

The Record

News about admissions, records, and student systems

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Minnesota transfer system rolled out to Twin Cities campus

The Minnesota State Colleges and Universities System (MnSCU) and the Twin Cities campus have introduced the Minnesota Course Applicability System (MnCAS) Web site at <http://www.mn.transfer.org>.

Access to this site enables students, advisers, faculty, and administrators to get accurate information about how courses will transfer from one school to another and how those courses will meet user-selected academic program requirements at the other schools. The result of using MnCAS will be a more efficient and virtually paper-free process to help transfer students move from school to school and earn degrees in a timely manner.

With MnCAS, it is possible for a student at one of the participating institutions to use an Internet browser to view a degree program at another participating college or university, enter the courses taken at the current institution, and immediately see how the courses fulfill degree requirements at the desired school. The process can also show what additional courses can be taken at the home school to fulfill further requirements at the target transfer school.

Through one entry, a potential transfer student can have direct access to course acceptability, equivalency, and applicability among all participating institutions by using each institution's existing transfer articulation agreements and course equivalency tables.

MnCAS features

MnCAS contains convenient and easy-to-use features that make course searches simple.

Course Descriptions—Students can select to view course information from either the “course bank” (a table provided within MnCAS to store course information) or an institution's Web site that contains this information. The course information includes a description, requirements for the course, prerequisites, co-requisites, syllabus, and any other pertinent information that an institution chooses to make available.

Academic Programs—This feature displays the programs offered at each institution and their requirements. Planning guides can be automatically generated from the same requirements used by MnCAS to evaluate a student's courses.

Course Equivalency Guide—This visual display of the transfer articulation rules and tables depicts how courses will be transferred from one selected institution to another.

Your Courses—MnCAS provides a semi-permanent storage area for students or member institution staff to enter their coursework—whether already taken or planned. This information will then be used to produce the desired planning guides from any participating MnCAS institution.

Request Planning Guides—This enables the student or staff member to enter the criteria necessary, such as the destination institution or program and

the reference or current institution, to create personalized planning guides. The coursework will then be automatically sent to the appropriate institution to be evaluated.

View Planning Guides—This feature shows the student or staff member the list of planning guides that have been run and enables viewing and printing. Planning guides typically report how the transfer courses are articulated and how they apply towards the chosen degree. The report can also show what courses still can be taken at the current or other cross-referenced institution that will transfer to and satisfy requirements within the selected program.

If you have questions, contact Margo Mueller, DARS/CAS coordinator, at m-muel@umn.edu.

MnCAS institutions

The following Minnesota institutions are currently participating in MnCAS:

Alexandria Technical College, Anoka Ramsey Community College, Bemidji State University, Central Lakes College, Hibbing Community College, Inver Hills Community College, Minneapolis Community and Technical College, Southwest Minnesota State University, Winona State University, and the Twin Cities and Crookston campuses of the University of Minnesota.

Graduation application deadlines

The deadline for undergraduates to apply for summer 2004 graduation is June 28.

Graduate students must submit their applications by the first working day of the month that they intend to graduate.

More information about graduation requirements and deadlines can be found at <http://onestop.umn.edu/registrar/Graduating/info.html>.

Cancel/add/refund deadlines

Deadlines for adding and dropping courses during the summer vary based on the length of the course. It is important that students refer to the cancel/add deadlines on the Web at http://onestop.umn.edu/Finances/refunds/refunds_summer_2004.html.

Summer billing and payments

The first summer billing statement will be available on the electronic billing system, UM Pay, on June 26.

To avoid late fees, payment is due in full by July 21. For more information, go to http://onestop.umn.edu/Finances/index02_sar.html. Students can view their current account balance at any time by clicking on the "View my student account" link under the [Finances section](#) of the One Stop Web site.

There is no installment plan for summer.

Students or authorized payers in UM Pay can pre-pay the balance before the due date by using the UM Pay system, sending in a check, using a drop box location, or paying in person.



Datebook: May session and summer terms 2004

June

- 9 Orientation begins for new students admitted for fall semester (thru July 16)
- 11 May session ends
- 14 Summer session classes begin
- 15 Graduate School application deadline for fall
- 26 First summer billing statement
- 28 Last day for undergraduates and students in professional degree programs to apply for summer session graduation
- 30 2003-04 FAFSA deadline for summer

July

- 2 Spring degrees posted in PeopleSoft
- 5 Independence Day—classes excused and University offices closed
- 21 Summer session tuition due (including May session)
- 24 Second tuition bill date, summer session

August

- 6 End of eight-week summer session
- 9 Orientation begins for transfer students admitted for fall (thru Sept. 3)
- 20 End of summer term
- 25–28 Graduate School orientation (also Sept. 1)

Satisfactory academic status (SAP) status is now available online

Beginning this month, students will be able to view their financial aid satisfactory academic progress (SAP) status online at the "Check Your Financial Aid Status" link at <http://onestop.umn.edu/Student>.

In early June, an e-mail message will be sent to students on probation or suspension, linking them to this site, where they will be able to select "View My Financial Aid Satisfactory Academic Progress Status." At the site, students can see the reason they were placed on probation or suspension. They will be able to view their individual statistics (cumulative grade point average, cumulative credit completion ratio, and timeframe credits used in determining SAP status) at the time of

the review and compare their statistics to the requirements in the SAP policy.

At the end of each term, the academic records for students who have received financial aid are checked to ensure that they meet financial aid SAP standards. Students who do not meet these standards are placed on financial aid probation or suspension. Students with unusual circumstances can appeal their suspended status by submitting an SAP appeal to a One Stop student services center. The appeal form can be found at <http://onestop.umn.edu/Forms>.

Students should appeal as soon as possible because it can take up to 15 business days for a decision. For the complete SAP policy, go to <http://onestop.umn.edu/Finances/sap02.html>.

Class of 2008 arrives on campus

Orientation for the Twin Cities campus class of 2008 will begin June 9 and continue through July 16. Students and parents will begin their orientation in Coffman Memorial Union and continue in various classrooms around campus.

During their two-day orientation, students will participate in a variety of sessions to prepare them for their first year, including registration for fall semester classes. They will stay overnight in Territorial Hall. The complete schedule is on the Web.

Parent orientation includes presentations on academics, registration, student finances, health and safety, and more.

Freshmen also have the opportunity to participate in New Student Weekend, September 2–4.

Orientation for new transfer students will be held from August 9 through September 3. During a one-day pro-

gram, transfer students will meet with staff from their college of enrollment, learn about general University services, and register for fall classes.

Graduate student orientation will be held in Coffman August 25–28 and September 1, with a series of workshops designed to complement specialized orientations offered by academic departments.

New student convocation will be held on the first day of classes, September 7, 4:30–7:30 p.m., at Northrop Auditorium and Coffman Memorial Union. Volunteers are needed from across the campus to help serve dinner, greet students, and direct traffic. Watch for an invitation to volunteer in July.

For more information, including the schedule for freshman orientation, visit the Orientation & First-Year Programs Web site at www.ofyp.umn.edu.

Direct international students to ISSS for document check and orientation

Departments are reminded to direct arriving international students and scholars to have their government documents checked at International Student and Scholar Services (ISSS), 190 Humphrey Center, West Bank.

International students are now only allowed to enter the United States within 30 days of their program start-

date, so most will arrive in August. However, those transferring from other U.S. institutions do not necessarily need to leave the country.

Orientation sessions will be held August 10, 12, 18, 26, and September 1 and 3. For more information, see www.iss.umn.edu.

Be sure to destroy records properly

For many departments, the beginning of summer means cleaning and discarding things in preparation for fall semester. As you do your cleaning, keep in mind that appropriate destruction of student records is as important as appropriate maintenance of those records because they contain data.

Student information can be destroyed properly by either shredding it or placing it in confidential recycling. It should never be placed in public trash bins, dumpsters, or recycling bins.

Confidential recycling can be arranged by contacting Dana Donatucci at 612-624-8507.

Before you destroy student records, please consult the Records Retention Schedule at <http://recmgmt.finop.umn.edu/retention.htm> to ensure that they have been maintained for the specified length of time.

If you have questions, please contact Tina Falkner at rovic001@umn.edu or 612-625-1064.

Graduate School reports

Sixteen Graduate School reports are currently available at UM Reports, with new reports and enhancements in the works.

Many graduate programs have found the new Graduate School Student Report (G032) particularly helpful for annual graduate student reviews that are now required. The G032 lists all graduate students in a particular institution, plan, and subplan that are or were active since the beginning of a particular term.

The report also includes summary demographic and degree progress information for each student, the date when degrees were received, and when students became inactive.

Upcoming enhancements will include student photos, registration summaries, and checkboxes to select particular students for printing transcripts or saving to a Microsoft Excel file.

For access, visit UM Reports on the Web at www.umreports.umn.edu. Go to the category "Student & Instruction" and sub-category "Graduate School Reports."

Trek Across the U: sign up by June 14

Have you received your pedometer yet? If not, watch for it in campus mail. Faculty and staff on all campuses are invited to participate in an eight-week walking program as part of the UPlan Wellness Initiative.

Research has shown that an active lifestyle can enhance physical and emotional well-being. The program has four main objectives:

- Improve the health and productivity of employees and their dependents
- Improve morale among employees
- Contribute to the successful management of health care costs
- Positively impact the overall culture and image of the U as a good place to work

For more information, visit www.umn.edu/ohr/eb/wellness.

Volunteers needed for U.S. Transplant Games

The National Kidney Foundation's 2004 U.S. Transplant Games will take place this summer at the University of Minnesota. Help is needed from the community. Organizers are currently seeking hundreds of volunteers to help at the games July 27 to August 1 on the Twin Cities campus. Those interested can register at www.ahc.umn.edu/transplantgames/volunteerinfo.

Several activities are planned requiring volunteers. Each person can choose when and where they would like to participate. Scheduled sporting events include badminton, swimming, racquetball, bowling, and cycling.

Volunteers are also needed for the opening and closing ceremonies and for water distribution throughout the games.

The U.S. Transplant Games are the largest sporting event in the world for people who have received life-saving organ transplants. The games will celebrate their 50th anniversary this summer. This five-day, Olympic-style event celebrates a second chance at life for thousands of athletes and recognizes the hundreds of donor families that come to celebrate, as well.

For a complete listing of activities and a history of the games, visit www.transplantgames.org.

TheRecord

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