Undergraduate students can apply online for their degree; phase II is underway

The new online undergraduate degree application is now available on the One Stop web site under the “Graduation” link. Undergraduate students with 90 or more credits, as well as students admitted to an undergraduate certificate program, can use this application.

Any paper degree applications should be thrown away as they will no longer be used. The Office of Enrolled Student Services has created a postcard for the Twin Cities campus that can be distributed to students. The postcard informs students of the application’s location on the web, and highlights the FAQ for the application to guide them through any questions regarding its use. To request postcards, contact Ingrid Nuttall at ingridn@umn.edu and indicate how many you require. Due to high demand, be aware that your request may take a few days should more postcards need to be reordered.

Work has already begun on the second phase of this project involving degree clearance. Look for future updates in the Record. Questions about this new application should be directed to Vickie Roberts at v-robe1@umn.edu.

West Bank One Stop re-opened August 8

The newly remodeled One Stop Student Services Center in 130 West Bank Skyway re-opened on August 8. The updated space improves services to students by providing a more private and comfortable environment.

The West Bank Skyway houses One Stop Student Services, Legal Service, and the Gopher Express West Convenience Store. A grand re-opening celebration of the skyway tenants will be held September 7, 8 and 9. More information will be provided on a new West Bank Skyway web site and in the Minnesota Daily.

New One Stop counselors

Jason Heidenfelder is a 2005 graduate of the University’s School of Journalism & Mass Communication (TC campus.) Jason worked in One Stop as a Student Support Services Assistant prior to becoming a counselor.

Steph Pagac is a 1999 graduate of the University where she majored in American Indian Studies and History. Prior to coming to One Stop, Steph worked as an Admissions Counselor here at the University.
Attention schedulers:
fall 2005 final exam information

The Office of Enrolled Student Services (OESS) requires the assistance of department schedulers in verifying the accuracy of the fall 2005 final exam information for your department’s courses currently listed in PeopleSoft.

In an effort to utilize current PeopleSoft functionality and minimize manual entry, Classroom Scheduling will now rely on the information in PeopleSoft to schedule final exams. This means final exam information entered through the ECAS interface must be accurate.

OESS will be sending a list of fall 2005 courses and final exam information to department schedulers shortly. This information should be carefully reviewed; if final exam information is listed incorrectly, this should be indicated on the Excel document in the “Change To” cell.

The Excel document should be checked and returned with any changes no later than Friday, October 7, 2005, to ocmsched@umn.edu.

In the future, final exam information entered into ECAS and stored in PeopleSoft will be used to schedule final exams. Therefore, it is essential that the information is accurate.

If you have any questions, please contact Nancy Peterson at n-pete@sossgw.stu.umn.edu.

New official transcript application

The new official transcript application went live on August 16. The new web request form will be located on the One Stop web site under “Grades and Transcripts.”

The new web request has a new look and feel, as well as improved functionality. Students who have current or future enrollment at the campus from which they are requesting the transcript will be able to charge their student account for the order. Further, anyone with an active X.500 will be able to place an order with the new application.

Students who do not meet this criteria, or who do not wish to charge their student account, will need to use a credit card to pay for their order. On the PeopleSoft side, transcripts ordered via the web will be put into batches for ease of processing by staff.

Any questions regarding the official transcript application should be directed to Vickie Roberts at V-robel@umn.edu or Emily Holt at eholt@sossgw.stu.umn.edu.

Study lists will be emailed to students

Study list emails confirming registration will be sent to students on the Twin Cities campus on Thursday, August 25. Students should review their study list carefully and take note of any room, time or instructor changes that have been made since they first registered. Study lists for the coordinate campuses will also be emailed to students in August.

Late registration fees

Students must register by the first day of class (September 6) for all regular session and first 7-week session classes to avoid late registration fees. The late registration fee is $50 for any initial registration during the first two weeks of any session and $100 for any initial registration beginning the third week of any session.

UMACRAO annual conference update

The 72 Annual Upper Midwest Association of Collegiate Registrars and Admissions Officers (UMACRAO) conference will be held October 23-25 in Sioux Fall, SD at the Holiday Inn - City Center. This year’s theme: “Forging New Paths in Service.”

The conference will focus on working in a changing environment, including the populations we serve, resources we use and the ways in which our schools change from day to day.

As always, the conference is an ideal opportunity to catch up with colleagues and friends, share stories and exchange ideas for how we can improve our work. Information regarding the conference is available online at www.umacrao.org. Check out the new look and feel of our web site as well!
13 credit policy reminder for all degree-seeking students

Beginning fall 2005, current undergraduate students who enrolled in their degree-seeking program prior to fall 2002 will be required to register for 13 credits to maintain full-time status. These students were previously exempt from the 13-credit minimum policy. Beginning fall 2005, degree-seeking students who register for fewer than 13 credits will be required to pay for a 13 credit course load unless they fall into one of the following categories:

- The student has received an approved, permanent exemption
- The student’s courses are paid for with the Regents’ scholarship
- The student as an approved “Request for Reduced Credit Load” form (available at http://www.onestop.umn.edu/onestop.img/assets/9061/part_time_petitions) on file.

Enrolled students who work full-time, have less than 26 credits to complete their degree or have other circumstances that prevent them from registering for 13 credits should complete the “Request for Reduced Credit Load” form (available at http://www.onestop.umn.edu/onestop.img/assets/9061/part_time_petitions) on file.

For international students: If the total credit load is 12 credits, the student must submit the Reduced Credit Load form to his or her college. If the total credit load is less than 12 credits, the student must submit 2 forms: the Exception from the Full Course of Study Form to ISSS in 190 Hubert H. Humphrey Center, and the Reduced Credit Load form to his or her college. Students with questions should contact their college adviser.

APAS access for advisers

This summer, enhancements were made to the APAS report to assist all advisers of record in viewing and managing the progress of their advisees. These changes are available to all campuses.

Enhancements include a PDF version of APAS; the ability to view a complete list of advisees; and the option to run “What If?” APAS reports. These changes are part of a continuing effort to facilitate student interaction with their advisers.

If faculty in your department serve as advisers, you may want to let them know about these changes. The Office of Enrolled Student Services will be sending an email message in September to all advisers of record highlighting these changes.

For questions about APAS access for advisers, contact Margo Mueller at m-muel@sossgw.stu.umn.edu.

Earning Graduate credit as a non-degree student

Staff at the University have an opportunity to enroll tuition-free in University classes. Using the Regent’s Scholarship or the Academic Staff Tuition Benefit Program, staff can choose to either advance their professional development or just have fun learning something new.

Staff interested in registering as a non-degree student can also choose to receive graduate credit. Should one later decide to pursue an advanced degree, earning graduate credit as a non-degree student is a great way to begin exploring the possibility of earning an advanced degree.

More information on the Regent’s Scholarship and Tuition Benefit Program is available at www.umn.edu/ohr/eb/uplan/tuition.htm. One Stop Student Services has also created a helpful brochure regarding how to earn graduate credit as a non-degree student. These brochures were sent to staff in early August; to request a brochure, contact helpingu@umn.edu.

RAC meetings for the remainder of 2005, 2006

Below is a list of the Registrar’s Advisory Committee (RAC) meetings for the remainder of 2005 and the beginning of 2006. Meetings are held the first Monday of the month unless it falls on a holiday; then meetings are the second Monday of the month.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>September 12</td>
<td>10-11:30 a.m.</td>
<td>101 Walter Library</td>
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<tr>
<td>October 3</td>
<td>10-11:30 a.m.</td>
<td>101 Walter Library</td>
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<tr>
<td>November 7</td>
<td>10-11:30 a.m.</td>
<td>101 Walter Library</td>
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<tr>
<td>December 5</td>
<td>10-11:30 a.m.</td>
<td>101 Walter Library</td>
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<td>January 9</td>
<td>9 a.m. - 12:00 p.m.</td>
<td>TBA</td>
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<tr>
<td>February 6</td>
<td>10-11:30 a.m.</td>
<td>101 Walter Library</td>
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<tr>
<td>March 6</td>
<td>10-11:30 a.m.</td>
<td>101 Walter Library</td>
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</table>

Check future issues of the Record for updates, including possible location changes. If you want to receive RAC agendas, minutes and other updates, please contact Ingrid Nuttall at ingridn@umn.edu and ask to be added to the listserv.

For international students: If the total credit load is 12 credits, the student must submit the Reduced Credit Load form to his or her college. If the total credit load is less than 12 credits, the student must submit 2 forms: the Exception from the Full Course of Study Form to ISSS in 190 Hubert H. Humphrey Center, and the Reduced Credit Load form to his or her college. Students with questions should contact their college adviser.
Financial aid is still available

Financial aid is still available for the 2005-06 year. Students should complete a FAFSA online at www.fafsa.ed.gov to receive aid for the 2005-06 fall, spring and May/summer terms.

Students who may be eligible for a state grant should apply before October 5, 2005 for fall semester, and February 15, 2006 for spring semester.

Students who do not have a financial need according to their FAFSA results are still eligible for loans.

PCAS will be implemented this fall

The Program and Curriculum Approval System (PCAS) will be implemented early this fall for undergraduate courses. PCAS is a database of program requirements, and will also serve as an approval system for new and changed programs; when it is live, PCAS will replace the paper-based approval process.

PCAS features a dynamic link with the Electronic Course Authorization System (ECAS) and ensures that the information contained in the database is always current and accurate.

When a course is updated in ECAS, it is automatically pulled into PCAS for the correct dates. This means changes and updates in ECAS should be completed prior to entering new courses into PCAS. PCAS can also be used to generate IMS reports and will have a direct feed to the online catalog.

The PCAS project team has received a list of names from the colleges of staff who should receive training on PCAS. These individuals will be contacted regarding training in early September.

Questions about PCAS should be directed to Linda Ellinger at ellin001@umn.edu.

CEHD spring deadline change

The College of Education & Human Development will change its spring application deadlines for all undergraduate majors from March 1 to February 1. This change will take effect spring 2006. The fall deadline of October 1 will not change.

PeopleSoft upgrade is coming!

The upgrade to PeopleSoft 8.9 won’t take place until next summer; however, the work has already begun. Check out future issues of the Record for updates on the status of the project, as well as any enhancements this new version will bring. More information about downtimes and other effects of the upgrade will be provided when available.