

TheRecord

News about admissions, records, and student systems

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Knowledge base software coming soon to One Stop web

In December, knowledge base software will be implemented on the One Stop web site. This software is a tool for users to ask questions and get automated responses immediately. A user enters a question and, based on a search of key words in that question, an answer is returned to the user. In addition, a section where users can view the most frequently asked questions from all users will be included. Users will also be able to rate how well the system answered their question. This allows administrators of the software to change the answers to better serve future users. The new software will allow users to easily ask questions at their own convenience in subject matter areas including registration, financial aid, billing, and payment. Stay tuned for more information in the January issue of The Record. If you have questions regarding this new software, please contact Julie Selander at goode021@umn.edu or 612-625-6579.

Exit interviews for loans

Graduates at the end of fall semester who received a Federal Perkins Loan or a University Trust Fund Loan while at the University are required to do exit interviews with Student Financial Collections (SFC). SFC is located in 20 Fraser Hall. Federal Direct Loan—subsidized and unsubsidized—borrowers can either meet with Student Financial Collections staff to complete their exit interview, or complete an online exit interview at www.dlserver.ed.gov. Students with other types of loans should contact their lender to find out if exit interviews are required.

Updating addresses

Students who are graduating, withdrawing from the University or who are changing residences over winter break should update their addresses with the University. To do this, go to <http://onestop.umn.edu> and select “Personal Information” from the Quick Links in the right column. If you have received a Perkins, University Trust, Health Professions or Nursing student loan, you must also update your address change with Student Financial Collections in 20 Fraser Hall (at 612-625-8007 or stdtloan@umn.edu).

Final exam schedule online

Fall 2005 Finals Week runs from Thursday, December 15 through Wednesday, December 21. If you need information on when a final exam is scheduled, go to <http://onestop.umn.edu/onestop/Calendars/FinalExams.html>. Final exams are usually held in the classroom in which the course met during the semester. Departmental scheduling coordinators have already been notified of any changes to the classroom assignment during finals week. If you have any questions about your final exam meeting time or location, please e-mail Scheduling at ocmsched@umn.edu.



Datebook: Fall 2005, spring 2006

December

- 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
- 12/29 First probation report available on UMRports

January

- 1/3 Second probation report available on UMRports
- 1/3 Colleges must have P3 holds placed on student records by 4:30 p.m.
- 1/5 Financial Aid SAP runs after 4:30 p.m.
- 1/9 Spring 2006 Financial Aid disbursed
- 1/17 Spring semester begins
- 1/18 Fall 2005 degree clearances due to the Office of the Registrar

Limited office hours

December 21

On December 21, the following OESS offices will close at 1:00 p.m.: the Office of the Registrar (OTR); Office of Student Finance (OSF); Office of Classroom Management (OCM); One Stop Student Service centers in 130 Coffey Hall (St. Paul) and 130 West Bank Skyway; Student Financial Collections and Third Party Billing. The One Stop Student Service Center in 200 Fraser Hall will be open until 5:30 p.m. The Classroom Hotline will be operational until 6:30 p.m.

Spring course cancellations for student with past due accounts

During the week of December 5, the Office of Student Finance (OSF) will identify students registered for spring 2006 who have student accounts with outstanding charges. These students will be sent notices stating they have until December 28 to pay their outstanding balance to avoid cancellation of their spring registration. During the week of January 3, OSF will identify those students who received the notice but have still failed to pay. The spring registration for these students will be canceled and a notice will be sent informing them that this has occurred. Students with questions should be directed to Student Financial Collections in 20 Fraser Hall. Students may also e-mail at SFCTuit@sossgw.stu.umn.edu or call 612/625-8007.

Fall 2006 class schedule update begins December 9

Beginning December 9, the Electronic Course Scheduling (ECS) System will be available for submission of fall 2006 class schedule information. Fall 2006 class schedule information is due on January 27, 2006.

Scheduling coordinators will use the five ECS reports—Class Schedule Summary; Non-standard Times; 60/40 Rule; Class Cancellations; and Actual vs. Projected Enrollment—to facilitate submission of class schedule information. These reports are available at <http://www.umreports.umn.edu>. Scheduling coordinators will be able to access the fall 2006 Class Schedule Summary report during the week of December 5.

Departments are also urged to review the Class Cancellations and Actual vs. Projected Enrollment reports for fall 2005 at this time. Information contained in these two reports will help departments fine tune their enrollment projections for fall 2006. Over projection of both the number of class sections needed and the size of each section exaggerates room demand, thus exacerbating the unplaced course problem. The Class Schedule Summary should be used as a worksheet in the preparation of the fall 2006 class schedule prior to entry in ECS. Departments are encouraged to consult with Scheduling regarding courses appearing on the ECS Non-standard or Excess 60/40 reports following ECS entry. Departments will have until February 10 to complete corrections to courses identified on the ECS feedback reports. Courses that remain at non-standard times or fall into the 60/40 excess must be referred to the appropriate associate dean's office for approval. Non-standard courses requiring centrally scheduled classrooms will be assigned classrooms on a low priority/space available basis. Scheduling cannot guarantee that these courses will be placed in central rooms.

One of the primary benefits of ECS is its ability to flag potential issues early in the schedule production cycle so that they may be resolved before becoming unplaced courses at the time of student registration. Any questions involving ECS or other scheduling concerns should be directed to Nancy Peterson at n-pete@umn.edu.


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