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# The Record

News about admissions, records, and student systems

January 2003, Vol. 27, No. 1

## Web-based grades will start this semester

Beginning this spring semester, faculty and instructors on all University of Minnesota campuses will enter final grades on the Web.

Students will benefit from the Web-based grade entry system because grades will be available the day after faculty members submit them rather than several days later. The University will benefit because the Web-based system is faster, more cost effective and efficient, and less open to errors than processing "bubble sheets."

The new system will be available starting the Monday of the last week of instruction for both full-term and 7-week

courses. Dates will vary by campus.

Instructors will log onto the Web-based system using their x.500 username and password. The system will automatically display courses for which he or she is listed in PeopleSoft as the instructor of record. The instructor will choose the course for which grades are being entered and submit a grade for each student. Instructors will also be able to establish a proxy in PeopleSoft to enter their grades.

Information was sent by e-mail to departments and faculty. For more information, see <onestop.umn.edu/registrar/Grades/gradereporting>.

## What happened to Web registration and PeopleSoft?

During the weeks of November 25 and December 2, both the Web registration system and PeopleSoft experienced sharp slowdowns and sometimes became inaccessible. A note circulated to many University staff attributing the slowdown to the volume of traffic trying to access the system.

The number of users did add some stress, but the main problem turned out to be in the server hardware. The server acted as though it were at maximum capacity even when relatively few users were accessing it. Sun Corporation, which manufactured the servers, examined them and provided a corrective patch. When the patch was applied, the system again performed as expected.

Despite these problems, it is important to note that the system completed a record number of drop/adds the week of December 2-6. Friday, December 6,

set a new record for the number of drop/adds completed in a single day, surpassing the old record by more than 10,000 transactions. Ninety-eight percent of those transactions were completed in less than 10 seconds.

Slow response times were also reported for running Academic Progress Audit System (APAS) reports. After the staff fine-tuned DARwin, response time improved. Most APAS reports are returned in 10-15 seconds.

### Transactions completed

		Drop/adds APAS reports	
Monday	Dec. 2	22,890	2,161
Tuesday	Dec. 3	28,529	2,092
Wednesday	Dec. 4	20,342	1,424
Thursday	Dec. 5	22,395	1,314
Friday	Dec. 6	37,333	1,491

## PeopleSoft 8.0 update

### Improvements coming soon

The following improvements are coming in late spring and summer:

- Improved wait list and swap capabilities to free departments from manually creating their own wait lists. The School of Journalism and Mass Communication will pilot the wait list functions.
- Simultaneous viewing of Web pages for students and Office of Enrolled Student Services (OESS) staff, for faster problem solving, less confusion, and lower call-abandonment rates.

● Automation of the complex process of awarding scholarships (BA25 form). The current 13-step process is often manual and fragmented, with too many opportunities for error. Soon college and department staff will enter and process awards online; awards will be automatically forwarded to the next step.

OESS and college staff are training now for the upgraded system. They are surprised by the ease of transition from the old PeopleSoft panels to the new Web-based ones, registrar Sue Van Voorhis said. Like all Web-based functions, transactions will take a little longer, but they will be easy to use and will result in better problem solving.

## More functions will be added

OESS has a long list of features they'd like to see in the system. The upgrade brings many possibilities to provide better service. Questions or comments? Contact Denée Kuykendall at 612-626-0075 or kuyke003@umn.edu.

## New Web site for University catalogs

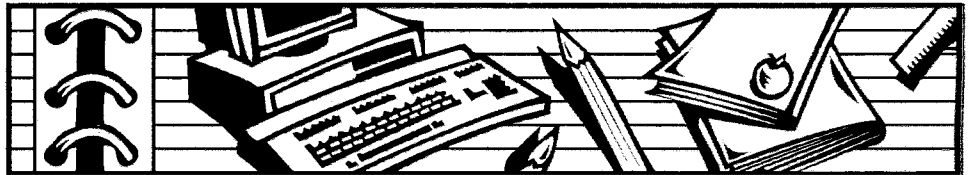
University catalogs are available on a new Web site: <[www.catalogs.umn.edu/](http://www.catalogs.umn.edu/)>. The redesigned site includes academic program, course, and faculty information for colleges and schools on all campuses.

Based on usability testing, improvements were made to site navigation, links, and pdf downloads. Each catalog is available as a pdf document and has been divided into sections for faster downloads. The pdf's include clickable Web site links and bookmarks for easy navigation.

A new search function will be available as soon as Google indexes the site. Then visitors will be able to search the entire catalog site or use an advanced search to get results from a specific catalog or college.

Frequently used categories are easier to find on the left side navigation, which includes links to courses, major and minors, general academic and campus information, faculty and administration, and catalog archives. A frequently-asked-questions section will also make the site more useful.

The site incorporates the new University Web templates. For more information on the templates, visit <[www.webdepot.umn.edu](http://www.webdepot.umn.edu)>.



## Datebook: Winter break 2003

### January

- 1 Holiday—University offices closed
- 2 Full-term and second half-term course grade rosters due to OTR by 9:30 a.m.
- 6 Full-term and second half-term course grades available on the Web  
Satisfactory Academic Progress process run for financial aid
- 8 Dean's list available on Information Management Systems (IMS)
- 9 Probation list available on IMS
- 16 Financial aid night for prospective students
- 20 Martin Luther King, Jr., birthday observed—University offices closed  
Last day to register for spring 2003 regular session and first 7-week session classes without incurring a late fee
- 21 First day of spring semester

### February

- 3 Last day for undergraduates and students in professional degree programs to apply for spring semester graduation

## Student finance news Financial aid night

The Office of Student Finance (OSF) will host a financial aid night for metro community high school juniors and seniors and their parents at 7 p.m. on Thursday, January 16, at the Earle Brown Center, St. Paul campus.

Topics will be principles and availability of financial aid and the application process, with time for questions from the audience. For more information, contact Judy Swanson at 612-624-3562.

## Students alerted about transcripts on the Web, expanded direct deposit, and end of IVR

An e-mail message was sent by the Office of Enrolled Student Services to 49,500 students the week of November 25, alerting them to two service improvements and a change: (1) unofficial transcripts are now available on the Web; (2) students can now sign up for expanded direct deposit, so their financial aid balances can be transferred to any bank in the country; and (3) the University's interactive voice response

student service would end December 30.

More information about these changes appeared in the July and August issues of *The Record*.

## Get informed about SEVIS

The deadline for universities to start sending information to the Student and Exchange Visitor Information System (SEVIS) is January 30, 2003. SEVIS is an electronic reporting system that provides the U.S. Immigration and Naturalization Service (INS) with information on students, scholars, and faculty on non-immigrant visas.

Some situations, such as when a student is not registered for a full course of study, can have serious implications.

All staff and faculty who work with international students or scholars are strongly encouraged to attend an information session about SEVIS. Attend the next student session—at 9 a.m. on Thursday, January 16, in 210 Anderson Hall—or call ISSS at 612-626-7100 for other sessions. Up to date information on SEVIS is on the Web at <[www.iss.umn.edu/INSGen/SEVISUpdate.html](http://www.iss.umn.edu/INSGen/SEVISUpdate.html)>.

## The Record

*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. Subscribe to the e-mail edition at <[onestop.umn.edu/Events/newsletters.html](mailto:onestop.umn.edu/Events/newsletters.html)>.

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

Gayla Marty, editor  
Student Services Communications  
Office of University Relations  
110 Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, MN 55455-0213  
Phone: 612-625-0552  
E-mail: [marty001@umn.edu](mailto:marty001@umn.edu)

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# The Record

News about admissions, records, and student systems

February 2003, Vol. 27, No. 2

## State funding for students falls short

Due to a larger than expected shortfall in Minnesota State Grant funding, the University of Minnesota and other state postsecondary schools have been instructed to make no new awards for the current academic year, including summer term 2003.

As a result, students who have not yet applied for or been awarded 2002-03 financial aid will not receive Minnesota State Grant funding. In addition, Minnesota State Grant awards, state work-study, and Postsecondary Child Care Grant funds will not be available to University students for the 2003 May session or summer term.

Existing financial aid packages for currently enrolled students will not be affected. If a student has already been offered a fall or spring semester state grant for the 2002-03 academic year, the award will be honored. Because the University packages financial aid for the full year, most students will not be affected this year.

A shortfall of \$16 million was first predicted last summer by the Minnesota Higher Education Services

Office (MHESO). That was averted by transferring state work-study and Postsecondary Child Care Grant Program funds to the Minnesota State Grant program.

But based on Minnesota State Grant spending reported to MHESO during fall term 2002, a shortfall in the range of \$9 to \$16 million is now projected for the 2002-03 aid year.

Students are encouraged to continue to apply for financial aid because funds are available from federal, University, private, and other state sources, such as MHESO's Student Educational Loan Fund (SELF) program.

Some Minnesota State Grant funding is expected to be available for the 2003-04 academic year, but the amount is still unknown.

MHESO's grant unit encourages students to contact them if they want additional information about cost saving measures. Call 1-800-657-3866 or 651-642-0567 and press phone menu Option 1. MHESO's news release is available at <[www.mheso.state.mn.us/mPg.cfm?pageID=1260](http://www.mheso.state.mn.us/mPg.cfm?pageID=1260)>.

## Schedule change on tuition refund for spring 2003

The Twin Cities campus is adjusting the tuition refund schedule for spring 2003 due to the PeopleSoft upgrade.

February 17 is the regular deadline for students to cancel courses and receive a 50 percent tuition refund. However, during the upgrade week, February 15-24, the One Stop Student Services Centers will be unable to process cancellations, so the deadline

will be extended. Students will be able to cancel courses through Monday, February 24, and receive a 50 percent refund.

Note that students subject to the 13-credit tuition policy may not be eligible for refunds.

The deadline change will be in effect for spring semester 2003 only.

## PeopleSoft upgrade coming this month

The upgrade to Web-based PeopleSoft 8.0 starts February 14. For information about downtime, IMS reports availability, how midterm alerts will be affected, and more, see page 3.

## Federal Perkins loans up at Minnesota

The University has awarded over \$6 million in Federal Perkins Loans for the current academic year—an increase from \$4.5 million in 2001-02. The increase was made possible by the history of low default rates on repayment of Perkins loans made through the University of Minnesota.

A Perkins loan is a low-interest (5 percent) loan available to both undergraduate and graduate students who have exceptional financial need. The loan is made with federal government funds, but the university is the lender. All loan repayments are used to fund additional loans.

Students can have up to 100 percent of a Perkins loan cancelled if they perform qualifying service in teaching, early intervention services, law enforcement, military service, volunteer service, or nursing.

The University is ranked 47th in the country in total Perkins dollars loaned.

## Charges to student accounts must be made during the same semester

### Retroactive charges no longer permitted

Semester charges to students must be posted by the third (final) bill date of the same semester, according to a new policy implemented by the Office of Student Finance. Staff may no longer post retroactive charges to a previous semester on student accounts.

Staff are urged to post all charges before the *first* bill date in order to give students the opportunity to make installment payments for charges.

Bill dates this semester are February 8, March 8, and April 5. Under the new policy, all spring semester charges must be posted to student accounts by April 5.

Charges unrelated to students' enrollment are exempt from the policy. For example, library fines and e-mail account fees are typically incurred throughout a semester or at semester's end and are posted after the final bill date.

The policy was adopted to avoid late transactions on student billing statements, which confuse students.

Staff affected are those who use the Quick Post and Group Post panels of PeopleSoft or who send external transaction files to be posted on students' accounts in PeopleSoft. Exceptions must get prior approval by Julie Selander, senior associate director of Student Account Receivable (SAR) and One Stop Student Services.

Staff who don't follow the policy will risk losing their access to post financial transactions.

Confirm bill dates for each semester on the Web at [onestop.umn.edu/Finances/whenwherehow02.html](http://onestop.umn.edu/Finances/whenwherehow02.html).



## Datebook: spring semester 2003

### February

- 3 Last day for undergraduate/professional students to apply for spring 2003 graduation—degree applications due to the Office of the Registrar
- 3 Last day to cancel spring 2003 courses for a 90 percent refund
- 3 Last day to drop a class without receiving a "W" on the transcript
- 4 Instructor and college scholastic committee approval required to add a class
- 7 Degree posting completed for fall 2002
- 8 First student bill date for spring semester
- 10-14 Midterm alert system available to enter grades
- 14 PeopleSoft system upgrade begins; system down at close of business
- 17 Last day to cancel spring 2003 courses for a 50 percent refund
- 24 PeopleSoft system upgrade ends; system back up (tentative); midterm alert system available to enter grades

### March

- 1 Last day for Graduate School students to apply for spring commencement
- 8 Second student bill date for spring semester
- 10 Last day to enter grades for midterm alerts
- 10 Instructors of first half-session courses can begin entering final grades on the Web
- 15 Graduate School application deadline for summer session 2003
- 17-21 Spring break
- 18 College scholastic committee approval required to cancel courses
- 21 Last day for undergraduate/professional students to apply for May session 2003 graduation

### April

- 2-3 GradFest 2003
- 5 Third (final) student bill date for spring semester
- 8 Registration begins for May session and summer 2002 for admitted students
- 9 Queued registration begins for fall 2003
- 16 Registration begins for summer 2002 for non-admitted students

### May

- 5 Instructors of second half-session and full-session courses can begin entering final grades on the Web
- 9 Last day of instruction for spring semester
- 10-11 Study days
- 12-17 Final examinations
- 17 End of spring semester

## Applications are up

A record of 16,516 applications for fall semester freshman admission have been received to date—an increase of 21 percent (2,842) over last year.

While strong interest in the University is welcomed, admission will

become even more competitive.

A University news release about admissions is posted on the Web at [www.umn.edu/urelate/newsservice/newsreleases/03\\_01admissions.html](http://www.umn.edu/urelate/newsservice/newsreleases/03_01admissions.html).

## PeopleSoft 8.0 update

### System goes down February 14 for upgrade

The PeopleSoft system will shut down at the close of business on Friday, February 14, for its upgrade to the Web-based version 8.0.

The system is scheduled to be back up on Monday morning, February 24, but will be brought back earlier if the upgrade goes smoothly. The Office of Enrolled Student Services will alert users by e-mail when the system is ready for business again.

The upgrade is on schedule and testing is going well. Upgrade team leader Kristeen Anderson said that, because of the team's experience with two prior upgrades, they are well prepared for this one. "After working with the system for four years, there's not much that surprises us anymore," she said. "We're very happy about that."

### What will be available?

During the shutdown, staff will have "view only" access to PeopleSoft 7.6, with data current through February 14. The data warehouse will be available, also with data from PeopleSoft 7.6. All business transactions will need to be done on paper and entered when the system comes up. Staff and students will not be able to perform any self-service functions.

### Information Management System (IMS) status

- UM Reports will remain available February 14-24, but with data current through February 14.
- On February 20, the data warehouse will be down after noon to upgrade its database and move it to a new server.
- UM Reports will be unavailable February 25 as tables are loaded with refreshed PeopleSoft 8.0 data. They will be available again on February 26.

If you have questions, please call the UM Reports user support line at 612-626-8812.

### Sign up for training!

Make sure you're trained for PeopleSoft 8.0. Staff who are not trained will have "view only" access when the system goes live. To register for student records training, visit the Web at <training.oess.umn.edu>.

### Find more information at the PeopleSoft Web site

Find the latest information about what size and power of computer will work best and which browsers are recommended for PeopleSoft 8.0. Go to <www.onestop.umn.edu/PeopleSoft8>.

Questions? Contact Deneé Kuykendall at 612-626-0075 or kuyke003@umn.edu.

## Midterm alert system access will be limited during PeopleSoft upgrade

Access to the midterm alert system will be interrupted February 15-23 due to implementation of the PeopleSoft 8.0 upgrade.

Faculty members and instructors are advised to plan on entering grades February 10-14 or February 24-March 10.

The midterm alert system was scheduled for availability February 10 through March 10. But during the downtime, February 15-23, the system cannot be accessed and no midterm grades can be submitted.

For more information about midterm alerts, visit the Web at <onestop.umn.edu/registrar/midterm-alerts>.

## Three bookstores will close February 27, new Coffman location opens March 3

University Bookstores will close three existing locations permanently at the end of business on Thursday, February 27: the East Bank Bookstore in Williamson Hall, including the Computer Store; the West Bank (H. D. Smith) Bookstore in Anderson Hall; and the Health Sciences Bookstore in Moos Tower.

A new University Bookstore will open in Coffman Memorial Union on Monday, March 3.

The St. Paul Campus Bookstore will remain open. Books for courses on the St. Paul campus will be available in both the St. Paul and Coffman stores.

The Law School bookstore will not be affected by the move.

## "Discovering Your Place at the U" for academic and career planning

Advising and career offices across the Twin Cities campus are collaborating to offer "Discovering Your Place at the U," 11 a.m. to 3 p.m., Wednesday, February 26, in the Great Hall of Coffman Memorial Union.

The campus wide event is designed to help all students gather information about choosing a major, finding international education opportunities, and identifying possible experiential education options such as internships and volunteering. Students will be able to take a brief career interest inventory and use the results to collect information.

Participants will receive a packet with resources to use during the event and tools to help in academic planning. Throughout the day they can talk with campus wide academic advisers and career professionals.

For more information, contact Cindy Pavlowski at pavlo002@umn.edu or Jennifer Engler at 624-3323 or engl009@umn.edu.

## Career planning info sent to parents

Career services were highlighted in the winter issue of the *University Parent* newsletter. Information included a timeline for student career planning, information about the new Health Careers Center, and resources for parents' careers.

*University Parent* is published four times a year. See it on the Web at <www.parent.umn.edu>.

## International opportunities fair

The 30th annual international opportunities fair at the University of Minnesota will be held 10 a.m. to 2 p.m., Wednesday, February 19, on the upper concourse in Willey Hall.

Representatives of volunteer, work, travel, intern, and study programs will attend. Door prizes will include a 15-day Eurail Pass from Rail Europe and a \$500 travel voucher from STA Travel.

For more information, see the International Service and Travel Center (ISTC) Web site <www.istc.umn.edu> or call Laura Van Tassel at 625-0161.

## Inauguration and Founders Week

Robert Bruininks will be inaugurated as the fifteenth president of the University of Minnesota on Friday, February 28.

The inauguration is scheduled to be part of Founders Week, this year celebrating the 152nd anniversary of the University's charter.

For more information about both events, see <www.umn.edu/inauguration>.

## GradFest returns to Coffman, April 2-3

GradFest '03 will be held in the Great Hall of Coffman Memorial Union on April 2-3. Hours will be 10 a.m. to 6 p.m., Wednesday, April 2, and 9 a.m. to 3 p.m., Thursday, April 3.

If you would like GradFest promotional material to distribute to students or departments, contact Kari Weidling at weidling@umn.edu.

For more information about GradFest, call the University Bookstores at 625-6564 or check out the GradFest Web site at <www.bookstore.umn.edu>.

## The Record

The Record is published monthly for colleges and departments of the University of Minnesota, Twin Cities, by the Office of the Executive Vice President and Provost. Subscribe to the e-mail edition at <onestop.umn.edu/Events/newsletters.html>.

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

Gayla Marty, editor  
Student Services Communications  
Office of University Relations  
110 Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, MN 55455-0213  
Phone: 612-625-0532  
E-mail: marty001@umn.edu

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UNIVERSITY OF MINNESOTA

# The Record

News about admissions, records, and student systems

March 2003, Vol. 27, No. 3

## New refund schedule coming for fall 2003

The University of Minnesota will implement a new refund schedule, beginning fall semester 2003. The new schedule encourages students to finish courses and aligns University practice more closely with that of other Big Ten schools.

The new refund schedule for regular term courses will be:

- 100% refund before the term begins
- 90% refund during the first week
- 75% refund during the second week
- 50% refund during the third week
- 25% refund during the fourth week

For seven-week courses, the schedule will be:

- 90% refund during the first week
- 50% refund during the second week

Under the old schedule, students have received a full refund when canceling during the first week of the semester and a 90 percent refund during the second week. The lack of financial incentive to stay registered has been inconsistent with the University's goal of increasing timely graduation rates.

The new schedule discourages "course shopping," in which students register for more courses than they intend to finish and drop those they don't like before incurring a significant cost. Because course shoppers often don't cancel a course until the first or second week, other students are unlikely to register because they have missed so much of the course or because the registration deadline has passed.

"Windfall" payments to students with financial aid who withdraw from courses late in the semester are also eliminated with the new schedule.

The schedule is expected to reduce revenue losses to the University caused by courses not filled due to late cancellations. Better planning by students is also expected to lead to better planning for class sizes.

Students admitted since the 13-credit policy went into effect may not be eligible for a refund.

For more information, contact Tina Falkner at 612-625-1064 or rovic001@umn.edu.

## PeopleSoft 8.0 is open for business

The upgrade to PeopleSoft 8.0 was completed successfully last month. Here are some phone numbers and Web sites to help solve problems and answer questions that may arise.

**Help Desk:** 612-301-4357 (1-HELP)

**Access to PeopleSoft:**  
<onestop.umn.edu/Staff>

**Information on Enterprise password, time-outs, and bookmarks:**  
<www.umn.edu/dataset/security/PSv8\_FAQ.htm>

**To create or change your Enterprise password:** <www.umn.edu/validate>

**Information on browsers:**  
<onestop.umn.edu/Peoplesoft8/news.html#technical>

## Cancellation policy for students called to active military duty

Students who enlist for military service or who are serving in Reserve or National Guard units and are called to active military duty are eligible to withdraw from classes and receive a full refund of tuition. Those receiving financial aid are subject to refund policies provided by the sponsoring agencies.

When appropriate, instructors may prefer to make arrangements for the student to take an incomplete. University Senate policy requires that an incomplete be made up within one calendar year of the end of the term in which the incomplete is given. When students are called to active military duty and reach agreement with an

instructor to take an incomplete, they will have up to one calendar year after their discharge from active duty to finish it.

The policy and procedures are posted on the Web at <onestop.umn.edu/registrar/registration/military.html>.

## Print Class Schedule and Course Guide to be eliminated

Print versions of the Twin Cities campus *Class Schedule* and *Course Guide* will be eliminated beginning with spring semester 2004.

Registrar Sue Van Voorhis has formed a committee of students and academic advisers to determine how best to communicate the change to the University community. The Office of Enrolled Student Services is also looking at ways to enhance the course search functionality of the Web-based versions of both publications.

For more information, contact Tina Falkner at 612-625-1064 or rovic001@umn.edu.

## Wait-list project postponed

One of the initiatives planned for the PeopleSoft upgrade was a new wait-list function. During testing, a bug was discovered and reported to the vendor. The wait-list feature is now on hold until the new code is delivered.

The new feature will allow departments to designate wait lists for courses. It will also allow students who register for those courses on the Web to choose to be placed on the wait list. Departments will be able to eliminate shadow or paper-based wait-list systems.

Watch for updates on the PeopleSoft wait-list function. For more information, contact Terri Tuzinski at t-tuzi@umn.edu.



## Datebook: spring semester 2003

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- 12-17 Final examinations
- 17 End of spring semester

## New option in Web grading can narrow responsibility for assigning grades

At the request of several departments, a new feature has been added to the Web grading system that can disallow instructors of record from entering grades. Those individuals will still be listed in paper and Web schedules as teaching the course, but responsibility of assigning grades will reside with someone else.

Some departments employ undergraduate teaching assistants for courses or for lab or discussion sections of courses. When bubble-sheets were used for grading, they were completed by someone other than the teaching assistants—most commonly the faculty

member assigned to the course. Departments wanted the Web-based system to provide the same option.

Department scheduling coordinators can set up the new option. The Student Records training documentation was updated to cover it. See the instructions at <training.oess.umn.edu/records/manuals.html>.

If you have questions, contact Tina Falkner at rovic001@umn.edu.



## Electronic scheduling improvement underway

The Office of Classroom Management (OCM) Scheduling Unit is working on several new systems that will improve the academic scheduling process. Altogether, these systems and improvements are called the Electronic Course Systems Project (ECSP), which will be implemented in phases.

ECSP is a joint effort by the OCM Scheduling Unit, the Office of the Registrar's Information Technology Unit, and the Enterprise Web Development Team.

The goals of the project are to

- simplify collection of class scheduling information from academic departments by providing an electronic means of setting their course schedule for each semester

- provide an interface between the Electronic Course Authorization System (ECAS) and the course catalog database in PeopleSoft

- implement a transactional interface between the course database (PeopleSoft 8.0) and the scheduling database (Resource25 3.1)

- expand and improve the online *Course Guide*

A goal closely related to the project is to upgrade scheduling software to a system that includes both an initial batch classroom scheduler and an event scheduler in one package.

### Scheduling software upgrade

Installation and testing of the scheduling software Resource25, version 3.1, is well underway. This version incorporates the batch classroom scheduler currently used for initial class scheduling (Schedule25) and the event scheduler (Resource25) into one system, which will run from schedulers' desktops.

The Scheduling Unit is taking advantage of the upgrade to improve the scheduling database and to gear up for more detailed reporting of space use. The new software was loaded on desktops in mid-February and will be used to schedule all courses and events beginning with May session. The old

software will be phased out after the end of spring semester.

### Phase 1

The Scheduling Unit is working with the Enterprise Web Development Team and the Duluth campus to develop an electronic course schedule submission vehicle. ECSP Phase 1 kicked off in December with a goal of replacing the paper class schedule turnaround document with an electronic version.

With this change, departments will have the option of reviewing and correcting an electronic form or manipulating and re-submitting an electronic file of a semester's class schedule information. Internal checks will be built into the system to maintain consistency with the course catalog data in PeopleSoft. The Scheduling Unit will then review information before loading it into PeopleSoft.

Entering course data electronically will minimize keying errors and speed up the *Class Schedule* production process. Deadlines to submit information will be later, which is expected to allow academic departments to submit more accurate information and reduce the number of subsequent changes to the *Class Schedule*.

### Phase 2

ECAS is a curriculum development tool used by departments to propose new courses or make macro-level changes (such as title, credit range, and grade base) to previously approved courses. Currently, the review process flows electronically to the colleges, the Graduate School, and catalog editors for approval, and then on to the Scheduling Unit for manual entry into PeopleSoft.

In ECSP Phase 2, the Enterprise Web Development Team will rewrite ECAS and develop a PeopleSoft interface to the course database. The new interface will facilitate automated data entry into PeopleSoft and reduce opportunities for error. This project is also tied to the Graduation Planner project. A target completion date has not been set.

## Volunteers needed to test Phase 1!

ECSP Phase 1, currently in progress, is developing the electronic class schedule turnaround document. Volunteers are needed for focus groups and usability testing. To participate, please contact Nancy Peterson at [n-pete@umn.edu](mailto:n-pete@umn.edu).

Also as part of Phase 2, the Office of Information Technology has started work with the Scheduling Unit to install and implement an interface between PeopleSoft and the upgraded scheduling software, Resource25.

The current interface is between the one-time batch system (Schedule25) and the course database (PeopleSoft). The scheduling software imports courses that require centrally scheduled classrooms from PeopleSoft, makes classroom assignments, and then exports the assignments to both PeopleSoft and the event scheduling system (Resource25). After initial scheduling, all changes must be entered into both PeopleSoft and Resource25.

The new interface will eliminate dual entry and speed up the room change process. It will be driven by the course database, so all changes entered in PeopleSoft that affect centrally scheduled classrooms will automatically flow into Resource25. In addition, once a room assignment is made in Resource25, it will be exported automatically to PeopleSoft. The planned implementation date is late spring 2003, to follow the PeopleSoft 8.0 upgrade.

### Phase 3

The project will expand and improve the functionality of the online *Course Guide*, providing better support for students and advisers as well as for department and college curriculum planners. This will be more important than ever because the print version of the *Course Guide* is scheduled to be eliminated.

## Graduate School automates admission process

The Graduate School's Office of Admissions has implemented an online admissions application system. Since September, the office has worked with over 10,000 applications in the ApplyYourself system.

ApplyYourself, Inc., of Alexandria, Virginia, provides an online application and an entire admissions system that is user friendly for students, faculty, and staff. It permits a large portion of the application process to be carried out electronically and personally.

Required basic data and the final admission decision are the only elements now entered into PeopleSoft and the Web admissions reports. All application status tracking is done through the ApplyYourself system.

Applications entered in PeopleSoft before the change to ApplyYourself may still be tracked in PeopleSoft or the Web admissions reports.

One example of new functionality in ApplyYourself is an e-mail notification to students at the time their application is submitted. Receipt of the application is automatically acknowledged. The notice includes a hot link to graduate

program Web sites, with a reminder to check for individual program requirements.

Batch e-mail messaging is used for such things as reminding applicants to complete and submit their applications. The printout of the online application looks the same as the paper application except for enhancements that improve on the paper version.

Screens showing the status of an application are available to all graduate programs. The screens show specific transcripts required and identify those received.

Applicants with e-mail addresses are notified within 24 hours that a decision has been made on their application and that they can view a secure HTML version of their decision letter online. This is the official decision notification.

New functions continue to be added as the staff becomes more familiar with the system.

For more information about the new system, contact Andrea Scott at 612-625-1303 or [scott002@umn.edu](mailto:scott002@umn.edu).

## One Stop phone line shortens wait time

With the help of some new software, One Stop Student Services has shortened wait times for student callers to just over one minute.

The shorter wait times were reported during the first two weeks of February—down from a three-and-a-half-minute average hold time during the first two weeks of the semester, the busiest time of the term.

Staff attribute the improvement to better trend analysis and more responsive scheduling during peak hours. These and other advances are features of software installed by Networking & Telecommunication Services. For example, One Stop counselors are now able to access real-time data on the number of phone calls in queue and wait times to better monitor unexpected call volumes.

More improvements are coming. One feature will provide callers with their queue number and estimated wait time as part of the automated message.

For more information or suggestions, contact Tracie Smith, [ocelx002@umn.edu](mailto:ocelx002@umn.edu) or 612-624-9068.

## The Record

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. Subscribe to the e-mail edition at [onestop.umn.edu/Events/newsletters.html](http://onestop.umn.edu/Events/newsletters.html).

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

Gayla Marty, editor  
Student Services Communications  
Office of University Relations  
110 Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, MN 55455-0213  
Phone: 612-625-0552  
E-mail: [marty001@umn.edu](mailto:marty001@umn.edu)

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# The Record

News about admissions, records, and student systems

April 2003, Vol. 27, No. 4

## Electronic billing and payments coming for students on all campuses

An electronic bill presentment and payment (EBPP) system, or e-bill/e-pay, will be implemented on the Twin Cities campus in June by the One Stop Student Services Center and Office of Student Finance (OSF). The Crookston, Duluth, Morris, and Rochester campuses are scheduled to implement EBPP during the upcoming year.

The QuikPAY system, designed by InfiNET Solutions, will enable students, parents, and other authorized users to receive and pay University tuition bills and invoices on the Internet.

"We've had many requests from students and parents for this type of service, so we are excited to start offering it," said Julie Selander of Student Accounts Receivable and One Stop Student Services. "We chose QuikPAY for the features and robustness of the service and because of InfiNET Solutions' experience working with large institutions that use PeopleSoft."

InfiNET Solutions works exclusively with higher education and health care clients, implementing technology solutions to provide enhanced service to students and parents, reduce costs, and further support organizational missions.

Students will see many benefits. They will save money and time by reducing the need for postage stamps and check writing, and they will have the convenience of making transactions online, 24 hours a day, seven days a week, and from anywhere in the world—something beneficial for

international and study-abroad students. Students will also have the option of forwarding their bills to parents or other third parties and of authorizing someone else to make payments to their account on their behalf.

EBPP will save the University money in printing and mailing costs and will generally support the

University's "paperless office" mission by reducing the number of hard-copy bills sent to students.

The University still will not accept credit cards for payment of tuition and fees.

For more information, contact Julie Selander at 612-625-6579 or [goode021@umn.edu](mailto:goode021@umn.edu).

## Twin Cities student services fee recommended

The Student Services Fee Committee for the Twin Cities campus has sent a final recommendation of \$314.65, including special assessments and reusable/refundable check-off funding, to Robert Jones, vice president and executive vice provost for faculty and academic programs. If approved, the recommendation will be forwarded to the Board of Regents for approval in June.

A new model for the Student Services Fee Committee was successfully implemented this year. Two separate groups reviewed requests: an administrative committee looked at fee requests from University departments, and a student committee considered requests from student groups.

### SLC fee to be eliminated

Beginning in fall semester, the reusable, refundable check-off option fee for the Student Legislative Coalition (SLC) will be eliminated for Twin Cities campus students.

The SLC is dissolving its current structure and merging this June with

the governing organization for each campus. But summer registration in the Twin Cities will include the SLC fee because it is tied to the fee committee recommendation for the current fiscal year.

The Minnesota Public Interest Research Group (MPIRG) and Collegians for a Constructive Tomorrow (CFACT) will remain as reusable, refundable check-offs.

The Student Services Fee Committee discussed the current reusable check-off versus neutral check-off systems, in which students must choose whether to fund a group before proceeding with registration. In 2001, a student fees task force recommended that the check-off system maintain its current status until a new task force reviews the system in 2006.

Each University campus has a separate process for allocating student fees.

For more information about the Twin Cities campus student services fee, contact Tracie Smith at 612-624-9068 or [ocelx002@umn.edu](mailto:ocelx002@umn.edu).

## Deans' lists will be generated three times to allow for late grades

To determine students' eligibility for deans' lists, the Office of the Registrar (OTR) runs a program at the end of each semester to identify those who have achieved a 3.670 grade point average or higher and who completed a minimum of 12 credits on the A-F grading system. Notations are posted on students' transcripts for each term that they achieve their college dean's list. The program also triggers an Information Management System report of the dean's list for each college.

Because so many grades for fall 2002 were submitted past the due date, many students were missed on the dean's list for the term. College offices that discover students missed for fall 2002 should contact their OTR record maintenance staff.

To help alleviate the problem, beginning this spring, OTR will run the program for some deans' lists three times.

### Undergraduates

June 4, 11, 18

### Dentistry

June 5, 12, 19

### Pharmacy

June 6, 13, 20

For more information, contact Vickie Roberts at [v-robel@umn.edu](mailto:v-robel@umn.edu).



## Datebook: spring semester 2003

### April

- 2-3 GradFest 2003
- 5 Third (final) student bill date for spring semester
- 8 Registration begins for May and summer sessions for admitted students
- 10 Queued registration begins for fall 2003
- 16 Registration begins for May and summer sessions for non-admitted students

### May

- 5 Instructors of second half-session and full-session courses can begin entering final grades on the Web
- 9 Last day of instruction for spring semester
- 10-11 Study days
- 12-17 Final examinations
- 17 End of spring semester
- 26 Memorial Day—University offices closed
- 27 May session classes begin

### June

- 12 Spring 2003 graduation clearance documents due from the colleges
- 13 May session ends
- 15 Graduate School application deadline for fall semester 2003
- 16 Summer session classes begin
- 30 Last day for undergraduates and students in professional degree programs to apply for summer session graduation

### July

- 11 Spring semester degrees posted to PeopleSoft
- May session graduation clearance documents due from the colleges
- 28 May session degrees posted to PeopleSoft

## Exception form for F-1 visa holders revised

For F-1 student visa holders, the Exception From a Full Course of Study form has been revised to reflect changes in regulations of the U.S. Immigration and Naturalization Service (INS) and reporting requirements of the Student and Exchange Visitor Information System (SEVIS).

The exception form is required for international students on F-1 non-immigrant visas who cannot register for a full course of study as defined by their visa status. Forms must be signed by an academic adviser and submitted to an International Student and Scholar Services (ISSS) adviser at 190 Humphrey Center.

The form includes an instruction sheet that identifies acceptable reasons for taking less than a full course of study and provides information about University registration procedures. Staff and faculty are encouraged to become familiar with the full-course-of-study requirement and acceptable exceptions.

The revised form is available at ISSS and on the Web. To download the form, go to [www.issss.umn.edu](http://www.issss.umn.edu) and select "Services," then "Student on F-1 Visa."

The exception form for J-1 visa holders is still being revised. At this time, J-1 visa holders should use the old form, which is available only in 190 Humphrey Center.

## Students will receive queue time, other info in e-mail message

Registration for fall semester 2003 on the Twin Cities campus will begin Thursday, April 10. The Office of Enrolled Student Services is providing the following information to students in an e-mail message.

**Their time in the registration rotation.** Students can register in person or on the Web at, or any time after, their time in the rotation. Students are urged to plan to meet with their adviser, if necessary, before their registration time.

**A list of holds on their record that will prevent them from registering.** Students are reminded to check the Web for holds often before they register, because holds can be added at any time during the registration rotation and must be cleared before a student may register. To check for holds, students should go to <[onestop.umn.edu/registrar/registration/holds.html](http://onestop.umn.edu/registrar/registration/holds.html)>.

**A reminder that every credit over 13 is free for undergraduates.** Students are encouraged to maintain a credit load at 15 credits or more, both to stay on track for graduation and to take full advantage of free credits.

## Twin Cities campus policy on satisfactory academic progress for financial aid revised

The Twin Cities campus policy on satisfactory academic progress (SAP) for financial aid purposes has been revised to specify that undergraduates must successfully complete 75 percent of the credits they attempt. In the past, the SAP policy required that undergraduates enrolled full-time in fall and spring successfully complete 24 credits.

This policy revision is part of ongoing efforts in the Office of Student Finance to develop consistent business practices among all the University's campuses.

Federal regulations require that financial aid recipients make satisfactory

**The new refund schedule.** Beginning with fall 2003, students will receive a total refund only if they cancel courses before the first day of the term. Tuition and course fees will be refunded on the following general schedule for semester-length courses: 90 percent refund for cancellations during the first week, 75 percent during the second week, 50 percent during the third week, 25 percent during the fourth week, and no refund after the fourth week. Students governed by the 13-credit minimum policy may not be eligible for refunds.

**A note about the new look and feel of the Web registration system.** Students may notice the updated design of the Web registration pages this term, but the information presented and the manner in which users navigate the system have not changed, so Web registration should still be familiar. If students experience any problems with the new system, they are asked to use the help links provided or call 1-HELP (1-612-621-4357).

Students and staff with questions or concerns should contact the One Stop Student Services office at [helpingu@umn.edu](mailto:helpingu@umn.edu).

academic progress toward completion of a degree within a certain time frame. Each educational institution must have a satisfactory academic progress policy that contains measures both qualitative (grade point average) and quantitative (number of credits completed).

Schools have discretion in how to implement each required element. To meet the quantitative requirement, a school's policy must state the minimum amount or percentage of work a student must successfully complete each year.

For more information, contact Deb Pusari at 612-624-3865.

## Staff provide feedback on PeopleSoft upgrade

With the successful upgrade to PeopleSoft 8.0, the Office of Enrolled Student Services (OESS) reports that feedback regarding the process has been positive. Most members of the University community—including students—were well aware of the upgrade and knew what they could and could not do during the week the system was unavailable.

Initial reactions to the new Web-based system itself appear mixed. Some users report that the new version is more time-consuming because it requires scrolling through pages of information, and that generous spacing creates longer pages and more scrolling. Users have also commented that, compared with version 7.6, the new version requires more "clicks" to reach the same information. The need to create an enterprise password to log into the system has also been somewhat confusing.

Processing time for many student records-related pages appears to be slightly longer in version 8.0 than in 7.6, but processing time for student finance pages is faster in version 8.0.

### Enhancements coming; more feedback needed

Over the next few months, many applications that complement Web registration—such as those used to view financial aid and personal information—will also be upgraded and acquire a new look and feel. OESS would like to hear your feedback on the new design. Please e-mail your comments to [feedback@onestop.umn.edu](mailto:feedback@onestop.umn.edu).

You can also send feedback about the implementation or about PeopleSoft 8.0 to Tina Falkner at [rovic001@umn.edu](mailto:rovic001@umn.edu) or call her at 612-625-1064.

## What is public information? What is private? Get FERPA training to find out

You receive a request from an incoming international student, who would like a list of names and e-mail addresses of international students in your program from her country. Is it okay to send this information to her?

*No, it's not okay*—country of citizenship is private information, and you need a student's permission to give it to a third party.

The Family Education Rights and Privacy Act (FERPA) governs what information is public and what is private. This federal legislation is designed to protect the privacy of student data, and it applies to all institutions that receive any federal funding.

FERPA is often confusing, and requests for data sometimes appear legitimate when they are not. For this reason, the Office of Enrolled Student

Services has created a one-and-a-half hour workshop on FERPA. The workshop is free and will take place in your work space.

As an employee of the University of Minnesota, you have the obligation to protect the education records in your possession, regardless of their form.

To host a FERPA workshop in your office or department, please contact Tina Falkner at rovic001@umn.edu or 612-625-1064.

## Office of Postdoctoral Affairs now open

A new Office of Postdoctoral Affairs (OPDA) opened in the Graduate School in December to serve more than 900 postdoctoral fellows and associates on the Twin Cities and Duluth campuses.

The office was created to ensure fair employment conditions for the University's postdocs, enhance the quality of their training, offer guidance about campus facilities and services, and provide career development tools to increase their competitiveness in the job market.

OPDA collaborates with other University offices and departments on issues related to postdocs and provides workshops on such topics as writing grant proposals and conducting a job search. Its first event in January was a welcome reception and workshop, "Insider's Tips on Writing Fundable Grant Proposals."

OPDA is located in 333 Johnston Hall. Contact staff by e-mail at postdoc@umn.edu or call Kathryn Johnson at 612-626-4768.

More information, including upcoming workshops, can be found on the Web at <[www.grad.umn.edu/postdoctoral\\_affairs/](http://www.grad.umn.edu/postdoctoral_affairs/)>.

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

Gayla Marty, editor  
Communication Services  
Office of University Relations  
110 Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, MN 55455-0213  
Phone: 612-625-0552  
E-mail: [marty001@umn.edu](mailto:marty001@umn.edu)

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# The Record

News about admissions, records, and student systems

May 2003, Vol. 27, No. 5

## New refund schedule for fall 2003 revised

The refund schedule planned for fall semester 2003 was revised last month before it went into effect.

The revised refund schedule for regular term courses will be:

- 100% refund during the first week
- 75% refund during the second week
- 50% refund during the third week
- 25% refund during the fourth week

For seven-week courses, the schedule will be:

- 100% refund during the first week
- 50% refund during the second week

The revised schedule maintains full refunds through the first week of classes, as in the past. But after the first week, refunds drop off sharply. The change was made after lengthy discussion with the One Stop Advisory Committee.

The refund schedule printed in the fall 2003 *Class Schedule* is incorrect.

Students admitted since the 13-credit policy went into effect may not be eligible for a refund.

For more information, contact Tina Falkner at 612-625-1064 or rovic001@umn.edu.

## Surge in U.S. applications to Graduate School offset by decrease from abroad

Compared with this time last year, applications to the Graduate School from U.S. citizens and permanent residents have increased 15 percent, while applications from international students have decreased 24 percent. The net result is that applications to the Graduate School are running a total of 7 percent behind last year.

About three-quarters of the decline in international applications is in graduate programs in engineering and

physical and mathematical sciences. Domestic applications are up in all general disciplinary areas, ranging from a 5 percent increase in engineering and physical and mathematical sciences to a 28 percent increase in health sciences.

Graduate School staff are reviewing possible reasons for the decline in international applications and considering ways to increase the size of the international application pool for fall 2004.

## 'Swap' debuts in Twin Cities Web registration

"Swap" is a new feature of Web registration on the Twin Cities campus, expected to be introduced May 12. Students can use the new feature to cancel a course in which they have already enrolled and replace it with a different course or a different section of the same course.

Swap requires a single request rather than two separate requests, one to drop and another to add. An advantage of using Swap instead of the cancel/add combination is that Swap will cancel the first course only if the new course is successfully added.

In the Web enrollment system, students select the Swap button, then select the course that they want to cancel from their existing enrollment. Then they are prompted to enter the class number of the course to add and, if required, the class permission number.

Twin Cities campus staff who currently have access to enroll students should be able to use Swap after May 12.

For more information on using Swap, contact Terri Tuzinski, Office of the Registrar, 612-625-3869 or t-tuzi@umn.edu.

Swap is being piloted on the Twin Cities campus. If successful, it will soon be made available to students in Crookston, Duluth, and Morris.

Graduate School applications received	by April 4, 2002 for fall 2002	by April 4, 2003 for fall 2003
U.S. citizens and permanent residents	5,171	5,939
International	6,723	5,128
Total	11,894	11,067

## Commencement dates

May marks the beginning of commencement season. Graduation ceremonies on the Crookston and Morris campuses will be May 10; Duluth commencements will be held May 15 (graduate programs) and May 17 (baccalaureate).

Twin Cities graduation ceremonies are scheduled from May 2 (Graduate School) to June 20 (School of Nursing), with most undergraduate ceremonies between May 9 and May 18. Times and locations are available on the Web at <[www.umn.edu/twincities/commencement/](http://www.umn.edu/twincities/commencement/)>, or call University Relations at 612-624-6868.

## Class permission numbers: guide for fall

As fall semester approaches, here's a guide to when and how class permission numbers are used.

**April 10–September 15** (*beginning with queued registration, through the second week of classes*)

- The instructor, the department, or the student's college office grants the permission number. Use class permission numbers to:

- Override a permission requirement
- Override a class limit
- Override prerequisites

- All class permission numbers expire September 15 (the end of the second week).

- Print a list of permission numbers from <[www.umreports.umn.edu](http://www.umreports.umn.edu)>. The link to print has changed. Class permission numbers are written in Active Server Pages (ASP) format.

**September 16–October 27** (*Weeks 3–8*)

- Permission numbers are granted by the student's college.
- Use student-specific permission from the college to
  - Override a permission requirement
  - Override a class limit
  - Override prerequisites



## Datebook: spring semester 2003

### May

- 5 **Instructors of second half-session and full-session courses can begin entering final grades on the Web**
- 9 **Last day of instruction for spring semester**
- 10-11 **Study days**
- 12-17 **Final examinations**
- 17 **End of spring semester**
- 26 **Memorial Day—University offices closed**
- 27 **May session classes begin**

### June

- 12 **Spring 2003 graduation clearance documents due from the colleges**
- 13 **May session ends**
- 15 **Graduate School application deadline for fall semester 2003**
- 16 **Summer session classes begin**
- 30 **Last day for undergraduates and students in professional degree programs to apply for summer session graduation**

### July

- 11 **Spring semester degrees posted to PeopleSoft**
- May session graduation clearance documents due from the colleges**
- 28 **May session degrees posted to PeopleSoft**

- Students must receive instructor approval, then go to their college to receive scholastic committee approval. The college office then puts the student's ID number under the "class permissions" screen in PeopleSoft.

- Departments are not authorized to use the student-specific permission: students must go to their college office.

- Students no longer need to bring the approved petition from the college to the One Stop Student Services Center.

- Students can drop their courses on the Web.

**October 28–December 12** (*Weeks 9–15*)

The same as for Weeks 3–8 above, except

- Students *cannot* drop their courses on the Web.

**Caution:** If an instructor, department, or college issues more permission numbers than the capacity of the classroom allows, a new classroom is not guaranteed.

## About those Web registration errors...

Since summer registration began on the Twin Cities campus, the Web registration system has been sporadically generating "critical processing errors." In nearly all cases, students are successful when they simply "try again."

The problem also sometimes occurs in the PeopleSoft system when a staff person is enrolling a student.

Staff from PeopleSoft Software Administration, Central Computing and Operations, and Web Development are working to resolve the problem.

Even with the sporadic error, however, 95 to 98 percent of registration transactions are being processed in less than five seconds.



## A SUMMARY OF NEWS AND REMINDERS ABOUT GRADES

### Move over, bubble sheets—make room for the Web!

Final grades for all spring semester 2003 courses on all campuses will be submitted on the Web, except for Independent and Distance Learning and Directed Study courses.

The new system will be available starting the Monday of the last week of instruction for full-term and 7-week courses, which varies by campus.

Instructors will log onto the Web-based system using their x.500 username and password. The instructor is prompted to pick the term for which grades will be submitted; then the system will display courses for which he or she is listed in PeopleSoft as the instructor of record. The instructor chooses the course for which grades will be entered and submits a grade for each student.

Each campus has created a Web site for access to the system, frequently asked questions, and tutorials for entering final grades and uploading grade files.

#### Crookston

[www.crk.umn.edu/people/services/registrar/GradeReporting.htm](http://www.crk.umn.edu/people/services/registrar/GradeReporting.htm)

#### Duluth

[www.d.umn.edu/faculty/grading/](http://www.d.umn.edu/faculty/grading/)

#### Morris

[www.mrs.umn.edu/onestop/grading/](http://www.mrs.umn.edu/onestop/grading/)

#### Twin Cities

[www.onestop.umn.edu/registrar/Grades/gradereporting/index.html](http://www.onestop.umn.edu/registrar/Grades/gradereporting/index.html)

### Someone else can enter your grades

The Web grading system has proxy access. This means that someone else can be given rights to access your class

roster and submit the grades. Proxy access must be established before entering grades. In cases where bubble sheets are currently completed by departmental staff, arrangements can be made for those same individuals to submit the grades on the Web with proxy access for specific classes.

On the Twin Cities campus, departmental scheduling coordinators set up proxy access. The system audits those who have proxy access and tracks which grades are entered by which proxies.

### Turn in grades on time!

The University's final exam policy says:

*Final grades shall be submitted to the Registrar no later than three business days following the date of the scheduled final examination (whether or not there is actually a final examination for the course).*

The impact of late grades can be serious. If grades are submitted late, students can:

- face probation or suspension by their college
- face probation or suspension of financial aid
- lose athletic eligibility
- lose scholarships
- face delay of graduation
- face delay of tuition reimbursement
- receive termination of Veteran's Administration benefits
- risk loss of honors status
- have their admission to a graduate program postponed
- lose their good-student insurance discount
- lose a job opportunity; those who are teachers may be prevented from professional lane changes

Please stress the importance of turning grades in on time to all instructors and staff!

### Departments: check for missing instructors

Although the term is nearly over, the Office of the Registrar is still missing instructor names for many courses offered this spring. Web grading requires that each course have an instructor or proxy approved for grading purposes.

It is important that each department check to make sure that courses have approved instructors or proxies for grading. Departmental staff who have had appropriate PeopleSoft training should be able to enter instructor names directly.

### Graded papers and exams require confidentiality

As finals approach, it is important for faculty and staff to keep in mind that posting of grades by identifiable information is prohibited by the Family Educational Rights and Privacy Act (FERPA).

Grades can be posted by unique codes known only to the instructor and the student, but never by name, student ID number, or any portion of a Social Security number. Individual course grades can be e-mailed to students at their University assigned e-mail address only. Do not post grade lists to the Web.

Also, faculty members need to be aware that distributing graded papers or exams *en masse*, such as in the hallway or in a box on a table without monitoring for proper identification, is a violation of FERPA. Graded papers and exams can be mailed to students in pre-addressed campus mail envelopes or in pre-stamped and addressed U.S. mail envelopes.

For more information about FERPA, contact Tina Falkner, Office of Enrolled Student Services, at [rovic001@umn.edu](mailto:rovic001@umn.edu).

## Books and supplies can now be charged to student accounts

A new University Bookstores interface to PeopleSoft allows students to charge books to their student accounts.

Students can charge any amount of books and merchandise at the Coffman, St. Paul, or Law School bookstores to their University student accounts. The new service was introduced March 3 in St. Paul and March 31 at the Coffman and Law School stores.

The Office of Student Finance (OSF) developed the interface between the University Bookstores and PeopleSoft systems.

Anything at University Bookstores can be charged—books, supplies, and merchandise, including apparel. A student must be currently enrolled and have no financial holds on his or her student account. Cashiers use the student's U Card to verify ID, enrollment, and absence of holds. There is no dollar limit, but charges over \$150 will require two forms of picture ID. Students sign a receipt similar to a charge card receipt. Exchanges and returns must be made at a customer service desk; return policies are the same as with any other type of credit card charge.

Charges are posted to the monthly account type on students' accounts. These charges are not eligible for installment payments and appear as lump sums, not in itemized detail.

### Financial aid can be used for charges

Financial aid can be used to pay for bookstore charges if the student has checked "Yes" in the Financial Aid Withholding Authorization (FAWA) section of their eFAAN or if they have completed a paper FAWA form at a One Stop Service Center. The FAWA must be processed on their account before financial aid is disbursed to it.

During May session, students often need "advances" of their financial aid to pay for books, while their aid doesn't start disbursing until 10 days before the summer term, several weeks later. The new interface allows students to charge May session books and be billed after aid is disbursed, reducing the need for Student Accounts Receivable to process emergency advance checks.

### Dealing with problems

OSF is on watch for fraud or abuse. Because U Cards now have more value, the OSF staff is working closely with

the U Card Office to ensure that students continue to be instructed, when their U Cards are issued, to notify the U Card Office *immediately* if a U Card is lost or stolen.

Unpaid bookstore charges may result in registration/transcript holds on a student's record.

Students with questions about using their U Card for bookstore charges, and those who have disputes about charges on their bill, should be directed to One Stop Student Services. Disputes will be handled through a Web dispute form (still under construction), which One Stop staff will complete for the student and route to University Bookstores for research and follow-up.

### Coming soon: charging textbooks on the Web to student accounts

An interface with University Bookstores' GopherBooks Online system will soon offer "charging to the student account" as an option to students who buy textbooks on the Web.

If you have questions about the University Bookstores and PeopleSoft systems interface, contact Julie Selander at 612-625-6579 or [goode021@umn.edu](mailto:goode021@umn.edu).

## The Record

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Please direct address changes to Barb Carlson, 612-626-1785, or [b-car11@umn.edu](mailto:b-car11@umn.edu).

Gavla Marty, editor  
Student Services Communications  
Office of University Relations  
110 Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, MN 55455-0213  
Phone: 612-625-0552  
E-mail: [marty001@umn.edu](mailto:marty001@umn.edu)

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PAGES

# The Record

News about admissions, records, and student systems

June 2003, Vol. 27, No. 6

## Enhancements and changes for fall semester

An e-mail message highlighting policy changes, enhancements, and updates on the Twin Cities campus for fall was sent to current students on May 22.

The message alerted students to

- the new refund schedule
- student billing's move to the Web
- the leave of absence requirement
- the new Swap feature on the Web registration system
- the ability to charge textbooks to their student accounts
- the plan to phase out the printed *Class Schedule* and *Course Guide*
- financial aid for fall

The revised refund schedule, Swap feature, and ability to charge textbooks and supplies to student accounts were all featured in *The Record* in May. Other items are described below.

The full message is posted on the Web at [onestop.umn.edu/Finances/new.html](http://onestop.umn.edu/Finances/new.html).

### Bills going to the Web

Tuition and fee bills will be sent both by mail and electronically this summer and through the first bill of fall semester. But after the first fall bill, students will receive electronic bills only. They will have the option of paying their bill online with an electronic check from their checking or savings account. They can also allow access to authorized users, such as parents, to view and pay tuition bills on their behalf. For more information on electronic billing and payment visit [onestop.umn.edu/Finances/ebillinfo.html](http://onestop.umn.edu/Finances/ebillinfo.html).

### Leave of absence required for semesters missed

An official leave of absence is now required for all undergraduates who do not enroll for any semester except summer. Students who are absent one or more semesters without an approved leave of absence will not be able to register when they return and may need to apply for readmission into their program. They should check with their college offices for more information.

### Elimination of printed *Class Schedule* and *Course Guide*

While printed versions of these publications are eliminated beginning with spring semester 2004, an enhanced PDF version on the Web and an enhanced Web search engine are being developed for both. Watch the Course Information Web site at [onestop.umn.edu/registrar/registration/courses.html](http://onestop.umn.edu/registrar/registration/courses.html) for updates.

### Financial aid for fall

Students who need financial aid such as grants, student loans, and work-study employment for the 2003-04 school year are urged to apply. They should submit the online Free Application for Federal Student Aid (FAFSA). For those who have already submitted a FAFSA, financial aid award notices (FAANs) are expected to be available in mid-July. An e-mail message will be sent to students' University e-mail accounts notifying them to go online to

### Web registration problem solved

During fall semester registration, some students experienced "critical processing errors." In most cases, when they submitted the transaction again, it was completed.

Staff in the Office of Information Technology worked with PeopleSoft to resolve the problem and determined that it was caused by an incorrect COBOL license level—the University had installed a 64-bit version instead of a 32-bit version, and the registration system could not handle the volume. Once the correct license was applied, the problem stopped.

No other school that uses PeopleSoft has experienced this problem, even though many of them also have the incorrect license installed. Problems here may be due to the speed of our registration system—it is one of the fastest in the country, with 95 percent of registration transactions taking less than five seconds—combined with our large volume.

*COmmon Business Oriented Language, an early and widely used computer programming language for business applications.*

"View my financial aid," where they will see the option "Respond to my Financial Aid Award Notice (FAAN)" when it is time to accept, reduce, or decline their financial aid award offer. Any student who has responded to all requests for information but does not receive an e-mail message by July 31 should contact One Stop Student Services. For more financial aid information, visit [onestop.umn.edu/Finances](http://onestop.umn.edu/Finances).

## Class of 2007 arrives on campus

Orientation for the Class of 2007 will begin June 11 and continue through July 18. Over 5,000 freshmen are expected to attend. Students and parents will begin their orientation in Coffman Memorial Union and continue in various classrooms around campus.

During their two-day orientation, students will participate in a variety of sessions to prepare them for their first year, including registration for fall semester classes. They will stay overnight in Comstock Hall. The complete schedule is on the Web.

Parent orientation includes presentations on academics, registration, student finances, health and safety, and much more. Last year, more than 3,300 parents of new students attended.

Freshmen also have the opportunity to participate in New Student Weekend, August 28–30.

Orientation for about 2,500 new transfer students will be held in August. During a one-day program, they meet with staff from their college of enrollment, learn about general University services, and register for fall classes.



## Datebook: May session and summer terms 2003

### June

- 11 Orientation begins for new students admitted for fall semester
- 12 Spring 2003 graduation clearance documents due from the colleges
- 13 May session ends
- 15 Graduate School application deadline for fall semester 2003
- 16 Summer session classes begin
- 18 Grades due for May session courses
- 30 Last day for undergraduates and students in professional degree programs to apply for summer session graduation

### July

- 4 Independence Day—classes excused and University offices closed
- 11 Spring semester degrees posted to PeopleSoft  
May session graduation clearance documents due from the colleges
- 28 May session degrees posted to PeopleSoft

### August

- 8 Summer term ends
- 13 Grades due for summer term courses

Graduate student orientation will be held in Coffman on August 22, with a series of workshops designed to complement specialized orientations offered by academic departments.

New Student Convocation will be held on the first day of classes, September 2, 4:30–7:30 p.m. Volunteers are needed from across the campus to help

serve dinner, greet students, and direct traffic. Watch for an invitation to volunteer in July.

Join in welcoming the newest members of the University community. For more information, including the schedule for freshman orientation, visit the Orientation & First-Year Programs Web site, <[www.ofyp.umn.edu](http://www.ofyp.umn.edu)>.

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Gayla Marty, editor  
Communication Services  
Office of University Relations  
110 Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, MN 55455-0213  
Phone: 612-625-0552  
E-mail: [marty001@umn.edu](mailto:marty001@umn.edu)

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# The Record

News about admissions, records, and student systems

July 2003, Vol. 27, No. 7

## More grades submitted on time on the Web

Web grading for spring semester at the University of Minnesota was an overwhelming success, the Office of Enrolled Student Services reports. An average of 93 percent of grades on each campus were submitted by the posted deadlines: 97.7 percent at Morris, 97.2 percent at Duluth, 91.1 percent on the Twin Cities campus, and 86 percent in Crookston.

For the Twin Cities campus, this was the highest percentage of on-time grade submissions in recent history.

The following colleges submitted 100 percent of their grades by the posted deadlines: in Duluth, the Achievement Center, School of Medicine; in Morris, Elementary and Secondary Education, Academic Affairs; and in the Twin Cities, General College.\*

Several other colleges submitted 90 percent or more of their grades by the posted deadline: in Duluth, Education and Human Service Professions, Liberal Arts, Science and Engineering, Business and Economics, and Fine Arts; in Morris, Humanities, Science and Mathematics, and Social Sciences; in the Twin Cities, College of Biological Sciences, College of Human Ecology, College of Natural Resources, and College of Veterinary Medicine.\*

As of June 11, 98.2 percent of all grades system-wide had been entered: Crookston, 97.5 percent; Duluth, 99.3

percent; Morris, 99.7 percent; Twin Cities, 97.8 percent.

Due to the excellent submission rate, the first run of the deans' lists for the Twin Cities campus resulted in the inclusion of 1,200 more names than in previous terms.

The Student Records Training Team (SRTT) supported the Web grading application through the Student Records help line and the SRTT e-mail account. For the five days before the Twin Cities grade submission deadline, they staffed the e-mail and phone until 7 p.m.

During extra hours, two to five calls were received per hour. The most frequently asked questions:

- A class had not been set up with instructor/proxy access for grading, or access was not set to "approved" in PeopleSoft.
- The correct section had not been set up for grading (lecture as opposed to discussion/lab) in PeopleSoft.
- Plus (+) and minus (-) were not appearing on grades through the upload process. This problem has since been corrected in the Web grading application.
- Problems using Mac computers and the Netscape browser. While a recent "Tools" upgrade in PeopleSoft should alleviate these problems, PCs and Internet Explorer are still the recommended computer and browser for Web grading.

• Specific due dates and times. Grades are due by midnight of the third business day after the last final exam.

• "Submitting" grades versus "saving" grades. While an incomplete

## Tuition and fees for 2003-04 to be set

As this issue of *The Record* goes to press, the University Board of Regents is set to vote June 27 on tuition and fees as part of the operating budget. Proposed rates represent a major increase in most units.

A major portion of the August issue will list tuition and major fees for all campuses.

In the meantime, check the Web for updates at [onestop.umn.edu/Finances/tuition\\_and\\_fees.html](http://onestop.umn.edu/Finances/tuition_and_fees.html).

grade roster can be *saved*, only a completed grade roster can be *submitted* for posting. Also, there was some confusion as to whether a grade of Incomplete could be entered: Yes, it can.

• The grade roster was not available, even though the instructor/proxy was correctly set up in PeopleSoft.

Some frustration was expressed about the new system, but most users were complimentary, citing ease of use, clarity of the training materials provided on the Web and on paper, and response time. With nearly 180,000 grades submitted by the deadlines, most users were able to enter grades without problems, requiring no calls or e-mail requests for support.

*Statistics for this article were compiled from the Grade Reports section of UM Reports, where data is available by campus, college, department, and class. On the Web see <[www.umreports.umn.edu](http://www.umreports.umn.edu)>.*

\*Data not available for Crookston.

## 2003-2005 catalogs in print and online

The new *Graduate School Catalog* will be available in print and online on Monday, July 7. The *Duluth Catalog* will be available on July 16.

Current and archived catalogs are available as PDFs on the University Catalog Web site at <[www.catalogs.umn.edu/download/index.html](http://www.catalogs.umn.edu/download/index.html)>. Twin Cities on-campus requests for the *Graduate School Catalog* can be made to Barb Carlson, University Relations, at 626-1785. A limited number of coordinate campus catalogs are also available.

Catalogs for all campuses can be found online at <[www.catalogs.umn.edu](http://www.catalogs.umn.edu)>.

## Take care to destroy records properly!

Appropriate destruction of student records is as important as appropriate maintenance of those records because they contain private data.

Student information can be destroyed properly by either shredding it or placing it in confidential recycling. It should never be placed in public trash bins, dumpsters, or recycling bins. Confidential recycling can be arranged by contacting Dana Donatucci at 612-624-8507.

Before you destroy student records, please consult the Records Retention Schedule at <[recmgmt.finop.umn.edu/retention.htm](http://recmgmt.finop.umn.edu/retention.htm)> to ensure that they have been maintained for the specified length.

If you have questions, please contact Tina Falkner at rovic001@umn.edu or 612-625-1064.

## New international students: document check is critical

Due to new federal regulations, new international students can arrive in the United States no more than 30 days before the start of their academic program, compared with 60 days previously.

In addition, consequences for failure to have their documents checked by university officials are great, so the University of Minnesota's International Student Orientation Program (ISOP) is mandatory and extremely important to attend. Colleges are asked to make every effort to accommodate ISOP dates. See the 2003 dates at <[www.iss.umn.edu/new/isop/newly/doccheck.html](http://www.iss.umn.edu/new/isop/newly/doccheck.html)>.

### Final push to meet SEVIS deadline

Due to complications with the new Student and Exchange Visitor Informa-

tion System (SEVIS) system, departments have been asked to allow as much time as possible for staff in International Student and Scholar Services (ISSS) to process visa documents. ISSS is closed to the public on Tuesdays to process more than 4,000 SEVIS documents before the August 1 deadline.

## State financial aid is up; restrictions added

The 2003 Minnesota legislature increased funding for state financial aid, including state grants, the state work-study program, and the Post-Secondary Child Care Grant Program.

This is good news for students that depend on state funding. But new restrictions on state grants were also enacted, including an application deadline.

Students eligible for Minnesota state grant funding should be alerted of recent changes that will result in less generous awards beginning this fall semester. The Office of Student Finance reports that some of the changes rescind provisions enacted earlier to extend or expand grant eligibility.

- A student's Free Application for Federal Student Aid (FAFSA) must be received by the federal processor by the fourteenth day of a term in order for the student to receive state grant funding for that term.

- Students may now receive state funding for up to the equivalent of only four full-time years of postsecondary education, rather than five years.

- Actual tuition and fee costs will no longer be used to factor a student's individual state grant award amount. Instead, schools will revert to an earlier formula, which used a uniform tuition and fee amount for all students.

More information on these and other Minnesota State Grant Program changes contained within the 2003-04 higher education bill can be found on the Minnesota Higher Education Services Web site at <[www.mheso.state.mn.us](http://www.mheso.state.mn.us)>.

### Datebook: Summer term 2003

#### July

- 4 Independence Day—classes excused and University offices closed
- 11 Spring semester degrees posted to PeopleSoft  
May session graduation clearance documents due from the colleges
- 28 May session degrees posted to PeopleSoft

#### August

- 8 Summer term ends
- 13 Grades due for summer term courses
- 22 Graduate School orientation

#### September

- 1 Labor Day—University offices closed
- 2 Fall semester begins; convocation for new freshmen

## One Stop Student Services: a year in review

*"Staff was clear, concise, helpful, and provided suggestions to assist me in the future. This experience encourages my future enrollment in classes. Not like I remember the University."*

*"Staff was helpful and pleasant. I realize this is part of your job, but you made me feel like I was not just another number at this school. Thanks for the wonderful experience."*

*"Your staff [members] deserve three times what Governor Ventura makes in a year."*

*"You could give some stores a few lessons on service."*

*"You say no in such a nice, informative way."*

These are some of the great things customers have written on comment cards in the student services centers this year.

One Stop Student Services celebrated its first anniversary on March 18—one year since 200 Fraser Hall opened its doors under that name with the mission of providing quality, professional service for enrollment, financial aid, billing, and payment, with "seamless service for students" in person, over the phone, and by e-mail. It represented the culmination of work toward the One Stop concept that began in 1995.

One Stop counselors now answer 350-500 calls each day, totaling about 10,000 calls per month. They answer an average of more than 100 e-mail messages a day. They also serve walk-in customers on East Bank, West Bank, and the St. Paul campus—200 a day on East Bank alone, not including those requesting express service.

Statistics and customer feedback keep a finger on the pulse of fluctuating student needs in order to constantly analyze and improve service.

Improvements in the first year include reduced wait times, a submenu added to phone service, revised forms, better signs, redesigned procedures, and a new brochure. For example, the average wait time for phone callers on hold went down from over 8 minutes in January to 2 minutes and 40 seconds in April.

While the learning curve for staff is not as steep for One Stop counselors as a year ago, ongoing training is integral to ensuring the best possible service. Outreach activities are also expanding. Since February 2002, staff members have made 125 presentations to reach over 5,000 people through such events as financial aid night, parent/student orientation, campus preview weekends, and prospective student meetings. The One Stop model has also drawn visitors from colleges and universities around the world.

Changes on the horizon include adding a One Stop counselor to the West Bank location, further reduction in wait times, fully implementing the e-bill/e-pay option, Financial Aid Steps for students, the ability to set up direct deposit online, and outsourcing degree verifications.

All of this would not be possible without the hard work and expertise of an excellent team of 26 One Stop counselors. Based on student feedback, they are definitely on the right track.

## Learning Abroad Center merges ISTC and Global Campus

The University's Global Campus and International Service and Travel Center (ISTC) merged on July 1 to become the Learning Abroad Center.

The Learning Abroad Center is the University's office for international study, work, intern, volunteer, and travel opportunities.

The main office is located in 230 Heller Hall, the location of the former Global Campus. Some travel-related services are provided in 94 Blegen Hall, the location of the former ISTC.

The merge comes at a good time to support the University's study abroad curriculum integration initiative. This initiative provides a collaborative model for academic units and the Learning Abroad Center to work together to recommend appropriate learning abroad experiences, so undergraduates can add study or an internship abroad to their education while staying on track for graduation.

The Learning Abroad Center will also enhance services to graduate and professional school students.

The number and type of international learning opportunities is expanding to keep pace with growth in interest. The Learning Abroad Center will offer

- over 300 study abroad programs
- advising and information on work, intern, and volunteer programs
- travel resources
- Eurail passes and passport photos

For more information, see <[www.UMabroad.umn.edu](http://www.UMabroad.umn.edu)>, e-mail [UMabroad@umn.edu](mailto:UMabroad@umn.edu), or call 612-626-9000 or 800-700-UOFM (8636).

## RAC, PRAC, AAN & CSAA meeting August 4

The Office of Enrolled Student Services will host a meeting for the Registrar's Advisory Committee (RAC), the Professional and Graduate School Registrar's Advisory Committee (PRAC), the Academic Advising Network (AAN), the

Collegiate Student Affairs Administrators (CSAA), and other interested department staff, from 9 a.m. to noon on Monday, August 4, in 150 Tate Lab of Physics. For more information, contact Tina Falkner at 612-625-1064 or [rovic001@umn.edu](mailto:rovic001@umn.edu).

## The Record says goodbye to 110 Williamson

*The Record* moved to 3 Morrill Hall on June 17, along with the staff in Communication Services, University Relations.

Individual telephone numbers remain the same. The fax number changed to 612-624-6369.

*The Record* moved to Williamson Hall from Morrill Hall when Williamson opened in 1977. It was first published from Coffey Hall in 1971.

Thanks to all the great staff members in Williamson Hall for their past and continuing support for *The Record*.

—Ed.

## Campus-based loan servicing goes to ECSI

The University's system for student loan billing will soon be done through a contract with Educational Computer Systems, Inc. (ECSI). The change is being made because mainframe software used internally by Student Financial Collections (SFC) is being phased out.

Students on the Crookston, Morris, and Twin Cities campuses work with SFC for servicing of all their campus-based loans—Federal Perkins, Health Professional, Nursing, and University Trust loans. For most borrowers, the change will be nearly invisible.

Since 1996, SFC has used a software package called LMS, which resides on the mainframe computer, to handle loan servicing functions. With the implementation of PeopleSoft, the need for the mainframe has been shrinking rapidly, and LMS needed to be replaced.

SFC investigated various options and issued a request for proposals before choosing the loan servicer ECSI. ECSI will maintain the University's loan collection data, issue bills, report monthly to credit bureaus and the National Student Loan Data System, and meet other daily, monthly, and

annual reporting requirements. It will also provide SFC with tools to handle campus-based loans.

Historical loan data is now being converted from LMS to ECSI's system, "SAL," with a target completion date of August 15.

## OSF's Kennedy departs

James Kennedy, student finance senior associate director, has accepted a position as director of student financial services at his alma mater, North Dakota State University (NDSU) in Fargo. His last day at the University of Minnesota was June 27.

Kennedy came to the University in 2001 and was responsible for loans, scholarships, and third-party billing. He was instrumental in implementation of the e-signature process for federal and campus-based loans.

"We will miss Jim a great deal," said Kris Wright, interim director of the Office of Student Finance. "He provided strong leadership and enthusiasm for improving service to students and supporting his staff. We wish him well with NDSU's upcoming PeopleSoft conversion and hope to see him often at financial aid functions."

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Gayla Marty, editor  
Communication Services  
Office of University Relations  
3 Morrill Hall  
100 Church Street S.E.  
Minneapolis, MN 55455  
Phone: 612-625-0552  
E-mail: [marty001@umn.edu](mailto:marty001@umn.edu)

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# The Record

News about admissions, records, and student systems

August 2003, Vol. 27, No. 8

## E-billing and payment are now in service

More than 600 student payments, ranging from \$3 to \$8,500 and totalling over \$600,000, were made in the first 12 days that the University's new electronic billing and payment system was available. The first payment was made on June 27, only 18 minutes after the site went live, when a student paid her tuition and fees online.

UM Pay allows a student the option of paying bills with an electronic withdrawal from a personal checking or savings account or authorizing another party, such as a parent, to make payments on the student's behalf.

Printed billing statements will continue to be sent by U.S. mail through the first bill of fall semester 2003. Students will be expected to use UM Pay exclusively beginning with the second fall 2003 bill.

UM Pay went live on the Crookston, Duluth, Morris, and Rochester campuses in July, with a similar transition schedule.

UM Pay is the latest implementation in a paperless initiative by the Office of Enrolled Student Services (OESS) that extends online student services.

The project's successful implementation came from the coordinated efforts of staff from the Office of Student Finance, One Stop Student Services, Bursar, Asset Management, Web Development, and the Office of Information Technology on the Twin Cities campus, and the Duluth, Morris, and Crookston campuses.

Electronic billings and payments were described in the April issue of

*The Record*. For more information, contact Julie Selander, OESS, 612-625-6579 or goode021@umn.edu.

## Students will track their financial aid application status

A new One Stop online self-service option coming late this fall will allow students to track their individual financial aid record, from application through disbursement. It will also provide a context that clarifies the application review and awarding process, according to Mary Koskan, director of One Stop Student Services.

Look for more information in the September issue of *The Record*, or contact Mary Koskan, Office of Enrolled Student Services, at 612-625-0160 or m-kosk@sossgw.umn.edu.

## West Bank Student Services Center news

West Bank Student Services Center staff Robbie Levine and Pam Dutchin will join the Office of the Registrar Records Team in 130 Coffey Hall, St. Paul, August 1.

All records work for the Student Services Centers will now be done in St. Paul, including work for the West Bank units. Departments are welcome to continue bringing grade reports, IUTs, and other records work to 130 West Bank Skyway; if received by

## Tuition and fees set for 2003-2004

The University Board of Regents approved tuition and fees for the coming academic year on June 26.

Rates went up significantly. Increases in tuition and the University fee make up about 36 percent of the solution to a difficult budget challenge. Resident undergraduates face the following rate hikes:

Crookston: 14 percent, or \$671, bringing average annual tuition to \$5,471

Duluth: 12.9 percent, or \$761, bringing average annual tuition to \$6,645

Morris: 12.4 percent, or \$826, bringing average annual tuition to \$7,507

Twin Cities: 14.7 percent, or \$842, bringing average annual tuition to \$6,562

The University plans to invest an additional \$2.5 million in financial aid to help offset the increase, in combination with increases in state and federal financial aid programs and new education tax credits.

University of Minnesota costs are expected to remain near the middle among Big Ten schools. Penn State, Michigan, Michigan State, and Illinois are higher; Purdue, Indiana, Ohio State, Wisconsin, and Iowa are lower.

Tuition and major fees are on pages 2-3.

—Statistics from a June 26 news release, University News Service, [www.unews.umn.edu](http://www.unews.umn.edu)

1 p.m., it will be sent to St. Paul by courier, arriving the next day. Departments may also mail grade reports to 150 Williamson for processing.

**West Bank news, continued on page 4**

# Twin Cities campus tuition rates, 2003–2004

<b>Undergraduates*</b>		
<b>Undergraduate rates</b>	<b>Resident</b>	<b>Nonresident</b>
Per credit	\$229.31	\$676.62
13-credit band (for 13 or more credits)	2,981.00	8,796.00
Undergraduate rates do not vary by college of enrollment and are the same for both upper and lower division students. New undergraduates pay a flat tuition rate based on a minimum 13-credit load. Credits above 13 are free. Credits 1–12 will be assessed at the per-credit rate only for those new students who are approved for a reduced credit load, and for continuing students who began before fall 2002.		
<b>Graduate School*</b>		
<b>Part-time</b>	<b>Resident</b>	<b>Nonresident</b>
Per credit	\$613.56	\$1,205.14
<b>Full-time</b>		
6–14 credits	\$3,681.36	\$7,230.84
Each credit over 14	613.56	1,205.14
<b>College of Architecture and Landscape Architecture</b>		
Per credit	\$495.85	\$886.97
12–17 credits, new students	5,950.20	10,643.64
12–17 credits, continuing students	4,958.50	8,869.70
Each credit over 17	495.85	886.97
<b>College of Biological Sciences professional master's</b>		
Per credit	\$922.02	\$922.02
<b>College of Liberal Arts master's of geographical information systems</b>		
Part-time, per credit	\$641.50	\$1,260.00
Full-time, 6–14 credits	3,849.00	7,560.00
Full-time, each credit over 14	641.50	1,260.00
<b>Humphrey Institute master's</b>		
Per credit	\$707.15	\$1,238.90
6–15 credits	4,242.90	7,433.40
Each credit over 15	707.15	1,238.90
Executive M.P.A. rates, per credit	642.73	1,124.86
<b>Housing studies certificate, per term</b>		
	\$484.26	\$484.26
<b>Infrastructure systems engineering master's, per term</b>		
First-year students	\$5,250.00	\$5,250.00
Second-year students	4,950.00	4,950.00
Third-year students	4,250.00	4,250.00
<b>Management of technology (M.O.T.) master's rates, per term</b>		
First-year students	\$10,750.00	\$10,750.00
Second-year students	9,800.00	9,800.00
<b>Software engineering master's rates, per term</b>		
First-year students	\$5,790.00	\$5,790.00
Second-year students	5,500.00	5,500.00
<b>Professional schools*</b>		
<b>Departmental master's for the College of Agricultural, Food &amp; Environmental Sciences and College of Education and Human Development; post-baccalaureate certificates</b>		
	<b>Resident</b>	<b>Nonresident</b>
Per credit	\$293.52	\$575.27
12–18 credit plateau	3,522.24	6,903.24

<b>School of Dentistry</b>	<b>Resident</b>	<b>Nonresident</b>
Per term (12 or more credits)	\$7,636.86	\$12,867.18
Summer term	4,083.20	6,880.19
<b>Law School</b>		
Per credit	\$592.95	\$1,008.19
Term (12 or more credits)	7,115.40	12,098.28
<i>LL.M. (master's)</i>		
Per credit	\$1,012.26	\$1,012.26
Term (12 or more credits)	12,147.12	12,147.12
<b>Carlson School of Management</b>		
<i>Healthcare administration master's day program and 99PRD</i>		
Per credit	\$461.00	\$821.00
12–19 credit plateau	5,532.00	9,852.00
<i>Healthcare administration master's evening program</i>		
Per credit (1–11 credits)	\$750.00	\$750.00
Per credit (12 or more credits)	750.00	1,090.00
<i>Human resources and industrial relations master's day program</i>		
Per credit	\$606.00	\$887.00
10–19 credit plateau	4,600.00	8,390.00
<i>Human resources and industrial relations master's evening program</i>		
Per credit	\$606.00	\$887.00
<i>M.B.A. day program, entering students (guaranteed two-year rates)</i>		
Per credit	\$745.00	\$1,060.00
12–19 credit plateau	8,925.00	12,700.00
<i>M.B.A. day program, continuing students</i>		
Per credit	\$687.50	\$979.17
12–19 credit plateau	8,250.00	11,750.00
<i>M.B.A. evening program</i>		
Per credit (1–11 credits)	\$750.00	\$750.00
Per credit (12 or more credits)	750.00	1,090.00
<i>M.B.T. program</i>		
Per credit (1–11 credits)	\$750.00	\$750.00
Per credit (12 or more credits)	750.00	1,090.00
<i>Executive M.B.A. program</i>		
Entering students (guaranteed two-year rates)	\$16,250.00	\$16,250.00
Continuing students	15,000.00	15,000.00
<b>Medical School, per term</b>		
First- and second-year students	\$8,357.80	\$15,527.05
Third- and fourth-year students	5,970.80	11,092.50
Medical & psychology fellow specialists residency program	440.45	440.45
Physical therapy (D.P.T.)	4,330.00	8,010.50

Twin Cities tuition, continued on page 3

### \* Student services fee and University fee —

All Twin Cities campus students registered for 6 or more credits must pay a \$277.12 per-semester student services fee in addition to tuition. A University fee to support infrastructure and administrative support will be \$300 per semester for students on all campuses registered for 10 credits or more, and \$30 per credit for students taking 1–9 credits. A complete schedule of fees for courses, technology, colleges, and other purposes will be posted on the Web at <[onestop.umn.edu/Finances/tuition\\_and\\_fees.html](http://onestop.umn.edu/Finances/tuition_and_fees.html)>.

## Coordinate campus tuition rates, 2003–2004

<b>Crookston*</b>	Resident	Nonresident
Undergraduates, per credit	\$162.38	\$162.38
Distance education, per credit	178.61	178.61
Student services fee: \$154.35		
See also the Crookston campus business office Web site at < <a href="http://www.crk.umn.edu/people/services/businessaffairs/studentfees.htm">www.crk.umn.edu/people/services/businessaffairs/studentfees.htm</a> >.		
<b>Duluth*</b>		
All undergraduates, per credit	\$201.51	\$571.67
Departmental master's and post-baccalaureate certificates, per credit	292.11	584.23
M.B.A., per credit	584.23	584.23
<i>Rates for the Graduate School general programs, Medical School, and School of Pharmacy are the same as on the Twin Cities campus (see page 2).</i>		
Student services fee: \$202.32		
See also the Duluth campus registrar's Web site at < <a href="http://www.d.umn.edu/registrar/tuition_and_fees.html">www.d.umn.edu/registrar/tuition_and_fees.html</a> >.		
<b>Morris*</b>		
All undergraduates, per credit	\$230.25	\$230.25
Tuition band, 15–20 credits, per semester	3,453.75	3,453.75
Fees will be described on the Web at < <a href="http://www.mrs.umn.edu/services/business/tuition.html">www.mrs.umn.edu/services/business/tuition.html</a> >.		
<b>Rochester*</b>		
M.B.A., per credit	\$676.56	\$676.56
See also the Rochester tuition and fees Web page at < <a href="http://www.r.umn.edu/tuitions_fees.html">www.r.umn.edu/tuitions_fees.html</a> >.		
* <b>Student services fee and University fee</b> — Student services fee varies by campus as indicated above. The University fee to support infrastructure and provide administrative support is <b>\$300.00</b> per semester for students on all campuses registered for 10 credits or more, and <b>\$30.00</b> per credit for students taking 1–9 credits.		

## Twin Cities tuition, continued from page 2

<b>College of Pharmacy</b>	Resident	Nonresident
Per credit	\$510.35	\$941.73
Term (12 or more credits)	6,124.20	11,300.76
Pharm DP-4	439.85	439.85
<b>School of Public Health</b>		
Per credit	\$388.30	\$763.71
<b>College of Veterinary Medicine</b>		
Per credit	\$614.86	\$1,229.72
Term (12 or more credits)	7,378.32	14,756.64
Veterinary fellow specialists, per term	503.52	503.52

SOURCE OF TUITION AND FEES FIGURES: Office of the Registrar  
FOR MORE INFORMATION: Judith Shalaby, 612-624-8792 or j-shal@umn.edu

## Reciprocity rates

Tuition reciprocity participants from North Dakota, South Dakota, and Manitoba will pay Minnesota resident tuition and fee rates on all U of M campuses.

Students from the "MSEP" states of Kansas, Michigan, Missouri, and Nebraska will pay 150 percent of the Minnesota resident tuition rate for the campus or program attended, plus any institutional fees.

Undergraduates from Wisconsin will pay campus-specific rates. Graduate and professional students will pay Minnesota rates unless they started their programs prior to specified dates.

See specific information on the Web at <[onestop.umn.edu/Finances/tuitionrates/2003-04/reciprocity0304.html](http://onestop.umn.edu/Finances/tuitionrates/2003-04/reciprocity0304.html)>.

## Reminder: Graduate School students must register fall and spring

All Graduate School students must register both fall and spring terms to remain in active status.

Students who need to register only to maintain active status may register for Grad 999, which is a no-fee, no-credit option. Online registration for Grad 999 is accepted, and no special permission numbers or overrides are required. All University registration deadlines and late fees apply.

Students should not register for Grad 999 if their registration is required to hold an assistantship, defer loans, receive financial aid, or anything other than the Graduate School's active status requirement. All students should check with their grad program offices to determine whether any program-specific restrictions apply. International students must confer with staff at International Student and Scholar Services about eligibility for Grad 999.

See more information on the Web at <[www.grad.umn.edu/Current\\_Students/registration/active\\_status.html](http://www.grad.umn.edu/Current_Students/registration/active_status.html)> or <[www.grad.umn.edu/Current\\_Students/registration/grad\\_999.html](http://www.grad.umn.edu/Current_Students/registration/grad_999.html)>.

## Grades for summer due August 13

Grades for all summer session courses, except for Independent and Distance Learning and Directed Studies, must be submitted on the Web by August 13.

For assistance using the Web grading system, visit <onestop.umn.edu/registrar/Grades/gradereporting> or contact the Student Records Tech Team at techteam@sossgw.stu.umn.edu.

## New refund schedule takes effect for fall

The new refund schedule for regular-term courses beginning this fall is

- 100% refund during the first week
- 75% refund during the second week
- 50% refund during the third week
- 25% refund during the fourth week

For seven-week courses, it is

- 100% refund during the first week
- 50% refund during the second week

The refund schedule printed in the fall 2003 *Class Schedule* is incorrect.

For more information, contact Tina Falkner at 612-625-1064 or rovic001@umn.edu.

## Datebook: Summer term and fall semester 2003

### August

- 8 End of summer session classes and finals
- 13 Grades due for summer term courses; submit on the Web
- 22 End of summer term  
Graduate School orientation

### September

- 1 Labor Day—University offices closed  
Last day to enroll for fall without incurring late enrollment fees
- 2 First day of fall semester; convocation for new freshmen
- 15 Last day for undergrads and students in professional degree programs to apply for fall semester graduation
- 24-25 National College Fair, Minneapolis Convention Center

### October

- 1 Last day for Graduate School students to apply for participation in fall commencement ceremony
- 15 Graduate School application deadline for spring semester 2004
- 27 Grades due for first 7-week courses; submit on the Web

### November

- 9 Queued registration begins for spring semester 2004
- 27-28 Thanksgiving holiday—Classes excused and University offices closed

### December

- 12 Last day of fall semester instruction
- 13-14 Study days
- 15-20 Final examinations
- 24 Full term and second 7-week course final grades due; submit on the Web
- 25-26 Holiday—University offices closed

## West Bank news, from page 1

The Student Services Center in 130 West Bank Skyway will still accept rush requests, and it remains a One Stop

center for student services.

If you have questions or concerns, please contact Sandy Britsch, 130 West Bank Skyway, at 612-626-9115.

## The Record

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. Subscribe to the e-mail edition at <onestop.umn.edu/Events/newsletters.html>.

Please direct address changes to Barb Carlson, 612-626-1785, or b-carll@umn.edu.

Gayla Marty, editor  
Communication Services  
Office of University Relations  
3 Morrill Hall  
100 Church Street S.E.  
Minneapolis, MN 55455  
Phone: 612-625-0552  
E-mail: marty001@umn.edu

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# The Record

News about admissions, records, and student systems

September 2003, Vol. 27, No. 9

## Students soon can track their financial aid application status

A new One Stop online student self-service option will allow students to track their individual financial aid record from application through disbursement. It will also provide a context that clarifies the application review and awarding process, according to Mary Koskan, director of One Stop Student Services.

By late fall, students are expected to be able to track their student account records by going to the Student Finances Web site, <onestop.umn.edu/Finances>, and selecting "Check my financial aid status." They will see a list of steps and be prompted to complete those that require action.

1. Complete a Free Application for Federal Student Aid (FAFSA)
2. Submit additional documentation
3. Awarding
4. Respond to Financial Aid Award Notice (eFAAN)
5. Complete promissory note(s).

When the steps are complete, the student will receive disbursement information and can verify the payment of financial aid into his or her student account.

This self-service option builds upon the existing financial aid options, "View my financial aid" and "Respond to my financial aid award notice (eFAAN)." It is being developed jointly by the Web Development Team, One Stop Student Services, and the Office of Student Finance.

For more information, contact Mary Koskan, Office of Enrolled Student Services, at 612-625-0160 or m-kosk@umn.edu.

## New restrictions for state financial aid

The 2003 Minnesota legislature increased funding for state financial aid (*The Record*, July). But new restrictions on state grants were also enacted, including an application deadline.

- A student's Free Application for Federal Student Aid (FAFSA) must be received by the federal processor by the fourteenth day of a term in order for the student to receive state grant funding for that term.
- Students may now receive state funding for up to the equivalent of only four full-time years of postsecondary education, rather than five years.
- Actual tuition and fee costs will no longer be used to factor a student's individual state grant award amount. Instead, schools will revert to an earlier formula, which used a uniform tuition and fee amount for all students.

For more information on these and other Minnesota State Grant Program changes, visit the Minnesota Higher Education Services Web site at <www.mheso.state.mn.us>.

## Wait list now available for students who want work-study

Federal and state work-study programs are fully funded for academic year 2003-04, and the Office of Student Finance (OSF) has awarded work-study to more than 6,000 students.

Because requests for work-study on the Free Application for Federal Student Aid (FAFSA) exceeded OSF's supply of funds, many students did not get the work-study they desired.

Students not awarded work-study for 2003-04 may e-mail a request to [helpingu@umn.edu](mailto:helpingu@umn.edu) to be placed on a work-study wait list. Those who earned work-study last year but were not awarded work-study this year will be given priority.

OSF is now tracking student acceptance and non-acceptance of work-study awards. As students decline work-study awards, recovered funds are awarded to students from the wait list. Some awarding from the wait list was expected in late August. Staff will continue to monitor awards and earning levels throughout fall semester. More awards are expected to be made in late October as funds become available from students who accepted awards but failed to get work-study jobs.

If you have questions about awarding of work-study funds, call Deb Pusari at OSF, 612-624-3865.

## SEVIS requires more care in advising international students

The Student and Exchange Visitor Information System (SEVIS), mandated by the federal government, is designed to provide information on international students and scholars on F and J visas. The system has made international student advising more important than ever.

Kay Thomas, director of International Student and Scholar Services (ISSS), highlighted five points for advisers and student services staff to know.

- With SEVIS in place, it is extremely difficult to get a student reinstated to legal status while remaining in the United States. If a student loses legal status, he or she becomes unemployable, detainable, deportable, and possibly excludable.

- Advisers should consult with an ISSS adviser about students having academic difficulty so that ISSS can work with the student to improve performance *before* he or she is suspended and loses legal status.

- All students must register for a full course of study each semester during the academic year. Those who need or want an exception must submit an Exception From a Full Course of Study form to ISSS. On the Web, go to <[www.iss.umn.edu](http://www.iss.umn.edu)>; on the menu bar at the top, click on "Students," then select "Student on F-1 Visa" for additional information.

- Students enrolled in distance learning courses must complete them in the semester of enrollment.

- Students intending to travel should check with ISSS first.

If you need more information or have questions, contact ISSS at 612-626-7100.



## Datebook: Fall semester 2003

### September

- 15 Last day for undergrads and students in professional degree programs to apply for fall semester graduation
- 20 Campus Preview Day for prospective freshmen, Office of Admissions
- 24-25 National College Fair, Minneapolis Convention Center

### October

- 1 Last day for Graduate School students to apply for participation in fall commencement ceremony
- 4, 11 Campus Preview Days for prospective freshmen, Office of Admissions
- 15 Graduate School application deadline for spring semester 2004
- 27 Grades due for first 7-week courses; submit on the Web

### November

- 10 Queued registration begins for spring semester 2004\*
- 27-28 Thanksgiving holiday—classes excused and University offices closed

### December

- 12 Last day of fall semester instruction
- 13-14 Study days
- 15-20 Final examinations
- 24 Full term and second 7-week course final grades due; submit on the Web
- 25-26 Holiday—University offices closed

### January

- 1-2 Holiday—University offices closed

*\*Note correction from the incorrect date posted last month.*

## Social Security numbers no longer appear on transcripts

To help guard personal security and privacy, unofficial and official transcripts of University of Minnesota campuses no longer display Social Security numbers. Effective July 23, staff lost the option to include Social Security numbers when printing transcripts.

Social Security numbers are also being removed from the University of Minnesota certification letter, but staff processing them will retain the option of including the Social Security number at the student's request.

Please direct questions about these changes to the Student Records Training Team at 612-625-2803.

### Web registration

## "Swap Courses" function update

The "Swap Courses" function in Web registration allows a student to drop and add a class in a single transaction. Students on the Twin Cities campus began using the Swap feature on May 12. Minor problems related to "course set-up" and error messages have been successfully resolved.

Duluth and Crookston planned to add the Swap Courses feature to Web registration on August 28. Morris will introduce it on October 20 for the start of spring enrollment.

## Direct deposit now available online for students and staff

Online direct deposit is the newest enhancement to Web services for students and staff, launched August 11. Direct deposit authorizations can now be added, changed, and deleted online for student account refunds and payroll checks.

In the past, students had to complete a paper Direct Deposit Authorization form to have refunds in their student accounts automatically deposited into a checking or savings account. Now they can save time and paper by making the authorization online, and they can change or delete it later, if they wish.

Direct deposit is a secure, easy way for students to get excess financial aid funds into their bank accounts. If they don't sign up for direct deposit, checks will be mailed, but that usually takes longer. Direct deposit also avoids problems, such as checks lost in the mail or stolen, and it saves the University the cost of issuing checks.

When funds are directly deposited, students are notified through their University e-mail account that funds were sent to their bank account. Students are cautioned, however, to make sure those funds are available at their bank before they start spending the money.

For more information about the new online direct deposit service, go to [www.umn.edu/ohr/hrss/DirectDeposit.htm](http://www.umn.edu/ohr/hrss/DirectDeposit.htm) or call Julie Selander at 612-625-6579.

## Web grading report

A total of 81.6 percent of May session and summer term grades systemwide were submitted by August 21—98.6 percent at Crookston, 88 percent at Duluth, 84.7 percent at Morris, and 80.1 percent on the Twin Cities campus.

Grades were expected to be posted somewhat later for summer term due to the varied length of summer courses. Nevertheless, grades submitted late in any term can have a significant, negative impact on students. Grades are due three business days after the end of the term.

### Twin Cities fall grades due December 24

Twin Cities campus departments should take note that grades for this fall semester will be due on December 24, since it is not designated as an official campus holiday this year.

If you have questions about Web grading, please contact Tina Falkner at [rovic001@umn.edu](mailto:rovic001@umn.edu).

## Overdue accounts lead to cancelled registrations

*Fifty-eight students' fall registrations were cancelled because they failed to pay their bills for past semesters. The Office of Student Finance (OSF) began enforcing rules about past-due accounts this summer.*

*Students who still owed for spring received an e-mail message confirming that their classes for fall would be cancelled on August 11 if they did not either pay their bill or make a satisfactory payment plan with the Accounts Receivable staff.*

*Students who owed for spring and summer received an e-mail notice that their fall classes might be cancelled if they did not pay their bill.*

*Advisers are urged to remind students that, even if they are able to register because of good timing between their queue date and their installment bill due date, their registration will be cancelled approximately ten days before classes start if they still owe for a previous semester.*

*OSF is developing a communications plan about this policy to share with the University community. In the meantime, if you have questions or concerns, please contact Kris Wright at 612-626-0302.*

## On-campus non-residents no longer get tuition break through distance education courses

Effective this fall, all on-campus, degree-seeking students are charged the same tuition for all courses they take, whether in a traditional classroom course or a distance education course.

Resident students or those with residency status because of reciprocity or a tuition waiver will pay resident- or reciprocity-rate tuition for all courses. Those who are classified as non-

residents will be charged non-resident tuition for all courses.

Students who are taking distance education courses who are truly off-campus—e.g., living in Iowa or California—will continue to be charged the resident tuition rate.

Please contact Peter Zetterberg at [j-zett@umn.edu](mailto:j-zett@umn.edu) if you have questions.

## Students alerted of policies and changes

In late May, an e-mail message highlighting several policy changes, enhancements, and updates for fall semester was sent to current students. The message can be viewed on the Web at [onestop.umn.edu/Finances/new.html](http://onestop.umn.edu/Finances/new.html).

## You're On Your Own is a good resource for staff, too

*You're On Your Own (but I'm here if you need me): Mentoring Your Child During the College Years* is a new book for parents by University of Minnesota Parent Program director Marj Savage.

It's also a good resource for staff and faculty, who will find savvy and well-written insight on factors that affect the students they serve, advise, and teach. The book includes a wealth of references to other resources, as well.

Savage acts as liaison between the University and parents of 28,000 undergraduates. She has heard just about every question imaginable, and offers firm and wise advice with her characteristic good humor.

*You're On Your Own* (New York: Simon & Schuster/Fireside, paperback, 260 pp., \$13) is available in bookstores, including University Bookstores at [www.bookstore.umn.edu](http://www.bookstore.umn.edu). See also the University of Minnesota Parent Web site at [www.parent.umn.edu](http://www.parent.umn.edu).

## Twin Cities campus hosted 2003 CIC summer program to recruit graduate students

Approximately 510 students of color and 125 faculty mentors and staff from all 15 campuses of the Committee on Institutional Cooperation (CIC) attended the 2003 Summer Research Opportunity Program (SROP) hosted by the University of Minnesota and the Graduate School in July.

The primary goal of the program is to encourage talented undergraduate students to pursue graduate study and academic careers.

Participants took laboratory tours, attended a graduate school information fair, and discussed participants' research projects in small-group sessions. They also heard presentations of research findings by graduate students and SROP alumni.

Principal speakers were Orlando Taylor, vice provost for research and dean of the Graduate School at Howard University; Richard Tapia, professor, Department of Computational and Applied Mathematics, associate director of graduate studies, and director of the

Center for Excellence and Equity in Education at Rice University; and Anthony René, assistant director in the National Institute of General Medical Sciences at the National Institutes of Health.

The faculty, staff, graduate students, facilities, and beautiful campus contributed to the positive image of graduate study and academic careers at the University of Minnesota, reported Patricia Jones Whyte, acting director of the Office of Graduate School Outreach.

### 2004 SROP will be at U of Iowa

Next year, the SROP will be held at the University of Iowa, July 9-11. The deadline to apply is February 13. More information about CIC and SROP is on the Web at [www.cic.uiuc.edu](http://www.cic.uiuc.edu).

See also [www.grad.umn.edu/outreach/research](http://www.grad.umn.edu/outreach/research) or contact Patricia Jones Whyte at 612-625-4069 or [whyte001@umn.edu](mailto:whyte001@umn.edu).

## The Record

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

Gayla Marty, editor  
Communication Services  
Office of University Relations  
3 Morrill Hall  
100 Church Street S.E.  
Minneapolis, MN 55455  
Phone: 612-625-0552  
E-mail: [marty001@umn.edu](mailto:marty001@umn.edu)

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# The Record

News about admissions, records, and student systems

October 2003, Vol. 27, No. 10

## Improved course search available on the Web for spring registration

An improved and expanded course search capability debuts this fall on the public One Stop Web site. The new design and features are the first phase of a project of the Office of Enrolled Student Services that will add value to student services and improve registration tools.

Users will notice that search response time is faster. They will also be able to see a real-time report of the number of course seats available, a printable registration worksheet, and course details from the *Class Schedule*.

New types of searches are available:

- by session
- Independent and Distance Learning (IDL) courses

- General Education requirements
- open classes only

Existing searches are improved:

- Liberal Education requirements
- courses scheduled after 4:30
- quick search by course number
- links to Web versions of the *Class Schedule*, section status, bookstore, and registration

Sarah Harper, a One Stop counselor testing the new functionality, said, "I definitely like the look of the Search Results page! Great information—no need to use the *Class Schedule*."

## Students who withdraw must repay aid

Departments and staff are asked to help make students aware that, if they withdraw from classes after their financial aid has been disbursed, they may owe money—in some cases, a significant amount of money.

When students withdraw from all or some of their classes, they are no longer considered students and are not eligible for the "unearned" portion of their financial aid. Most grants, scholarships, and loans are intended to cover a student's educational expenses for the entire term or year, and students may keep only the amount of money that they have "earned" during their days of attendance. Students will be billed for any "unearned" aid they

receive, regardless of whether they have spent it.

The amount students must repay is based on the day they withdraw from all classes.

For all federal Department of Education funds (i.e., SEOG, Pell Grants, Perkins Loans), repayment is required if they withdraw from all classes within the first 60 percent of a term. However, students who continue with even one course may be able to retain most of their funds.

For Minnesota programs (i.e., Minnesota State Grant), repayment is required if students withdraw or reduce

### Reminder:

## Midterm alerts due in October

Instructors of record for all 1xxx courses are reminded to send midterm alerts. Under University Senate policy, they should be prepared to provide a midterm alert for any student who, on the basis of performance in the course through the sixth week of the semester, appears to be in danger of receiving a grade of D, F, or N.

In early September, vice provost for undergraduate education Craig Swan sent an e-mail message to remind instructors about midterm alerts.

Access to the electronic midterm alert system is available from the Monday of the fourth week through the Monday of the eighth week of the semester. During this time, instructors of record—or their official proxies, who have been authorized through PeopleSoft—can log into the midterm alerts system at <http://onestop.umn.edu/registrar/midterm-alerts/> and click on the "Send Midterm Alerts" link.

For more information about midterm alerts, go to the Web site above. If you have questions, contact Tina Falkner at rovic001@umn.edu.

**Repayment of aid, continued on page 2**

## Overdue accounts will lead to canceled spring registrations

Students who still owe money for summer 2003 courses at the end of fall semester will have their spring registrations canceled. They will need to pay the outstanding balance in full or set up a payment plan with Accounts Receivable to avoid cancellation.

Advisers are urged to remind students that, even if they are able to register for spring semester 2004 because of good timing between their queue date and their installment bill due date, their registration will be canceled approximately ten days before the start of classes if they still owe for a previous semester.

If you have questions, please contact Kris Wright at the Office of Student Finance. 612-626-0302.



### Datebook: Fall semester 2003

#### October

- 1 Last day for Graduate School students to apply for participation in fall commencement ceremony
- 4, 11 Campus Preview Days for prospective freshmen, Office of Admissions
- 15 Graduate School application deadline for spring semester 2004
- 27 Grades due for first 7-week courses; submit on the Web

#### November

- 10 Queued registration begins for spring semester 2004
- 27-28 Thanksgiving holiday—classes excused and University offices closed

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- 13-14 Study days
- 15-20 Final examinations
- 24 Full-term and second 7-week course final grades due; submit on the Web
- 25-26 Holidays—University offices closed

#### January

- 1-2 Holidays—University offices closed

## Repayment of aid,

*continued from page 1*

their enrollment at any point during the term.

For University of Minnesota funds, repayment is required if they withdraw from all classes before the end of the add/drop period. At that point, the student must repay 100 percent of University-funded aid (i.e., Direct Loans).

Students should contact a One Stop Student Services Center counselor to discuss their circumstances before deciding to completely withdraw from class. They may e-mail the One Stop Center at [helpingu@umn.edu](mailto:helpingu@umn.edu). Counseling is also available: by phone from 8 a.m. to 4 p.m., Monday through Friday, at 612-624-1111 or 612-626-0701 (TTY for hearing impaired students only), or on a walk-in basis at 200 Fraser Hall, 130 Coffey Hall, or 130 West Bank Skyway.

## Degree GPAs will appear on transcripts

Beginning in October, transcripts of undergraduates who receive degrees will show the degree grade point average (GPA) along with the degree award. Degree GPAs will be posted for all students with degrees awarded since fall 1999.

Degree GPAs on transcripts will be static and based on students' cumulative GPA at the time of the degree posting. Future coursework at the undergraduate level (non-degree, second major or minor, certificate, etc.) or any grade changes made to their degree coursework will continue to be reflected in the overall cumulative GPA, but the degree GPA will not change. The only exception will be if an administrative error was made at the time of posting.

Within a year of graduation, students may petition their college to complete work in a course for which they received an Incomplete ("I") in order to

receive a grade. The change in that grade will be reflected in the cumulative GPA but not the degree GPA. An "I" that is unchanged one year after graduation will remain permanently.

If a student returns to the University to work on a second undergraduate degree, a new degree GPA will be posted using the cumulative GPA for that degree.

For more information, contact Vickie Roberts at [v-robel@umn.edu](mailto:v-robel@umn.edu).

## Office of Classroom Management updates

### Bell, Anderson, and Rapson lecture halls get upgrades

Significant upgrades have been made in the Bell Museum auditorium and lecture rooms in Anderson and Rapson Halls.

Changes in the Bell auditorium increase its value as a general-purpose classroom. All 370 seats were improved and fitted with folding tablet arms for note-taking. New lights increase visibility, and a full Tech Upgrade package was installed to bring the room up to the U's projection-capable classroom standard. Several cosmetic improvements were also completed. Work at the Bell was made possible by a leveraged partnership among the Office of Classroom Management (OCM), the College of Liberal Arts (CLA), and the Bell Museum of Natural History. The improved Bell makes a much-needed addition to the inventory of large lecture halls on the east bank.

The under-used 250 Anderson Hall computer lab was converted to a general-purpose classroom. Fixed seating with folding tablet arms and a full Tech Upgrade installation brought it in line with other projection-capable lecture halls in Anderson Hall. This was accomplished through a leveraged partnership between OCM and CLA.

Ralph Rapson Hall auditorium was upgraded with new wood seating (equipped with folding tablet arms) that complements the room's unique materials and architectural style.

### Major renovation for Blegen classrooms

A major renovation of 25 central classrooms on the first two floors of Blegen Hall has been completed.

All received the Tech Upgrade installation and were brought up to the U's projection-capable classroom standard. This includes a fixed video/data projector, user-friendly interface and control systems, laptop capability, various input devices, accessibility improvements, flexible modular design, lectern, sound systems in larger rooms, and Internet connectivity at the instructor station. All projection-capable classrooms have wireless Internet access under the same 802.11b standard that applies across the campus.

In addition, the Blegen classrooms received modifications to enhance acoustics and reduce ambient noise. New whiteboards increase visibility and reduce chalk dust, the ventilation system was upgraded, new lights improve the learning environment and energy efficiency, and wider doors with proper hardware make the rooms accessible and compliant with the Americans With Disabilities Act.

### From chalkboards to whiteboards

Writing surfaces in a number of central classrooms are being converted from chalkboards to whiteboards. People often ask why.

Technology is a major reason. The Office of Classroom Management (OCM) continues Tech Upgrades to bring general-purpose classrooms up to the projection-capable classroom standard. Chalk dust is destructive to electronics, computers, and projection equipment. It infiltrates equipment, clogs filters, coats lenses, increases heat, destroys circuit boards, interferes with operation of mechanical parts, and generally causes sharp reductions in the service life and performance of equipment and systems.

Other reasons include the custodial work created by chalk dust, as well as general air quality.

The current generation of whiteboards is far superior to previous surfaces. OCM works with the Building Services custodial force to ensure that markers are re-supplied to central classrooms with each night's cleaning. ***It is important to note that only the supplied and approved markers should be used.***

Whiteboard cleaning has also improved. OCM partners with Building Services to provide training for Facilities Management custodians on the most effective cleaning methods for writing surfaces. Rooms with whiteboards now include a permanently installed cleaning-cloth paper dispenser and cleaning solution, mounted near the writing surface.

Feedback from faculty and students has voiced appreciation for the replacement of blackboards with whiteboards and the cleaner classrooms that result. Many have also noted that the contrast provided by whiteboards makes them easier for students to read.

OCM tries to consult and coordinate with departments or colleges before changing writing surfaces in central classrooms. Also, to accommodate the needs of faculty members who require chalkboards, OCM maintains a mix of both whiteboard- and blackboard-equipped general-purpose classrooms.

## "Check your financial aid status" goes live

The new online self-service option that allows students to see their financial aid status at a glance went live September 18. Students can now track their individual financial aid process from application through disbursement.

From the One Stop Student home page at <onestop.umn.edu/Finances>, students can select "Check your financial aid status." They are then given instructions and links to complete their next step in the process. Steps include:

1. Complete a Free Application for Federal Student Aid (FAFSA)
2. Complete additional requirements
3. Financial aid under review
4. Respond to electronic financial aid award notice (eFAAN)
5. Complete any required loan documents
6. Disbursement of funds

The new feature builds upon existing financial aid self-service options, including "View my financial aid" and "Respond to my financial aid award

notice (eFAAN)," within a context that clarifies the application review and awarding process.

For more information, contact Mary Koskan, One Stop Student Services, Office of Enrolled Student Services, at 612-625-0160 or m-kosk@umn.edu.

## OSF adopts new certification process for private loans

The Office of Student Finance (OSF) began certifying private loans through Educational Loan Management Resources (ELM) in August.

ELM functions as a gatekeeper between the University and private lenders. Lenders send certification requests to ELM, and ELM forwards them to the University. Loan funds are also transmitted through ELM.

OSF no longer spends time e-mailing messages to inform students that their checks are at the One Stop Service Center awaiting their signatures. Loan funds are deposited directly into

students' accounts, so they get their money faster.

Students can apply for education loans the same way they always have. Or they can visit the ELM Web site at <www.elmresources.com>, choose a lender who uses ELM, and then apply online. Students have a larger choice of lenders and can also use the Web site to track the progress of their private loan.

## Update on student loan billing system (ECSI) transition

ELM is separate from the system used for billing loan borrowers after they leave school.

OSF began working with a vendor for student loan billing in August (*The Record*, July). Transition to the Educational Computer Systems, Inc. (ECSI), originally scheduled to be completed August 15, was delayed to a target conversion date of October 1 in order to avoid major changes during financial aid disbursement.

## The Record

The Record is published monthly for colleges and departments of the University of Minnesota, Twin Cities, by the Office of the Executive Vice President and Provost. Subscribe to the e-mail edition at <onestop.umn.edu/Events/newsletters.html>

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

Gayla Marty, editor  
Communication Services  
Office of University Relations  
3 Morrill Hall  
100 Church Street S.E.  
Minneapolis, MN 55455  
Phone: 612-625-0552  
E-mail: marty001@umn.edu

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# The Record

News about admissions, records, and student systems

November 2003, Vol. 27, No. 11

## Admissions office adopts document imaging

The Twin Cities campus Office of Admissions has implemented ImageNow, a document imaging system. Since mid-August, nearly every piece of paper it has received has been scanned and indexed, making it available at the click of a button to staff across the University who need it for their work with students.

Through the summer, staff designed workflow and management strategies to use the new technology to its fullest advantage. Since implementation began, an average of over 500 documents per day have been scanned. All transfer applications for spring 2004, and freshman and transfer applications for fall 2004, are being processed using imaged documents and ImageNow workflow.

The office is experiencing many normal start-up challenges. Admissions managers constantly analyze workflow, moving staff resources as necessary to alleviate bottlenecks. The ability to quickly identify and eliminate bottlenecks is one of ImageNow's big advantages.

Other benefits also have been realized.

- Counselors and staff in the Office of Admissions now have immediate access to application documents when responding to phone inquiries.
- Staff efficiency has increased due to workflow features that make it easy to move files through the admissions process seamlessly.
- Advisers and staff in college offices have immediate access to information about both prospective and current students whose documents are housed in Admissions.

- The possibility of misplaced or misfiled documents is significantly reduced.
- The Office of Admissions no longer creates paper files for applicants, freeing up space as well as organizational time and effort. Paper documents are boxed and stored for a limited time.

### More offices using ImageNow

The Office of Admissions is the fourth department on the Twin Cities and Duluth campuses to implement ImageNow since January, after the Office of the Registrar and Human Resources Management System on the Twin Cities campus and the Office of Financial Aid and Registrar on the Duluth campus. The Graduate School and Sponsored Projects Administration are currently in planning phases to adopt ImageNow.

The University issued a request for proposals for imaging systems several years ago. ImageNow, a document imaging system from Perceptive Vision, Inc., was selected to try first with financial aid. That project proved highly successful.

If you have questions about document imaging systems at the University, contact Becki McDonald in the Office of Information Technology, [mcdon138@umn.edu](mailto:mcdon138@umn.edu). For more information about the Office of Admissions transition, contact George Hudachek at [g-huda@umn.edu](mailto:g-huda@umn.edu).

## Use MnCAS to find out how courses will transfer

The Minnesota Course Applicability System, or MnCAS, can help you get consistent and accurate information about how courses will transfer from one school to another. You can also see how courses will apply to user-selected academic program requirements at another school. MnCAS is expected to be available late this fall semester.

MnCAS is a Web-based, student transfer support system developed by Miami University of Ohio. Implementation in Minnesota is a collaborative effort of the Minnesota State Colleges and Universities system (MnSCU) and the University of Minnesota.

Students, advisers, faculty members, and administrators from colleges and universities can use MnCAS. The result is a more efficient, more accessible, and virtually paper-free process to help transfer students move from school to school and earn degrees on time.

The course applicability system provides capabilities for a multi-state, decentralized, electronic advising system. Through one entry, a potential transfer student can directly access course acceptability, equivalency, and applicability information among all participating institutions by using each institution's existing transfer articulation agreements and course equivalency tables. A student at one participating institution can use an internet browser to

**MnCAS** continued on page 2

## Student-Staff Directory arrives this month

During the month of November, the 2003-04 *Student-Staff Directory* will be delivered to all offices that responded to a request form sent in October.

Dynamex delivery company will make one attempt to deliver between 8 a.m. and 4:30 p.m. If a signature cannot be obtained, departments will need to arrange and pay for an additional delivery attempt.

Distribution to students will be available at the information desks in Coffman Memorial Union and the St. Paul Student Center. University Bookstores will no longer distribute the directory on campus.

## MnCAS *continued from page 1*

view a degree program at another participating college or university, enter courses taken at his or her current institution, and immediately see how those courses fulfill degree requirements at the desired school.

The process can also show what additional courses can be taken at the home school to fulfill further requirements at the target transfer school.

To avoid the need to re-enter course information, the system provides a storage mechanism to hold a student's complete academic portfolio for future evaluations at any of the participating schools.

The MnCAS Users Group is made of up of staff from the MnSCU Office of the Chancellor and the University of Minnesota Office of Enrolled Student Services and Office of Admissions.

## Printable Class Schedule and Course Guide available for spring registration

When registration for spring semester begins November 10, a new "printable" *Class Schedule* and *Course Guide* will be available to help.

Combined with the online *Class Schedule*, *Course Guide*, and section status updates, as well as improved course search capability, the new printable publications provide a range of tools to empower students and improve the registration experience. They are projects of the Office of Enrolled Student Services and part of its ongoing effort to improve registration.

Access the printable publications from the public One Stop Web site at <http://onestop.umn.edu/registrar/registration/courses.html>.

### Class Schedule

Users can download a PDF file of class listings from the *Class Schedule* and print it from their desktops. Easy printing of desired sections can be done two ways: (1) by using your browser's search functions, or (2) by clicking on the bookmarks and then printing only the pages you need.

Class information will be updated periodically during spring registration and orientation.

A separate PDF version of registration policies, as previously published in the paper *Class Schedule*, will also be available to print from your desktop.

### Course Guide

The new printable *Course Guide* will have search and bookmark features similar to the *Class Schedule*, so users can easily print only the pages they need.

## Registration waiting list pilot project begins

The Twin Cities campus will introduce waiting lists as part of Web registration for spring semester.

All undergraduates will be eligible to be placed on a waiting list for courses offered through the pilot departments, which include journalism, electrical engineering, and the College of Biological Sciences. They must meet course requirements to get on a waiting list.

If a course closes and it has waiting list capability, students who register on the Web will automatically be presented the option to be put on the waiting list. On the student's study list and enrollment summary, wait-listed classes will appear in a separate area. Then, if space becomes available, the department will contact wait-listed students by e-mail with a class permission number or it will assign student-specific permission. Students must use Web registration to enroll in the class.

More detailed information will be sent by e-mail to students, faculty, and staff before November 10.

If the pilot waiting list option is successful, it should become available to all departments and campuses soon.

For more information on using the waiting list option, contact Terri Tuzinski, Office of the Registrar, 612-625-3869 or [t-tuzi@umn.edu](mailto:t-tuzi@umn.edu).

## Course Time Conflict Approval form

Students who register for courses that have abutting (less than one minute separation) or overlapping times must submit a Course Time Conflict Approval form, signed by instructors of both courses.

Please remind instructors that *their signature not only overrides the time conflict; it also authorizes an override for permission, class limit, and prerequisites*. This information is noted on the form above the signature.

## Fall semester 2003 registration highlights

Campus	Fall 2003	Fall 2002	Fall 2001	Fall 2000
Twin Cities	49,474	48,677	46,597	45,481
Crookston	2,320	2,387	2,529	2,775
Duluth	10,114	9,815	9,380	9,087
Morris	1,861	1,910	1,927	1,842
<b>Total</b>	<b>63,769</b>	<b>62,789</b>	<b>60,433</b>	<b>59,185</b>

By level and status	Twin Cities Fall 2003	Twin Cities Fall 2002	All campuses Fall 2003	All campuses Fall 2002
New high school	5,186	5,188	8,039	7,992
New advanced standing	2,176	1,838	2,727	2,489
New graduate	2,881	2,833	3,110	3,023
New professional	785	767	889	823
New non-degree	1,792	2,198	3,006	3,306
Intercampus transfer	296	341	383	446
Intra-campus transfer	1,916	1,766	2,298	2,135
Continuing	33,417	32,587	42,127	41,232
Readmits	946	1,078	1,082	1,202
Unknown	79	81	108	141
<b>Total</b>	<b>49,474</b>	<b>48,677</b>	<b>63,769</b>	<b>62,789</b>

Twin Cities colleges	Undergrad	Graduate	Professional	Nondegree
Agricultural, Food & Env. Science	1,121	418	0	15
Architecture & Landscape Architecture	301	257	0	20
Biological Sciences	1,442	452	0	20
Carlson School of Management	1,653	2,198	0	99
Continuing Education <sup>1</sup>	678	153	0	3,294
Dentistry (includes Dental Hygiene)	109	65	356	26
Education & Human Development	748	2,385	0	361
General College	1,919	0	0	0
Human Ecology	1,071	433	0	71
Humphrey Institute	0	407	0	45
Institute of Technology	4,288	2,358	0	163
Law School	0	0	804	16
Liberal Arts	14,409	1,974	0	303
Medical School <sup>2</sup>	125	415	786	643
Natural Resources	481	98	0	6
Nursing	402	381	0	38
Pharmacy	0	95	484	2
Public Health	0	563	0	47
Veterinary Medicine	0	95	328	2
Unattributed	0	49	0	2
<b>Twin Cities totals</b>	<b>28,747</b>	<b>12,796</b>	<b>2,758</b>	<b>5,173</b>

<sup>1</sup> College of Continuing Education (CCE). All CCE enrollments are included. Students who were previously admitted as degree-seeking students in another college and are now taking only evening school courses are counted in the college that enrolled them.

<sup>2</sup> Includes Medical Technology, Mortuary Science, Occupational Therapy, and Physical Therapy students.

DATA SOURCE: Institutional Research and Reporting, 319 Morrill Hall, 612-624-4851

## U enrollment rises

The University's systemwide enrollment reached 63,769 for fall semester 2003, up 1.6 percent or 980 students since a year ago. That follows an increase of 3.9 percent from fall 2001 to fall 2002.

The number of undergraduates was up 1.8 percent, graduate students 6.9 percent, and professional students 4.0 percent. The number of students on non-immigrant visas fell by 1.3 percent systemwide.

The number who identified themselves as students of color rose 6.4 percent systemwide. Increases in most groups were strong on the Duluth and Twin Cities campuses, in particular.

More statistics are posted on the Web by Institutional Research and Reporting at <[www.irr.umn.edu](http://www.irr.umn.edu)>.

## Grad School applications down, enrollment up

On the Twin Cities campus, the Graduate School's final statistics for applications and enrollment are mixed.

New enrollments for summer and fall are up 4 percent, and total fall enrollment is up almost 6 percent. Yet the total number of applications for summer and fall was down 5 percent from a year ago, and the number admitted was also down 1 percent.

Applications from U.S. citizens and permanent residents for summer and fall increased by 15 percent, and admissions for those groups increased by 12 percent.

International applications for summer and fall fell by 22 percent compared to the same period last year, and 23 percent fewer international applicants were admitted. But the yield of new international enrollments from those admitted increased by 5 percent.

The greatest decline in number of international students who applied and were admitted occurred in engineering and the physical and mathematical sciences; declines also occurred in the biological, health, and social sciences, education, language, literature, and the arts. But actual international enrollments increased in the biological sciences and education.

## Find key dates on the intranet

Have you been searching for key event dates, such as term activation, queued registration, final exams, deadlines for change-of-college applications, degree applications, and grades?

These important dates for each campus and term can be found on the intranet, a secure Web site, at <https://intranet.oess.umn.edu/oc/keyevents.aspx>.

Log into the system using your X.500 username and password, and select a term and year.



## Datebook: Fall semester 2003 & spring semester 2004

### November

- 10 Queued registration begins for spring semester 2004
- 27-28 Thanksgiving holiday—classes excused and University offices closed

### December

- 12 Last day of fall semester instruction
- 13-14 Study days
- 15-20 Final examinations
- 24 Full-term and second 7-week course final grades due; submit on the Web
- 25-26 Holidays—University offices closed

### January

- 1-2 Holidays—University offices closed
- 19 Martin Luther King, Jr., birthday observed—University offices closed
- 20 Spring semester classes begin

### February

- 2 Last day for undergraduates and students in professional degree programs to apply for spring graduation

### March

- 1 Last day for students in the Graduate School to apply for participation in spring commencement
- 15 Graduate School application deadline for summer 2004
- 15-19 Spring break
- 19 Last day for undergraduates and students in professional degree programs to apply for May session graduation



## The Record

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

Gayla Marty, editor  
 Communication Services  
 Office of University Relations  
 3 Morrill Hall  
 100 Church Street S.E.  
 Minneapolis, MN 55455  
 Phone: 612-625-0552  
 E-mail: [marty001@umn.edu](mailto:marty001@umn.edu)

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# The Record

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News about admissions, records, and student systems

December 2003, Vol. 27, No. 12

## Web scheduling seeks to reduce Twin Cities campus classroom shortage

Course scheduling on the Twin Cities campus will dramatically change on December 15 when the Electronic Course System (ECS) goes online. ECS is designed as an important new tool to reduce unplaced courses.

The number of unplaced Twin Cities campus courses is up dramatically to 717 for spring semester. It continues to be a major problem caused by classroom supply-and-demand issues as well as inefficiencies, such as excess use of peak times, non-standard scheduling, inaccurate projected enrollments, and course cancellations.

The new web-based system will replace the cumbersome paper course-turnaround document schedule submission process. Everyone in the scheduling process, including departments, associate deans, and central schedulers, will gain the power of real-time information.

Departments will now receive instant feedback as they submit courses. ECS will flag submissions inconsistent with senate policy and provost guidelines on scheduling. Unplaced course problems

will be identified long before registration, gaining time to solve them.

Implementation will begin with the scheduling cycle for fall 2004 courses. ECS has been in progress for 10 months as a joint project of the Web Development team, the Office of Classroom Management (OCM), and the Information Technology unit of the Office of Enrolled Student Services. It is endorsed by the Classroom Advisory Subcommittee and by the Assembly Committee on Educational Policy as the basis for solving the unplaced course problem and as a method to encourage more efficient use of classrooms.

ECS operates under the existing senate- and provost-approved scheduling policy and guidelines. It preserves options for exceptions to standard scheduling when necessary.

ECS will identify non-standard course submissions as well as departments' attempts to schedule more than 60 percent of their class meeting times in central classrooms during peak time (the system identifies the number of hours over 60 percent, and departments

determine which courses to associate with the hours that exceed the 60 percent guideline). Course submissions may be changed and resubmitted by the deadline so they can be processed for placement in central classrooms along with other courses. Alternatively, a department may justify the non-standard or excess peak-time need to the appropriate associate dean and, if approved, either (a) schedule the course in a departmental classroom, or (b) resubmit the course to Scheduling for placement in a central classroom on a "low priority/space available" basis.

The Duluth campus will also use ECS but with slightly different procedures. Duluth does not have classroom shortages and has an approval process for non-standard courses in place.

ECS will provide department chairs and associated deans with information to help in managing section and enrollment projections, for minimizing non-standard times, excess use in peak times, and excess course and section cancellations. See also "Ten Ways for Departments and Colleges to Reduce the Classroom Shortage," at [www.classroom.umn.edu/scheduling](http://www.classroom.umn.edu/scheduling).

### Departmental schedulers — sign up now for training

A 90-minute ECS training session is required for all department schedulers. Sessions will be held during the weeks of December 8 and 15. Department schedulers were sent an e-mail notice about the 22 available session times from Nancy Peterson, and are urged to sign up immediately to attend. See <https://onestop2.umn.edu/training/courseDetail.jsp?course=SR5080>.

## Twin Cities campus fall grades due December 24

Twin Cities campus departments should take note that final grades for fall semester are due on December 24, since the day is not designated as an official campus holiday this year. Final grades are submitted on the Web, except for Independent and Distance Learning and Directed Study courses.

The Web grading system will be available starting the Monday of the last week of instruction for full-term and 7-week courses, which varies by campus. Each campus has a Web site for access to the system, frequently asked questions, and tutorials for entering final grades and uploading grade files.

Crookston — [www.crk.umn.edu/people/services/registrar/GradeReporting.htm](http://www.crk.umn.edu/people/services/registrar/GradeReporting.htm)

Duluth — [www.d.umn.edu/faculty/grading](http://www.d.umn.edu/faculty/grading)

Morris — [www.mrs.umn.edu/onestop/grading](http://www.mrs.umn.edu/onestop/grading)

Twin Cities — [www.onestop.umn.edu/registrar/Grades/gradereporting](http://www.onestop.umn.edu/registrar/Grades/gradereporting)

## Spring registrations to be canceled if students owe more than \$100

Students who owe more than \$100 for fall semester 2003 before the beginning of spring semester 2004 will have their registrations canceled. They will receive a notice from the Office of Student Finance before the cancellation about paying the amount in full or setting up a payment plan.

If you have questions, contact Kris Wright at 612-626-0302.

## Dates of limited service, early closings

On December 18, many departments in the Office of Enrolled Student Services' Office of the Registrar (OTR) and Office of Student Finance (OSF) will close at 1:30 p.m. for a staff event. Limited service will be available at the One Stop Student Services Center, 200 Fraser Hall.

On December 24 and 31, the One Stop Student Services Center in 200 Fraser Hall will close early—at 4:00 instead of 5:30 p.m.

## Datebook: Winter break 2003–2004

### December

- 12** Last day of fall semester instruction
- 13–14** Study days
- 15–20** Final examinations
- 24** Full-term and second 7-week course final grades due; submit on the Web
- 25–26** Holidays—University offices closed
- 31** Probation and dean's lists viewable on IMS

### January

- 1–2** Holidays—University offices closed
- 6** Satisfactory academic progress process run for financial aid
- 12** Joint meeting of RAC, PRAC, AAN, CSAA, 9 a.m.–noon, 130 Murphy
- 19** Martin Luther King, Jr., birthday observed—University offices closed
- 20** Spring semester classes begin

## Grade changes, supplements on the Web soon

Beginning in mid-January, supplemental grades and grade changes will be submitted on the Web. They will no longer be submitted to the Office of the Registrar on the Supplemental Grade Form. The new system will eliminate the current paper process.

Students will benefit from a quicker turnaround time for grade changes, which will allow other processes—such as clearing students for graduation—to begin more quickly.

Supplemental grades are used when grades need to be entered early or late or changed from originally-submitted

grades. Submitting supplemental grades on the Web will be similar to issuing final grades. Any initial grades submitted early or late will require only the approval of the instructor. Grade changes, however, may require additional approval at the department's discretion.

If you have questions about the supplemental grade project, contact Becki McDonald at [mcdon138@umn.edu](mailto:mcdon138@umn.edu). If you have questions about submitting supplemental grades, contact the Student Records Tech Team at 612-625-2803 or [techteam@sossgw.stu.umn.edu](mailto:techteam@sossgw.stu.umn.edu).

## Process changes for non-degree seekers

For students interested in registration as non-degree graduate students as part of the Professional Development Program, commonly called 99PRD, several changes are in progress.

The Office of the Registrar's *Earning Graduate Credit as a Non-Degree Student* pamphlet will be reprinted and also available to download from the One Stop Web site. Expanded information will include comprehensive registration instructions.

A new service indicator, PRD, will be placed on non-degree students' records when they are manually registered. This will require registration in person or by mail or fax to provide closer monitoring of registration and to avoid misunderstandings; for example,

some students who register for undergraduate courses in addition to their graduate courses expect to be charged at the undergraduate rate. The service indicator will also prevent registration for other graduate-level courses without department approval.

The Registration Request for Graduate Credit form (for non-degree students) is now being processed at the One Stop Student Services Center, 130 West Bank Skyway, fax 612-626-9129. A new version will make it more consistent with the Registration and Cancel/Add form.

If you have questions about the Professional Development Program as a non-degree-seeking student, please contact Dan Delaney, 625-7864, or Liz Hojan-Figge, 626-9116.

## The Record

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

Gayla Marty, editor  
Communication Services  
Office of University Relations  
3 Morrill Hall  
100 Church Street S.E.  
Minneapolis, MN 55455  
Phone: 612-625-0552  
E-mail: [marty001@umn.edu](mailto:marty001@umn.edu)

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