

The Record

News about admissions, records, and student systems

May 2004, Vol. 28, No. 5

National Student Clearinghouse authorized for UMTC certifications

As of March 1, the National Student Clearinghouse is the University's authorized agent to respond to requests from all outside agencies for degree and enrollment verifications for students at the University of Minnesota, Twin Cities.

External agencies, such as employers or background-screening firms, must now contact the National Student Clearinghouse, or 703-742-4200 or studentclearinghouse.org.

One Stop Student Service Centers will continue to assist University students, departments, and colleges that request degree and attendance verifications.

The clearinghouse will provide electronic verification of student degrees and enrollment to employers, employment agencies, credit card

companies, background search firms, and businesses that offer products or services based on an individual's status as an enrolled student.

Such information is available on the clearinghouse's secured Web site 24 hours a day, seven days a week, 365 days a year.

Coming soon—free online services

By mid June, currently enrolled students will be able to view enrollment, degree history, and student loan deferments, as well as print their enrollment and degree certificates from the clearinghouse Web site at no cost. A link will be provided for students at <http://onestop.umn.edu/Student>.

For more information, contact Mary Koskan at m-kosk@umn.edu or 612-625-0160.

Coming soon: online degree clearance

A new online degree application for all campuses is coming soon.

The application will allow students to enter expected graduation terms, degree names, and diploma mailing addresses. Students will be informed about their financial aid status and any University holds they may have. Once an application has been submitted, it is posted in PeopleSoft, and colleges and advisers can review it using the Degree Applicant Report from IMS.

The online degree application is part of a degree clearance project to

support electronic undergraduate degree clearance on all campuses—from application through diploma delivery. Electronic degree clearance will provide reports to colleges and OTR, replace current paper processes, and allow for more timely posting of degrees and issuance of diplomas.

For more information, contact Vickie Roberts at v-robe1@umn.edu.

Undergrad catalog arrives in June

The Twin Cities 2004–06 Undergraduate Catalog is scheduled to arrive in June.

Copies will be sent to department offices based on a list maintained at Communication Services, University Relations, which produces the catalog.

Call Barb Carlson at 612-626-1785 (after June 11, call Deb Parker at 625-3089) with requests if you have not been contacted.

Current students and visitors to campus can pick up free copies of the catalog at the Coffman Union information desk. All University catalogs can be accessed at www.catalogs.umn.edu.

Catalogs may be ordered by phone at 800-442-8636 or online through the University Bookstores at www.bookstores.umn.edu.

Updating addresses

Students moving at the end of the term should change their address information by going to onestop.umn.edu and clicking on "update personal information."

MnCAS to be introduced at UMTC

The Twin Cities campus will introduce the Minnesota Course Applicability System (MnCAS) in the coming months.

MnCAS provides consistent and accurate information about how courses transfer from one school to another. It also shows how courses apply to user-selected academic program requirements at another school.

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 paper-free process to help transfer students move from school to school and earn degrees on time.

Be sure to check *The Record* in June for the go-live date and how to get access to the system.

For more information, contact Margo Mueller, m-muel@umn.edu or 612-626-7867.



Datebook: spring semester 2004

May

- 7 Last day of instruction for spring semester
- 8–9 Study days
- 10–15 Final examinations
- 19 Final grades are due
- 24 May session begins
- 31 Memorial Day—classes excused and University offices closed

June

- 9 Degree clearances are due
- 11 Last day of May session classes
- 14 Summer term classes begin
- 15 Graduate School application deadline for fall semester 2004
- 26 First tuition bill date, summer term
- 28 Last day to apply for summer session graduation

July

- 2 Spring degrees are posted in PeopleSoft
- 5 Holiday (offices closed)
- 21 Summer session tuition due (including May session)
- 24 Second tuition bill date, summer session

Graded papers and exams distribution require confidentiality

As finals approach, faculty and staff should keep in mind that posting of grades by identifiable information is prohibited by the Family Educational Rights and Privacy Act (FERPA).

Grades can be posted by unique codes known only to the instructor and the student, but never by name, student ID number, or any portion of the Social Security number.

Individual course grades can be e-mailed to students at their University-assigned e-mail address only. Do not post grade lists to the Web.

Faculty need to also be aware that distributing graded papers or exams en masse, such as in a hallway or in a box on a table, without monitoring for proper identification is a FERPA violation.

Graded papers and exams can be mailed to students in pre-addressed campus mail envelopes or in pre-stamped and addressed U.S. mail envelopes.

For more information, contact Tina Falkner at rovic001@umn.edu.

A SUMMARY OF NEWS AND REMINDERS ABOUT GRADES

Submit spring grades on the Web

Final grades for all spring semester 2004 courses must be submitted no later than Wednesday, May 19. The Web grading system is available starting the Monday of the last week of instruction for the semester.

The Web grading system will be unavailable 4–5:30 a.m., Monday–Saturday, and 4 a.m.–12:30 p.m., Sunday, during system backup. Each campus has a Web site that provides 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

onestop.umn.edu/registrar/Grades/gradereporting/index.html

If you have any questions about entering final grades, contact the Student Records Training Team at techteam@sossgw.stu.umn.edu or 612-625-2803.

Someone else can enter your grades

The Web grading system has proxy access. This means that someone else can be given rights to access your class roster and submit the grades. Proxy access must be established before entering grades.

On the Twin Cities campus, departmental scheduling coordinators set up proxy access. The system audits those who have access and tracks what grades are entered by what proxies.

Turn grades in on time

The University of Minnesota's Final Exam Policy states: "Final grades shall be submitted to the Registrar no later than three business days following the date of the scheduled final examination (whether or not there is actually a final examination for the course)."

The impact of late grades can be serious. Students can

- Face probation or suspension by their college
- Face probation or suspension of financial aid
- Lose athletic eligibility
- Lose scholarships
- Face delay of graduation
- Face delay of tuition reimbursement
- Receive termination of Veteran's Administration benefits
- Risk loss of honors status
- Have their admission to a graduate program postponed
- Lose their good-student insurance discount
- Lose a job opportunity; those who are teachers may be prevented from professional lane changes

Please stress the importance of turning grades in on time to all instructors and staff.

Supplemental grades

Early/late grades or grade changes after 1999 must be submitted at onestop.umn.edu/registrar/Grades/gradereporting/sgindex.html. Grades for classes held before fall 1999 are to be submitted on the paper form.

The expanded grade submission system makes grades available to students more quickly, eliminates paper, and speeds up other processes.

Questions? Contact the Student Records Training Team at 612-625-2803 or techteam@sossgw.stu.umn.edu.

Departments: check for missing instructors

Although the term is nearly over, the Office of the Registrar is still missing instructor names for many courses offered this spring. Web grading requires that each course have an instructor or proxy approved for grading purposes.

It is important to make sure that courses have approved instructors or proxies for grading. Staff who have had appropriate PeopleSoft training can enter instructor names directly.

Questions? Contact the Student Records Training Team at 612-625-2803 or techteam@sossgw.stu.umn.edu.

One Stop update: financial aid

Adding to fall/spring financial aid

As the end of the 2003–2004 academic year approaches, students may decide they need more financial aid than they originally accepted. Such students should contact One Stop Student Services as soon as possible to discuss options. Financial aid cannot be disbursed for a term that has ended.

Exit interviews for loans

Students graduating at the end of the semester who have received Federal Perkins loans or University Trust Fund loans must do exit interviews with Student Financial Collections (SFC), 20 Fraser Hall (612-625-8007).

Federal direct loan (subsidized or unsubsidized) borrowers can meet with SFC staff or complete an exit interview at dlservicer.ed.gov.

Students with other types of loans should contact their lenders to find out if exit interviews are required.

Satisfactory academic progress and financial aid eligibility

Students not making satisfactory progress toward their degree in the areas of credit completion, GPA, or maxi-

mum time frame may be put on probation or suspended from financial aid eligibility.

Undergraduates must successfully complete 75 percent of credits attempted each semester, have an overall credit completion ratio of 75 percent, maintain a 2.00 cumulative GPA, and not exceed 150 percent of the published credit total for their degree program. For most students, 150 percent is 180 credits.

Students on financial aid probation can receive aid for the next term. Their status is then reviewed to determine if they will be removed from or remain on probation, or be moved to suspension. Students on suspension are ineligible for financial aid.

For more information, see onestop.umn.edu/Finances/sap02.html. If students have questions, they should contact a One Stop counselor.

Summer financial aid

Students registered for summer classes automatically receive an e-mail message informing them of their eligibility status for summer financial aid. For more information, see onestop.umn.edu/Finances/maysum02.html.

May/summer financial aid disbursement to student billing accounts is June 7. Students should pay close attention to the drop, add, and refund deadlines at onestop.umn.edu/Finances/refunds/refunds_summer_2004.html.

Billing for summer

Charges for tuition, fees, and on-campus housing will be billed to students via the electronic billing system, UM Pay, on June 26 and will be due no later than July 21 for summer 2004.

Students may receive electronic billing statements before June 26 for charges applied to their monthly account (e.g., UPass, bookstore charges).

Questions? See onestop.umn.edu/Finances/index02_sar.html.

Financial aid status for 2004–05

Students who have completed and submitted their 2004–05 FAFSA to the federal processor will be reminded via e-mail to check their financial aid status by going to onestop.umn.edu. Students can track their financial aid from application to disbursement.

TheRecord

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.

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

The University of Minnesota is an equal opportunity educator and employer.

This publication is available in alternative formats upon request. Contact Barb Carlson, Communication Services, 612-626-1785.

Printed on recycled and recyclable paper containing 10 percent postconsumer material.

