

The Record

News about admissions, records, and student systems

November 2003, Vol. 27, No. 11

Admissions office adopts document imaging

The Twin Cities campus Office of Admissions has implemented ImageNow, a document imaging system. Since mid-August, nearly every piece of paper it has received has been scanned and indexed, making it available at the click of a button to staff across the University who need it for their work with students.

Through the summer, staff designed workflow and management strategies to use the new technology to its fullest advantage. Since implementation began, an average of over 500 documents per day have been scanned. All transfer applications for spring 2004, and freshman and transfer applications for fall 2004, are being processed using imaged documents and ImageNow workflow.

The office is experiencing many normal start-up challenges. Admissions managers constantly analyze workflow, moving staff resources as necessary to alleviate bottlenecks. The ability to quickly identify and eliminate bottlenecks is one of ImageNow's big advantages.

Other benefits also have been realized.

- Counselors and staff in the Office of Admissions now have immediate access to application documents when responding to phone inquiries.
- Staff efficiency has increased due to workflow features that make it easy to move files through the admissions process seamlessly.
- Advisers and staff in college offices have immediate access to information about both prospective and current students whose documents are housed in Admissions.

- The possibility of misplaced or misfiled documents is significantly reduced.
- The Office of Admissions no longer creates paper files for applicants, freeing up space as well as organizational time and effort. Paper documents are boxed and stored for a limited time.

More offices using ImageNow

The Office of Admissions is the fourth department on the Twin Cities and Duluth campuses to implement ImageNow since January, after the Office of the Registrar and Human Resources Management System on the Twin Cities campus and the Office of Financial Aid and Registrar on the Duluth campus. The Graduate School and Sponsored Projects Administration are currently in planning phases to adopt ImageNow.

The University issued a request for proposals for imaging systems several years ago. ImageNow, a document imaging system from Perceptive Vision, Inc., was selected to try first with financial aid. That project proved highly successful.

If you have questions about document imaging systems at the University, contact Becki McDonald in the Office of Information Technology, mcdon138@umn.edu. For more information about the Office of Admissions transition, contact George Hudachek at g-huda@umn.edu.

Use MnCAS to find out how courses will transfer

The Minnesota Course Applicability System, or MnCAS, can help you get consistent and accurate information about how courses will transfer from one school to another. You can also see how courses will apply to user-selected academic program requirements at another school. MnCAS is expected to be available late this fall semester.

MnCAS is a Web-based, student transfer support system developed by Miami University of Ohio. Implementation in Minnesota is a collaborative effort of the Minnesota State Colleges and Universities system (MnSCU) and the University of Minnesota.

Students, advisers, faculty members, and administrators from colleges and universities can use MnCAS. The result is a more efficient, more accessible, and virtually paper-free process to help transfer students move from school to school and earn degrees on time.

The course applicability system provides capabilities for a multi-state, decentralized, electronic advising system. Through one entry, a potential transfer student can directly access course acceptability, equivalency, and applicability information among all participating institutions by using each institution's existing transfer articulation agreements and course equivalency tables. A student at one participating institution can use an internet browser to

MnCAS *continued on page 2*

Student-Staff Directory arrives this month

During the month of November, the 2003-04 *Student-Staff Directory* will be delivered to all offices that responded to a request form sent in October.

Dynamex delivery company will make one attempt to deliver between 8 a.m. and 4:30 p.m. If a signature cannot be obtained, departments will need to arrange and pay for an additional delivery attempt.

Distribution to students will be available at the information desks in Coffman Memorial Union and the St. Paul Student Center. University Bookstores will no longer distribute the directory on campus.

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view a degree program at another participating college or university, enter courses taken at his or her current institution, and immediately see how those courses fulfill degree requirements at the desired school.

The process can also show what additional courses can be taken at the home school to fulfill further requirements at the target transfer school.

To avoid the need to re-enter course information, the system provides a storage mechanism to hold a student's complete academic portfolio for future evaluations at any of the participating schools.

The MnCAS Users Group is made up of staff from the MnSCU Office of the Chancellor and the University of Minnesota Office of Enrolled Student Services and Office of Admissions.

Printable *Class Schedule* and *Course Guide* available for spring registration

When registration for spring semester begins November 10, a new "printable" *Class Schedule* and *Course Guide* will be available to help.

Combined with the online *Class Schedule*, *Course Guide*, and section status updates, as well as improved course search capability, the new printable publications provide a range of tools to empower students and improve the registration experience. They are projects of the Office of Enrolled Student Services and part of its ongoing effort to improve registration.

Access the printable publications from the public One Stop Web site at <<http://onestop.umn.edu/registrar/registration/courses.html>>.

Class Schedule

Users can download a PDF file of class listings from the *Class Schedule* and print it from their desktops. Easy printing of desired sections can be done two ways: (1) by using your browser's search functions, or (2) by clicking on the bookmarks and then printing only the pages you need.

Class information will be updated periodically during spring registration and orientation.

A separate PDF version of registration policies, as previously published in the paper *Class Schedule*, will also be available to print from your desktop.

Course Guide

The new printable *Course Guide* will have search and bookmark features similar to the *Class Schedule*, so users can easily print only the pages they need.

Registration waiting list pilot project begins

The Twin Cities campus will introduce waiting lists as part of Web registration for spring semester.

All undergraduates will be eligible to be placed on a waiting list for courses offered through the pilot departments, which include journalism, electrical engineering, and the College of Biological Sciences. They must meet course requirements to get on a waiting list.

If a course closes and it has waiting list capability, students who register on the Web will automatically be presented the option to be put on the waiting list. On the student's study list and enrollment summary, wait-listed classes will appear in a separate area. Then, if space becomes available, the department will contact wait-listed students by e-mail with a class permission number or it will assign student-specific permission. Students must use Web registration to enroll in the class.

More detailed information will be sent by e-mail to students, faculty, and staff before November 10.

If the pilot waiting list option is successful, it should become available to all departments and campuses soon.

For more information on using the waiting list option, contact Terri Tuzinski, Office of the Registrar, 612-625-3869 or t-tuzi@umn.edu.

Course Time Conflict Approval form

Students who register for courses that have abutting (less than one minute separation) or overlapping times must submit a Course Time Conflict Approval form, signed by instructors of both courses.

Please remind instructors that *their signature not only overrides the time conflict; it also authorizes an override for permission, class limit, and prerequisites*. This information is noted on the form above the signature.

Fall semester 2003 registration highlights

Campus	Fall 2003	Fall 2002	Fall 2001	Fall 2000
Twin Cities	49,474	48,677	46,597	45,481
Crookston	2,320	2,387	2,529	2,775
Duluth	10,114	9,815	9,380	9,087
Morris	1,861	1,910	1,927	1,842
Total	63,769	62,789	60,433	59,185

By level and status	Twin Cities Fall 2003	Twin Cities Fall 2002	All campuses Fall 2003	All campuses Fall 2002
New high school	5,186	5,188	8,039	7,992
New advanced standing	2,176	1,838	2,727	2,489
New graduate	2,881	2,833	3,110	3,023
New professional	785	767	889	823
New non-degree	1,792	2,198	3,006	3,306
Intercampus transfer	296	341	383	446
Intra-campus transfer	1,916	1,766	2,298	2,135
Continuing	33,417	32,587	42,127	41,232
Readmits	946	1,078	1,082	1,202
Unknown	79	81	108	141
Total	49,474	48,677	63,769	62,789

Twin Cities colleges	Undergrad	Graduate	Professional	Nondegree
Agricultural, Food & Env. Science	1,121	418	0	15
Architecture & Landscape Architecture	301	257	0	20
Biological Sciences	1,442	452	0	20
Carlson School of Management	1,653	2,198	0	99
Continuing Education ¹	678	153	0	3,294
Dentistry (includes Dental Hygiene)	109	65	356	26
Education & Human Development	748	2,385	0	361
General College	1,919	0	0	0
Human Ecology	1,071	433	0	71
Humphrey Institute	0	407	0	45
Institute of Technology	4,288	2,358	0	163
Law School	0	0	804	16
Liberal Arts	14,409	1,974	0	303
Medical School ²	125	415	786	643
Natural Resources	481	98	0	6
Nursing	402	381	0	38
Pharmacy	0	95	484	2
Public Health	0	563	0	47
Veterinary Medicine	0	95	328	2
Unattributed	0	49	0	2
Twin Cities totals	28,747	12,796	2,758	5,173

¹ College of Continuing Education (CCE). All CCE enrollments are included. Students who were previously admitted as degree-seeking students in another college and are now taking only evening school courses are counted in the college that enrolled them.

² Includes Medical Technology, Mortuary Science, Occupational Therapy, and Physical Therapy students.

DATA SOURCE: Institutional Research and Reporting, 319 Morrill Hall, 612-624-4851

U enrollment rises

The University's systemwide enrollment reached 63,769 for fall semester 2003, up 1.6 percent or 980 students since a year ago. That follows an increase of 3.9 percent from fall 2001 to fall 2002.

The number of undergraduates was up 1.8 percent, graduate students 6.9 percent, and professional students 4.0 percent. The number of students on non-immigrant visas fell by 1.3 percent systemwide.

The number who identified themselves as students of color rose 6.4 percent systemwide. Increases in most groups were strong on the Duluth and Twin Cities campuses, in particular.

More statistics are posted on the Web by Institutional Research and Reporting at www.irr.umn.edu.

Grad School applications down, enrollment up

On the Twin Cities campus, the Graduate School's final statistics for applications and enrollment are mixed.

New enrollments for summer and fall are up 4 percent, and total fall enrollment is up almost 6 percent. Yet the total number of applications for summer and fall was down 5 percent from a year ago, and the number admitted was also down 1 percent.

Applications from U.S. citizens and permanent residents for summer and fall increased by 15 percent, and admissions for those groups increased by 12 percent.

International applications for summer and fall fell by 22 percent compared to the same period last year, and 23 percent fewer international applicants were admitted. But the yield of new international enrollments from those admitted increased by 5 percent.

The greatest decline in number of international students who applied and were admitted occurred in engineering and the physical and mathematical sciences; declines also occurred in the biological, health, and social sciences, education, language, literature, and the arts. But actual international enrollments increased in the biological sciences and education.

Find key dates on the intranet

Have you been searching for key event dates, such as term activation, queued registration, final exams, deadlines for change-of-college applications, degree applications, and grades?

These important dates for each campus and term can be found on the intranet, a secure Web site, at <https://intranet.oess.umn.edu/oc/keyevents.aspx>.

Log into the system using your X.500 username and password, and select a term and year.



Datebook: Fall semester 2003 & spring semester 2004

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
- 19 Martin Luther King, Jr., birthday observed—University offices closed
- 20 Spring semester classes begin

February

- 2 Last day for undergraduates and students in professional degree programs to apply for spring graduation

March

- 1 Last day for students in the Graduate School to apply for participation in spring commencement
- 15 Graduate School application deadline for summer 2004
- 15-19 Spring break
- 19 Last day for undergraduates and students in professional degree programs to apply for May session graduation

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The Record is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Executive Vice President and Provost. Subscribe to the e-mail edition at onestop.umn.edu/Events/newsletters.html.

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