

# TheRecord

News about admissions, records, and student systems

November 2005, Vol. 29 No. 11

## Graduate non-degree registration for spring 2006

Many students will soon be contacting the University regarding registering as non-degree seeking students and earning graduate credit. Typically, these students have been admitted for a future term or are thinking of applying to a graduate program and want to take classes that will transfer towards the degree once admitted.

Detailed information about this program can be found online at <http://onestop.umn.edu/onestop/img/assets/9061/PRDWebBrochure.pdf>. As of December 2, students can submit a "Request for Graduate Credit" form to the department(s) offering the course(s) in which they are interested. If the department's Director of Graduate Studies or designee approves the course(s) for graduate credit, the form is signed and forwarded to: One Stop Student Services, 219 19th Ave S., Minneapolis, MN 55455-0427 or faxed to: 612-626-9129.

Questions concerning this registration option can be directed to Amy Morrisey (612-624-6871, [morri107@umn.edu](mailto:morri107@umn.edu)) or Alison Frank-Quick (612-626-9116 or [fran0332@umn.edu](mailto:fran0332@umn.edu)).

## Update on CAS import function

Students will soon be able to contact a MnSCU (Minnesota State College and Universities) school through MnCAS (Minnesota Course Applicability System) or one of the University of Minnesota campuses to request courses taken at that institution be imported into MnCAS. This new function will allow students to find out the acceptability (i.e., if the course transfers) and applicability (what requirement/s the course fulfills) of those courses to an institution the student may be interested in transferring to.

Currently, users have two options of entering courses into MnCAS. One is free form, meaning the student types their courses in one at a time from a transcript. The second option is adding courses from a course bank of courses offered at that institution. The new CAS import function will significantly simplify this process for students. Questions about CAS? Contact Margo Mueller at [m-muel@sossgw.stu.umn.edu](mailto:m-muel@sossgw.stu.umn.edu).

## Fraser One Stop will close early on December 22

The One Stop Student Services Center located in Fraser Hall will close at 4:00 p.m. on Thursday, December 22 for a staff function. The St. Paul and West Bank One Stop Centers will also close at 4:00 p.m.; this is the regular closing time for these offices.



## Datebook: fall 2005

### November

11/8 Queued registration for spring 2006 begins

11/22 Last day to cancel without college approval, second 7-week session

11/24-25 University holiday; all University offices closed

11/30 Fall bill #3 due (100%)

### December

12/1 Grad School December graduation application deadline

12/2 Spring 2006 open registration begins

12/14 Classes end; last day to cancel classes, full term and second 7-week session

12/15-17, 19-21 Final exams

12/23 University holiday; all University offices closed

12/26 University holiday; all University offices closed

12/28 Fall grades due via the web

# The Top 40: Largest Twin Cities campus courses, fall 2005

	Course number	Course name	Enrollment	#/type of sec.
1.	Economics 1101	Principles of Microeconomics	1527	14 lecture, 44 dis.
2.	Biology 1001	Introductory Biology I: Evolutionary and Ecological Perspectives	1178	3 lecture, 61 lab
3.	Chemistry 1021	Chemical Principles I	1129	4 lecture, 23 lab
4.	Chemistry 2301	Organic Chemistry I	933	4 lecture
5.	Math 1271	Calculus I	866	6 lecture, 28 dis.
6.	Biology 1009	General Biology	818	3 lecture, 41 lab
7.	Psychology 1001	Introduction to Psychology	793	2 lecture 28 dis.
8.	Physics 1301W	Introductory Physics for Science and Engineering I	789	3 lec, 53 lab&dis.
9.	General College 1421	Writing Laboratory: Basic Writing	761	46 lab
10.	Math 1031	College Algebra and Probability	695	5 lecture, 20 dis.
11.	Accounting 2050	Introduction to Financial Reporting	671	12 lecture
12.	Spanish 1003	Intermediate Spanish	651	31 lecture
13.	Chemistry 1011	Introductory Chemistry: Lecture and Laboratory	626	3 lecture, 16 lab
14.	Sociology 1001	Introduction to Sociology	620	3 lecture, 21 dis.
15.	Spanish 1004	Intermediate Spanish	593	27 lecture
16.	Chemistry 1022	Chemical Principles II	568	2 lecture, 14 lab
17.	Spanish 1022	Alternate Second-Semester Spanish	568	26 lecture
18.	Astronomy 1001	Exploring the Universe	563	4 lecture, 29 lab
19.	Journalism 1001	Introduction to Mass Communication	562	4 lecture
20.	Communication Studies 1101	Introduction to Public Speaking	555	22 lecture
21.	Management 3001	Fundamentals of Management	554	9 lecture
22.	Marketing 3001	Principles of Marketing	550	8 lecture
23.	Geology and Geophysics 1001	Earth and Its Environments	534	4 lecture, 12 lab
24.	Math 1272	Introduction to Sociology	498	4 lecture, 20 dis.
25.	Anthropology 1001	Human Evolution	492	2 lecture, 20 lab
26.	Biochemistry 3021	Biochemistry	470	3 lecture
27.	Food Science and Nutrition 1112	Principles of Nutrition	437	2 lecture
28.	Math 1051	Precalculus I	437	3 lecture, 14 lab
29.	Math 1151	Precalculus II	436	3 lecture, 15 lab
30.	Psychology 3604	Introduction to Abnormal Psychology	427	3 lecture
31.	Chemistry 1015	Introductory Chemistry: Lecture	420	3 lecture
32.	Music 1013	Rock I The Historical Origins and Development of Rock to 1970	415	1 lecture, 16 dis.
33.	Rhetoric 3562W	Technical and Professional Writing	407	19 discussion
34.	Physics 1201W	Introductory Physics for Biology and Pre-medicine I	399	2 lec, 27 lab&dis.
35.	Finance 3001	Finance Fundamentals	382	1 lecture, 14 dis.
36.	Operations & Mgmt Sciences 2550	Business Statistics: Data Sources, Presentation and Analysis	360	4 lecture, 8 dis.
37.	Math 2374	IT Multivariable Calculus and Vector Analysis	357	2 lecture, 11 dis
38.	Accounting 3001	Introduction to Management Accounting	356	7 lecture
39.	Chemistry 2302	Organic Chemistry II	350	2 lecture
40.	Interdisciplinary Medicine 3001	Human Anatomy	350	1 lecture

## PeopleSoft 8.9 upgrade update

The Office of the Registrar's Information Technology staff have begun evaluating the functionality in PeopleSoft version 8.9. They are identifying new functionality, as well as flagging where modifications to the system have been made so these can be carried forward into the new release.

To support this effort, the Information Technology staff is winding down on changes to the current system in order to dedicate resources to testing and documenting in version 8.9.

During the upgrade, users will have view-only access similar to the last upgrade; the system is expected to be down from July 15 until July 22, 2006

Stay tuned for more updates on the upgrade!

## Non-degree prepay update

This fall, the new non-degree prepay policy was implemented and thus far, results have been positive. On October 7, 2005, 313 students owing the University more than \$100 were canceled from their fall classes. On November 4, 2005, 93 students owing more than \$100 were canceled from their fall classes. Approximately \$600,000 in outstanding receivables was reduced from the first round of cancellations.

On the first billing due date, October 5, 2005, the University collected more money than it ever had in a single day. The same process will be used for spring semester; the Office of Enrolled Student Services will conduct an evaluation of the process after spring semester.

## Key dates, including probation for fall 2005

Following are key dates regarding probation run reports and deadlines for P3 holds:

### 2005

Wednesday, December 21	Last day of fall 2005 semester
Wednesday, December 28	Final grades due by midnight
Thursday, December 29	1st probation report available on UM Reports

### 2006

Tuesday, January 3	2nd probation report available on UM Reports
Thursday, January 5	<ul style="list-style-type: none"> <li>• Colleges must have P3 holds placed on student records by 4:30 p.m.</li> <li>• Financial Aid SAP runs after 4:30 p.m.</li> </ul>
Monday, January 9	Financial Aid disbursed for spring 2006
Tuesday, January 17	Spring 2006 semester begins
Wednesday, January 18	Fall 2005 degree clearances due to the Office of the Registrar
Friday, February 3	Final fall 2005 undergraduate degrees posted

Questions? Contact Vickie Roberts at v-robe1@umn.edu.

## University staff win UMACRAO exemplary service award

At the 72nd Annual Upper Midwest Association of Collegiate Registrars and Admissions Officers' (UMACRAO) Conference, two University staff members were honored for their outstanding contributions to the UMACRAO organization with the Exemplary Service Award.

Jackie Carlson, Associate Director at the University of Minnesota, Duluth campus, has served as a member or chairperson of the UMACRAO Special Projects committee since 1996, where she has worked tirelessly to gather and compile enrollment statistics for the UMACRAO schools. Jackie is dependable, prepared and her sense of humor and perspective are thoroughly refreshing.

Sue Van Voorhis, Registrar and Director of the Office of Enrolled Student Services, has served as the UMACRAO president-elect, president, past-president and is currently the EEO officer. Sue approaches her work with a sense of wonder, a sense of humor and a critical eye; UMACRAO is a better organization because of her involvement.

Congratulations Jackie and Sue!

## OESS time lines and policy document

Two important documents are now available on <http://oess.umn.edu> under External Policies & Procedures, Strategic Positioning. First, a policy and procedure document, contains key undergraduate policies and descriptions of related procedures. Colleges should review the document to see how their process aligns with the process detailed in this document; please note, not all policies and procedures may be relevant for every college.

The second document is a time line of key dates and events related to the strategic positioning process. Questions about either document should be sent to Sue Van Voorhis at [vanvo002@umn.edu](mailto:vanvo002@umn.edu).

## S/N grading procedure update

Pending a final review by the University senate, class lists for instructors, grade reports and roster will not list the grading base the student has chosen. The Medical School and the Law School are both exempt from this change.

Therefore, if a student has chosen to take the course S/N, the instructor will not know this at the time the grade is submitted; a letter grade of A/F will be submitted for each student and the change to S/N for appropriate students will happen through the system. If approved, this change will be in place for spring 2006 grades.

Questions about this change can be directed to Sue Van Voorhis at [vanvo002@sossgw.stu.umn.edu](mailto:vanvo002@sossgw.stu.umn.edu).

## Twin Cities accreditation results

The accreditation review of the Twin Cities campus completed by the Higher Learning Commission resulted in high marks for the campus. The Twin Cities campus will be granted full accreditation through 2015-16, with no follow-up reports or visits in the interim.

## Student information systems working group needs your feedback

As part of the strategic positioning initiative, the Student Information Systems (SIS) working group is striving to take inventory of current electronic advising tools at the University of Minnesota. This group has been endorsed by the co-chairs of the Undergraduate Reform - Student Support Task Force. The SIS group needs your help in compiling information on electronic advising systems in order to make their recommendations. Please send information to Tina Falkner at [rovic001@umn.edu](mailto:rovic001@umn.edu).

## Updates from IMS

A 'Yearbook' view of student pictures is currently available through the Class List report (including My Classes) at UM Reports ([www.umreports.umn.edu](http://www.umreports.umn.edu)). The link to Class Pictures is only available for class instructors assigned in PeopleSoft, and the will appear in the header of the Class List report.

Class Pictures provide thumb-nail photos of all students in a class section and can be sorted by name, student ID, or academic career. The Class Pictures view is only available for classes offered Fall 2005 and forward.

Because of download time for Class Pictures, it is recommended that you do not attempt to access Class Pictures with a dial-up connection. A high speed connection is highly recommended. Class Pictures can be found at [www.umreports.umn.edu](http://www.umreports.umn.edu) > My Classes

Coming Soon 'PDF Exam Cover Sheet'. In the coming weeks, this report will also be available for class instructors -- the new report will include an individual student photo, name, ID, and class information.

Questions about Class Pictures or the PDF Exam Cover Sheet can be directed to Amy Winkel at [a-wink@umn.edu](mailto:a-wink@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](http://onestop.umn.edu/onestop/Services/News_Events_and_Activities/Record.html)

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