

# The Record

News about admissions, records, and student systems

December 2004, Vol. 28, No. 12

## Important Note

All One Stop Web links listed in this issue of The Record are only accessible until the new site goes live the week of December 13, 2004 (see article below).

## One Stop web site will unveil its new look the week of December 13, 2004

During the week of December 13, 2004, the One Stop Web site will unveil its new look and additional features designed to enhance the user experience.

As a result of this redesign, all flat text links will be changing. These links take the user to a page of information conveyed in a text format. For example, <http://www.onestop.umn.edu/registrar/> is a flat text link. If a link has changed, the user will either be redirected to the new page or will be taken back to the One Stop home page. Application links, such as <http://www.umreports.umn.edu>, will not change.

Communicators and Web masters are encouraged to update their printed materials and Web sites to reflect the link changes once the new site is launched. It is also recommended that faculty and staff update their bookmarks with the new links when possible.

In addition, the “faculty” and “staff” links will be located at the bottom of the One Stop home page rather than in the center. Individuals with questions should contact Amy Lund Swalley at [lunds008@umn.edu](mailto:lunds008@umn.edu).

## Graded papers and exams require confidentiality

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

Grades may be posted by unique codes known only to the instructor and the student. Posting grades by name, student ID number or any portion of a Social Security number is prohibited. Individual course grades may be e-mailed to students only at their University assigned e-mail address. 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 a 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).



## Datebook: fall 2004

### December

12/3 Open registration starts for non-degree seeking students

12/15 Last day of fall semester instruction; last day to withdraw from fall 2004 course(s) with college scholastic committee approval

12/16-18, 20-22 Final exams

12/17 Reserved seats available for registration by all students

12/24, 27, 31 Holiday—University offices closed

12/29 Full-term and second 7-week course final grades due; submit on the Web

12/29 Failure to pay any remaining tuition will result in the cancellation of spring registration the week of January 2, 2005

12/31 First run of fall 04 probation report can be viewed in IMS

## spring 2005

### January

1/3, 10, 14 Fall 04 Dean's List report can be viewed in IMS

1/7 Second run of fall 04 probation report can be viewed in IMS

1/12 Third run of fall 04 probation report can be viewed in IMS

1/17 Martin Luther King Holiday—University offices closed

1/18 Spring semester classes begin

1/28 Fall 2005 class schedule information due

## Degrees will not be posted for students with financial obligations to the University starting fall 2004

Beginning with fall 2004 degree clearances, degrees will not be posted for those students with financial obligations to the University. This policy is being implemented in an effort to reduce the University's debt associated with student-owed monies.

Students in jeopardy of not receiving their degrees will receive an e-mail notice in December notifying them of their current status. Information will be provided regarding how to contact Student Financial Collections. After degrees have been posted, those students who have not satisfied this obligation will be sent a letter in the mail to their permanent address notifying them that their degree has not been granted and that they may not obtain an official transcript. Again, contact information for Student Financial Collections will also be provided at this time.

Once the Office of the Registrar is notified that a student may receive his or her degree, the degree will be conferred for the date the student was originally cleared for graduation.

Individuals with questions about this policy should contact Vickie Roberts at [v-robel@umn.edu](mailto:v-robel@umn.edu).

## Fall 2005 class schedule update begins

### December 10

Beginning December 10, the Electronic Course Scheduling (ECS) System will be available for submission of fall 2005 class schedule information. Fall 2005 class schedule information is due on January 28, 2005. Schedulers must have completed ECS in PeopleSoft training to access the system.

Scheduling coordinators will use the five ECS reports—Class Schedule Summary; Non-standard Times; 60/40 Rule; Class Cancellations; and Actual vs. Projected Enrollment—recently developed by IMS 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 2005 Class Schedule Summary report during the week of December 3. Departments are also urged to review the Class Cancellations and Actual vs. Projected Enrollment reports for fall 2004 at this time. Information contained in these two reports will help departments fine tune their enrollment projections for fall 2005. 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 2005 class schedule prior to entry ECS.

Departments are encouraged to consult with Scheduling regarding courses that appear on the ECS Non-standard or Excess 60/40 reports following ECS entry. Departments will have until February 11 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](mailto:n-pete@umn.edu).

### Final exam schedule available online

Fall 2004 Finals Week runs from Thursday, December 16 through Wednesday, December 22. If you need information on when a final exam is scheduled, please check the One Stop final exam information at [http://onestop.umn.edu/registrar/calendars/fall\\_finals.html](http://onestop.umn.edu/registrar/calendars/fall_finals.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](mailto:ocmsched@umn.edu).

### Debbie Henderson wins UMACRAO award

Office of the Registrar staff member Debbie Henderson won an outstanding staff service award at this year's UMACRAO conference in St. Paul. Registrar Sue Van Voorhis recognized Debbie for her commitment and service to UMACRAO.

Congratulations Debbie!

## Graduate non-degree registration for spring 2005

Non-degree students needing graduate credit can register when open enrollment begins on December 3. These students are not currently in a degree-seeking graduate program; they have either been admitted for a future term or are thinking of applying to a graduate program and would like to take classes that could transfer into their program once admitted.

Detailed information about this program can be found in the "Earning Graduate Credit as a Non-Degree Seeking Student" brochure located online at <http://onestop.umn.edu/Forms/pdf/PRDWebBrochure.pdf>. Students can submit their department approved "Request for Graduate Credit" form anytime on or after the beginning of open enrollment. This form can be found online at <http://onestop.umn.edu/Forms/pdf/RequestforGraduateCredit.pdf>. Those with questions should contact Amy Morrisey at 612/624-4871 or Sandy Britsch at 612/626-9115.

## Spring course cancellations for students with past due accounts

During the week of December 6, the Office of Student Finance (OSF) will be identifying students registered for spring 2005 who have student accounts with outstanding charges. These students will be sent notices informing them that they have until December 29 to pay their outstanding balance to avoid cancellation of their spring registration. OSF is trying to time this notice so it will be received before students begin their finals or leave campus for winter break.

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](mailto:SFCtuit@sossgw.stu.umn.edu) or call 612/625-8007.

## Satisfactory academic progress

Students who are placed on financial aid probation or suspension will be notified via e-mail during winter break. Students are placed on probation or suspension based on a review of their fall semester academic record.

Suspended students are not eligible to receive financial aid; however, if they believe they have mitigating circumstances, suspension status can be appealed. Those students wishing to appeal their suspension status must complete a "Satisfactory Academic Progress Appeal" and submit it to a One Stop Student Services Center located at 130 Coffey Hall, 200 Fraser Hall or 130 West Bank Skyway. The appeal form can be found online at <http://onestop.umn.edu/Forms/index.html>

The Satisfactory Academic Progress policy can be found in its entirety at <http://onestop.umn.edu/Finances/sap.html>.

## 2005-2006 FAFSA

During winter break, students should be gathering their tax information in order to facilitate the completion of their 2005-2006 FAFSA. The sooner students—and parents—complete their 2004 federal taxes, the sooner they can complete the FAFSA for 2005-2006.

Why is it important to complete the FAFSA early? For students who have a great financial need, there are some grant and need-based loan funds that are limited in their amount. These funds are distributed to students based on their financial needs as well as the date that the FAFSA was submitted to the federal processor. Early submission of the FAFSA is crucial to receiving these funds.

For all students regardless of need, completing the FAFSA early is important because any problems with the form that are discovered can be resolved before aid distribution is delayed. Returning students should submit their FAFSA by April 1.

Students with question should speak with a One Stop counselor at 612-624-1111, by e-mail at [helpingu@umn.edu](mailto:helpingu@umn.edu), or by stopping by one of the One Stop Student Service Centers in 130 Coffey Hall, 200 Fraser Hall or 130 West Bank Skyway.

## Limited office hours December 22

On December 22, the Office of the Registrar (OTR), Office of Student Finance (OSF), Office of Classroom Management (OCM) and One Stop Student Service centers in 130 Coffey Hall (St. Paul) and 130 West Bank Skyway will close at 1:30 p.m. for a staff event. Student Financial Collections and Third Party Billing will also close at this time. The One Stop Student Service Center in 200 Fraser Hall will be open until 5:30 p.m.

## January RAC meeting

On January 10, 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 (AAC), the Collegiate Student Affairs Administration (CSAA), and other interested department staff. This meeting will be held from 9 a.m. to noon in 130 Murphy Hall (journalism).

An agenda for the January meeting will be sent out late December. Questions about the agenda or the meeting can be directed to Ingrid Nuttall at [lehn002@umn.edu](mailto:lehn002@umn.edu) or 612/626-0075.

## 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 "Update Personal Information."

## 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](http://www.dlserver.ed.gov). Students with other types of loans should contact their lender to find out if exit interviews are required.

## Importance of turning in grades on time

The University of Minnesota's Final Exam Policy states: "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 failure to submit course grades within these guidelines can have serious repercussions for students. Students can face probation or suspension, lose athletic eligibility, scholarships and their good-student insurance discount, and risk a delay in graduation, to name a few.

Please stress the importance of turning in grades on time to all instructors and staff. The Web grading system is set up for proxy access, meaning someone else other than the instructor for the course can be given rights to submit grades. Utilizing this proxy option when needed helps ensure the timely entry of grades. If an instructor will be unable to enter grades on time and would like to authorize an individual to assist him or her, contact your departmental scheduling coordinator.

For questions about submitting grades, contact Tina Falkner at [rovic001@umn.edu](mailto:rovic001@umn.edu) or 612/625-1064.

## Checking e-mail over winter break

Please encourage students to continue to check their University e-mail over the winter break. One Stop Student Services often sends out several e-mails prior to the start of spring semester.

## 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/Record>.

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