tables, merging documents, outlines.

Prerequisite: Completion of Part II

LAN Orientation Session

Nov. 26, 10:00 a.m.-noon
260C Williamson Hall

Supervisors should complete a LAN user form prior to session. See your cluster rep for details.

FOR MORE INFORMATION OR TO REGISTER:

Nancy Martin, SOSS

625-8821 or n-mart@tc.umn.edu

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The Record

Jeff von Munkwitz-Smith named registrar at University of Connecticut

Jeff von Munkwitz-Smith, Office of the Registrar (OTR) assistant director and a University employee for 22 years, has been named registrar of the University of Connecticut. His last day at the University of Minnesota is December 6; he begins his new duties in Connecticut at the end of December.

The University of Connecticut is a public land-grant institution, located in Storrs, with a law and medical school and approximately 25,000 students. The registrar position has been vacant for six years (another staff person included it in his duties). von Munkwitz-Smith said one of the attractive features of the new position is that since it had been vacant so long they wanted to make it a meaningful position.

"I will get to be involved in things at Connecticut that I wouldn't get to do here, including university-wide information technology, enrollment management, and teaching," he said. Another attraction is that his parents and many family members live in western Massachusetts.

The teaching opportunity von Munkwitz-Smith referred to could be in Sanskrit language and literature. He earned his Ph.D. in the subject in 1995, after working on the degree for almost exactly 20 years.

"Sanskrit is good preparation for the registrar business. It's complicated—if you can understand sigmatic aorist verb forms, you can understand tuition tables," he laughed.

When von Munkwitz-Smith began his University career as a CLA records clerk in 1974, he recorded grades on transcripts by hand. He would eventually head the development of the current registration system and be instrumental in the selection process of People-Soft for the Student 2000 project.

Reflecting on the profound changes he has witnessed in OTR, from handwritten fee statements and transcripts generated from microfiche to 80 percent of students registering and generating their own fee statements from personal

miss the exciting things he is involved in here, such as the web and Student 2000. "I'll be keeping my eye on Minnesota. They'll get tired of me in Connecticut telling them things they can copy from Minnesota."

He will also miss the many friends he and his wife, Lesa von Munkwitz-Smith, user service specialist, Academic and Distributed Computing Services, have made in Minnesota. He and Lesa are avid gardeners; they will be leaving behind 1,500 tulip bulbs they planted in their backyard this fall. "Les

"Sanskrit is good preparation for the registrar business...if you can understand sigmatic aorist verb forms, you can understand tuition tables."

computers, he said, "If I had proposed to my first boss that students could make changes to their own records, I might not have worked here for 22 years!"

After progressing through the clerk series of classifications, von Munkwitz-Smith was promoted to admissions and records assistant in 1977. He was an original staff member of the Registration System Control unit in 1981, involved in design and implementation of the current Student Data Base. He went on to supervise Data Management, System Control, Registration, and (again) Data Management and Systems Group.

von Munkwitz-Smith said he will

is happy to be moving to a more favorable growing zone," he said.

Other roles von Munkwitz-Smith will be leaving with regret include being a member of the board of governors of Minneapolis Student Unions, secretary-treasurer of the Minnesota Consortium for South Asian Studies, coteacher of a summer session speech communications class in "communication and community," and member of the Registrar's bowling team.

von Munkwitz-Smith expressed gratitude to Sam Lewis, Roberta Armstrong, and Robert Kvavik for their

von Munkwitz-Smith, to page 3

December training opportunities

Student & Office Systems Support (SOSS) offers training sessions to those units with whom they have a contract, or that use the Williamson Hall LAN. **Free guest parking** is available in the small lot in the rear of 2221 University Avenue S.E.

10 PC File Management

1:30 p.m.–3:30 p.m.

Location: 260C Williamson
Includes introduction to
Windows File Manager.

Prerequisite: PC users. Limit: 6

LAN Orientation Session

Dec. 17, 1:30–3:30 p.m.

Supervisors should complete a LAN user form prior to session. See your area cluster rep for details.

FOR MORE INFORMATION OR TO REGISTER:

Nancy Martin, SOSS
625-8821 or n-mart@tc.umn.edu

Database workshops

MARDB/DB2 (Admissions Reporting Database) and RRDB/DB2 (Registered Student Reporting Database) workshops, required for individuals seeking access to the BASIS Information Center version of these databases, are conducted by request.

FOR MORE INFORMATION:

John Kellogg, Office of Planning and Analysis, 625-3387



December datebook

- 6 Last day of instruction
- 7 Study day
- 9–14 Final exams
- 16–18 Grades posted for fall quarter
- 18 Fall quarter grade reports due from academic departments, 9:30 a.m.
- 23 Transcripts produced
- 24–25 Christmas holiday. University offices closed
- 31 First-day class lists produced for winter quarter

OTR and financial aid offices to close early December 19

All Office of the Registrar offices, 202 Fraser Hall, 150 Williamson Hall, and 130 Coffey Hall, will close at 1:30 p.m. on Wednesday, December 19. There will be **no** limited service available on that afternoon.

Office of Scholarships and Financial Aid offices in 210 Fraser Hall will also be closed on December 19, beginning at 1:30 p.m.



Fall quarter 1996 40 largest classes

Rank	Enrollment	Course	Instructor	Rank
1.	617	Psy 1001	Gail Peterson, others	Senior faculty
2.	474	Th 1101	James Norwood	Assoc. Professor
3.	450	Th 1102	James Norwood	Assoc. Professor
4.	414	Econ 1101-1	Victor Matheson	Teaching Asst.
5.	382	Hist 1301, 1301-H	Steven Ruggles	Professor
6.	375	Biol 1201	Craig Packer	Professor
7.	373	Biol 1009-1	John Anderson	Professor
8.	365	Econ 1101-2	Paul Sotkiewicz	Teaching Asst.
9.	364	Anth 1101, 1101-H	Joy McCorriston	Asst. Professor
10.	362	Geol 1001-1	Mark Person	Asst. Professor
11.	304	Pol 1001, 1001-H	Wendy Rahn	Asst. Professor
12.	294	Biol 1009-2	John Anderson	Professor
13.	293	Chem 1051-1	Harold Swofford	Professor
14.	284	PubH 3003	James Rothenberger	Instructor
15.	279	Chem 1051-2	Louis Pignolet	Professor
16.	275	Biol 1101	David Fan	Professor
17.	274	Chem 1051-3	Louis Pignolet	Professor
18.	274	Soc 3101	Joel Samaha	Professor
19.	272	CSci 3113	Chris Dovolis	Asst. Professor
20.	266	CBN 5103	Paul Letourneau	Professor
21.	260	PubH 3001, 3004	James Rothenberger	Instructor
22.	255	Econ 1102-1	Craig Swan	Professor
23.	245	Chem 1052-1	Joan Piotrowska	Asst. Professor
24.	241	History 1011, 1001H	Kathryn Reyerson	Professor
25.	237	Chem 3301-1	Steven Kass	Assoc. Professor
26.	236	Geol 1001-2	Kent Kirby	Lecturer
27.	234	Chem 3301-2	Ben Liu	Professor
28.	232	Soc 1101-2	Robert Fulton	Professor
29.	229	Phil 1001-1	John Dolan	Professor
30.	229	Soc 1001-1	Ira Reiss	Professor
31.	224	HSci 1711/3711	Edwin Layton	Professor
32.	224	Phys 1251-3	Keith Ruddick	Professor
33.	214	Phys 1253-1	Hans Courant	Professor
34.	214	Psy 1004	Kerrie Ferstl	Teaching Asst.
35.	214	Soc 1001-3	Robert Kennedy	Assoc. Professor
36.	212	Psy 3604	William Iacono	Professor
37.	209	AEM 1015	Roger Fosdick	Professor
38.	204	Phys 1104-1	Joseph Kapusta	Professor
39.	202	Anth 1102, 1102H	Luther Gerlach	Professor
40.	202	Clas 1042, 1042H	Andre Lardinois	Asst. Professor

FOR MORE INFORMATION

Scheduling Office, Office of the Registrar, 625-6030

Demonstrations of new University home page available to departments

The Web Demo Group, made up of staff members from the Office of the Registrar, is offering demonstrations of the new features of the University's home page on the World Wide Web to departments and units. (Large group presentations are preferred.)

In St. Paul, contact Gary Andersen, 624-3296. In Minneapolis, contact Stephanie Nichols, 625-1800. The other members of the team are Sue Van Voorhis and Scott Lindgren.

von Munkwitz-Smith, continued

support. "They all said they didn't want me to leave, but to do what's right for me. At Connecticut they told me to take all the time I needed. If everyone hadn't been so nice, the decision would have been less difficult."

Registrar Sam Lewis said, "Jeff has been a tremendous asset to OTR and the University. His knowledge of student systems is unmatched. Jeff has been a mentor for many of us and a friend. I'll deeply miss bowling, golfing, discussing flowers, and traveling with Jeff in addition to his skills and dedication to the job."

von Munkwitz-Smith said he hopes to get back to Minnesota often. "I'll always have a soft spot for Minnesota. The U of M website will be my first bookmark!"

A reception for Jeff von Munkwitz-Smith will be held Friday, Dec. 6, 2-4 p.m., in 140 Nolte Center.

Office of the Registrar (OTR) briefs

Incorrect dates reported on paperless course approval for winter 1997 form

Please note the following changes to dates reported on the document "Paperless Course Approvals for Winter 1997: Day Classes Only."

- Week 3–6 dates should be **January 19–February 15**. (Incorrect dates on form are January 19–February 8.)
- Week 7–10 dates should be **February 16–March 14**. (Incorrect dates on form are February 9–March 8.)

Dates for Week 1 and Week 2 are correct on the form.

FOR MORE INFORMATION:

Valerie Meyer DeJong

Office of the Registrar, Systems Group, 625-1800 or v-dejo@tc.umn.edu

"Gopher Student Line" adds features

The interactive voice response (IVR) Gopher Student Line now has registration status notice information for winter quarter 1997 available. Students are able to dial in to the Gopher Student Line, 624-5200, and find out when they are queued for winter registration as well as determine what holds they may have on their record or what approvals are required before they may register.

Student loan information, including balance, amount due, and last payment, is another new feature. Previous quarter grade information is a continuing feature. Gopher Student Line hours are 7 a.m.–10 p.m., Monday through Friday, and 8 a.m.–6 p.m., Saturday.

Class Schedule updates requested

Academic departments and advising offices are asked to update their addresses and telephone numbers as they appear in the *Class Schedule* by December 16. The directories appear on pages 166–167 of the winter 1997 *Class Schedule*.

Send any changes to Judith Shalaby, Office of the Registrar, 130 Coffey Hall (624-8792; fax 624-4943; e-mail j-shal@tc.umn.edu).

Turnaround documents for 1997-98

Class Schedules are on the way

Turnaround documents (Form A80B) for the fall 1997 and winter and spring 1998 class schedules will be mailed to academic units on December 11. Information for fall 1997 is to be returned to the Scheduling Office by January 17. Winter and spring documents should be returned by January 31.

The earlier mailout date is due to academic units' request for more preholiday time to prepare the course offerings.

Departments will receive fall quarter Preliminary Class Schedule Reports (PCSRs) for review on March 3. They will be picked up March 7. Curriculum committees are urged to approve new courses during January and February meetings to ensure that the PCSRs contain new course information for department review.

FOR MORE INFORMATION

Elizabeth Grundner, Scheduling Office, 625-4094
e-grun@tc.umn.edu

The Record

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Laura Weber, senior editor

COMMUNICATIONS & PUBLICATIONS

110 Williamson Hall

231 Pillsbury Drive S.E.

Minneapolis, MN 55455-0213

Phone: 625-0552 Fax: 626-1754


E-mail: l-webe@tc.umn.edu

**Please direct address changes to Barb Carlson,
626-1785, or b-carl1@tc.umn.edu**

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