

The Record

News about admissions, records, and student systems

October 2003, Vol. 27, No. 10

Improved course search available on the Web for spring registration

An improved and expanded course search capability debuts this fall on the public One Stop Web site. The new design and features are the first phase of a project of the Office of Enrolled Student Services that will add value to student services and improve registration tools.

Users will notice that search response time is faster. They will also be able to see a real-time report of the number of course seats available, a printable registration worksheet, and course details from the *Class Schedule*.

New types of searches are available:

- by session
- Independent and Distance Learning (IDL) courses

- General Education requirements
- open classes only

Existing searches are improved:

- Liberal Education requirements
- courses scheduled after 4:30
- quick search by course number
- links to Web versions of the *Class Schedule*, section status, bookstore, and registration

Sarah Harper, a One Stop counselor testing the new functionality, said, "I definitely like the look of the Search Results page! Great information—no need to use the *Class Schedule*."

Students who withdraw must repay aid

Departments and staff are asked to help make students aware that, if they withdraw from classes after their financial aid has been disbursed, they may owe money—in some cases, a significant amount of money.

When students withdraw from all or some of their classes, they are no longer considered students and are not eligible for the "unearned" portion of their financial aid. Most grants, scholarships, and loans are intended to cover a student's educational expenses for the entire term or year, and students may keep only the amount of money that they have "earned" during their days of attendance. Students will be billed for any "unearned" aid they

receive, regardless of whether they have spent it.

The amount students must repay is based on the day they withdraw from all classes.

For all federal Department of Education funds (i.e., SEOG, Pell Grants, Perkins Loans), repayment is required if they withdraw from all classes within the first 60 percent of a term. However, students who continue with even one course may be able to retain most of their funds.

For Minnesota programs (i.e. Minnesota State Grant), repayment is required if students withdraw or reduce

Repayment of aid, *continued on page 2*

Reminder:

Midterm alerts due in October

Instructors of record for all 1xxx courses are reminded to send midterm alerts. Under University Senate policy, they should be prepared to provide a midterm alert for any student who, on the basis of performance in the course through the sixth week of the semester, appears to be in danger of receiving a grade of D, F, or N.

In early September, vice provost for undergraduate education Craig Swan sent an e-mail message to remind instructors about midterm alerts.

Access to the electronic midterm alert system is available from the Monday of the fourth week through the Monday of the eighth week of the semester. During this time, instructors of record—or their official proxies, who have been authorized through PeopleSoft—can log into the midterm alerts system at <http://onestop.umn.edu/registrar/midterm-alerts/> and click on the "Send Midterm Alerts" link.

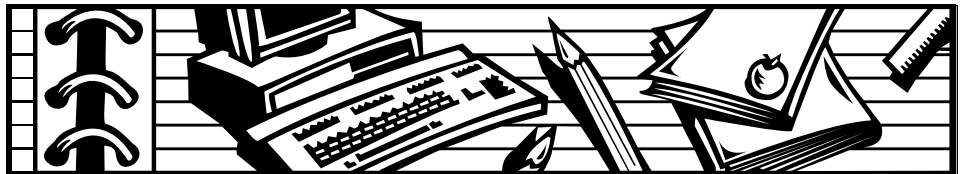
For more information about midterm alerts, go to the Web site above. If you have questions, contact Tina Falkner at rovic001@umn.edu.

Overdue accounts will lead to canceled spring registrations

Students who still owe money for summer 2003 courses at the end of fall semester will have their spring registrations canceled. They will need to pay the outstanding balance in full or set up a payment plan with Accounts Receivable to avoid cancellation.

Advisers are urged to remind students that, even if they are able to register for spring semester 2004 because of good timing between their queue date and their installment bill due date, their registration will be canceled approximately ten days before the start of classes if they still owe for a previous semester.

If you have questions, please contact Kris Wright at the Office of Student Finance, 612-626-0302.



Datebook: Fall semester 2003

October

- 1 Last day for Graduate School students to apply for participation in fall commencement ceremony
- 4, 11 Campus Preview Days for prospective freshmen, Office of Admissions
- 15 Graduate School application deadline for spring semester 2004
- 27 Grades due for first 7-week courses; submit on the Web

November

- 10 Queued registration begins for spring semester 2004
- 27-28 Thanksgiving holiday—classes excused and University offices closed

December

- 12 Last day of fall semester instruction
- 13-14 Study days
- 15-20 Final examinations
- 24 Full-term and second 7-week course final grades due; submit on the Web
- 25-26 Holidays—University offices closed

January

- 1-2 Holidays—University offices closed

Repayment of aid,

continued from page 1

their enrollment at any point during the term.

For University of Minnesota funds, repayment is required if they withdraw from all classes before the end of the add/drop period. At that point, the student must repay 100 percent of University-funded aid (i.e., Direct Loans).

Students should contact a One Stop Student Services Center counselor to discuss their circumstances before deciding to completely withdraw from class. They may e-mail the One Stop Center at helpingu@umn.edu. Counseling is also available: by phone from 8 a.m. to 4 p.m., Monday through Friday, at 612-624-1111 or 612-626-0701 (TTY for hearing impaired students only), or on a walk-in basis at 200 Fraser Hall, 130 Coffey Hall, or 130 West Bank Skyway.

Degree GPAs will appear on transcripts

Beginning in October, transcripts of undergraduates who receive degrees will show the degree grade point average (GPA) along with the degree award. Degree GPAs will be posted for all students with degrees awarded since fall 1999.

Degree GPAs on transcripts will be static and based on students' cumulative GPA at the time of the degree posting. Future coursework at the undergraduate level (non-degree, second major or minor, certificate, etc.) or any grade changes made to their degree coursework will continue to be reflected in the overall cumulative GPA, but the degree GPA will not change. The only exception will be if an administrative error was made at the time of posting.

Within a year of graduation, students may petition their college to complete work in a course for which they received an Incomplete ("I") in order to

receive a grade. The change in that grade will be reflected in the cumulative GPA but not the degree GPA. An "I" that is unchanged one year after graduation will remain permanently.

If a student returns to the University to work on a second undergraduate degree, a new degree GPA will be posted using the cumulative GPA for that degree.

For more information, contact Vickie Roberts at v-robel@umn.edu.

Office of Classroom Management updates

Bell, Anderson, and Rapson lecture halls get upgrades

Significant upgrades have been made in the Bell Museum auditorium and lecture rooms in Anderson and Rapson Halls.

Changes in the Bell auditorium increase its value as a general-purpose classroom. All 370 seats were improved and fitted with folding tablet arms for note-taking. New lights increase visibility, and a full Tech Upgrade package was installed to bring the room up to the U's projection-capable classroom standard. Several cosmetic improvements were also completed. Work at the Bell was made possible by a leveraged partnership among the Office of Classroom Management (OCM), the College of Liberal Arts (CLA), and the Bell Museum of Natural History. The improved Bell makes a much-needed addition to the inventory of large lecture halls on the east bank.

The under-used 250 Anderson Hall computer lab was converted to a general-purpose classroom. Fixed seating with folding tablet arms and a full Tech Upgrade installation brought it in line with other projection-capable lecture halls in Anderson Hall. This was accomplished through a leveraged partnership between OCM and CLA.

Ralph Rapson Hall auditorium was upgraded with new wood seating (equipped with folding tablet arms) that complements the room's unique materials and architectural style.

Major renovation for Blegen classrooms

A major renovation of 25 central classrooms on the first two floors of Blegen Hall has been completed.

All received the Tech Upgrade installation and were brought up to the U's projection-capable classroom standard. This includes a fixed video/data projector, user-friendly interface and control systems, laptop capability, various input devices, accessibility improvements, flexible modular design, lectern, sound systems in larger rooms, and Internet connectivity at the instructor station. All projection-capable classrooms have wireless Internet access under the same 802.11b standard that applies across the campus.

In addition, the Blegen classrooms received modifications to enhance acoustics and reduce ambient noise. New whiteboards increase visibility and reduce chalk dust, the ventilation system was upgraded, new lights improve the learning environment and energy efficiency, and wider doors with proper hardware make the rooms accessible and compliant with the Americans With Disabilities Act.

From chalkboards to whiteboards

Writing surfaces in a number of central classrooms are being converted from chalkboards to whiteboards. People often ask why.

Technology is a major reason. The Office of Classroom Management (OCM) continues Tech Upgrades to bring general purpose classrooms up to the projection-capable classroom standard. Chalk dust is destructive to electronics, computers, and projection equipment. It infiltrates equipment, clogs filters, coats lenses, increases heat, destroys circuit boards, interferes with operation of mechanical parts, and generally causes sharp reductions in the service life and performance of equipment and systems.

Other reasons include the custodial work created by chalk dust, as well as general air quality.

The current generation of whiteboards is far superior to previous surfaces. OCM works with the Building Services custodial force to ensure that markers are re-supplied to central classrooms with each night's cleaning. ***It is important to note that only the supplied and approved markers should be used.***

Whiteboard cleaning has also improved. OCM partners with Building Services to provide training for Facilities Management custodians on the most effective cleaning methods for writing surfaces. Rooms with whiteboards now include a permanently installed cleaning-cloth paper dispenser and cleaning solution, mounted near the writing surface.

Feedback from faculty and students has voiced appreciation for the replacement of blackboards with whiteboards and the cleaner classrooms that result. Many have also noted that the contrast provided by whiteboards makes them easier for students to read.

OCM tries to consult and coordinate with departments or colleges before changing writing surfaces in central classrooms. Also, to accommodate the needs of faculty members who require chalkboards, OCM maintains a mix of both whiteboard- and blackboard-equipped general-purpose classrooms.

“Check your financial aid status” goes live

The new online self-service option that allows students to see their financial aid status at a glance went live September 18. Students can now track their individual financial aid process from application through disbursement.

From the One Stop Student home page at onestop.umn.edu/Finances, students can select “Check your financial aid status.” They are then given instructions and links to complete their next step in the process. Steps include:

1. Complete a Free Application for Federal Student Aid (FAFSA)
2. Complete additional requirements
3. Financial aid under review
4. Respond to electronic financial aid award notice (eFAAN)
5. Complete any required loan documents
6. Disbursement of funds

The new feature builds upon existing financial aid self-service options, including “View my financial aid” and “Respond to my financial aid award

notice (eFAAN),” within a context that clarifies the application review and awarding process.

For more information, contact Mary Koskan, One Stop Student Services, Office of Enrolled Student Services, at 612-625-0160 or m-kosk@umn.edu.

OSF adopts new certification process for private loans

The Office of Student Finance (OSF) began certifying private loans through Educational Loan Management Resources (ELM) in August.

ELM functions as a gatekeeper between the University and private lenders. Lenders send certification requests to ELM, and ELM forwards them to the University. Loan funds are also transmitted through ELM.

OSF no longer spends time e-mailing messages to inform students that their checks are at the One Stop Service Center awaiting their signatures. Loan funds are deposited directly into

students’ accounts, so they get their money faster.

Students can apply for education loans the same way they always have. Or they can visit the ELM Web site at www.elmresources.com, choose a lender who uses ELM, and then apply online. Students have a larger choice of lenders and can also use the Web site to track the progress of their private loan.

Update on student loan billing system (ECSI) transition

ELM is separate from the system used for billing loan borrowers after they leave school.

OSF began working with a vendor for student loan billing in August (*The Record*, July). Transition to the Educational Computer Systems, Inc. (ECSI), originally scheduled to be completed August 15, was delayed to a target conversion date of October 1 in order to avoid major changes during financial aid disbursement.

TheRecord

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