

The Record

News about admissions, records, and student systems

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New workshop series for directors of graduate studies

An expanded series of workshops this semester is designed to provide directors of graduate studies with tools and information to successfully manage several aspects of the programs they oversee.

The Graduate School has traditionally offered orientation sessions for new directors of graduate studies. It also provides annual workshops on evaluating international credentials and, as part of its Policy and Review Council Assembly each fall, gives presentations that focus on key issues in graduate education.

Beginning this academic year, the Graduate School is providing more opportunities to directors of graduate studies to learn about best practices in several areas. A workshop in December focused on recruiting weekends as an effective strategy to attract outstanding students. The series continues this spring semester.

Reminder: Grade changes, supplements will be submitted on the Web soon

Starting 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.

More information about the system will be available in the next few weeks.

Tuesday, February 10

Best Practices in Student Progress Reviews

Tuesday, March 30

Welcoming New Students: Elements of a Successful Orientation

Wednesday, April 14

Recruitment and Retention for Diversity: Best Practices in Creating a Positive Student Experience

All workshops will be held from 3:00 to 4:30 p.m. in the Presidents Room of Coffman Memorial Union. Space is limited. Directors of graduate studies will be invited to register several weeks before each event. Both directors of graduate studies (DGSs) and DGS assistants are welcome to attend.

A list of DGS workshops is on the Web at www.grad.umn.edu/news/dgs_workshops.html.

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

Legislative briefing will be January 22

The University of Minnesota Legislative Network will sponsor its annual briefing of the University's 2004 capital request for staff, faculty, students, alumni, and friends. Come to Memorial Hall in the McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, on Thursday, January 22. A program with remarks by President Bruininks will be held at 6:30 p.m. Please register your intent to attend and see more information at www.supporttheU.umn.edu.

U Facts & Figures updated

Updated in December 2003, the new University of Minnesota Facts & Figures is a four-page, four-color brochure. It includes overviews of the four campuses, rankings, highlights, and data on enrollment, graduation rates, tuition, staff, physical assets, and revenue sources. Find it on the Web at www.umn.edu/urelate/ufacts. Download the PDF or use the form to order color copies for a fee.

Guide to class permission numbers for spring semester

As spring semester approaches, here's a guide to when and how class permission numbers will be used.

Instructors, departments, and colleges are cautioned to avoid giving more permission numbers than the room capacity allows, because a new classroom cannot be guaranteed.

November 10–February 2 (*beginning with queued registration, through Week 2 of classes*)

● The instructor, the department, or the student's college office grants *class permission numbers*. Use them to:

- Override a permission requirement
- Override a class limit
- Override prerequisites

Do not use them to override a time conflict or credit maximum.

- Some classes and departments require student-specific permission. These students will not receive a number but will be cleared to register for the class.
- Students can use the permission number to register or drop classes on the Web, in person, by fax, or by mail.

Datebook: Winter break & spring semester

December

31 Probation and dean's lists viewable on IMS

January

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
 Last day to enroll for spring without incurring late enrollment fee
20 Spring semester classes begin
27 Last day to cancel courses for 100 percent refund

February

2 Last day for undergraduates and students in professional degree programs to apply for spring semester graduation
7 First spring semester tuition bill date—due March 3
9 Midterm alert system available to enter grades
25 University of Minnesota Founders Day

● All class permission numbers expire February 2 (the end of the second week).

● Print a list of permission numbers from www.umreports.umn.edu.

February 3–March 15 (Weeks 3–8)

● *Student-specific permission* is granted by a student's college scholastic committee. Students must go to their college office; instructors and departments are no longer authorized to give class permission numbers or student-specific permission.

● Use student-specific permission to —Override a permission requirement

—Override a class limit
 —Override prerequisites

● Students must receive written instructor approval, then go to their college to receive scholastic committee approval. The college office puts the student's ID number in the "class permission number" panel in PeopleSoft.

● Students can register or drop classes on the Web, in person, by fax, or by mail.

March 16–May 3 (Weeks 9–15)

Same as for Weeks 3–8 above, except
 ● Students *cannot* register or drop their classes on the Web.

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