

TheRecord

News about admissions, records, and student systems

June 2006, Vol. 30 No. 6

Resource 25 update: use of R25 expands to include all TC department classrooms

On May 31, Craig Swan, Vice Provost and Dean of Undergraduate Education and Terry Bock, Associate Vice President, Academic Health Center, emailed Deans, Directors, and Department Heads announcing the expansion of the Resource 25 (R25) initiative to include scheduling of all department classrooms (use code 120) on the Twin Cities Campus (see <http://www.classroom.umn.edu/index.asp?sid=120>). The deadline for implementation of the initiative is the beginning of fall 2006. Departments are also encouraged to use R25 to schedule other types of instructional space (labs, seminar rooms, etc) in addition to their departmental classrooms.

The Office of Classroom Management's R25 Department Rollout began as a limited pilot program. The rollout has now grown to include 32 departments in 12 colleges on the Twin Cities campus. Benefits of using R25 include its on-line interface with the PeopleSoft student information system; the prevention of double booking in department spaces; the availability of department web viewers that provide a graphical display of a classroom schedule; and the ability to monitor department room assignment efficiency by using a common space measurement system.

Departments retain autonomy and responsibility for scheduling these departmental spaces while gaining the benefits of using a proven system. Scheduling will provide training and support to department users. R25 can be used by both Mac and PC users.

"Action Steps" for departmental R25 implementation

Departments can access R25 forms and a link to R25 training at the R25 web page <http://www.classroom.umn.edu/resource25/resource25.asp>.

- 1) Each department faxes an R25 Access form for each scheduler
- 2) Each department fills out Department Classroom forms to describe its rooms.
- 3) Schedulers complete hands-on R25 training.

It can take up to one week to set up new users in the database. Please register for a training session that allow the R25 team to complete your setup before you attend class.

For further information, email Bob Quinney at R25-Support@umn.edu.



Datebook: summer 2006

June

6/15 Graduate School application deadline for fall 2006

July

7/4 Holiday; all University offices will be closed

7/5 First May/summer bill due (100 percent)

7/15-24 PeopleSoft upgrade

August

8/1 Graduate School August graduation application deadline

8/2 Second May/summer bill due (100 percent)

8/4 Last day to turn in Student Loan Supplement for May/summer; last day to turn in May/summer PLUS promissory note or Active Confirmation form

8/7 Last day to request May/summer SELF loan

8/18 Summer session classes end

8/22 Graduate student orientation

Remember: Grade are due three business dates after the final exam.

PeopleSoft version 8.9 upgrade begins July 15

To receive continued support from PeopleSoft and take advantage of the features a new version offers, the University is upgrading to PeopleSoft Version 8.9. The upgrade will begin July 15 and will be complete for end-users July 24.

Some key benefits the new version will provide users are:

- Improvement in the general look and feel;
- The ability to save "Favorites";
- A new summary page where users can view key Student Records information.

During the upgrade, view-only access will be available for all PeopleSoft users. For a list of some self-service applications affected by the application, go to http://onestop.umn.edu/onestop/staff/Version_8.9_upgrade.html. If you are a user of HRMS, please visit <http://www1.umn.edu/ohr/hrms/89upgrade/index.html> for information regarding how the upgrade will affect HRMS users. You may have received notice already about training for the new system or you will receive specific communications soon. It is essential to attend all required training, whether working with Admissions, Student Records, Student Financials, or HRMS. If you do not attend training, you will lose your PeopleSoft access.

If you have questions about Admissions, call 612-625-2853; Student Records and Student Financials, call 612-625-2803; HRMS, call the Office of Human Resources Call Center, 612-625-2016. If you have questions about your business processes, please refer to your regular support contacts.

Scheduling U returns August 2006

Scheduling will host the second annual Scheduling U during the weeks of July 31-August 4 and August 14-18, 2006. Sessions will repeat in each week to provide flexibility for attendees. Scheduling U includes information sessions designed for everyone from beginning schedulers to experts. Sessions will be offered on both the Minneapolis and St Paul campuses.

Scheduling U 2006 will feature R25, the University's scheduling system. Sessions will include an R25 User Group meeting, R25 Tips for Academic Schedulers, and updates on R25 reporting. Scheduling U will also provide refreshers/updates in Electronic Course Scheduling (ECS), Course Management Reports, and the Electronic Course Authorization System. Watch for details and registration information for the workshops at the Office of Classroom Management's web site <http://www.classroom.umn.edu> in late June. The workshops are designed for University schedulers but everyone is welcome to attend. For further information, contact Nancy Peterson at n-pete@umn.edu.

TheRecord

The Record is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Senior Vice President for Academic Affairs and Provost. Back issues are on the Web in PDF format at http://onestop.umn.edu/onestop/Services/News_Events_and_Activities/Record.html

Please direct address changes to Ingrid Nuttall
612-626-0075, or ingridn@umn.edu.

Ingrid Nuttall, editor
Office of the Registrar
Office of Enrolled Student Services
150 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455
Phone: 612-626-0075
E-mail: ingridn@umn.edu
The University of Minnesota is an equal
opportunity educator and employer.

This publication is available in alternative
formats upon request.



Printed on recycled and recyclable paper
containing 10 percent postconsumer material.