

The Record

News about admissions, records, and student systems

April 2004, Vol. 28, No. 4

Registration wait-list option is now available on all campuses

The wait-list option in PeopleSoft was successfully piloted for spring semester by several departments and colleges. This option will be extended to all campuses and departments for the summer and fall 2004 registration periods.

To prepare staff, the Student Records Training Team is offering several optional, demonstration training sessions on the Twin Cities campus. Each session includes a PowerPoint presentation and discussion. Topics are:

- Setting up the wait list
- Maintaining the wait list
- Monitoring the wait list
- Reporting for wait lists
- What a student sees on the Web

- Access procedures
- Frequently-asked questions and known limitations

Demonstration dates and times

Several sessions were held in March. Three more are scheduled:

- Tuesday, April 6, 9–10:30 a.m.
- Tuesday, April 13, 1:30–3 p.m.
- Thursday, April 15, 3–4:30 p.m.

All sessions are held in Nolte Library in Minneapolis, East Bank. For more information, contact the Student Records Training Team at techteam@sossgw.stu.umn.edu.

Admissions office changes transfer-credit evaluation process

A new process for reviewing transfer credits and producing Transfer Record of Articulated Courses (TRAC) reports is underway in the Twin Cities campus Office of Admissions.

Previously, the process for evaluating transfer credits was based on the student's admission status. With the new process, the Office of Admissions reviews and evaluates all college transcripts in the order in which they are received.

Transition to the new system began the week of March 1. The goal is a

two-week turnaround from receipt to evaluation.

Weekly queries from the data warehouse will be used to generate:

- TRAC reports for admitted students
- college advising copies for confirmed students
- electronic notices to students and college offices about transfer-credit evaluations for currently enrolled students.

For more information, contact Paula Brugge at brugge005@umn.edu.

Commencements coming up

May is commencement season. Graduation ceremonies on the Crookston and Morris campuses will be May 8. Duluth commencements will be May 13 (graduate programs) and May 15 (baccalaureate).

Twin Cities graduation ceremonies are scheduled from May 7 to May 21; Graduate School commencement is May 13. Times and locations are available on the Web at www.umn.edu/twincities/commencement, or call University Relations at 612-624-6868.

Travel alert for international students and staff

Students and staff on non-immigrant visas are urged to contact International Student and Scholar Services (ISSS) before they make summer travel plans. Reentry into the United States has been increasingly difficult, sometimes impossible.

To share information most efficiently, ISSS is holding special information sessions about what to do and what to avoid.

Departmental staff and advisers are encouraged to attend.

- April 6, 3 p.m., 101 Walter Library
- April 14, 10:30 a.m., 101 Walter Library
- April 21, 2 p.m., 110 Heller Hall
- May 4, 2:30 p.m., 110 Heller Hall

If you have questions, please contact ISSS director Kay Thomas at kthomas@umn.edu.

Academic calendars for upcoming years are now online

Have you wondered when classes will begin in 2005? What about spring break in 2007?

Look no further. The University Senate-approved academic calendars can be accessed at <http://www.umn.edu/usenate/calendars/calendarpage.html>. New academic calendars will be added as they are approved.

Questions? Contact Tina Falkner at rovic001@umn.edu or 612-625-1064.

Submit all grade supplements and changes on the Web

Early and late grade changes are no longer accepted on paper forms, a change effective March 31. Supplemental grades must be entered online at www.onestop.umn.edu/registrar/Grades/gradereporting/sgindex.html.

Supplemental grades for classes held before fall 1999 are the only grades that must be submitted on the paper form.

The Web process for submitting grade changes and supplements went live February 9.

The expanded grade submission system makes grades available to students more quickly, eliminates paper, and speeds up other processes. If you have questions about submitting supplemental grades, contact the Student Records Training Team at 612-625-2803 or techteam@sossgw.stu.umn.edu.



Datebook: Spring semester 2004

April

- 1 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
- 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
- 24 May session begins
- 31 Memorial Day—classes excused and University offices closed

June

- 11 Last day of May session classes

One Stop adds page with all self-service links

The new self-service options link on the One Stop student index Web page went live on February 27. Now students can find all self-service options on one page instead of searching in several areas on different academic or finance links.

When students click on the “Self-service options” link, they are routed to <http://onestop.umn.edu/registrar/SelfService.html> and see the following list.

- View/Update Personal Information
- When Do I Register?
- Web Registration System
- View Enrollment Summary
- View Holds
- View/Update Hospitalization Insurance
- View APAS Report
- View Your Grades or Print Your Unofficial Transcript
- Check Your Financial Aid Status
- Direct Deposit Online
- View My Student Account
- UM Pay Electronic Billing and Payment

For more information about the self-service links page, contact Mary Koskan at m-kosk@umn.edu or 612-625-0160.

One Stop brochure is revised

An updated One Stop brochure is now available. The new brochure provides information on self-service options, One Stop information, and more.

Brochures are available at any of the three One Stop Student Services locations:
200 Fraser, Minneapolis;
130 Skyway, West Bank;
and 130 Coffey, St. Paul.



Twin Cities fall registration starts April 8

Twin Cities campus registration for fall semester begins Thursday, April 8. To help students plan for registration, 37,423 e-mail messages alerting them to registration times and holds were successfully sent on March 22. The message to students is reprinted here.

If you have questions, contact Mary Koskan at m-kosk@umn.edu.

E-mail message to students

Registration for fall semester 2004 on the Twin Cities campus begins Thursday, April 8. To help you plan your registration, we are providing you with the following two items:

1. Your time in the registration rotation. This is the time when you will be allowed to register for classes on the Web or in person. You can register on or after your time in the rotation. Plan to meet with your adviser, if necessary, before your registration time. Detailed information on how your registration time is determined is now available on the Web at <http://onestop.umn.edu/registrar/registration/index.html>. Look under "When do I register?" and click on "How To Determine Your Queue/Registration Time."

2. A list of any holds, as of March 21, 2004, that would prevent you from registering. Holds that are specific to

fall 2004 must be cleared before you may register. Check the Web for holds frequently before registering, as holds can be added at any time during the registration rotation: <http://onestop.umn.edu/registrar/registration/index.html>.

Remember: Every credit over 13 is free for undergraduates. You are encouraged to maintain your credit load at 15 credits or more—both to stay on track for graduation and to take full advantage of free credits if you take more than 13 credits. However, if you are a Wisconsin reciprocity undergraduate, you will be charged the per-credit rate if you enroll for more than 18 credits.

REFUND POLICY: The fall 2004 refund schedule is located on the Web at <http://onestop.umn.edu/Finances/refunds>.

Be sure to keep your address information up to date! You can change your address online using the Update Personal Information link on the One Stop home page at <http://onestop.umn.edu>.

If you have any questions or concerns, please contact the One Stop Student Services office at helpingu@umn.edu.

International student practical training workshops are available spring semester

Information workshops about practical training visa options for international students are now being held. Departmental staff as well as students are welcome to attend.

Practical training is employment that the U.S. immigration service allows for international students. It must be related to the student's major field of study, and it can be done before and/or after the student's graduation date. "Curricular" and "optional" practical training are the two main types.

Practical training workshop dates coming up are April 13 and 28 and May 12 and 26. All are scheduled for 2–4 p.m. in 110 Heller Hall, West Bank. The workshops are free and registration is not required.

An ongoing list of practical training workshops is posted on the Web at http://www.iss.umn.edu/onestopservices/career/CP_OPTworkshops.html.

If you have questions, call International Student and Scholar Services at 612-626-7100.

Get information about graduate non-degree registration

The beginning of open enrollment this month also means registration time for students seeking graduate credit for courses taken as a non-degree student.

This enrollment option is for students who are not currently seeking a degree in a graduate program, but who have been admitted for a future term or who are thinking of applying to a graduate program and would like to take classes that could transfer into their program once they are admitted. Detailed information about this program can be found in the brochure, "Earning Graduate Credit as a Non-Degree Student," located online at <http://onestop.umn.edu/registrar/registration/gradcredit.html>.

Students can submit their department-approved Request for Graduate Credit forms anytime on or after the beginning of open enrollment for the term (April 6 for summer 2004 and April 30 for fall 2004).

If you are an authorized signer of the Request for Graduate Credit forms for your department and are not receiving periodic updates from One Stop Student Services, please e-mail delan021@umn.edu to be put on the e-mail contact list. The director of graduate studies or their designee is typically the authorized signer for a department.

If you have questions about this registration option, please contact Dan Delaney, 612-625-7864 or delan021@umn.edu, or Liz Hojan-Figge, 612-625-9116 or hojan001@umn.edu.

Partners in Learning symposium will be April 19

"Partners in Learning: A Campuswide Symposium on Best Practices to Enhance Student Learning" will be held at Coffman Union on Monday, April 19. Faculty, instructional staff, and graduate teaching assistants are invited to attend.

The keynote presentation, "Assessment: Building a Sustainable Commitment Across the Institution," will be given by leading scholar and international consultant Peggy Maki.

Sponsors include the University's Council for Enhancing Student Learning, the Office of the Senior Vice President for Academic Affairs and Provost, the Center for Teaching and Learning Services, and the Academy of Distinguished Teachers.

The symposium is free, but registration is required. For more information or to register, see <<http://www.umn.edu/ohr/CTL/learning.htm>>.

Tate award winners announced

The 2004 John Tate Award recipients for excellence in undergraduate advising were announced in March. They are:

- Dorothy Anderson, forest resources, Twin Cities
- Linda Miller Cleary, English, Duluth
- Sally Taylor Lieberman, College of Liberal Arts honors, Twin Cities
- Ann Pineles, Institute of Technology lower division programs, Twin Cities

The Tate Awards call attention to the contribution that academic advising makes to helping students formulate and achieve intellectual, career, and personal goals. A ceremony to honor the recipients will be held April 23.

Rochester student services director appointed

Kendra Weber became the student services director at the U's Rochester campus January 26. She serves prospective and currently enrolled Rochester students.

Her duties are managing student services operations, including academic advising, program registration, and admission; conducting institutional research; and acting as the student liaison for Rochester students and the other U campuses.

Weber earned a master's in counseling and student personnel services from Oklahoma State University and brings more than nine years of college and university-level experience to her new position.

Contact her at weber362@umn.edu or 507-280-2831.

Beautiful U Day volunteers needed

Volunteers are needed for Beautiful U Day on the Twin Cities campus, Thursday, April 22. Beautiful U Day is also Earth Day.

Activities include stenciling a storm drain in St. Paul, repainting the outside of the Washington Avenue bridge in Minneapolis, competing in the Custodial Challenge, and more.

A complete list of activities is posted on the Web at <<http://www.facm.umn.edu/BeautifulU>>.

TheRecord

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Please direct address changes to Barb Carlson, 612-626-1785, or b-carl1@umn.edu.

Gayla Marty, editor
Communication Services
Office of University Relations
3 Morrill Hall
100 Church Street S.E.
Minneapolis, MN 55455
Phone: 612-625-0552
E-mail: marty001@umn.edu

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