

The Record

News about admissions, records, and student systems

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Web scheduling seeks to reduce Twin Cities campus classroom shortage

Course scheduling on the Twin Cities campus will dramatically change on December 15 when the Electronic Course System (ECS) goes online. ECS is designed as an important new tool to reduce unplaced courses.

The number of unplaced Twin Cities campus courses is up dramatically to 717 for spring semester. It continues to be a major problem caused by classroom supply-and-demand issues as well as inefficiencies, such as excess use of peak times, non-standard scheduling, inaccurate projected enrollments, and course cancellations.

The new web-based system will replace the cumbersome paper course-turnaround document schedule submission process. Everyone in the scheduling process, including departments, associate deans, and central schedulers, will gain the power of real-time information.

Departments will now receive instant feedback as they submit courses. ECS will flag submissions inconsistent with senate policy and provost guidelines on scheduling. Unplaced course problems

will be identified long before registration, gaining time to solve them.

Implementation will begin with the scheduling cycle for fall 2004 courses. ECS has been in progress for 10 months as a joint project of the Web Development team, the Office of Classroom Management (OCM), and the Information Technology unit of the Office of Enrolled Student Services. It is endorsed by the Classroom Advisory Subcommittee and by the Assembly Committee on Educational Policy as the basis for solving the unplaced course problem and as a method to encourage more efficient use of classrooms.

ECS operates under the existing senate- and provost-approved scheduling policy and guidelines. It preserves options for exceptions to standard scheduling when necessary.

ECS will identify non-standard course submissions as well as departments' attempts to schedule more than 60 percent of their class meeting times in central classrooms during peak time (the system identifies the number of hours over 60 percent, and departments

determine which courses to associate with the hours that exceed the 60 percent guideline). Course submissions may be changed and resubmitted by the deadline so they can be processed for placement in central classrooms along with other courses. Alternatively, a department may justify the non-standard or excess peak-time need to the appropriate associate dean and, if approved, either (a) schedule the course in a departmental classroom, or (b) resubmit the course to Scheduling for placement in a central classroom on a "low priority/space available" basis.

The Duluth campus will also use ECS but with slightly different procedures. Duluth does not have classroom shortages and has an approval process for non-standard courses in place.

ECS will provide department chairs and associated deans with information to help in managing section and enrollment projections, for minimizing non-standard times, excess use in peak times, and excess course and section cancellations. See also "Ten Ways for Departments and Colleges to Reduce the Classroom Shortage," at www.classroom.umn.edu/scheduling.

Departmental schedulers— sign up now for training

A 90-minute ECS training session is required for all department schedulers. Sessions will be held during the weeks of December 8 and 15. Department schedulers were sent an e-mail notice about the 22 available session times from Nancy Peterson, and are urged to sign up immediately to attend. See <https://onestop2.umn.edu/training/courseDetail.jsp?course=SR5080>.

Twin Cities campus fall grades due December 24

Twin Cities campus departments should take note that final grades for fall semester are due on December 24, since the day is not designated as an official campus holiday this year. Final grades are submitted on the Web, except for Independent and Distance Learning and Directed Study courses.

The Web grading system will be available starting the Monday of the last week of instruction for full-term and 7-week courses, which varies by campus. Each campus has a Web site for access to the system, frequently asked questions, and tutorials for entering final grades and uploading grade files.

Crookston—www.crk.umn.edu/people/services/registrar/GradeReporting.htm

Duluth—www.d.umn.edu/faculty/grading

Morris—www.mrs.umn.edu/onestop/grading

Twin Cities—www.onestop.umn.edu/registrar/Grades/gradereporting

Spring registrations to be canceled if students owe more than \$100

Students who owe more than \$100 for fall semester 2003 before the beginning of spring semester 2004 will have their registrations canceled. They will receive a notice from the Office of Student Finance before the cancellation about paying the amount in full or setting up a payment plan.

If you have questions, contact Kris Wright at 612-626-0302.

Dates of limited service, early closings

On December 18, many departments in the Office of Enrolled Student Services' Office of the Registrar (OTR) and Office of Student Finance (OSF) will close at 1:30 p.m. for a staff event. Limited service will be available at the One Stop Student Services Center, 200 Fraser Hall.

On December 24 and 31, the One Stop Student Services Center in 200 Fraser Hall will close early—at 4:00 instead of 5:30 p.m.

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Datebook: Winter break 2003–2004

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
- 31 Probation and dean's lists viewable on IMS

January

- 1–2 Holidays—University offices closed
- 6 Satisfactory academic progress process run for financial aid
- 12 Joint meeting of RAC, PRAC, AAN, CSAA, 9 a.m.–noon, 130 Murphy
- 19 Martin Luther King, Jr., birthday observed—University offices closed
- 20 Spring semester classes begin

Grade changes, supplements on the Web soon

Beginning in mid-January, supplemental grades and grade changes will be submitted on the Web. They will no longer be submitted to the Office of the Registrar on the Supplemental Grade Form. The new system will eliminate the current paper process.

Students will benefit from a quicker turnaround time for grade changes, which will allow other processes—such as clearing students for graduation—to begin more quickly.

Supplemental grades are used when grades need to be entered early or late or changed from originally-submitted

grades. Submitting supplemental grades on the Web will be similar to issuing final grades. Any initial grades submitted early or late will require only the approval of the instructor. Grade changes, however, may require additional approval at the department's discretion.

If you have questions about the supplemental grade project, contact Becki McDonald at mcdon138@umn.edu. If you have questions about submitting supplemental grades, contact the Student Records Tech Team at 612-625-2803 or techteam@sossgw.stu.umn.edu.

Process changes for non-degree seekers

For students interested in registration as non-degree graduate students as part of the Professional Development Program, commonly called 99PRD, several changes are in progress.

The Office of the Registrar's *Earning Graduate Credit as a Non-Degree Student* pamphlet will be reprinted and also available to download from the One Stop Web site. Expanded information will include comprehensive registration instructions.

A new service indicator, PRD, will be placed on non-degree students' records when they are manually registered. This will require registration in person or by mail or fax to provide closer monitoring of registration and to avoid misunderstandings; for example,

some students who register for undergraduate courses in addition to their graduate courses expect to be charged at the undergraduate rate. The service indicator will also prevent registration for other graduate-level courses without department approval.

The Registration Request for Graduate Credit form (for non-degree students) is now being processed at the One Stop Student Services Center, 130 West Bank Skyway, fax 612-626-9129. A new version will make it more consistent with the Registration and Cancel/Add form.

If you have questions about the Professional Development Program as a non-degree-seeking student, please contact Dan Delaney, 625-7864, or Liz Hojan-Figge, 626-9116.