

# The Record

News about admissions, records, and student systems

February 2004, Vol. 28, No. 2

## Spring registrations canceled for students owing more than \$500

Seventy-eight students who owed more than \$500 for fall semester before the beginning of spring semester had their spring registrations canceled.

About 1,500 students received notices from the Office of Student Finance before the cancellation about paying the amount in full or setting up a payment plan, and most responded in time to avoid cancellation.

OSF made a one-time change in the amount that determined cancellation,

from \$100 to \$500, due to the large number of students who owed, implementation of e-billing and payment in the fall, and a fall billing schedule that resulted in short notice.

Billing dates for the 2004–05 academic year will be adjusted so cancellation notices can be sent before finals and to prevent registration.

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

## No classes on caucus night, March 2

No University of Minnesota classes or official events may be held after 6 p.m. on Tuesday, March 2, the night of state political caucuses.

## Undergraduate applications up, Grad School applications down slightly

A record-breaking 17,413 applications for fall 2004 freshman admission have been received to date—an increase of 5 percent over the same time last year, and exceeding the final number of applications received for fall 2003. The preliminary application deadline was December 15.

The *Star Tribune* reported higher application rates at colleges across Minnesota, at least in part because students are applying to more colleges (“Colleges see more applying,” January 18, p. B1).

“We are very grateful for the strong interest in the University,” said admissions director Wayne Sigler. He said the staff is committed to making sure that each application is given careful, fair, consistent, and respectful individual review.

### Graduate School: domestic applications up, international down for second year

Meanwhile, applications to the Graduate School for fall 2004 are continuing a trend that began last year: applications from U.S. citizens and permanent residents are up again dramatically, while applications from international students are down sharply.

Department application deadlines for fall occur between December 1 and February 15, most in the period January 1–15. As of December 24, domestic applications were up 30 percent over one year ago and international applications were down 30 percent. As a result, the total application pool was down 3 percent.

International applications were down in every area, ranging from a 7 percent decrease in the biological

sciences to a 36 percent decrease in engineering, physical sciences, and mathematical sciences.

Because of the dramatic increase in domestic applications, the number of applications were up overall in every area—with the exception of engineering, physical sciences, and mathematical sciences.

The University of Minnesota’s numbers are consistent with nationwide trends in applications for admission to graduate schools.

## Find key dates for all campuses 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?

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.

## Web transition for grade changes and supplements delayed to February

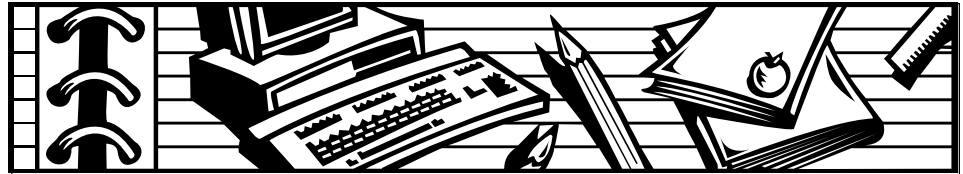
Implementation of the Web system to submit supplemental grades and grade changes has been delayed from mid-January to early February.

Supplemental grades and grade changes will no longer be submitted to the Office of the Registrar on the Supplemental Grade Form. The new system will eliminate the paper process.

A Web page with more information is being prepared, including a link to the system, a tutorial, and frequently-asked-questions list.

Departmental contacts will be notified when the process goes live, and more information will be provided in the March issue of *The Record*.

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



## Datebook: Spring semester 2004

### February

- 2** Last day for undergraduates and students in professional degree programs to apply for spring semester graduation
- Last day to cancel spring courses for a 75 percent refund
- 7** First spring semester tuition bill date—due March 3
- 9** Midterm alert system available to enter grades
- Last day to cancel spring courses for a 50 percent refund
- 16** Last day to cancel spring courses for a 25 percent refund
- 18** Learning Abroad Center spring fair
- 25** University of Minnesota Founders Day

### March

- 1** Last day for Graduate School students to apply for spring commencement
- 2** Precinct caucus night—no classes held after 6 p.m.
- 3** Spring semester tuition due—first installment
- 6** Second student bill date for spring semester—due March 31
- 8** Last day to enter grades for midterm alerts
- 15** Graduate School application deadline for summer session 2004
- 15–19** Spring break
- 19** Last day for undergraduate/professional students to apply for May session 2004 graduation
- 31** Spring semester tuition due—second installment
- Grad Fest 2004

### April

- 1** GradFest 2004
- Financial aid priority deadline for continuing students
- 3** Third (final) student bill date for spring semester—due April 28
- 4** Daylight Savings Time begins
- 6** Registration begins for May session and summer 2004 for admitted students
- 8** Queued registration begins for fall 2004
- 9–13** Institute of Technology (IT) Week
- 13** Registration begins for summer 2004 for non-admitted students
- 28** Spring semester tuition due—final installment
- 30** Open registration and non-degree-seeking-student registration begins for fall 2004

### May

- 7** Last day of instruction for spring semester
- 8–9** Study days
- 10–15** Final examinations
- 15** End of spring semester
- 19** Last day to enter final grades
- 24** May session classes begin
- 31** Memorial Day—University offices closed

## Twin Cities campus career fairs in February

**February 4—Environmental Career and Internship Fair.** Cosponsored by the College of Biological Sciences, the College of Natural Resources, and the College of Agricultural, Food, and Environmental Sciences. Northstar Ballroom, St. Paul Student Center, 10 a.m.–2 p.m.

**February 11—Experiential Opportunities in Health Careers Fair.** Highlights volunteer activities, paid part-time or internship work, directed study, study abroad, and shadowing and mentoring programs. Great Hall, Coffman Memorial Union, 10 a.m.–2 p.m.

**February 27—College of Biological Sciences Career and Internships Fair.** McNamara Alumni Center.

For more information, see [www.career.umn.edu/colfairs.htm](http://www.career.umn.edu/colfairs.htm).

## GradFest scheduled for March 31–April 1

GradFest '04 will be held in the Great Hall of Coffman Memorial Union on March 31 and April 1. Hours will be 10 a.m. to 6 p.m., Wednesday, March 31, and 9 a.m. to 3 p.m., Thursday, April 1.

If you would like GradFest promotional material to distribute to students or departments, contact Kari Weidling at [weidling@umn.edu](mailto:weidling@umn.edu).

For more information about GradFest, call the University Bookstores at 612-625-6564 or check out the GradFest Web site at [www.bookstore.umn.edu](http://www.bookstore.umn.edu). A list of exhibitors is on the Web.

## Learning Abroad Center spring fair

The 31st annual international fair at the Twin Cities campus will be held 10 a.m. to 2 p.m., Wednesday, February 18, on the upper concourse in Willey Hall.

Students are encouraged to attend to get information about study, work, intern, and volunteer programs around the world and talk to representatives.

For more information, see the Learning Abroad Center Web site [www.UMabroad.umn.edu](http://www.UMabroad.umn.edu) or call Antonia Lortis at 612-626-8966.

## Wright named OSF director

Kris Wright was named director for the Office of Student Finance (OSF), effective January 1. She served as interim director since July 2002.

Under Wright's leadership, OSF improved overall customer service to students through the financial aid packaging process, launching an e-bill/e-payment system, and other endeavors.

Wright joined the University after 14 years with the United States Postal Service. She holds a master's of business administration from the University of Virginia and a bachelor's degree in political science and mathematics from the University of Denver. She passed the U.S. Certified Public Accountant (CPA) exam in 1985.

## International undergrads may need 2 forms for reduced credit loads

Effective this spring semester, degree-seeking international undergraduates on F-1 and J-1 student visas who register for fewer than 13 credits should complete the regular One Stop Request for Reduced Credit Load. This applies to those who began their programs at the University of Minnesota in fall 2002 or later.

In addition, any international undergraduate seeking to register for fewer than 12 credits must also submit an International Student and Scholar Services (ISSS) exception form to satisfy the 12-credit immigration service credit requirement. The ISSS form is available at 190 Humphrey Center or on the Web at [www.iss.umn.edu](http://www.iss.umn.edu).



## Welcome posters available

A limited number of "Welcome Students" posters are still available.

Contact Orientation & First-Year Programs in 315 Coffman at 612-624-0666 or [ofyp@umn.edu](mailto:ofyp@umn.edu).

## Process changes for non-degree seekers

The Office of the Registrar's *Earning Graduate Credit as a Non-Degree Student* pamphlet is now available as a PDF to download from the One Stop Web site at [www.onestop.umn.edu/Forms/pdf/PRDWebBrochure.pdf](http://www.onestop.umn.edu/Forms/pdf/PRDWebBrochure.pdf).

Expanded information includes comprehensive registration instructions.

Information about changes in the Professional Development Program, commonly called 99PRD, were announced in the December 2003 issue of *The Record*. Changes include a new PRD service indicator to be placed on non-degree students' records that requires registration in person or by mail or fax. A new version of the Registration Request for Graduate Credit form (for non-degree students) has also been printed and is now being processed at the One Stop Student Services Center, 130 West Bank Skyway, fax 612-626-9129.

If you have questions about the Professional Development Program as a non-degree-seeking student, please contact Dan Delaney, 612-625-7864, or Liz Hojan-Figge, 612-626-9116.

## What is public information? What is private? Get FERPA training to find out

*You receive a frantic call about a family emergency for one of your students. The caller wants to contact the student in class. Can you release the student's class schedule?*

No, you can't. The courses for which a student is registered are considered private information and you cannot release a schedule without the student's written permission to give it to a third party.

The Family Education Rights and Privacy Act (FERPA) governs what student information is public and what is private. This federal legislation is designed to protect the privacy of student data, and it applies to all institutions that receive federal funding.

FERPA is often confusing, and requests for student data sometimes appear legitimate when they are not. For this reason, the Office of Enrolled Student Services has created a 1.5-hour workshop on FERPA. The workshop is free and will take place in your work space.

As an employee of the University of Minnesota, you have the obligation to protect the education records in your possession, regardless of their form.

To host a FERPA workshop in your office or department, please contact Tina Falkner at [rovic001@umn.edu](mailto:rovic001@umn.edu) or 612-625-1064.

## The Record

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