

11/10/98
3/20/98

The Record

News about admissions, records, and student systems January 1998, Vol. 22, No. 1

Quarter bulletins make way for semester catalogs

The quarter-based academic calendar continues for a while longer, but the quarter-based University bulletin cycle was completed in November with the publication of the College of Biological Sciences bulletin.

Current bulletins now on the Web

All current University college and campus bulletins are now available in print version and on the Web (www.umn.edu/commpub). These bulletins will be the last official record of quarter-calendar degree programs and courses.

1999 publications will be 'catalogs'

In 1999, new publications will be available that include the new semester degree programs and courses for all colleges and campuses of the University. All official 1999 publications will be called "catalogs," the more common term for academic program/course books at universities across the country. A new publication, the undergraduate catalog, will replace 14 separate college bulletins for undergraduates on the Twin Cities campus.

The following is a tentative production schedule for the catalogs.

1999	Catalog
March	Law School Veterinary Medicine
April	Morris Graduate School
May	Undergraduate, Twin Cities Public Health
June	Medicine, Duluth Pharmacy

CATALOGS to page 3

Regents approve \$42 million Enterprise Systems Project

The Board of Regents unanimously approved at its December meeting the Enterprise Systems Project, the University's plan to replace its outdated administrative information systems with a single integrated, user-friendly system. Regents Chair William Hogan summed up the action: "We have made a major step forward at this University."

Components of the project include student systems (Student 2000 Project), human resource systems, adjustments to make systems "year 2000" compliant, University/IBM web-based services, and moving from mainframe systems to a distributed computing environment. (See glossary, page 3.)

After a lengthy review process to ensure that the Enterprise Systems Project will support his vision and goals and be a good investment for the University, President Mark Yudof asked the Board of Regents to approve the project plan, \$42 million budget (\$15 million of it for the Student 2000 Project), and financing proposal.

Yudof said deciding to proceed with the Enterprise System Project was the "hardest decision yet" of his presidency and called the systems critical to reducing administrative costs. "I think we're doing the right thing," he said. Yudof said he is confident that new oversight and controls he is recommending for the project will control its scope, progress, and costs.

Executive Vice President and

Provost Robert Bruininks said the new student and human resource systems will "change the way we do business at the U" and added that simplifying or eliminating policies is critical to the project's success.

A policy committee will be appointed to make "timely" and "tough"

"We need to move forward with these very important initiatives."

— President Mark Yudof on the Enterprise Systems Project

decisions to reduce and consolidate policies. Associate Vice President Robert Kvavik was named Enterprise Systems project director to provide day-to-day leadership from the senior management level. Steve Cawley continues as project manager.

Financing for the systems comes from several sources, including non-recurring state funds, proceeds from the sale of University Hospital, contributions from the Academic Health Center, potential revenue from the IBM/U of M partnership, and assessments to collegiate and administrative units.

Student 2000 Project Director Roberta Armstrong said she was

Enterprise Systems Project

- budget
- history
- glossary

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ENTERPRISE SYSTEMS to page 3

January 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.

LAN orientation sessions

At Fraser Hall, room B-15—
Mon., Jan. 12, 1:30–3 p.m.

At 2221 University Ave. S.E.,
room 335-51—

Tues., Jan. 27, 10 a.m.–noon
Supervisors should complete a LAN user form prior to session. See your cluster rep for details.

Word for Windows, version 6.0 workshops

All classes are held from 1:30–3:30 p.m. at 2221 University Ave. S.E., room 335-51.

Part 1—Thurs., Jan. 15

Part 2—Thurs., Jan. 22

Part 3—Thurs., Jan. 29

FOR MORE INFORMATION AND TO REGISTER:

Jennifer Gisslen Lee, SOSS
625-2821 or gissl002@sossgw.stu.umn.edu

Workshops on request

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

CONTACT:

John Kellogg, Office of Planning and Analysis, 625-3387 or j-kell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT:

Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu

Training updates are available at <http://sossgw.stu.umn.edu> → Office Automation → "What's New."



Winter 1998 date book

January

- 1 New Year's Day—University offices closed
- 3 Last day to register for winter quarter without paying late-registration fee
- 5 Winter quarter classes begin
- 9 Major/adviser input lists produced
- 10 Last day to cancel with 100 percent refund
- 16 Collegiate roster produced
- 17 Last day to cancel individual course without transcript record
- 17 End-of-second-week reports produced
- 19 Martin Luther King, Jr. birthday observed. Classes excused and University offices closed.
- 30 Deadline for major/adviser input, 4:30 p.m.
- 30 Major/adviser output reports produced

February

- 5 Major/adviser output reports distributed to colleges (about 3-5 workdays after run date)
- 11 Registration eligibility information available to students on-line
- 18 Spring *Class Schedule* available
- 25 Spring quarter queued registration begins

March

- 6 Grade reports produced
- 13 Last day of instruction
- 16–21 Final examinations
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- 25 Winter quarter grade reports due from academic departments
- 27 Transcripts produced

ENTERPRISE SYSTEMS from p. 1

pleased to hear President Yudof's strong endorsement of the project and was very encouraged by Bruininks' emphasis on the need for policy change. "We don't want to spend our time and energy recreating the complexity of our current system. Policy change is critical if our system is to be truly student-friendly," Armstrong said. □

FOR MORE INFORMATION:

The "Report to the Board of Regents," prepared by vice presidents Robert Bruininks, Frank Cerra, and JoAnne Jackson, and the accompanying slide presentation can be viewed at <http://www.umn.edu/redesign/approval.html>.

Enterprise Systems budget

Systems implementation	
Student 2000	\$ 15,000,000.
Human Resources	11,500,000.
Financial Management	450,000.
Web-based services	3,900,000.
Equipment and software*	5,400,000.
Project management	1,750,000.
Total project budget -----	\$ 38,000,000.
President's Contingency Fund	4,300,000.
TOTAL	\$ 42,300,000.

* does not include desktop computers

Enterprise Systems history

- 1995 Enterprise system launched to address
 - ~ new information needs
 - ~ continued challenge of maintaining 10- to 30-year-old systems
 - ~ semester conversion
 - ~ Year 2000 conversion problems in student, human resource, and financial systems
 - ~ new directions in managing research, teaching, and outreach systems
- 1996 Board of Regents approves PeopleSoft after competitive process
- July 1997 Regents approve \$10 million in expenditures (expenditures included in the current budget)
- Aug. 1997 President Yudof asks for full review of project
- Dec. 1997 Regents approve Enterprise Systems

Keeping it straight—a glossary

Enterprise Systems Project—The University's planned project to replace its diverse, outdated administrative information systems with a single comprehensive, user-friendly integrated system. Student systems (Student 2000), human resource systems, adjustments to make financial systems year 2000 compliant, and University/IBM web-based services are all involved.

Student 2000 Project—Student systems administrators were charged by the University's board of regents to vastly improve the quality of student services. Student 2000's mission is to provide high quality, seamless service to lifetime learners anywhere, anytime. Components include admissions, registration, financial aid, grade reporting, student financials, and graduation tracking.

PeopleSoft—Software vendor for Enterprise Systems Project at the University and at many other major universities and corporations.

IBM partnership—IBM and the University are developing a Web-based "front-end" system for many of the Enterprise Systems services in order to make the system more user-friendly. The resulting Web-based interface to campus data will be a model for other campus systems.

The budget, history, and glossary terms on this page can be found at www.umn.edu/redesign/approval.html.

Transition (from p. 1)

1999	Catalog
July	Duluth Medical School, Twin Cities Dentistry
August	Crookston

A catalog for professional programs in the College of Education and Human Development (e.g., M.Ed.) is also being discussed.

Transition publications for 1998

Several publications are being developed for 1998 to help advisers and students through the transition to semesters. A *Semester Transition Handbook for Advisers* will be available in February 1998. The handbook will contain a "starter package" of information for advisers on all campuses.

In April, a *Semester Transition Handbook for Students* and a *Semester Transition Course Catalog* will be published. Both publications will be available to students at University Bookstores. These two publications will provide resources and information for students who will be graduating after the University converts to semesters in fall 1999.

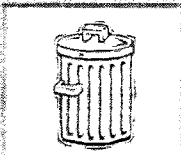
The transition course catalog, which also will be distributed to staff and faculty, will provide a first-look at all new course descriptions on the Twin Cities campus. All semester transition publications will be available on the Web in April (www.opa.pres.umn.edu/semester).

Bulletins, catalogs, and semester transition publications are produced by Communications & Publications. □

FOR MORE INFORMATION

Steve Baker
Communications & Publications
625-3884 or s-bake@tc.umn.edu

Many OTR reports moved to archives or recycled



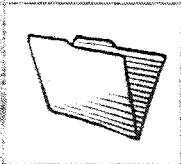
Office of the Registrar (OTR) Systems Group has moved or recycled many reports from its Fraser Hall offices.

Reports recycled

- Section Status Report (colleges will still receive these reports)
- Closed-Class Report

Reports that may still be obtained from Systems Group

- Grade Distribution (May be eventually moved to University Archives)
- Full-Time Equivalent Report (FTE) Report



Reports moved to University Archives, 10 Walter Library

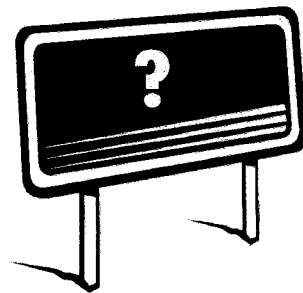
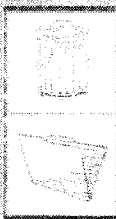
- Biennial Report
- Grade Averages
- Full-Time/Part-Time Report
- Home Location Report
- Official Registration Statistics *
- President's Report
- Registration Report
- Statistical Report
- Student Credit Hours
- U Committee on Fees
- Closed-Class Report

* Data from the last two years will continue to be available from Systems Group.

There are more reports and information that need to be cleaned out, such as old class schedules and course inventories. Determination of their fate is still pending. *The Record* will publish any updates.

FOR MORE INFORMATION

Stephanie Nichols, OTR Systems Group, 625-1502



Comments on campus signage requested

Students, staff, and faculty are invited to comment on the recently installed campus guide maps on Northrop Mall and on the new tunnel signage between Morrill and Kolthoff Halls, and the St. Paul Student Center and VoTech Building.

Suggestions on these prototypes will be used to implement a streamlined campus pathfinding system.

SEND COMMENTS TO
peter165@tc.umn.edu or 625-7578

The Record

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

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The Record

News about admissions, records, and student systems February 1998, Vol. 22, No. 2

New and improved

Degree clearance and course approval/scheduling processes redesigned

University-wide teams for the Student 2000 Project presented two process redesigns last month that will improve service to students and save staff time and costs.

The Process Owners Group approved the teams' recommended changes to the degree clearance process and the course approval (A96)/class scheduling offerings. Both redesigns rely on PeopleSoft to automate many manual functions and will require policy changes and more approvals before they go into effect. In the meantime, the teams will identify changes that (1) they can pursue now; (2) require PeopleSoft to be up and running; (3) need

students in the process early on, it is hoped that more timely graduations will result.

Currently, degree clearance is a manual, labor-intensive process involving colleges, departments, and administrative units. It involves a variety of application and clearance forms, deadlines, waivers, petitions, and amendments, which vary among departments and by student status (undergraduate, honors, graduate). Team member Robert Gavin says degree clearance is further bogged down by late grade reporting (11 percent of grades are reported late, the highest percentage in

Both processes now involve the reentry of data by both college/department and OTR staff at several points. The team recommended that faculty use an electronic template to enter descriptions of new course offerings, then use the electronic form to edit, update, and approve the document within the college, then forward it to OTR.

The agenda for changing the class scheduling half of the process is a challenging one. The team recommended integrating, synchronizing, and automating day and University College offerings and scheduling and e-mail notification to students of schedule or room changes.

Integrating day and University College scheduling will require a policy change, but other changes can be built into the new PeopleSoft system. Team Member Alice Ross, who works with the course scheduling process in General College, says, "Now we receive forms from the Registrar, fill them out, indicating subsequent changes in red and blue ink, and send them back. Then the Registrar reenters the information.

PeopleSoft can automate this process, making it much easier."

View the team reports approved by Process Owners Group at <http://www.umn.edu/s2000/bpr/>



A better degree clearance process means "no surprises" for students approaching graduation.

enhancements to the PeopleSoft system; or (4) require policy or organizational changes.

Degree clearance

The goal of this redesign is to streamline degree clearance and return meaning to the commencement ceremony by awarding students their diplomas at the event itself.

The team recommended identifying degree candidates early on and involving them, as well as faculty, in the degree clearance process through the use of APAS and various automated notifications; automated posting of grades and milestones; and standardized procedures and forms. By involving

the Big Ten) and most people's lack of familiarity with the complex process.

Starting the degree clearance process earlier will result in a more orderly diploma-granting process, making it possible to award the diploma to the student at commencement. Penn State and Ohio State already are already doing this.

Course Approval and Scheduling

These processes involve initiation and approval of new courses (which takes place in the colleges), their entry on the system as authorized courses, and their scheduling and publication in the *Class Schedule*, all functions of the Office of the Registrar (OTR).

- More Student 2000—page 2
- Winter quarter Top 40 classes—page 3
- Winter quarter enrollment statistics—page 3



February training opportunities

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LAN orientation sessions

At Fraser Hall, room B-15—

Monday, February 9, 1:30–3 p.m.

At 2221 University Ave. S.E., room 335-51—

Tuesday, February 24, 10 a.m.–noon

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

Word for Windows, version 6.0 workshops

All classes are held from 1:30–3:30 p.m. at 2221 University Ave. S.E., room 335-51.

No classes in February. Next classes:

Part 1—Thursday, March 5

Part 2—Thursday, March 12

Part 3—Thursday, March 19

FOR MORE INFORMATION AND TO REGISTER:

Jennifer Gisslen Lee, SOSS

625-2821 or gissl002@sossgw.stu.umn.edu

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

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More on Student 2000 process redesigns

An intense time was had by all

The redesign process was an intense one. Teams met five hours each week for six weeks to describe the current process; envision a "perfect" process; and detail the tasks, policy changes, and steps needed to make the new process happen. If the necessary approvals and policy changes occur, the redesigned process will be implemented with the PeopleSoft system.

Degree Clearance Team

Sue Van Voorhis, Office of the Registrar (OTR), team sponsor; Sam Lewis, Office of the Executive Vice President and Provost, team lead; Judy Beniak, School of Nursing; Mark Bultmann, Agriculture, Food, and Environmental Sciences; Robert Gavin, OTR; Karl Johnson, Academic Support/Student Life, UMD; Margo Mueller, OTR; Jerry Rinehart, Carlson School of Management; Clare Strand, Registrar's Office, UMM.

Course Approval/Course Schedule Offerings Team

Sue Van Voorhis, OTR, team sponsor; Robert Gavin, OTR, team lead; Rick Benson, University College; Vicki Field, Graduate School; Ken Heller, Physics and Astronomy; Linda Miza, OTR; Laura Phillips, Communications & Publications; Alice Ross, General College.

Registration highlights winter quarter 1998



Campus	Enrollment	Change from '97	
		Number	%
Twin Cities	35,479	698	2.0
Crookston	1,560	-88	-5.3
Duluth	7,088	-9	-0.1
Morris	1,833	-76	-4.0
Total	45,960	525	1.2

Twin Cities colleges	Enrollment	Number	%
Agricultural/Food/Envir/Science	776	-59	-7.1
Architecture/Landscape Architecture	29	-15	-34.0
Biological Sciences	618	136	28.2
Dental Hygiene	98	1	1.0
Dentistry	344	4	1.2
Education and Human Development	1,464	179	13.9
General College	1,323	131	11.0
Graduate School	7,596	-60	-0.8
Human Ecology	807	16	2.0
Technology	4,105	137	3.5
Law School (Spring Semester)	767	-13	-1.7
Liberal Arts	12,574	-88	-0.7
Management	1,300	343	35.8
Medical School	1,643	-71	-4.1
Medical Technology	70	2	2.9
Mortuary Science	72	16	28.6
Natural Resources	531	37	7.5
Nursing	222	-6	-2.6
Occupational Therapy	34	-34	-50.0
Pharmacy	311	-3	-1.0
Physical Therapy	30	-31	-50.8
Public Health	213	-18	-7.8
University College	256	91	55.2
Veterinary Medicine	296	3	1.0

Total University	Enrollment	Number	%
New high school	204	-6	-2.9
New advanced standing	733	-78	-9.6
New adult special	348	80	29.9
Total	1,285	-4	-0.3

Continuing	43,346	559	1.3
Inter-Campus	79	1	1.3
Intra-Campus	838	-30	-3.5
Readmits	412	-1	-0.2

DATA SOURCE

Systems Group, Office of the Registrar, 625-1800

Winter quarter 1998—40 largest classes

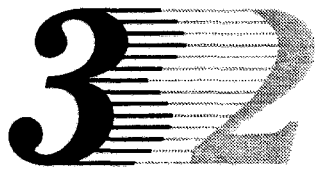
1.	631	Psy 1001-1	Gail Peterson & senior faculty
2.	477	Th 1101-1	James Norwood
3.	445	Th 1102-1	James Norwood
4.	387	Biol 1201-1	Kendall Corbin
5.	369	Econ 1101-1	Joann Bangs
6.	347	Hist 1302-1/H-80	David Roediger
7.	340	Chem 1052-2	Andreas Stein
8.	339	Chem 1051-2	Eric Munson
9.	305	Econ 1101-2	Paul Sotkiewicz
10.	303	Phys 1251-1	John Wygant
11.	298	Chem 1052-1	Andreas Stein
12.	285	Chem 1051-1	Wayne Gladfelter
13.	278	Biol 1009-2/H-80	Emily Hoover
14.	268	Phys 1252-3	Ken Heller
15.	265	Biol 1009-1	J.S. Schottel
16.	264	Biol 1101-1	David Fan
17.	250	Geo 1001-1	Mark Person
18.	249	CBN 5101-1	Ronald Shew
19.	243	Econ 1102-2	Charles Zheng
20.	241	Soc 1001-1	Afroza Anwary
21.	238	Econ 1102-1	John Stevens
22.	229	Psy 3011-1	Gail Peterson
23.	229	CPsy 1301-1/3309-1	L.A. Sroufe
24.	216	CSci 3113-1	Chris Dovolis
25.	206	Phsl 3051-1	George Bloom
26.	205	Math 1151-2	Moxun Tang
27.	203	Math 1251-2	Marian Pour-El
28.	198	Psy 3051-1	Chad Marsolek
29.	197	Soc 3101-1	Norman Carlson
30.	197	Phil 1002-1	William Hanson
31.	196	Arch/ArtH/LA 3412-1/H-80	Kay Solomonson
32.	193	Chem 3301-1	C.J. Forsyth
33.	189	Chem 3302-2	Jane Cornille
34.	188	ME 1012-1	William Durfee
35.	188	ArtH 3575-1 AmSt 3920-2	Karal Ann Marling
36.	188	Hist 1012-1 Hist 1012H-80	Mary Jo Maynes Ann Waltner
37.	187	CSci 3316-1	Carl Sturtivant
38.	186	Phcl 5111-1	Don Hunninghake & Leonard Lichtblau
39.	186	CSci 3101-1	B. Mobasher
40.	186	PubH 3003-1	J. Rothenberger

DATA SOURCE

Scheduling Office, Office of the Registrar, 625-4094

New brochures explain semester transition to graduate/professional and prospective students

Two new brochures offer answers to questions graduate/professional students and prospective students will have about the University's transition to semesters in fall 1999. The brochures, "Changing to Semesters in 1999," will be mailed to students in each category.



SEMESTER TRANSITION

In addition to a Q&A section, the brochures contain tables comparing the quarter and semester calendars, and the 1999-2000 University calendar. The prospective student brochure also includes the 1998-99 campus calendar, the last year on the quarter calendar. The graduate and professional

student brochure also contains a list of advising resources for graduate and professional students.

Semester transition information for staff

Advisers and faculty will be mailed a new publication, "Semester Transition Adviser Handbook," later this month.

Staff and faculty who would like copies of the student brochures (above) should send an e-mail message to Laura Koch, kochx001@tc.umn.edu.

The brochures and handbook are published by the Office of Planning and Analysis, with editing and production provided by Communications & Publications.

Spring quarter Class Schedules arrive this month

The *Class Schedule* for spring quarter 1998 arrived in most college offices on February 6. It will arrive in remaining colleges and all departments by February 17. Students can pick up their copies in University Bookstores beginning Wednesday, February 18. Registration for spring quarter opens on February 25.

FOR MORE INFORMATION:

Judith Shalaby, St. Paul Office of the Registrar, 130 Coffey Hall
624-8792 or j-shal@tc.umn.edu

1998-99 Gopher Guide accepting program listings

University programs or services can submit requests now through Monday, March 9, for free listings in the 1998-99 *Gopher Guide*. Submit requests on the Web at <http://www.umn.edu/cic/> or by calling 626-6919 to request a program listing or calendar listing form. All items must be returned to the Campus Involvement Center, 256 Coffman Union.

The *Gopher Guide* is the official campus calendar and resource guide for the University. Resource guide sections include Academic Opportunities & Career Development; Involvement Opportunities; Employment, Internships, and Volunteering; Living On and Around Campus; and Campus Services. The *Gopher Guide* is distributed free to all new undergraduates during orientation each fall and will be sold exclusively through University Bookstores to returning students, faculty, and staff.

FOR MORE INFORMATION:

Tracie Smith, Campus Involvement Center
256 Coffman Union
626-0188 or ocelx002@umn.edu

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626-1785, or b-carl1@tc.umn.edu

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The Record

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Microfilm era ends

Imaging technology to preserve student records

Student records and grades will soon be preserved using imaging technology, ending the use of microfilm after more than a decade. Office of the Registrar (OTR) staff will begin using the technology in mid-March.

OTR Files unit has microfilmed roughly one-half million handwritten student linen records and grade reports since about 1986. "It has been a slow process, occasionally having to refile entire rolls," said Jackee Wernersbach, senior office supervisor, OTR Files. (A roll holds about 3,200 records.) "Each roll of film must be audited, indexed, and distributed. Moving to imaging will eliminate some up-front prep work and speed up the process slightly," she said.

An imaging station will be set up in the old microfilm area in the 220 Williamson Hall vault. The station will consist of a personal computer (PC), a scanner, and an optical disk drive. The images will be stored on the optical disk and will be readable from the PC. When the PC is connected to a server in a few months, other OTR units will have access to the images.

The imaging process will include scanning the image, indexing the image by predetermined data, and finally auditing the image. The paper document can then be destroyed. Although preserving records via microfilm is ending, OTR staff still have the microfilm to access those records.

Wernersbach said an advantage of

Advisers examine how to access information using PeopleSoft

The PeopleSoft student administration system has the potential to provide advisers with a wealth of information about their students. "Right now, the information that advisers need is scattered throughout the admissions, financial aid, student records, and student financials modules," said CLA senior adviser Paul Hesterman.

To figure out how to make this information easy to access and use, a team of advisers will work with the Student 2000 and Web teams. An Advising Work Team and Advisory Committee are being formed, as recommended by the Advising Charter recently approved by the Student 2000 Process Owners Group.

The Advisory Committee will provide oversight for the project and will include Roberta Armstrong,

Student 2000 project director; Sue Van Voorhis, registrar; Paul Hesterman, senior adviser, CLA Premajor Advising; and representatives to be invited from the faculty, IBM/UM Web Project, the vice provost for undergraduate education, the Twin Cities campus Academic Advising Network, and the Morris and Crookston campuses.

The Advising Work Team will include Hesterman; Paul Treuer, Supportive Services Program at UMD; Student 2000 staff; and two to four additional members from college advising units.

The Advising Charter, which outlines the team's goals, work plan, and structure, is at www.umn.edu/s2000/whatis/whatsnew.htm.

Third-party billing process redesigned

The team working on the third-party billing process thought it would be an easy process—at first. Students often receive financial assistance from third parties such as the Veterans Administration, AmeriCorps, foundations, or private or nonprofit businesses. If the third parties don't pay on time, students have to pay tuition out of their own pockets until the money arrives.

The team thought it would simply figure out how to speed up the process, getting the information or payment to the Office of Scholarships and Financial Aid (OSFA) quickly in case a third-party payment affected a student's financial aid.

However, "Once the team saw the whole process from start to finish, we

knew we had to start from scratch. The process is really broken," said Pat Roth, Bursar's Office. Mary Gilbertson, OSFA, agreed, saying, "It's a mess."

Each third party payer has its own billing system, its own standards for reimbursement (such as paying only if certain forms or vouchers are received), and its own payment schedule. About 15 percent of the payers are 91-plus days delinquent, which, the team says, costs the University about \$32,000 each

In this issue
Advising charter
Third party billing process
Training survey results



March 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.

LAN orientation sessions

At Fraser Hall, room B-15—

Monday, March 9, 1:30–3 p.m.

At 2221 University Ave. S.E.,
room 335-51—

Tuesday, March 24, 10 a.m.–noon

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

Word for Windows, version 6.0 workshops

All classes are held from 1:30–3:30 p.m. at 2221 University Ave. S.E., room 335-51.

Part 1—Thursday, March 5

Part 2—Thursday, March 12

Part 3—Thursday, March 19

FOR MORE INFORMATION AND TO REGISTER:

Jennifer Gisslen Lee, SOSS

625-2821 or gissl002@sossgw.stu.umn.edu

Workshops on request

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

CONTACT:

John Kellogg, Office of Planning and Analysis, 625-3387 or j-kell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT:

Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu

Training updates are available at <http://sossgw.stu.umn.edu> → Office Automation → "What's New."



Winter/spring 1998 date book

March

- 6** Grade reports produced
- 13** Last day of instruction
- 16–21** Final examinations
- 23** First day class lists produced for spring quarter
- 23–25** Grades posted for winter quarter
- 25** Winter quarter grade reports due from academic departments
- 27** Transcripts produced
- 30** Spring quarter classes begin

April *

- 4** Last day to cancel with 100 percent refund
- 11** Last day to cancel individual course without transcript record
- 11** Last day financial aid recipients can register for spring and have registrations count towards financial aid eligibility (for students whose units follow the regular quarterly schedule)

May *

- 14** Fall *Class Schedule* available
- 14** Summer registration begins for currently enrolled students
- 18** Early registration for fall 1998 begins
- 25** Memorial Day, holiday. Classes excused and University offices closed

* Complete academic calendar dates for spring quarter will appear in the April issue.

IMAGING from page 1

imaging is that records do not require extensive auditing prior to imaging. If a document is indexed correctly, all documents belonging to the search criteria, no matter when they were imaged, appear as one file. This completely eliminates the extra work of refilming documents because, for example, records were out of order, "Once our system is set up, and training has been completed, we will invite anyone interested to come and see us," she said.

FOR MORE INFORMATION

Jackee Wernersbach, OTR Files
625-4035 or j-wern@tc.umn.edu

Student 2000 training survey respondents want 'good, solid, effective training'

Over 1,100 human resources and student services staff responded to the Student 2000 Training Planning Survey, for a 66 percent response rate. According to Office of Measurement Services, which helped the Student 2000 project with the survey, the average response for similar surveys is 20 to 25 percent.

Student 2000 Project Training Coordinator Venoreen Browne-Boatswain said that hundreds of staff wrote comments on the survey, many of them very specific questions about PeopleSoft, but many more saying they wanted and needed "good, solid, effective training."

Browne-Boatswain said, "We sense that staff members are eager to learn the system, so our responsibility is to put together a training plan that meets their expectations."

Some preliminary results follow. (Response totals may not equal 100 percent, since many respondents did not answer all questions or use multiple operating systems.)

Among all respondents:

- 66% are PC users
- 12% are Macintosh and 19% are Power Mac users

Among PC users:

- 80% use Windows 95
- 14% use Windows 3.1
- 7% use Windows NT

Among Macintosh users:

- 87% use Mac OS7 or OS8
- 14% use Mac OS6

LAN usage:

- 69% are attached to a Local Area Network (LAN)
- 12% didn't know if they were attached to a LAN

Browser usage:

- 88% use Netscape or Internet Explorer
- 3% had no access

Experience with Windows 3.1:

- 18% had no experience
- 18% had basic experience
- 21% had intermediate experience

- 16% had advanced experience
- 27% did not respond to the question

Experience with Windows 95:

- 18% had no experience
- 23% had basic knowledge
- 29% had intermediate knowledge

Staff who expect to work with the human resources (HR) or student systems:

- 58% expect to work with the student system
- 13% expect to work with the HR system
- 18% expect to work with both

Units of respondents:

- 30% identified their primary unit as "central office"
- 52% identified their unit as a college or department

Some surprises

- The number of staff using both HR and student systems was higher than expected and speaks to the increasingly cross-functional nature of work.
- The number of PC users was higher than expected.

Some gaps to fill

- The first staff to be trained, mostly in central units, will need to feel comfortable in a Windows environment before they attend PeopleSoft training. A number of staff have no or little experience with Windows. They need to be alerted to the variety of Windows training resources at the University.
- Two groups of administrative users emerged: Those who use HR and student data frequently and intensively, such as central offices, and those whose use is less frequent and intense. The latter will need different training, since they will probably use PeopleSoft's Web front-end to do their work.

The survey also gathered information on the various tasks performed by the survey respondents in their areas of responsibility. Browne-Boatswain said

the team is analyzing this data further and will use it in planning user training.

For more information on the Student 2000 Project or to subscribe to the project's listserv, see <http://www.umn.edu/s2000.htm>. Have questions? E-mail Student 2000 Project Director at r-arms@umn.edu.

THIRD PARTY from page 1

year in lost interest. About 20 percent of the payers don't pay at all or pay late, and the student ends up paying the bill.

Part of the problem is lack of communication between the University and the third-party payers. The team will assemble an information packet describing the University's payment policies and procedures, including identification of payments to students (some wire transfers omit this information), deadlines, and a sample invoice. A similar communications packet will be developed for students, who are usually surprised and frustrated when a delinquent account is billed to them through their STARS account. The Third-Party Billing report is at http://www.umn.edu/s2000/docs/tpb_cont.htm.

The Third-Party Billing Team sponsors were Mary Kaye Butler, Bursar's Office, and Sheryl Spivey, OSFA. Team lead was Pat Roth, Bursar's Office. Team members included Lesa Craven, Bursar's Office; Mary Gilbertson and Ruanne Pearson, OSFA; Kathy Kennedy, Student Accounts Receivable, UMD; Barbara Schuminski and Robert Gavin, Office of the Registrar; and Bonnie Samletzka, University College.

GradFest '98 extends hours to accommodate evening students

GradFest '98, the University's one-stop source for graduation information, services, and products, will stay open from 10 a.m. to 6 p.m. on Wednesday, April 8, to accommodate evening students. Hours on Thursday, April 9, are from 9 a.m. to 3 p.m. GradFest will be held both days in the Great Hall of Coffman Memorial Union.

GradFest officially kicks off the graduation season at the 'U' and provides students with a fun and informative event to help them through the process.

GradFest, sponsored by the University of Minnesota Bookstores and University Relations, promises "no hassle for your tassel," with over 50 exhibitors on hand to address every concern graduating students may have, including essential steps like applying for graduation and completing financial aid exit interviews.

GradFest contains a mix of University exhibits, such as alumni association, athletics, financial aid, and Graduate School, as well as non-University exhibits, to help students with their commencement planning and life after graduation.

Students visiting GradFest can have their graduation photos taken and resumes evaluated, make hotel reservations for their commencement visitors, and save on career and graduation party needs. GradFest is the perfect time for students to pick up their cap and gown, order graduation announcements, and to begin preparing for commencement.

For further questions on GradFest please contact the University of Minnesota Bookstores at 625-6564 or check out the GradFest Web site at www.bookstore.umn.edu for a complete exhibit roster.



No hassle for your tassel!

The Record

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

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

Laura Weber, senior editor

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Record

News about admissions, records, and student systems April 1998, Vol. 22, No. 4

GradFest '98 and Take Our Daughters to Work Day

It's April—that means two annual campus events. First up is GradFest '98, the University's one-stop source for graduation information, services, and products, to be held from 10 a.m. to 6 p.m., Wednesday, April 8, and from 9 a.m. to 3 p.m., Thursday, April 9, in the Great Hall of Coffman Memorial Union. For further information, check the GradFest Web site at www.bookstore.umn.edu.

April 23 is Take Our Daughters to Work Day. For the sixth year, various University departments and organizations will sponsor events for the day, coordinated by the Minnesota Women's Center. Girls and young women, age 8 to 17, are invited into the workplace to learn about jobs and higher education.

For a brochure listing all activities on campus, call the Minnesota Women's Center, 625-9837, or (after April 6) check the Web site at www.umn.edu/mnwomen.

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Enterprise Systems Training Team Web site up and running

A new Web site assembled by the Enterprise Systems Training Team provides accurate, up-to-date information on training for the new PeopleSoft system.

The site, located at www.umn.edu/esptrain/, was developed for both human resources and student services staff. It contains information on implementation and training schedules, how to prepare for training, what training will look like, and frequently asked questions.

Student 2000 Project Training Coordinator Venoreen Browne-Boatswain says the Web site is a work in progress. "We're uploading information as we finalize it, so the site will be adding content frequently."

Graduate School Tracking module goes live in May

The Graduate School Tracking module will be implemented in May. "We're the guinea pigs," said Genny Rosing, the Graduate School's trainer, "but what we learn will help the rest of the training team with its planning."

The tracking module includes information on graduate students' progress toward their degrees, and information about committees, advisers, and program plans. It will be integrated with the PeopleSoft Student Services System in summer 1999. Laurie Hoppe, Graduate School, is working closely with Office of Admissions trainer Holly Markward to coordinate admissions training, Rosing said.

The Admissions implementation in August 1998 will affect several staff outside the Office of Admissions. Admissions Team Lead John Printz said the team is identifying staff who must be trained and is pulling together a training schedule.

Staff will be affected by student records roll-out next April

Connie Kampf, Office of the Registrar trainer, said enterprise-wide training for the student records module will begin around February 1999. Internal staff will start training soon, Kampf said, "but the big training push will include staff throughout the University who use student records as a big part of their jobs."

Trainers Connie Ring, Student Accounts Receivable, and Holly Reed, Office of Scholarships and Financial Aid, said some staff in their offices will be trained as part of the system set-up; they will contact staff these staff about a month in advance. Said Ring, "We're doing 'just in time' training, prior to the implementation, so staff can start using their new learning right away."

Team asks for "Patience, please!"

The training team and the Student 2000 Project team leads ask that University staff who use student services be patient as staff learns the new system. "We need to give our staff the same support we give our students," Browne-Boatswain said. "Staff will return from training classes knowing how to use PeopleSoft to do their work, but mastery takes practice. We'll all need to be patient as we learn the system."

STUDENT
 2000
 UPDATE

Spring 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.

LAN orientation sessions

At Fraser Hall, room B-15,
all 1:30-3 p.m.

Monday, April 13
Monday, May 11
Monday, June 8

At 2221 University Avenue S.E.
room 335-51, all 10 a.m.-noon

Tuesday, April 28
Thursday, May 28
Wednesday, June 24

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

Word for Window 6.0 workshops

All classes are held at 2221 University Avenue S.E., room 335-25

Part 1—

Friday, April 3, 10 a.m.-noon
Monday, May 4, 1:30-3:30 p.m.

Part 2—

Friday, April 10, 10 a.m.-noon
Monday, May 11, 1:30-3:30 p.m.

Part 3—

Friday, April 17, 10 a.m.-noon
Monday, May 18, 1:30-3:30 p.m.

FOR MORE INFORMATION AND TO REGISTER:

Jennifer Gisslen Lee, SOSS
625-2821 or jglee@soSSgw.stu.umn.edu

Workshops on request

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

CONTACT:

John Kellogg, Office of Planning and Analysis, 625-3387 or j-kell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT:

Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu



Spring 1998 date book

April

- 4 Last day to cancel with 100 percent refund
- 6 Major/adviser input lists produced
- 10 Collegiate Roster produced
- 10 End-of-second-week reports produced
- 11 Last day to cancel individual course without transcript record
- 11 Last day financial aid recipients can register for spring and have registrations count towards financial aid eligibility (for students whose units follow the regular quarterly schedule)
- 24 Deadline for major/adviser input, 4:30 p.m.
- 24 Major/adviser output reports produced
- 30 Major/adviser output reports distributed to colleges (approximately 3 to 5 days after run date)

May

- 11 Fall *Class Schedule* available
- 14 Summer registration begins for currently enrolled students
- 18 Early registration for fall 1998 begins; continues through June 4
- 25 *Memorial Day, holiday.* Classes excused and University offices closed
- 29 Grade reports produced

June

- 5 Last day of instruction
- 6 Study day
- 8-13 Final examinations
- 10 First-day class lists produced for summer session I
- 13 End of spring quarter
- 15 Spring quarter grade reports due from academic departments, 9:30 a.m.
- 17 Grades posted for spring quarter

The Record

News about admissions, records, and student systems

May 1998, Vol. 22, No. 5

Students informed about semester transition

Thousands of students picked up semester transition information at kickoff events on April 15 and 16 on the Twin Cities campus. The *Semester Transition Course Catalog* and *Semester Transition Student Handbook* were distributed, along with information about upcoming workshops.

The catalogs and handbooks are available in racks outside University Bookstores locations.

Semester transition workshops for students cover liberal education, degree, and University requirements and program completion plans.

Workshops are held on East Bank, West Bank, and St. Paul campus locations during May. For a complete list of workshop dates and locations, see www.opa.pres.umn.edu/students/wkshp.htm.

Fall quarter Class Schedule distributed this month

The *Class Schedule* for fall quarter 1998 arrived in some college offices beginning May 1. It will arrive in remaining colleges and all departments by Friday, May 8. Students can pick up their copies at all University Bookstores beginning Monday, May 11. Fall quarter registration begins Monday, May 18.

Units are asked to be conservative in their use of the schedules, as the number printed has been reduced in response to budget cuts.

FOR MORE INFORMATION

Judith Shalaby, Office of the Registrar
624-8792

HR Transition Team outlines job classification strategy

The progress of the Student 2000 Human Resources (HR) Transition Team was outlined recently in a memo from Associate Vice President Robert Kvavik. The team is developing a new job classification strategy to reflect changes in student services jobs affected by the new information systems.

The text of the memo, as well as questions and answers, is available at <http://www.umn.edu/s2000/whatis/whatsnew.htm>.

Steve Des Jardins, chair of the HR Transition Team, said the team continues to work closely with Human Resources to develop classifications that are simpler, more flexible, and contain more promotion opportunities.

The current classification system needs to be revised to keep up with changes in today's workplace. The team is using a study of information technology managers and staff as a guide to their work, Des Jardins said.

Transition Team member Kay Aho, Human Resources Compensation, who directed the information technology classification study, described the study:

"We took about 50 information technology classifications and replaced them with four, with promotional levels within the classifications," she said. "This means increased flexibility. Staff can be promoted without having to switch job classifications, and it's easier for a manager to hire the skill level needed for the job."

The HR Transition Team solicited feedback from managers and staff within the affected areas and continues to do so. In the next few weeks, a series of workshops with experts in the

affected units, as well as with Student Development & Athletics and collegiate units, will be held. The team will forward recommendations to the senior managers of these areas.

Other members of the Student 2000 HR Transition Team are Becky Colberg and Judith Swanson, Office of Scholarships and Financial Aid (OSFA); Steve France and Cassie Gaikowski, Human Relations Compensation; Patricia Jones-Whyte and Ooi Le, Admissions; Sandee Kelsey and Mary Jo Shamp, Office of the Registrar; Brenda Herzig, Academic Support, UMD; Les Johnson, Human Resources, UMC; Sarah Mattson, Vice Chancellor's Office, UMM; Nancy E. Lee, Housing & Residential Life; Jill Merriam, Executive Vice President and Provost; and Pat Roth, Bursar.

More News...

The Grad School tracking module goes into live testing. Grad School team members Judy Howe, Jim Olmstead, and Genny Rosing say most parts of the PeopleSoft module are working well, though some bugs and problems still need to be solved. The team updated its current NOMAD database to prepare for the live parallel testing. Testing of the two systems will continue up to the June "go live" date. Student 2000 Project staff are learning a lot from this Graduate School "guinea pig."

STUDENT 2000

STUDENT 2000 to page 2

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both 1:30-3 p.m.

Monday, May 11

Monday, June 8

At 2221 University Avenue S.E.
room 335-25, both 10 a.m.-noon

Friday, May 29 (note date change)

Wednesday, June 24

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

Word for Window 6.0 workshops

All classes are held at 2221 University Avenue S.E., room 335-25

Part 1—

Monday, May 4, 1:30-3:30 p.m.

Part 2—

Monday, May 11, 1:30-3:30 p.m.

Part 3—

Monday, May 18, 1:30-3:30 p.m.

FOR MORE INFORMATION AND TO REGISTER:

Jennifer Gisslen Lee, SOSS
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CONTACT:

Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu



Spring 1998 date book

May

- 11 Fall Class Schedule available
- 14 Summer registration begins for currently enrolled students
- 18 Fall 1998 registration rotation (queue) begins; continues through June 4
- 25 *Memorial Day, holiday.* Classes excused and University offices closed
- 29 Grade reports produced

June

- 5 Last day of instruction
- 5 Fall 1998 open registration; continues through Sept. 23
- 6 Study day
- 8-13 Final examinations
- 10 First-day class lists produced for summer session I
- 13 End of spring quarter
- 15 Spring quarter grade reports due from academic departments, 9:30 a.m.
- 17 Grades posted for spring quarter

STUDENT 2000 from page 1

Comings and goings...

The Student 2000 Project is receiving valuable assistance from newcomers and from "old-timers" who've increased their time commitment. Newcomers include Genny Rosing and Drew LaChapelle, Grad School; Eleanor Pijut, OSFA; Bob delMas, Tony D'Jock, Jennifer Koontz, and Lonna Reidinger, Office of the Registrar; Connie Ring, Bursar; and Gary Strei, UMM General Services Office.

Good bye and thanks go to Geoff Barker, OSFA, and Pam Combs,

Integrated Systems Solutions, who returned to their departments and to Khawer Mahmud who the University last month after many years of service. Student 2000 Project has benefited from their hard work. Connie LeMire, Student and Office Support Systems, is on maternity leave until August.

For a complete list of Project participants see <http://www.umn.edu/s2000/whois/org.htm>.

FOR MORE INFORMATION ABOUT THE STUDENT 2000 PROJECT:
<http://www.umn.edu/s2000>

-OR-

Project Director Roberta Armstrong,
r-arms@umn.edu



Registration highlights spring quarter 1998

Campus	Change from 1997		
	Enrollment	Number	%
Twin Cities	34,500	894	2.7
Crookston	1,564	-15	-0.9
Duluth	6,833	33	-0.5
Morris	1,728	-101	-5.5
Total	44,625	811	1.9

Twin Cities colleges	Enrollment	Number	%
Agricultural/Food/Envir/Science	735	-40	-5.2
Architecture/Landscape Architecture	22	-16	-42.1
Biological Sciences	633	147	30.2
Dental Hygiene	95	1	1.1
Dentistry	343	3	0.9
Education and Human Development	1,580	263	20.0
General College	1,150	184	19.0
Graduate School	7,550	18	0.2
Human Ecology	799	5	0.6
Institute of Technology	3,836	154	4.2
Law School (Spring Semester)	767	-13	-1.7
Liberal Arts	12,011	-56	-0.5
Management	1,357	298	28.1
Medical School	1,663	-80	-4.6
Medical Technology	56	-1	-1.8
Mortuary Science	68	18	36.0
Natural Resources	474	-3	-0.6
Nursing	213	-5	-2.3
Occupational Therapy	37	-29	-43.9
Pharmacy	309	-3	-1.0
Physical Therapy	30	-31	-50.8
Public Health	211	-3	-1.4
University College	265	80	43.2
Veterinary Medicine	296	3	1.0

Total University	Enrollment	Number	%
New high school	54	17	45.9
New advanced standing	557	4	0.7
New adult special	345	19	5.8
Total	956	40	4.4

Continuing	42,406	756	1.8
Inter-Campus	55	-3	-5.2
Intra-Campus	811	-35	-4.1
Readmits	397	53	15.4

DATA SOURCE

Systems Group, Office of the Registrar, 625-1800



Spring 1998 40 largest classes

1.	552	Psy 1001-1	G. Peterson and senior faculty
2.	470	Th 1101-1	J. Norwood
3.	450	Th 1102-1	J. Norwood
4.	362	Biol 1201-1	K. Corbin
5.	331	Geo 1001-1	R. L. Edwards
6.	302	Psy 3666-1	H. Laube
7.	300	Hist 1013-1/1013H-80	E. Farmer
8.	285	Psy 3604-1	J. Butcher
9.	281	Chem 1052-2	D. Leopold
10.	281	Biol 1009-2/1009H-80	S. Goldstein
11.	279	Phys 1252-1	H. Courant
12.	274	Hist 1302-1/1302H-80	P. Stone
13.	272	Econ 1101-1	J. Bangs
14.	269	Soc 3101-1	N. Carlson
15.	267	Chem 1051-1	D. Blackburn
16.	264	Psy 3101-1	A. Tellegen
17.	261	Biol 1009-1	R. Peifer
18.	257	Econ 1102-2	C. Zheng
19.	232	CBN 3001-1/3002-1	G. Bauer
20.	230	Soc 1001-2	M. Jorgensen
21.	230	Phil 1004-1/1007-1	M. Root
22.	225	Chem 1052-1	J. Roberts
23.	213	Econ 1102-1	J. Stevens
24.	205	CSci 3113-1	C. Sturtivant
25.	201	Chem 3301-1	M. Distefano
26.	192	Geog 3101-1	J. Hart
27.	190	CSci 3316-1	C. Dovolis
28.	188	ArtH 1921-1	B. Jenkins
29.	183	Psy 3201-1	M. Gonzales
30.	181	Phsl 5112-1	G. Giesler
31.	181	InMd 5204-1	Senior Faculty
32.	176	Math 1142-2	D. White
33.	172	Jour 1001-1	R. Akhavan-Majid
34.	172	Geo 1001-2	D. Whitney
35.	171	Chem 3305-1	S. Kass
36.	170	ChEn 5103-1	W. Smyrl
37.	169	Phsl 5111-1	O. Wangensteen
38.	165	MicB 5206-1	P. Schlievert
39.	163	PubH 3001-1	J. Rothenberger
40.	160	Ast/EEB/Geo 1019-1	L. Rudnick, V. Murthy, E. Alexander

DATA SOURCE

Scheduling Office, Office of the Registrar, 625-4094

Campus parking rates to increase

Parking and Transportation Services announced a moderate increase in parking rates, effective July 1 for public parking and October 1 for contract parking.

Hourly lot and ramp parking will increase by 10 cents per hour; public daily, off-peak ramp, and carpool parking will increase by 25 cents per hour.

News from around campus

Monthly contract lots will increase by \$1.20, contract ramps by \$2, and contract garages by \$3.40.

Parking and Transportation Services consulted with the Minnesota Student Association, Civil Service Committee, AFSCME Local 3800, the Executive Council, and other interested parties regarding the parking rate plan and capital program.

The need to replace parking spaces lost to new campus construction projects is the reason for the increases, according to Parking and Transportation Services. The new rates reflect across-the-board increases, in order to not "heavily burden any one area," in accordance with the opinions of the majority of the consulted groups.

FOR MORE INFORMATION
Parking & Transportation Services, 626-7275

Weisman launches music series

The Weisman Art Museum is launching a new concert series, the Weisman Ensemble Series, this fall. As a preview of the full 1998-99 series, concerts are offered this spring.

Remaining dates are the "Loud Concert," 8 p.m., Friday, May 15, featuring the Minnesota Contemporary Ensemble (free) and "Future Perfect," 8 p.m., Saturday, May 30, an evening of trance/ambient/drone electronic music with DJs, live musicians, lighting artists, and video artists. (Admission \$8, \$6 for students.)

The concerts make use of the acoustics and ambiance of the Dolly Fiterman Riverview Gallery to present a cross-section of musical styles and artists from the Twin Cities and elsewhere.

FOR MORE INFORMATION
Weisman Art Museum, 625-9494

African American graduates and academic achievers honored

The African American Learning Resource Center invites the University community to its Twentieth Annual Honors Program, 7 to 9 p.m., Wednesday, May 13, 1998, in 125 Willey Hall. This event recognizes and celebrates African American graduating seniors, graduate/professional students, and academic achievers. A reception will immediately follow the program.

FOR MORE INFORMATION
African American Learning Resource Center, 625-1363.

The Record

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

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

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Contact Barb Carlson, Communications & Publications, 626-1785.

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1998
J. R. 103

The Record

News about admissions, records, and student systems June 1998, Vol. 22, No. 6



Butler and Patenaude retirements announced

University Bursar **Mary Kay Butler** will retire from the University after 26 years of service. She began as a senior collection representative, then became assistant bursar. She has been in her current position for the last 16 years.

A reception in Butler's honor will be held from 1:30 to 4:00 p.m., Thursday, June 18, in the Nolte Hall lounge. "I am looking forward to retirement, but will miss all my friends," Butler said.

Dan Patenaude, principal student personnel worker, Office of Scholarships and Financial Aid (OSFA), is also retiring this month. Patenaude has 33 years of service to the University, all working for OSFA. He began with the office as a graduate assistant.

A reception in Patenaude's honor will be held from 3 to 5 p.m., Friday, June 19 in the Fiterman Gallery of Frederick R. Weisman Art Museum. Please R.S.V.P. to Maureen Andrew, andre031@tc.umn.edu or 624-1309.

Financial aid overview for faculty and staff being offered

Two-hour sessions designed to give staff and faculty up-to-date financial aid information and, for those who award gift aid to students, a detailed look at the BA25 process will be offered through June 16.

Departments are being asked to complete their 1998-99 awarding process by May 29 and to send all BA25 forms to the Office of Scholarships and Financial Aid no later than June 30. The sessions are intended to help departments meet those dates by providing answers to any questions about the process.

To register or for more information, please call Kathy Kronebusch at 624-2324. The remaining briefings are set for:

101 Fraser Hall, 106 Pleasant St. S.E., East Bank campus

1:30 p.m., Monday, June 15

L-110 Carlson School of Management, West Bank campus

1:30 p.m., Tuesday, June 16

First semester registration dates tentatively set

Tentative fall 1999 registration dates are Monday, May 17, through Thursday, June 3, 1999. No students will be queued on May 20.

Paratransit service suspended for summer

University Paratransit Service will be temporarily suspended for the summer. Friday, June 12, will be the final day of service until it resumes at the start of fall quarter 1998. Accessible service is available on the Campus Shuttle System.

FOR FURTHER INFORMATION,
Parking and Transportation Services,
626-7275

Now on the Web

The following are now available on the Web at <http://www1.umn.edu/tc/courses/>

Class Schedule:

- preliminary Winter 1999
- preliminary Spring 1999

Section Status:

- Summer Session I 1998
- Summer Session II 1998
- Fall 1998

The Liberal Education Web site has recently been updated:
http://www.umn.edu/tc/students/registrar/liberal_ed_req.html

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.

LAN orientation sessions

At B-15 Fraser Hall

Monday, June 8, 1:30–3 p.m.

Monday, July 13, 1:30–3 p.m.

At 2221 University Avenue S.E.,
room 335-51

Wednesday, June 24, 10 a.m.–noon

Thursday, July 30, 10 a.m.–noon

Supervisors should complete a LAN user form prior to session. See your cluster rep for details or contact Jennifer Gisslen Lee, jglee@umn.edu or 625-2821.

Workshops on request

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

CONTACT: John Kellogg, Office of Planning and Analysis, 625-3387 or jkell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT: Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu

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The Record



Spring and summer 1998 date book

June

- 5 Last day of instruction, spring quarter
- 6 Study day
- 8–13 Final examinations
- 10 First-day class lists produced for first summer session
- 13 End of spring quarter
- 15 Spring quarter grade reports due from academic departments, 9:30 a.m.
- 16 First summer session begins
- 17 Grades posted for spring quarter
- 19 Early registration for fall 1998 ends
- 29 First summer session collegiate roster produced
- 29 First summer session end-of-second-week reports produced

July

- 2 First summer session grade reports produced
- 3 Independence Day, holiday observed. Classes excused and University offices closed
- 17 Second summer session first-day class lists produced
- 21 End of first summer session
- 23 Second summer session begins
- 24 First summer session grade reports due from academic departments by 9:30 a.m.
- 27 First summer session grades posted
- 27 First summer session transcripts produced

August

- 5 Second summer session collegiate roster produced
- 5 Second summer session end-of-second-week reports produced
- 10 Second summer session grade reports produced
- 26 End of second summer session
- 28 Second summer session grade reports due from academic departments by 9:30 a.m.
- 31 Second summer session grades posted
- 31 Second summer session transcripts produced

The Record

News about admissions, records, and student systems July 1998, Vol. 22, No. 7

Tuition and fees for 1998-99 approved

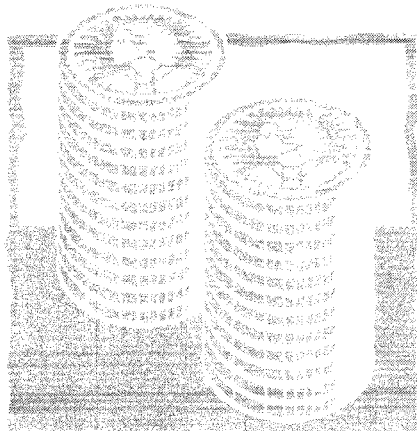
New tuition rates for the 1998-99 academic year have been set—see pages 2 and 3 for details.

Significant changes in tuition structure were approved:

- The base tuition rate has risen to \$62.
- Upper-division rates are now the same for all undergraduate units on the Twin Cities campus.
- The Duluth campus now has one rate for freshmen and another, lower, rate for sophomores.
- The College of Pharmacy has gone to a term rate of 12 or more credits rather than a plateau rate for the Pharm.D. program.
- A number of colleges have implemented new or increased technology fees for the coming year, including Biological Sciences, General College, Humphrey Institute of Public Affairs, Institute of Technology, and Law School. The Duluth campus has instituted a technology fee of \$25 per quarter.

FOR MORE INFORMATION:

Judith Shalaby, Office of the Registrar
624-8792 or j-shal@tc.umn.edu



Grad School "goes live"

The Graduate Student Tracking Team "flipped the switch" on June 19. This means all graduate school data, such as committee assignments, faculty, and student milestones toward their degrees, are now on PeopleSoft. This is the first student project to "go live." Team Lead Judy Howe reported that Graduate School staff are using the system on-line and preparing reports from the data.

Howe, Graduate School director of management information systems, retired from the University at the end of June, culminating her 30 years of service with this substantial contribution. In addition to Howe, the Grad School team included Shelly Fischer, Phyllis Mohrlant, Jim Olmstead, Ginny Rosing, and Fred Wellwood.

Another retirement

Another key Student 2000 member, Jerry Allen, registrar at UMD, is also retiring after 30 years of service. Allen

OIT will support Macs using PeopleSoft

Office of Information Technology (OIT) staff will provide technical support for Macintosh computers running PeopleSoft, said Interim Chief Information Officer Steve Cawley. OIT has been testing PeopleSoft applications on a Mac G3 (with Windows emulation using Virtual PC) and is very satisfied with the performance so far.

Cawley's memo is at <http://www.umn.edu/s2000/docs/pcmac.htm>. More detailed information on specifications for running PeopleSoft on both PCs and Macs is at <http://www.umn.edu/redesign/technology/psreqs.html>.

served as the representative of the coordinate campuses on the Student 2000 Project Process Owners Group and developed a pilot to test the "one-stop center" concept on the Duluth campus.

Staff and student demographics transferred to PeopleSoft

Student 2000 and Human Resources (HR) have converted all student and staff demographics to PeopleSoft. HR is now using the database for personnel demographics and appointment information. Having both student and staff records in one database ensures that an individual is recorded in PeopleSoft only once, whether he/she is a student, an employee, or both. Since about 35 percent of the University's employees have records in both the HR and student systems, a single record will be much easier to update accurately. (Address information existed in 37 different locations before the conversion.)

The new Human Resources Management System (HRMS) will eventually enable departments and colleges to access and maintain information for their own faculty and staff. In the future all employees will have an opportunity to maintain their personal data through the Web.

Eight units agreed to serve as guinea pigs for the new HR system: CLA administrative office, Department of Sociology, Department of Theatre Arts/Dance, Academic Health Center,

**STUDENT
2000
update**

Summer training opportunities

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

LAN orientation sessions

At B-15 Fraser Hall

Monday, July 13, 1:30-3 p.m.

Monday, August 10, 1:30-3 p.m.

At 2221 University Avenue S.E., room 335-51

Thursday, July 30, 10 a.m.-noon

Wednesday, August 26, 10 a.m.-noon

Supervisors should complete a LAN user form prior to session. See your cluster rep for details or contact Jennifer Gisslen Lee, jglee@umn.edu or 625-2821.

Workshops on request

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

CONTACT: John Kellogg, Office of Planning and Analysis, 625-3387 or jkell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT: Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu



Summer 1998 date book

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Coordinate campus tuition rates, 1998-99

In addition to figures below, a base tuition rate of \$62 is assessed once each quarter for all students.

Crookston (no plateau)	Resident	Nonresident
Lower division	\$71.85	\$195.85
Upper division	77.50	195.85
Student services fee—\$84.90		
Duluth		
Freshmen (17-20 credit plateau)	\$85.40	\$251.95
Sophomore (17-20 credit plateau)	80.75	238.25
Upper division (17-20 credit plateau)	90.00	265.50
Departmental master's (12-18 credit plateau)	130.00	260.00
Evening M.B.A.	260.00	260.00
Student services fee—\$123.04		
Technology/equipment fee—\$25.00 *		
* The Duluth technology/equipment fee is in addition to a \$2.50-per-credit fee for basic computer access and a \$36-per-quarter fee for full-service computer lab access.		
Morris (15-20 credit plateau)		
Lower and upper division	\$98.00	\$195.85
Student services fee —\$155 (includes \$35 technology fee)		

Twin Cities undergraduate tuition rates, 1998-99*

Per credit	Resident	Nonresident
Lower Division		
Agricultural, Food, and Environmental Sciences; Architecture and Landscape Architecture; Biological Sciences; Education and Human Development; General College; Human Ecology; Liberal Arts; Management, Carlson School of; Natural Resources; Technology, Institute of; University College	\$84.25	\$248.55
Upper Division		
All undergraduate units and colleges	\$90.65	\$267.45

Credits 1 through 17 are assessed on a per-credit basis. There is no charge (except course fees) for credits 18, 19, and 20 (day school only). Each credit above 20 is assessed on a per-credit basis. Adult special students pay upper division rate.

Graduate School tuition rates, 1998-99* #

Part-time rates	Resident	Nonresident
1 credit	\$299.00	\$536.00
2 credits	536.00	1,010.00
3 credits	773.00	1,484.00
4 credits	1,010.00	1,958.00
5 credits	1,247.00	2,432.00
6 credits	1,484.00	2,906.00
Full-time rates		
7-14 credits	\$1,710.00	\$3,358.00
Each credit over 14	216.30	432.60
Architecture and Landscape Architecture		
Per credit	\$276.90	\$502.20
7-15 credits	2,000.30	3,577.40
Each credit over 15	280.80	509.25
College of Biological Sciences professional master's rates		
Per credit	\$400.00	\$800.00
7-15 credits	2,862.00	5,662.00
Each credit over 15	400.00	800.00
Humphrey Institute master's rates		
Per credit	\$259.45	\$445.90
7-15 credits	1,878.15	3,183.30
Each credit over 15	259.45	445.90
Manufacturing systems and software engineering master's rates		
Per credit	\$396.15	\$792.30
7-15 credits	2,835.00	5,608.00
Each credit over 15	396.15	792.30
Master of technology (MOT) rates		
Per credit	\$734.30	\$734.30
7-15 credits	5,200.00	5,200.00
Each credit over 15	734.30	734.30

* Base tuition rate and student services fee—A base tuition rate of \$62 is assessed once each quarter for all students. All students registered for 6 or more credits must pay a \$160.23 per quarter (\$240.35 per semester) student services fee in addition to tuition.

Amounts above, except those labeled "per credit," include the \$62 base tuition rate.

Professional school tuition rates, 1998-99* #

Dentistry, School of	Resident	Nonresident
Per credit	\$299.85	\$511.15
Term (12 or more credits)	3,660.20	6,195.80
Departmental master's, Colleges of Agricultural, Food, and Environmental Sciences and Education and Human Development		
Per credit	\$123.70	\$247.40
12-18 credit plateau	1,546.40	3,030.80
Law School (semester rates)		
Per credit	\$369.85	\$632.35
Term (12 or more credits)	4,500.00	7,650.00
Management, Carlson School of		
<i>Healthcare administration master's rates</i>		
Per credit	\$157.45	\$354.85
12-19 credit plateau	1,951.40	4,320.20
<i>Industrial relations master's day program, entering students (guaranteed two-year rates)</i>		
Per credit	\$243.00	\$359.00
12-19 credit plateau	1,807.70	3,627.00
<i>Industrial relations master's day program, continuing students</i>		
Per credit	\$235.70	\$348.70
12-19 credit plateau	1,755.00	3,522.00
<i>Industrial relations master's evening program</i>		
Per credit	\$243.00	\$359.00
<i>M.B.A. day program, entering students (guaranteed two year rates)</i>		
Per credit	\$271.00	\$401.00
12-19 credit plateau	3,650.00	5,227.35
<i>M.B.A. day program, continuing students</i>		
Per credit	\$235.70	\$348.70
12-19 credit plateau	3,259.00	4,842.00
<i>M.B.A. evening program</i>		
Per credit, 11 or fewer	\$271.00	\$271.00
Per credit, 12 or more	271.00	401.00
Medical School		
1-5 credits	\$1,080.45	\$1,967.45
6-10 credits	2,098.85	3,872.90
11-15 credits	3,117.25	5,770.35
16 or more credits	4,135.65	7,683.80
<i>Medical fellow specialists residency program</i>		
Per term	121.00	121.00
<i>Psychology fellow specialists</i>		
Per term	121.00	121.00
Pharmacy, College of		
Per credit	\$225.20	\$412.40
Term (12 or more credits)	2,764.40	5,010.80
Public Health, School of		
Per credit	\$142.15	\$284.30
12-18 credit plateau	1,767.80	3,473.60
Veterinary Medicine, College of		
Per credit	\$258.40	\$387.65
Term (12 or more credits)	3,163.00	4,713.80
Veterinary fellow specialists, per term	121.00	121.00

SOURCE OF TUITION AND FEES FIGURES: Office of the Registrar
FOR MORE INFORMATION: Judith Shalaby, 624-8792 or j-shal@tc.umn.edu

STUDENT 2000 from page 1
School of Dentistry, Department of Family Practice and Community Health, Department of Psychiatry, and Office of Human Resources. As soon as the HR team is sure the system is "debugged," more units will be trained. For an overview of the HRMS Project, visit their Web site at <http://www.umn.edu/ohr/hrms/>.

Admissions training begins

Five Admissions staff began training on PeopleSoft June 23. Included in the training was an overview of the Enterprise Systems Project and hands-on training using PeopleSoft to process admissions data. Before training, all participants had worked through the PeopleSoft tutorial (available at <http://www.umn.edu/esptrain/>). Many said the tutorial was helpful in preparing them for the hands-on training. Admissions recruiter and trainer Rachel Bents-Anderson put together the admissions training course.

If you want more information about the Student 2000 Project, see the Web site at <http://www.umn.edu/s2000/> or e-mail Project Director Roberta Armstrong at r-arms@umn.edu.

A reminder of policy governing access to student records

The following is partial text of a handout published by the Office of the Registrar. If you would like a copy of the complete handout, which includes suggestions for handling potential scenarios regarding student record access, contact Chuck Dahl, 625-1069 or c-dahl@tc.umn.edu.

Federal law, state law, and regents' policy govern access to student records. Violation of regents' policy may result in disciplinary action. [This card] contains a brief summary of information that may, or may not, be released without the student's consent. For further information, see the Web site at <http://www.umn.edu/tc/students/grades/privacy.html>.

Directory Information—The following information is public information, unless the student has requested nondisclosure (suppress). Students may suppress (1) address, e-mail, and phone information or (2) all information. Suppress shows as (1) "no release address or phone" or (2) "no release of information" on screen 1 of student academic record display.

Name; address; electronic (e-mail) address; telephone number; dates of enrollment; enrollment status (full/part time, not enrolled); major; adviser; college; class; academic awards and honors; degree received.

Non-Public (Private) Information—Information other than directory information is not public and may not be released except under certain prescribed conditions. Non-releasable information includes:

ID and Social Security numbers; birth date; gender; grades; courses taken; schedule; test scores; advising records; educational services received; disciplinary actions; photographs.

If you have questions about release of data, call the Office of the Registrar, 625-1064 or 625-5333.

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The Record

News about admissions, records, and student systems August 1998, Vol. 22, No. 8

What a PeopleSoft implementation looks like

Those who are less technically adept may wonder why installing the PeopleSoft computer system is such a big deal. Don't you just put the PeopleSoft CD-ROM in the drive and click INSTALL?

The notion of "flipping the switch" to begin using PeopleSoft isn't really an accurate conception. The implementation phase began last November and is ongoing. To prepare for implementation, Human Resources and Student 2000 Project staffs spent months exploring the software, discovering what it could and could not do, defining interface and conversion issues, and setting about to make the software fit the University's needs as closely as possible.

Admissions recruitment as a case study

Beginning Monday, August 10, all information collected to date on prospective students for fall semester 1999 will be entered in the new PeopleSoft system. (The current OIT system will continue to be used for prospect data during fall quarter 1998 through summer session 1999.) Here's the sequence of events that occurred to arrive at implementation.

Staff identified 10 different admissions recruitment processes that the PeopleSoft recruitment module supports:

1. Manage communication with external organizations (high schools, colleges)
2. Manage recruiters' work
3. Manage direct mail
4. Load test scores tape
5. Manage student inquiries
6. Communicate with prospects
7. Organize campus visits
8. Keep track of off-campus fairs, visits, and prospects
9. Manage recruiting territories
10. Deal with duplicate records

Each process above has subprocesses. For instance, subprocesses for "Keep track of off-campus fairs..." include

1. Set up a fair or visit for a particular day
2. Assign recruiters to each event
3. Call students who might attend the event
4. Log in comments about the calls
5. Send a "thanks for attending" letter to attendees

A table with high schools loaded looks like this.

It all begins with tables and fields

PeopleSoft has hundreds of tables with fields preprogrammed to work together. After Admissions staff determined how all Admissions tables worked together, they decided what information should go into each "field" for each table. For the off-campus fairs and visits subprocess to work, the following information needed to be added to various tables:

- Names of all high schools, colleges, and universities that routinely provide the U of M with most of its students
- Names of all U of M admissions recruiters
- Territories of these recruiters
- Dates and times of routinely scheduled college fairs

As prospective students for fall semester 1999 are contacted by a recruiter, or fill out an inquiry card or call the University for more information, their names are entered in the prospect database. These names become available for all 10 processes listed above.

Test, test, and test some more

Admissions staff then test each process and subprocess exhaustively. First comes functional testing: Does the process do what it's supposed to do? Does, say, Moorhead High School, listed in one table, link with the Moorhead High

Summer training opportunities

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LAN orientation sessions

At B-15 Fraser Hall

Monday, August 10, 1:30-3 p.m.

Monday, Sept. 14, 1:30-3 p.m.

At 2221 University Avenue S.E.,
room 335-51

Wednesday, August 26, 10 a.m.-
noon

Supervisors should complete a LAN user form prior to session. See your cluster rep for details or contact Jennifer Gisslen Lee, jglee@umn.edu or 625-2821.

Workshops on request

Detailed discussion of database contents and review of typical problems using the data tables. Prerequisite: University staff seeking access to the respective database.

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

CONTACT: John Kellogg, Office of Planning and Analysis, 625-3387 or jkell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT: Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu

The Enterprise Systems Project Training home page can be found at www.umn.edu/esptrain.



August and September date book

August

- 10 Second summer session grade reports produced
- 26 End of second summer session
- 28 Second summer session grade reports due from academic departments by 9:30 a.m.
- 31 Second summer session grades posted
- 31 Second summer session transcripts produced

September

- 7 Labor Day, holiday. University offices closed
- 23 Last day to register for fall quarter without paying late registration fee
- 24 Fall quarter classes begin
- 30 Last day for most undergraduates and students in professional programs to apply for fall quarter graduation. (See page 134 in fall 1998 *Class Schedule*.)

Fall quarter operational dates will appear in September issue of *The Record*.

International Relations and Veterinary Medicine

Note these changes in tuition

Following are Industrial Relations evening master's program and Veterinary Medicine tuition rates that have changed since tuition and fees were published in last issue of *The Record*.

The **Industrial Relations evening master's program** per-credit rate is \$243 for residents and \$243 for nonresidents (11 or fewer credits); for 12 or more credits the per-credit rate is \$243 for residents and \$359 for nonresidents.

Veterinary Medicine rates have been corrected to reflect a two-tiered system for nonresidents, which began last year. The rate for first- and second-year students will be (per credit) \$258.40 for residents and \$522 for nonresidents.

Term rates (12 or more credits) will be \$3,163 for residents and \$6,326 for nonresidents. The rate for all others will be (per credit) \$258.40 for residents and \$390.21 for nonresidents. Term rates (12 or more credits) will be \$3,163 for residents and \$4,744.50 for nonresidents. Term rates include base tuition assessment.

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

STUDENT 2000 from page 1

recruiter in another table? Multiple scenarios like this are tested, even scenarios that ask the software to perform the process incorrectly.

After the team is sure that the subprocess is working the way it's supposed to, the team begins system testing: Can the recruiter create a list of the students from Moorhead High who have had their ACT scores sent to the University? In other words, does data from one subprocess support another subprocess in the way the Admissions staff needs it to? Will the software

- Link the student with the recruiter who visits Moorhead High?
- Link Moorhead High with the date of the planned visit?
- Place the student's name on a list of students who are to be contacted before the recruiter's visit?
- Automatically generate a "thanks for attending" letter after the event?

Again, several scenarios are tested, including ones with "mistakes" in them to see if the system catches them.

Next, it's time for enterprise testing. Will the system, once the student is accepted and enrolled, have the student information accurately configured so the Office of the Registrar and the Office of the Bursar can use it to register the student in classes and to process the student's tuition deposit? Will the system

- Interface with student financials?
- Transfer new or updated information correctly to the data warehouse?
- Provide the reports staff need?
- Allow only staff with appropriate security to access particular data?
- Work correctly on all campuses?

Again, several scenarios are used.

Finding the "bugs"

Throughout the entire testing process, lasting four to six months, hundreds of different testing scenarios are used to uncover the "bugs" that frustrate end-users when the system goes live. In the example above, we looked at merely one subprocess from one of 10 major processes used by Admissions to recruit students. Testing the entire system means testing thousands of scenarios of hundreds of subprocesses from Admissions, Office of the Registrar, Office of the Bursar, Office of Scholarships and Financial Aid, and Human Resources, not to mention the millions of data elements involved.

Be forewarned—some bugs will survive even this rigorous process to bedevil users in the first few days after implementation.

What does 'go live' really mean?

When Admissions staff on all campuses begin to use PeopleSoft for fall semester 1999 prospects, they will use the system to

- Enter information from response cards collected at high school and college fairs
- Respond to correspondence
- Handle incoming calls
- Place telemarketing calls
- Run nightly batch jobs and reports, reviewing results after each one
- Run weekly jobs and reports one at a time, reviewing results each time

Once the admissions recruitment process is running as it should, Student 2000 Project staff will begin working with professional schools. The mistakes, frustrations, and "bugs" corrected during the first implementation will make the implementation of similar processes in the professional schools that much easier.

While the implementation has been tested to make it as good as it can be, the amount of detail and complexity makes "glitches" likely. Some types of minor problems occur in all system implementations, such as log-on difficulties, workstation setting glitches, missing table values, and process problems.

"Help" support is being set up to ensure that problems are centrally reported and fixed by trained technical staff.

What will we have in the end?

- A recruitment process that works in the year 2000 and beyond that can handle the new semester system
- Improved recruitment functionality for all campuses, including events management for campus visits and easier communications with external organizations
- Accurate, up-to-date information about prospects that is available to financial aid counselors, and later, for prospects who enroll, to offices of the Registrar and Bursar
- Access to all this information through a familiar, user-friendly, Windows-like interface
- A series of admissions processes easily configured to support graduate and professional schools admissions processes

**STUDENT
2000
update
continued**

Student Accounts Receivable 'moving up'

Student Accounts Receivable (SAR) will have a presence at the customer service counter in 202 Fraser Hall beginning in September. SAR will join the Office of the Registrar and the Office of Scholarships and Student Financial Aid, in providing more of a "one-stop" shop for students. SAR's offices will remain downstairs in 20 Fraser Hall.

FOR MORE INFORMATION

Mary Koskan, Office of the Registrar
625-0160 or m-kosk@sossgw.stu.umn.edu

Hours of student customer service areas will change beginning fall quarter

The Office of the Registrar, the Office of Scholarships and Financial Aid, and Student Accounts Receivable (see above) are adopting common student service hours in 202 Fraser Hall, beginning fall quarter 1998.

New hours for student service will be 8 a.m. to 4 p.m. These hours of operation also apply to 150 Williamson Hall and 120 Coffey Hall. The new hours are listed on the inside front cover of the fall quarter *Class Schedule*.

Extended-hour schedules at the beginning of quarters for 202 Fraser Hall will also be changing. The Fraser Hall service center will be open until 5:30 p.m. for the three days **immediately preceding** the first day of the quarter, as well as the first two days of the quarter. Previously, student service areas were open until 5:30 p.m. for the first two weeks of the quarter.

FOR MORE INFORMATION

Mary Koskan, Office of the Registrar
625-0160 or m-kosk@sossgw.stu.umn.edu

Fall quarter fee statements will be e-mailed to students August 14

Staff should be aware that fall quarter fee statements will be sent via e-mail on Friday, August 14, to returning students who registered before tuition rates were approved in July.

There will be no postcard mailing to students to notify them of this fact.

New students and students who register after August 14 can print out fee statements from the Web.

FOR MORE INFORMATION

Larry Boatman, Office of the Registrar—Systems Group
625-1800 or boatm002@tc.umn.edu

Current exhibitions at the Weisman Art Museum

Selections from the Weisman Art Foundation—

Contemporary art that illustrates an array of social and cultural issues of the twentieth century. (Ongoing)

Reinstallation of the Weisman Permanent Collection—

Joining familiar works by Georgia O'Keefe and others are works from the collections by Alfred Maurer, Charles Biederman, Barbara Morgan, Robert Motherwell, and others. (Ongoing)

A Scholar Collects: Selections from the Canedy-Haram Collection—A Sampling of Means and Themes of Renaissance Art. (Through Aug. 30)

Women in the Weisman Collection: The Spirit of Seneca Falls—A selection of artworks from the Weisman's collection produced by 63 women artists, nearly one-half of them Minnesotans. (Through Aug. 30)

The Record

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

Please direct address changes to Barb Carlson,
(612) 626-1785 or b-carl1@tc.umn.edu

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The Record

News about admissions, records, and student systems September 1998, Vol. 22, No. 9

West Bank 'one-stop' service center opens this fall

OTR announces plans to improve service and streamline operations

The long-awaited presence of a student service center on the West Bank will become reality sometime this fall. In an effort to serve students better, the Office of the Registrar (OTR) has collaborated with Coffman Memorial Union to obtain space in the West Bank skyway for a "one-stop shop."

Registrar Sue Van Voorhis noted that one of the goals of the Enterprise Systems Project is to create "one-stops" on all campuses where staff can solve student's problems and provide information in one location. Such "one-stops" are already in place on the St. Paul and Duluth campuses. The new West Bank center and a consolidated East Bank service center (see below) are further steps in that direction, she said.

"True 'one-stop' service has to wait for the full implementation of PeopleSoft and staff to be cross-trained," Van Voorhis said. "With PeopleSoft, students will be able to access all services from the Web—a 'virtual' one-stop center."

East Bank student services consolidated in Fraser Hall

All OTR student service functions on the East Bank will be moved by winter quarter to one central location—202 Fraser Hall—ending the confusion involved in offering some services at Fraser and others at 150 Williamson Hall. OTR and Office of Scholarships and Financial Aid (OSFA), already in 202 Fraser, will be joined by Student Accounts Receivable (SAR) this month. Students will be able to conduct all of their OTR, OSFA, and SAR business in one room. (See *The Record*, August 1998.)

Other moves also involved

OTR functions that are not direct student services will move to Williamson Hall, such as systems development and maintenance staff. Remaining in Williamson Hall are room scheduling and OTR administration. Finally, much of the behind-the-scenes records processing for most college units will be centralized in Coffey Hall.

To assist with communications and work flow, OTR will increase its internal messenger service and use of fax and imaging. This should streamline operations and result in more consistent and efficient service to colleges.

Office of the Registrar

Location: 2221 University Ave.

Functions:

Enterprise Project
Implementation
Maintenance
Software upgrade
Enhancements—reports, work flow,
navigators
Web functionality

Location: West Bank

Functions:

One-stop service (certifications,
transcripts, petitions, problems, etc.)
Affiliated services (e.g., financial aid)
Records
Law
Management
Liberal Arts departments (e.g., art,
art history, anthropology, theatre
arts)
Desk registrations
X-Registrar

Location: 202 Fraser

Functions:

One-stop service (certifications,
transcripts, petitions, problems, etc.)
Desk registrations
Report distributions
Phi Beta Kappa
Registration
Veteran certification

Location: 150 Williamson

Functions:

Imaging/files
Diplomas
Systems Group
APAS
CourseGuide
Classroom scheduling/maintenance
IPEDs
Administration

Location: 130 Coffey

Functions:

One-stop service (certifications,
transcripts, petitions, problems,
etc.)
Affiliated services (financial aid,
off-campus housing, student
legal services)
Records operations for most
colleges
St. Paul outreach
Class Schedule (and backup),
CourseGuide printing
Residency petitions

Location: b25 Fraser

Functions:

Transcripts
Processing
Certifications
Agency billing
Veterans certification
Receipting
Phone bank
Mail distribution

FOR MORE INFORMATION

Mary Koskan / 625-0160 / m-kosk@tc.umn.edu

Don Chamberlain / 626-1809 / donchamb@tc.umn.edu

Sue Van Voorhis / 625-8098 / vanvo002@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.

LAN orientation sessions

At B-15 Fraser Hall

Monday, Sept. 14, 1:30-3 p.m.

At 2221 University Avenue S.E., room 335-51

Wednesday, September 30, 10 a.m.-noon

Supervisors should complete a LAN user form prior to session. For details, see your cluster rep or contact Jennifer Gisslen Lee, jglee@umn.edu or 625-2821.

Workshops on request

Detailed discussion of database contents and review of typical problems using the data tables. Prerequisite: University staff seeking access to the respective database.

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

CONTACT: John Kellogg, Office of Planning and Analysis, 625-3387 or jkell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT: Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu

The Enterprise Systems Project Training home page can be found at www.umn.edu/esptrain.



Fall quarter date book

September

- 23 Last day to register for fall quarter without paying late registration fee
- 24 Fall quarter classes begin
- 30 Last day for most undergraduates and students in professional programs to apply for fall quarter graduation. (See page 134 in fall 1998 *Class Schedule*.)

October

- 1 Major/adviser input lists produced
- 3 Last day to cancel with 100 percent refund
- 9 Collegiate roster produced
- 9 End of second week reports produced
- 10 Last day financial aid recipients can register for fall and have registrations count toward 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
- 29 Major/adviser output reports distributed to colleges (~3-5 workdays after run date)

November

- 9 *Winter Class Schedule* available
- 16 Winter quarter registration begins
- 25 Grade reports produced
- 26-27 Thanksgiving holiday. Classes excused and University offices closed

December

- 4 Last day of instruction
- 5-6 Study days
- 7-12 Final examinations
- 16 Grades posted for fall quarter
- 16 Fall quarter grade reports due from academic departments, 9:30 a.m.
- 16 Transcripts produced
- 24-25 Christmas holiday. University offices closed
- 28 First day class lists produced for winter quarter

Registration highlights for 1998 summer sessions



Summer Session I—1998

Campus	Enrollment	Change from last year	
		Number	%
Twin Cities	11,907	-46	-0.4
Crookston	228	-20	-8.1
Duluth	1,598	223	-16.2
Morris	110	15	15.8
Total University	13,843	172	1.3

Twin Cities colleges	Enrollment	Number	%
Agricultural, Food, Environ. Sciences	137	3	2.2
Architecture/Landscape Arch.	4	-2	-33.3
Biological Sciences	211	30	16.6
Dental Hygiene	27	11	68.8
Dentistry	184	-1	-0.5
Education and Human Development	1,680	65	4.0
General College	220	50	29.4
Graduate School	2,062	-260	-11.2
Human Ecology	264	41	18.4
Institute of Technology	1,054	113	12.0
Law School	188	28	17.5
Liberal Arts	3,903	180	4.8
Management	307	80	35.2
Medical School	1,122	-378	-25.2
Medical Technology	17	6	54.5
Mortuary Science	31	10	47.6
Natural Resources	68	3	4.6
Nursing	106	-8	-7.0
Occupational Therapy	25	-2	-7.4
Pharmacy	75	-8	-9.6
Physical Therapy	1	-1	-50.0
Public Health	55	-24	-30.4
University College (day school only)	97	24	32.9
Veterinary Medicine	69	-6	-8.0

Total University	Enrollment	Number	%
New high school	0	0	—
New advanced standing	311	-16	-4.9
New adult special	235	87	58.8
Intercampus	84	20	31.3
Intracampus	169	-18	-9.6
Readmits	621	68	12.3
Summer onlys	1,683	-374	-18.2
Continuing	10,740	405	3.9

Summer Session II—1998

Campus	Enrollment	Change from last year	
		Number	%
Twin Cities	6,696	839	12.6
Crookston	117	18	18.2
Duluth	862	169	24.4
Morris	131	18	15.9
Total University	7,806	1,044	15.4

Twin Cities colleges	Enrollment	Number	%
Agricultural, Food, Environ. Sciences	104	11	11.8
Architecture/Landscape Arch.	3	1	50.0
Biological Sciences	148	27	22.3
Dental Hygiene	13	3	30.0
Dentistry	15	-1	-6.3
Education and Human Development	1,237	180	17.0
General College	111	25	29.1
Graduate School	1,207	131	12.2
Human Ecology	129	12	10.3
Institute of Technology	647	34	5.5
Law School	2	1	100.0
Liberal Arts	2,552	382	17.6
Management	144	6	4.3
Medical School	39	6	18.2
Medical Technology	12	4	50.0
Mortuary Science	28	6	27.3
Natural Resources	122	3	2.5
Nursing	97	2	2.1
Occupational Therapy	1	0	0.0
Pharmacy	1	1	—
Physical Therapy	0	-26	-100
Public Health	17	1	6.3
University College (day school only)	67	30	81.1
Veterinary Medicine	0	0	—

Total University	Enrollment	Number	%
New high school	0	0	—
New advanced standing	52	-4	-7.1
New adult special	85	64	304.8
Intercampus	13	1	8.3
Intracampus	28	13	86.7
Readmits	243	92	60.9
Summer onlys	977	-74	-7.0
Continuing	6,408	952	17.4

Admissions application process next to go "live"

With the admissions recruitment process now "live," the Admissions Team took a quick time-out, then set to work on implementing the PeopleSoft application for admissions process, which goes live on September 21. This will only affect the central admissions offices of each campus.

A small part of the student financials process—processing fees for application, confirmation, and orientation—will also go live September 21.

The PeopleSoft admissions application process will

- manage application receipt and record creation,
- create and maintain a physical file,
- evaluate application for completeness,
- evaluate application for admissibility,
- manage enrollment deposits,
- manage enrollment,
- provide selected reports and creates data warehouse files.

Application processing for students interested in summer 1999 and earlier admission will occur on the current IMS/

DB2 system. For details of this implementation (interfaces, reports, training, security), see <www1.umn.edu/s2000/docs/omnibric/aapcov.htm>.

FOR MORE INFORMATION

Roberta Armstrong, Student 2000 Project Director
r-arms@umn.edu

STUDENT 2000

Applications for admission for fall 1999 will be entered into the PeopleSoft system. This will affect only the central admissions office on each campus. University College is included in this implementation.

Updated semester information available

The most up-to-date semester course descriptions are now available on the semester transition Web site <www.semester.umn.edu>. New information about semester courses that will satisfy liberal education requirements is also available there.

Late in September, the *Supplement to the Semester Transition Course Catalog* will be available in University Bookstores. This supplement will include information about quarter-to-semester and semester-to-quarter course substitutions and sequences.

In developing the new semester curriculum, many courses were changed—some very little and some quite substantially. In addition to changes in content, many course numbers also have changed. The supplement will help students and advisers understand how courses taken under quarters relate to courses offered under semesters, so that students will not repeat courses or misunderstand what courses are required to complete a degree program.

FOR MORE INFORMATION

Laura Coffin Koch, Office of Planning and Analysis
624-1085 / kochx001@tc.umn.edu

Class Schedule updates requested

Academic departments and advising offices are asked to update their addresses and telephone numbers as they appear in the fall 1998 *Class Schedule*. The directories appear on pages 138–139. Changes should be reported by Tuesday, September 15.

SEND CHANGES TO

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

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The Record

News about admissions, records, and student systems October 1998, Vol. 22, No. 10

Virtually all freshmen register 'virtually'

Over 99 percent of entering freshmen registered for fall 1998 classes on the Web—99.4 percent to be exact. The percentage of freshmen registering for fall quarter classes on the Web last year was 97 percent.

For returning students, 87.9 percent of students eligible for Web registration did so for their initial registration. (This includes all students *except* those enrolled in the School of Dentistry, Law School, College of Veterinary Medicine, and Medical School.) Last year's comparable figure was 81.6 percent.

FOR MORE INFORMATION

Mary Koskan, Office of the Registrar
625-0160 or m-kosk@tc.umn.edu

West Bank service center set to open around November 1

Office of the Registrar's new West Bank student service center is set to open on or around November 1. (See *The Record*, September 1998.) The "one-stop shop" will be located at 130 West Bank Skyway, between University Student Legal Services and the convenience store.

At one-stop shops (also located in 202 Fraser on the East Bank and 130 Coffey in St. Paul), students can take care of registrar functions, including desk registrations, certifications, transcripts, petitions, and problems. Affiliated services such as financial aid and student accounts receivable are also available.

OTR's West Bank service center will also house the student records unit for Law School, Carlson School of Management, and College of Liberal Arts.

FOR MORE INFORMATION

Mary Koskan, Office of the Registrar
625-0160 or m-kosk@tc.umn.edu

St. Paul service center gets new manager

Vickie Roberts has been named manager of the St. Paul Student Services Center, 130 Coffey Hall, effective September 21. Roberts comes to Office of the Registrar from University College Student Services, where she had 30 years of service, most recently as assistant director with responsibility for registration and records for evening classes, distance education, noncredit courses, and conferences.

She may be reached at 624-1792.

Admission to host open houses for prospective students

The Office of Admissions will host three Saturday open houses for prospective Twin Cities campus students and their parents, from 9 a.m. to 3 p.m., October 17 and 31, and November 7.

Campus Preview '98 will give prospective students a chance to explore the educational and student life opportunities waiting for them on the Twin Cities campus. During the day, guests can meet with faculty, staff, and current University students from colleges, admissions, housing, financial aid, honors, and other student programs.

The day will begin with a welcome at the Ted Mann Concert Hall, where guests will be entertained by a University music ensemble and a slide show introducing them to Twin Cities campus life. A guided bus tour of the campus will follow.

After the tour, participants will break up into information sessions of their 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 have a separate session to discuss issues of special concern to them, such as financial aid and living on campus. An optional residence hall tour will be offered for interested students and parents after the close of the program.

Admissions expects about 1,100 people at each event. For more information or to make reservations, call the Twin Cities campus VISITLINE at (612) 625-0000, toll free (800) 752-1000, or TTY (612) 625-9051.

Keep up-to-date on semester course descriptions

The most up-to-date semester course descriptions are available on the semester transition Web site <www.semesters.umn.edu>. New information about semester courses that will satisfy liberal education requirements is also available there.



Fall 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.

LAN orientation sessions

At 101 Fraser Hall, 1:30-3 p.m.
Monday, October 12

At B-15 Fraser Hall, 1:30-3 p.m.
Monday, November 9
Monday, December 14

At 2221 University Avenue S.E.,
room 335-51, 10 a.m.-noon
Wednesday, October 28
Wednesday, November 18
Thursday, December 3

Supervisors should complete a LAN user form before a session. For details, see your cluster rep or contact Jennifer Gisslen Lee. jglee@umn.edu or 625-2821.

Workshops on request

Detailed discussion of database contents and review of typical problems using the data tables. Prerequisite: University staff seeking access to the respective database.

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

CONTACT: John Kellogg, Office of Planning and Analysis, 625-3387 or jkell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT: Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu

The Enterprise Systems Project Training home page can be found at www.umn.edu/esptrain.



Fall quarter date book

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- 16 Fall quarter grade reports due from academic departments, 9:30 a.m.
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- 28 First day class lists produced for winter quarter

* Note change in date from last month's issue.

Living with PeopleSoft

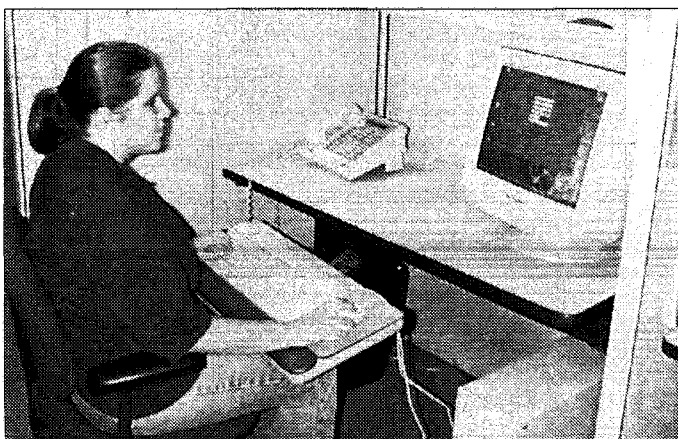
The PeopleSoft Admissions Recruitment system went live over a month ago. How is admissions staff adjusting to the change?

One of the first departments in the Office of Admissions to begin full-scale use of PeopleSoft is the customer relations unit. Casey Netzke, a lead worker, was surprised by the smooth transition to PeopleSoft because the new system is very involved.

Netzke spends considerable time and energy flipping through menu options and figuring out which panel to use. Yet, she likes what the new system provides. "It is more expandable, and tracking works much better so we are more accurate when answering questions," Netzke said. She believes her PeopleSoft learning curve was swift because the descriptions on the windows "guide you along."

Netzke's colleague, Tracy Fausone, is also adjusting well to the new system. "It is easy to teach PeopleSoft because it says everything on the screen," Fausone said. She was familiar with Windows beforehand and thus found most of the training unnecessary. "It was so simple," she said.

Trainer Jim Rowan, an admissions counselor, said that the learning process is frustrating for some. "A brand new person has an easier time learning PeopleSoft than a person coming from the older system," Rowan con-



Tracy Fausone adapted easily to using the new PeopleSoft system to do her work in the customer service unit of the Office of Admissions.

tends, "because habits learned on the outdated system can be difficult to break."

Such was the case with Geraldine Harris, an Admissions staff member on the Duluth campus. Harris, who is near retirement, said she was intimidated at the prospect of learning a completely new computer system. "I swore that at my age I wouldn't be able to learn this," she said. Harris went on to be a pioneer operator in Duluth; the campus has just begun installing the new technology.

Harris jumped into PeopleSoft training "cold turkey"—she was unfamiliar with the Windows environment. "The trainer went slowly, he really went at my level," Harris said. This bolstered her confidence; by the second day she thought, "Now, I can do this!"

Trainer Rowan understands that some people are anxious about learning a whole new system, especially if they lack experience with the look and feel of the Windows environment.

"PeopleSoft is more complex," Rowan concedes. It requires comprehensive knowledge of how many operations work. "But the amount of information we can capture [about a student's academic background, awards, scores] is so much greater compared with the old system and we can store all this information much more efficiently."

Student 2000 Project Team Lead John Printz agrees. "It takes longer to enter the data, but since it ends up one place, it's a lot easier to retrieve. No more moving from the Admissions system, to STARS, to the Student Data Base and back again to get the information you need."

Rowan's mantra in training is "go slow." He reminds trainees that learning takes time and practice. "We are all in this together," Rowan offers. "This is new to everyone."

STUDENT 2000 update

Admissions is now entering recruitment and application information into PeopleSoft. How's it going?

Of interest from around the University

Discount bus passes available for staff

Discounts of 10 percent off 31-day bus passes and 5 percent off stored value cards are now available to University staff, faculty, and students. Present valid University identification to purchase at any of the following campus locations: Coffman Memorial Union, University Bookstore-Williamson Hall, West Bank Union Skyway, and St. Paul Student Center.

East River Road ramp closed; public parking at Mayo garage ends

The East River Road parking ramp permanently closed at the end of September and will be demolished beginning October 15. Demolition is expected to take five months. A new East River Road garage will be constructed as part of the design for the South Mall District, which includes the garage, Coffman Memorial Union, and new student housing. Construction of the new garage is expected to be complete by December 2000.

Effective October 1, the remaining 45 public parking spaces in Mayo Garage were converted to contract parking.

Public parking is available in the Weisman Art Museum garage, Church Street garage, Fourth Street ramp, Huron Boulevard parking complex, Oak Street ramp, and Washington Avenue ramp.

FOR MORE INFORMATION
Parking and Transportation Services, 626-7275

Boynton Health Service's stress management workshops return for fall

Fall Comfort Zone stress management workshops begin the week of October 5. All classes are free and held at Boynton Health Service. No reservations are required. Attend as often as you like.

Mindfulness Meditation, noon-1 p.m., Mondays, room N206

Beginning Tai Chi, noon-1 p.m., Wednesdays, Great Room

Yoga, noon- 1 p.m., Thursdays, Library

FOR MORE INFORMATION
Boynton Health Service, 624-0905

Pop art of the sixties on display at Weisman Art Museum

More than 100 objects by the world's most prominent pop artists of the 1960s are on view at the Frederick R. Weisman Art Museum in "The Great American Pop Art Store: Multiples of the Sixties," running through November 29.

Allan Kaprow, one of the leading practitioners of pop performance events called "happenings," will lecture at 2 p.m., Sunday, November 8, at 175 Willey Hall.

FOR MORE INFORMATION
Weisman Art Museum, 625-9494

The Record

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

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The Record

News about admissions, records, and student systems November 1998, Vol. 22, No. 11

Student borrowers have onetime chance to get lower interest rate via consolidation

New legislation has created an opportunity for college graduates to consolidate student loan debt and lock in a lower interest rate that can save \$50 per \$1,000 on an average 10-year loan, according to information from the U.S. Department of Education.

The Higher Education Amendments of 1998 allow student loan borrowers to apply for a Federal Consolidation Loan until January 31, 1999, which locks in a 7.46 percent interest rate on their accumulated student loan debt. This interest rate is significantly lower than the existing rate on most students' loans. Although the interest rate on a consolidated loan would be adjusted annually, the rate would be based on a lower formula for the life of the loan.

A typical loan consolidation (including this type) requires 60 to 90 days to process, due largely to the response time necessary to have lender verification of loan balances.

For borrowers who are still in school, only those who hold direct loans exclusively are eligible; a currently registered student who has a mix of different kinds of student loans is

not eligible. For graduates with loans or undergraduates with direct loans only, the following conditions apply:

- At least one direct loan or Federal Family Education Loan (FFEL) must be included in the consolidation. If a borrower has a FFEL loan, the lender may provide the same low rate.
- No consolidation fee and no minimum or maximum balance are required.
- A loan holder may consolidate a single loan, an existing direct consolidated loan, or several loans.
- Borrowers can choose from a variety of repayment plans, including one based on income.
- A consolidation loan may be prepaid at any time.
- A loan holder may choose which of his or her loans to consolidate or may choose to consolidate all loans.

To apply for a loan consolidation through the Direct Loan program, applications may be downloaded from the Internet at <http://www.ed.gov/DirectLoan/consolid.html>, or an application by mail may be requested from the Direct Loan Origination Center at 1-800-557-7392.

Student 2000 Project

Both trainers and trainees have learned a lot about the new system

Student 2000 Project trainers sat around a table assessing the first three months of their training effort. So far, about 150 staff have received PeopleSoft training in admissions recruitment, admissions application processing, and course schedule information.

"The trainees have learned a lot and so have the trainers," said Jim Rowan, admissions trainer. "We knew PeopleSoft would change the way we worked—how we enter and retrieve information—but it wasn't clear how much it would do so until we got 'hands-on' with the system. I think the surprise for the trainees is how PeopleSoft expands their roles."

For example, staff was trained only in the admissions process. Yet training familiarized them enough with the entire system that they were able to immediately incorporate a small but crucial piece of "student financials" (namely, the

enrollment/application/orientation fee) into their work. Rowan says there's a lot more crossover among staff entering recruitment and application for admission information. "We all know much more about the processes than we did before."

The trainers report that staff are pleasantly surprised at how easy the PeopleSoft system is to learn—at least easier than they thought it would be. Rowan and Student Records trainer Jennifer Koontz said familiar comments from the trainees are, "It isn't as horrible as I thought it would be," or, "I'm relieved at how much easier it was than I expected."

Trainers emphasize the importance of meeting the pre-training requirements: familiarity with Windows 95 and working through the on-line PeopleSoft tutorials. According to Koontz, familiarity with Windows 95 makes a "huge difference" both to the trainee and the trainer. "Class really

INSIDE

• Fall 1998 registration figures

• Top 40 largest classes

Fall 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.

LAN orientation sessions

At B-15 Fraser Hall, 1:30-3 p.m.

Monday, November 9

Monday, December 14

At 2221 University Avenue S.E.,

room 335-51, 10 a.m.-noon

Wednesday, November 18

Thursday, December 3

Supervisors should complete a LAN user form before a session. For details, see your cluster rep or contact Jennifer Gisslen Lee, jglee@umn.edu or 625-2821.

Workshops on request

Detailed discussion of database contents and review of typical problems using the data tables. Prerequisite: University staff seeking access to the respective database.

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

CONTACT: John Kellogg, Office of Planning and Analysis, 625-3387 or jkell@tc.umn.edu

FARDB/DB2 (Financial Aid Reporting Database), required for access to the BASIS Information Center version of FARDB/DB2.

CONTACT: Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu

The Enterprise Systems Project Training home page can be found at www.umn.edu/esptrain.



Fall quarter date book

November

- 9 Winter Class Schedule available
- 16 Winter quarter registration begins
- 25 Grade reports produced
- 26-27 Thanksgiving holiday. Classes excused and University offices closed

University Annual Blood Drive

Tuesday and Wednesday, November 3 and 4—10 a.m. to 4 p.m.

Coffman Memorial Union

Thursday, November 5—11:30 a.m. to 5 p.m.

Rec Center

Sponsored by the Memorial Blood Centers of Minnesota.

FOR FURTHER INFORMATION

Memorial Blood Centers of Minnesota (Jack), 677-1975

December

- 4 Last day of instruction
- 5-6 Study days
- 7-12 Final examinations
- 16 Grades posted for fall quarter
- 16 Fall quarter grade reports due from academic departments, 9:30 a.m.
- 21 Transcripts produced
- 24-25 Christmas holiday. University offices closed
- 28 First day class lists produced for winter quarter



Registration highlights fall quarter 1998



Largest classes fall quarter 1998

Campus	Enrollment	Change from fall '97	
		Number	%
Twin Cities	39,595	1,980	5.3
Crookston	2,492	273	12.3
Duluth	7,831	389	5.2
Morris	1,917	9	0.5
Total	51,835	2,651	5.4

Twin Cities colleges	Enrollment	Number	%
Agricultural/Food/Envir/Science	915	92	11.2
Architecture/Landscape Architecture	28	-5	-15.2
Biological Sciences	844	190	29.1
Dental Hygiene	103	7	7.3
Dentistry	358	11	3.2
Education and Human Development	1,821	398	28.0
General College	1,638	106	6.9
Graduate School	8,201	34	0.4
Human Ecology	939	97	11.5
Institute of Technology	4,466	168	3.9
Law School (fall semester)	798	-4	-0.5
Liberal Arts	14,232	741	5.5
Management	1,548	167	12.1
Medical School	1,629	-62	-3.7
Medical Technology	73	0	0.0
Mortuary Science	61	1	1.7
Natural Resources	556	26	4.9
Nursing	223	5	2.3
Occupational Therapy	19	-34	-64.2
Pharmacy	370	51	16.0
Physical Therapy	1	-29	-96.7
Public Health	229	-9	-3.8
University College (day school only)	246	29	13.4
Veterinary Medicine	296	0	0.0

All campuses	Enrollment	Number	%
New high school	7,787	773	11.0
New advanced standing	5,398	339	6.7
New adult special	1,527	62	4.2
Continuing	33,560	1,243	3.8
Inter-Campus	393	1	0.3
Intra-Campus	1,876	37	2.0
Readmits	1,294	196	17.9
Total	51,835	2,651	5.4

Students	Course/section	Instructor	Title
1. 624	Psy 1001-1	Peterson, Gail & senior faculty	Assoc Prof
2. 525	Hist 1302-1/H-80	Roediger, David	Professor
3. 520	Econ 1101-1	MacGee, James	Instructor
4. 492	Biol 1201-1	Fall, Bruce	Educ Spec
5. 477	Econ 1101-2	Bangs, Joann	Instructor
6. 466	Th 1101-1	Norwood, James	Assoc Prof
7. 440	Th 1102-1	Norwood, James	Assoc Prof
8. 377	Anth 1101-1/H-80	Laden, Greg	Instructor
9. 371	Biol 1009-1	Anderson, John	Professor
10. 359	Geo 1001-1	Moskowitz, Bruce	Assoc Prof
11. 337	Chem 1001-1	Blackburn, David	Instructor
12. 337	Hist 1011-1/H-80	Tracy, James	Professor
13. 321	Chem 1051-3	Pignolet, Louis	Professor
14. 315	Pol 1001-2/H-80	Jacobs, Lawrence	Assoc Prof
15. 314	Chem 1051-1	Blackburn, David	Instructor
16. 307	Biol 1009-2	Anderson, John	Professor
17. 306	BA 1001-1	Duke, Gordon	Assoc Prof
18. 303	Chem 1051-2	Pignolet, Louis	Professor
19. 291	Chem 3301-1	Tolman, William	Professor
20. 284	Mus 1480-1	Luckhardt, Jerry	Asst Prof
21. 284	PubH 3003-1/ 3004-1	Rothemberger, J.	Instructor
22. 263	Phys 1253-1	Palma, Russell	Professor
23. 263	Soc 3101-1	Samaha, Joel	Prof
24. 257	CSci 3113-1	Dovolis, Chris	Asst Prof
25. 252	CBN 5100-1/ 5107-5108-1	Shew, Ronald	Rsrch Assoc
26. 250	CBN 5103-1	Linck, Richard	Professor
27. 246	Phys 1041-1	Kakalios, James	Assoc Prof
28. 238	Psy 1004-1	Ferstl, Kerri	Tchg Asst
29. 237	Soc 1001-2	Brustein, William	Professor
30. 235	Geo 1001-2	Hirschmann, Marc	Asst Prof
31. 234	CBN 3001-1	Bauer, G. Eric	Professor
32. 231	Math 1031-4	Young, William	Tchg Spec
33. 229	Econ 1102-1	Swan, Craig	Vice Provost/ Professor
34. 222	Chem 1052-1	Conrad, J.	Professor
35. 221	Math 1051-1	Harris, Morton	Professor
36. 220	AEM 1015-1	Ketema, Yohannes	Asst Prof
37. 219	Phys 1251-3	Kubota, Yuichi	Assoc Prof
38. 217	Math 1151-2	Webb, Peter	Professor
39. 217	Math 1251-3	Adams, Scott	Assoc Prof
40. 214	Soc 1001-1	Larson, Eric	Instructor

DATA SOURCE

Systems Group, Office of the Registrar, 625-1800

DATA SOURCE

Scheduling Office, Office of the Registrar, 625-4094

STUDENT 2000 from page 1

slows down when we have to explain what an 'icon' is or how to open a file." Koontz's advice to the over 1,000 people left to train? "Make it easier for yourself. Do the homework!"

Staff may not have to do the homework for a while, however. Only staff with access to the current systems will be trained in the near future. Student 2000 Project staff will inform those affected when their training will occur in plenty of time. For those who want to take a peek at PeopleSoft in the meantime, the tutorials are at www.umn.edu/esptrain.

FOR MORE INFORMATION ABOUT THE STUDENT 2000 PROJECT
 Roberta Armstrong, Project Director
 (612) 625-6674 or r-arms@umn.edu
 or see the Web site at <http://www.umn.edu/s2000>

What trainees have said about Student 2000 training

"It was great finally getting hands-on with the system."

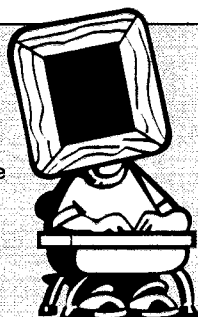
"A well-prepared manual."

"Lots of info in a short time. I realize it can't be helped."

"Candy is awesome; computers and A/V great."

"[The trainer] had a lot of patience and explained step-by-step what and why we are doing something."

"I need to practice!"



Tucker Center sponsors talk on role of women in Olympic movement

Anita L. DeFrantz, vice president of the International Olympic Committee (IOC) and the only woman ever to serve on the IOC Executive Board, will speak from 7 to 9 p.m., Monday, November 16, in the Hubert H. Humphrey Center's Cowles Auditorium, hosted by the Tucker Center for Research on Girls & Women in Sport, College of Education and Human Development.

DeFrantz's presentation, "An Olympic Century for Women," will explore the changing role of women in the Olympic movement. DeFrantz is also a former Olympic athlete and has been named one of the 100 most powerful people in sports by the *Sporting News*.

The lecture is the Tucker Center's eighth in its annual Distinguished Lecture Series and is free and open to the public.

FOR MORE INFORMATION
 Tucker Center for Research on Girls & Women in Sport
 (612) 625-7327 or ianno001@tc.umn.edu

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The Record

News about admissions, records, and student systems December 1998, Vol. 22, No. 12

West Bank Service Center part of overall 'one-stop' strategy

The new West Bank Student Services Center, located in the West Bank Skyway, opened for business in mid-November, the Office of the Registrar (OTR) announced.

The West Bank center is part of an effort to better serve students by providing multiple "one-stop" student services centers where students can solve problems and find information in one location. The West Bank center, in addition to being a one-stop student services center, will maintain records for Law School and Carlson School of Management.

The one-stop concept accomplishes one of the goals of the Enterprise Systems Project. OTR has further reorganized its functions and staff, centralizing much of the behind-the-scenes records-processing for college units.

All OTR student service functions on the East Bank will move to 200 Fraser Hall this month. During the transition, 150 Williamson Hall will continue to provide services through January 8, 1999.

The move should end the confusion involved in offering some services at Fraser Hall and others at Williamson Hall. OTR and Office of Scholarships and Financial Aid, already

in 200 Fraser, will also be joined by Student Accounts Receivable.

On the St. Paul campus, a one-stop student services center has been in operation for a number of years. In addition, much of the behind-the-scenes records processing for most college units has moved to 130 Coffey Hall.

Most OTR functions that are not direct student services will remain in or move to Williamson Hall. Williamson Hall functions will include OTR administration, room scheduling, and systems development and maintenance.

To assist with communications and work flow, OTR will increase its internal messenger service and use of fax and imaging. This should streamline operations and result in more consistent and efficient service to colleges. Staff assignments and telephone numbers for the West Bank and St. Paul service centers are listed on page 3.

FOR MORE INFORMATION

Don Chamberlain, 626-1809
Mary Koskan, 625-0160
Vickie Roberts, 624-1792
Sue Van Voorhis, 625-8098

See page 3 for
*OTR Student Services
reference guide*

New temporary process for semester course and class scheduling developed

The Office of the Registrar (OTR) has developed a temporary process to handle course and class scheduling for fall semester 1999. Registrar Sue Van Voorhis says that the possibility of upgrading to PeopleSoft Version 7.5 earlier than planned will temporarily affect the way colleges submit and update courses and classes.

The temporary authorized course submit and update process for academic departments and colleges will take place on a new Web site, using the information recently converted to PeopleSoft. OTR will contact staff about training dates and times a few weeks from now.

The temporary class schedule production process will be more familiar to staff.

A new report, similar to the preliminary class schedule report (PCSR), will be used by academic departments to update *Class Schedule* information previously submitted on the Web semester site fall semester. The new report will be distributed in December (with an early January due date) and will be accompanied by detailed instructions.

Both printed and Web versions of the *Class Schedule* will be available, as they are now. The Web version will be available in early April; the printed version in early May.

FOR MORE INFORMATION

Sue Van Voorhis, Registrar
625-8098 or vanvo002@sossgw.stu.umn.edu.

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- Student 2000: what's live, what's next
- OTR student services reference guide

Fall 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.

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LAN orientation sessions

2221 University, Room 335-51,
1:30-3 p.m.
Wednesday, December 16

Supervisors should complete a LAN user form before a session. For details, see your cluster rep or contact Charlie Pruyne, pruy001@sossgw.stu.umn.edu or 625-2821.

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CONTACT: Grace Lindberg, Office of Scholarships and Financial Aid, 626-7564 or g-lind@tc.umn.edu

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Student 2000 implementations: the impact on colleges

Since the PeopleSoft implementations for the student service areas began last June, the impact on colleges has varied depending on their current use of legacy systems (the systems being replaced by PeopleSoft). Implementations will continue through next summer.

What's been implemented so far

The following functions have gone live: high-level demographics for all 750,000+ student records, admissions recruiting, admissions application processing, student financial application fee processing (including CUFS interface), and course/class data.

Admissions recruiting: Some campuses are recruiting for this winter quarter and beyond with the new system; others are recruiting for fall 1999. College staff directly involved with undergraduate recruiting are being trained to use the system for inquiries.

Admissions application processing: Information collected during this process is used by many colleges and departments. Within a few weeks college staff directly involved with

undergraduate admissions will be trained to use the system for inquiries; graduate departments will receive similar training later.

Colleges now using separate systems for admissions and recruitment work will continue to do so this coming year; their admits will be entered into the new system in time to support registration and financial aid. Most professional schools want to do the data entry in PeopleSoft themselves.

Student financials: This PeopleSoft module manages all student financial transactions. The first implementation, while small, is important because the interface to CUFS is being run. Later implementation points involving financial aid and registration will use the module's capabilities more fully. Currently, only central admissions offices staff, bursar's staff, and the graduate school are using the module; however, other University users will eventually have inquiry access to the data.

STUDENT 2000 continued on page 4

St. Paul and West Bank student services centers reference guide

St. Paul

Main Information Line 624-3731
Associate Registrar, Vickie Roberts . 624-1792
Fax 624-4943

- **Residency/Reciprocity**—St. Paul Campus
Sandee Kelsey 625-4733
- **Room Scheduling**—St. Paul Campus
Kathy Georges 624-3244
Barb Schulz (back-up) 625-9745
- **Class Schedule**—Twin Cities and Duluth
Judith Shalaby 624-8792
Sarah Johnson-Wilson (back-up)

Agricultural, Food, and Environmental Sciences

- Sarah Johnson-Wilson—Records, Degrees, IUTs
624-1742

Architecture and Landscape Architecture (CALA)

- Barb Schulz—Records, Degrees,
IUTs 625-9745

Biological Sciences (CBS)

- Janet Powell—Records, Degrees,
IUTs 624-5355

Dental Hygiene

- Liz Ayoola—Records, Degrees 624-1794
- Barb Schulz—IUTs 625-9745

Dentistry

- Tim Won—Records, Degrees,
IUTs 625-9705

Education and Human Development

- Ginny Schweder—Records, Degrees, IUTs,
Licensure 625-9299

General College (GC)

- Barb Schulz—Records, Degrees,
IUTs (except GC to CLA) 625-9745
- Liz Ayoola—IUTs (GC to CLA) ... 624-1794

Global Campus

- Colleen Brooks—Records 625-9702

Graduate School (except MBA)

- Tanda Gretz—Records, Degrees 624-3296

Human Ecology (CHE)

- Sarah Johnson-Wilson—Records,
Degrees, IUTs 624-1742

Institute of Technology (IT)

- Tim Won—Records, Degrees (A-L),
IUTs 625-9705
- Ginny Schweder—Records, Degrees
(M-Z) 625-9299

Liberal Arts (CLA)

- Olga Korcheva—Records, Degrees
(A-L) 625-9708
- Tanda Gretz—Records, Degrees
(M-Z) 624-3296

- Colleen Brooks—IUTs (except GC
to CLA) 625-9702

Medical School

- Barb Schulz—Records, Degrees,
IUTs 625-9745

Mortuary Science

- Tanda Gretz—Records, Degrees,
IUTs 624-3296

Natural Resources (CNR)

- Janet Powell—Records, Degrees,
IUTs 624-5355

Nursing

- Barb Schulz—Records, Degrees,
IUTs 625-9745

Occupational Therapy (OT)

- Tanda Gretz—Records, Degrees 624-3296

Pharmacy

- Sandee Kelsey—Records, Degrees,
IUTs 625-4733

Physical Therapy (PT)

- Tanda Gretz—Records, Degrees 624-3296

University College (UC)

- Olga Korcheva—IUTs 625-9708
- Sandee Kelsey—Records, Degrees 625-4733

Veterinary Medicine

- Sandee Kelsey—Records, Degrees 625-4733

West Bank

Main Information Line 626-9110
Manager, Sandy Britsch 626-9115
Fax 626-9129

Carlson School of Management (CSoM)

Undergraduates and Master's of Health Care
Administration (MHA)

- Robbie Levine—Records, Degrees,
IUTs (A-L) 626-9118
- Pam Dutchin—Records, Degrees,
IUTs (M-Z) 626-9117

Law School

- Roxane Joyce—Records, Degrees,
IUTs 626-9116

Master's of Business Administration (MBA)

- Roxane Joyce—Records, Degrees . 626-9116

Public Health

- Pam Dutchin—Records, Degrees,
IUTs 626-9117

Warsaw Program

- Robbie Levine 626-9118

STUDENT 2000 from page 1

Course/class data: College users will interact with this module in two ways: (1) through a report similar to the old Course Turnaround Document, where changes to class information can be given to the registrar; (2) through inquiry access. Course information for terms before fall semester 1999 will be added later as part of student records conversion.

A letter from OTR was sent to colleges about the fall 1999 process. A more hands-on, automated process for departments to manage the curriculum is the goal.

What's coming up?

In January and February, departmental and college staff who now have access to legacy registration and financial aid systems will be trained to use PeopleSoft. In February, preregistration (queue, holds) and the first portion of financial aid (setup tables, regulatory changes, application data load, communications) will go live, followed in April by financial aid packaging and award letters and registration. The April implementation points are very large and very important to the University.

A revised Web front end for students will be available when students register in April, a collaborative effort of IBM and the University. In this Web front end, students will have functionality similar to the existing Web, but it will be more visually appealing and easier to use, and it will access PeopleSoft rather than legacy systems.

FOR MORE INFORMATION:

Student 2000 Web Site at <http://www.umn.edu/s2000>
Jude Poseley, communications coordinator, 624-3879
Roberta Armstrong, project director, 625-6674

All Office of the Registrar offices WILL BE CLOSED

**1:30–4:30 p .m., December 17,
for the annual all-staff meeting.**

Dahl receives exemplary service award from professional association

Chuck Dahl, assistant to the director, Office of the Registrar (OTR), received one of three UMACRAO (Upper Midwest Association of Collegiate Registrars and Admissions Officers) Exemplary Service Awards at the 65th Annual Meeting, held at the Bloomington Marriott, October 25-27.

Dahl has served as UMACRAO historian and archivist since 1994, though his contributions to those functions actually predated his official appointment to the position. He has been a University staff member since 1965, holding various positions in the psychology department, counseling center, Admissions Office, and OTR.

UMACRAO members are drawn from the states of Iowa, Minnesota, North Dakota, and South Dakota. About 600 members represent 160 institutions. UMACRAO is a regional association of AACRAO (American Association of Collegiate Registrars and Admission Officers).

Mary Koskan, associate director, OTR, was the UMACRAO president this past year, 1997-98.

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