

The Record

News about admissions, records, and student systems

September 2004, Vol. 28, No. 9

Refer external agencies to National Student Clearinghouse 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 at 703-742-4200 or visit their web site at student-clearinghouse.org for degree and enrollment verification.

This change applies to external agencies only. 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. This information is available on the clearinghouse's secured web site 24 hours a day, seven days a week, 365 days a year.

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

Upper Midwest Association of Collegiate Registrars annual conference : Capit-o-lizing on Our Resources

The 71st Annual Upper Midwest Association of Collegiate Registrars and Admissions Officers (UMACRAO) conference will be held October 24-26, at the Four Points Sheraton in St. Paul.

This year's conference will focus on effective ways to capitalize on the great variety of resources available to registrar and admissions professionals: technology; best redesigned practices, processes, and procedures; collaboration with colleagues and constituents of all kinds; and local and regional resources. Mark your calendars for UMACRAO and enjoy opportunities to rejuvenate, connect and reconnect with colleagues, and learn from others.

For more information on the UMACRAO conference, visit <http://www.umacrao.org/>

Late registration fees

Students must register by September 6 for all regular session and first 7-week session classes, and by October 26 for second 7-week session classes to avoid late registration fees. The late registration fee is \$50 for any initial registration during the first two weeks of any session and \$100 for any initial registration beginning the third week of any session.



Datebook: Fall 2004

* Deadline for graduate students to apply for graduation is the first working day of their desired month of graduation

September

9/7 First day of fall semester classes; convocation for new freshman

9/20 Last day for undergrads and students in professional degree programs to apply for fall semester graduation

October

10/1 Last day for change of college

10/8 Summer degrees posted

10/15 Grad School application deadline for spring 2005

10/25 Last day of instruction for first 7-week courses

10/28 Grades due for first 7-week courses; submit on the web

November

11/9 Queued registration for spring 2005

11/25-26 Thanksgiving holiday—classes excused and University offices closed

December

12/3 Open registration starts for non-degree seeking students

12/15 Last day of fall semester instruction

12/16-18, 20-22 Final exams

12/29 Full-term and second 7-week course final grades due; submit on the web

12/24, 27, 31 Holiday—University offices closed

Deadlines

Cancel/add and refund deadlines

For students who are considering changing their registration at any time during fall 2004, it is important that they know the cancel/add and refund deadlines for the term. Students can add or drop courses themselves within a certain time frame after which they must gain permission from their college in order to do so. The Cancel/Add and Refund Schedules can be found online at <http://onestop.umn.edu/registrar/registration/changing.html>.

Application for graduation

The deadline for undergraduate students to apply for fall 2004 graduation is September 20. Graduate School students must submit their application for graduation by the first working day of the month they intend to graduate. More information about graduation requirements and deadlines can be found at <http://onestop.umn.edu/registrar/Graduating/info.html>.

Change of college

Students wishing to change colleges within the U of M must complete the Application for Undergraduate Change of College and submit it to a One Stop Student Services Center by October 1, 2004. This form can be found online at <http://www.onestop.umn.edu/Forms/index.html> under "Change your Academic Status." The deadline applies to most colleges at the University, however, there are some exceptions. For specific college deadlines, please refer to the deadline schedule at http://onestop.umn.edu/registrar/majors/change_colleges.html.

Duplicate records: What you can do to stop them!

A great deal of time is spent reconciling two—and sometimes three—records. The Campus Community Duplicate Records Reconciliation Team strongly encourage staff to thoroughly search for matches before adding a new student or employee record to PeopleSoft.

Remember, if the subject has not attended since the early 1970s, his or her record may not be on PeopleSoft. Staff should call the Office of the Registrar's File area at 612-626-8153 to ask them to search for a record. If the file indicates attendance at the University of Minnesota (any campus), this suggests a record does exist and it is necessary to locate the previous record and ID number. A subject can be either a student or employee, and it is important to search for duplicates in both cases.

When calling the Files service desk, it is helpful if you:

- Identify yourself and the department from which you are calling
- Explain that you are about to add a student/employee record to PeopleSoft and you need to check for a former record/ID number
- Provide the subject name and/or former name
- Provide a birth date; most older records do not have a Social Security Number

Files will call you back immediately with the ID number if one exists. Following these guidelines will help cut back on duplicate records. The Office of Enrolled Student Services is happy to assist your efforts to stop the duplication of records.

Steps students need to take to withdraw from the University

Students who decide to withdraw completely from the University should take the following steps:

Speak to a One Stop Counselor if the student has financial aid. Dropping classes at any point during the semester may result in a return of financial aid funding. Students may also need to cancel their financial aid if they will be transferring to another institution and applying for aid there.

Contact the college office to inform them of intent to withdraw and discuss readmission procedures if appropriate.

Cancel classes. Students should consult the cancel/add and refund deadlines for any permission required and/or financial responsibility for canceled classes.

Request a tuition refund (if applicable). If students are leaving for medical or military reasons or academic dismissal, they may be entitled to a tuition refund.

Cancel housing contract (if living in on-campus housing).

Return any books, equipment, or materials on loan from the University.

Request an official transcript. Students who are transferring will need to provide their new school with a record of their course work at the University.

Complete an Exit Interview. Students who had a Federal Perkins or University Trust Fund Loan while at the University must complete an Exit Interview with Student Financial Collections.

Update address and phone number. Students can update their information on the One Stop web site by clicking on the "Update Personal Information" link.

Pay any balances due. Pay outstanding library or other fees.

Degree posting, diplomas and summer 2004 grades

Degrees awarded for summer 2004 will be posted to student records by October 8. Degrees awarded for May Session 2004 were posted to student records prior to July 26. Diplomas are typically mailed 6 weeks after graduation. Grades for summer 2004 are posted and available for students to view on the One Stop web site at <http://onestop.umn.edu/registrar/Grades/index.html>. If a student has a question about a grade given or a grade that has not been posted, he or she should contact the instructor of the course or the department offering the course.

Student hospitalization insurance

Degree-seeking students who are registered for six or more credits are required to have hospitalization insurance. Students who do not have their own health insurance or who are not covered under a parent's policy, are required to purchase the University's hospitalization insurance. The cost of the insurance per semester for 2004-2005 is \$620. Students must provide their insurance carrier and policy number at the time they register for classes or they will be automatically enrolled in and charged for the University's hospitalization insurance. Students can update their insurance information online by going to <http://www.onestop.umn.edu/registrar/registration/index.html> and clicking on the "View/Update Hospitalization Insurance" link. Students have until September 14 to enter their private insurance information. After September 14 they will be unable to make changes to their hospitalization information for fall 2004 and will be enrolled in and required to pay for the University's hospitalization insurance.

"My Active Advisees" suite of reports now available at UMReports

UMReports has developed a new way for advisors to access report information (including private student data) for all their active undergraduate and graduate advisees. The report is located at UMReports (www.umreports.umn.edu) in Category: Student & Instruction Sub-Category: Students. In the same way that "My Classes" provides quick access to Class List reports for instructors, "My Advisees" is designed to give advisors easy access to reports about their group of active advisees.

Reports currently available include:

My Active Advisees – Index

This report serves as the gateway to the "My Advisees" suite of reports, and provides a graphical representation of

advising load. It is based on an advisor's current list of advisees. From the Index Page, you can view an Advisee Roster by academic career, advising plan, advising committee assignments (if any) or a full roster of all active advisees.

Linked Reports from My Active Advisees Index Page:

My Active Advisees – Roster

Shows information about advisees based on their last enrolled term. The Roster lists all active programs, plans and subplans for each advisee. In addition, credit loads, GPA, student picture, honors and expected graduation term are included.

My Advisees - Midterm Alerts

Shows if any current advisees received midterm alerts.

My Advisees - No Enrollment

Shows whether any current advisees did not enroll or completely cancelled for a

Billing and payments

The following is a link to the billing and due dates for fall 2004: <http://onestop.umn.edu/Finances/DueDates2004Fall.html>.

As a reminder, we no longer mail paper billing statements for enrolled students. Students receive an email to their U of M email account when the online billing statement is ready to be viewed on the UM Pay system.

Students can set up authorized viewers/payers on UM Pay and do not have to wait until they receive a billing statement to view their student account online or pay their bill. Students can view their current student account balance at any time by clicking on the "View my student account" link under the Finances Section of the One Stop web site. However, authorized payers do not have access to this feature. Students or authorized payers can pre-pay the balance any time before the due date by using the UM Pay system, sending in a check, using a drop box location, or paying in-person at a Bursar Office location.

specific term.

My Advisees - Registration Holds

Shows current advisees who have a service indicator their records which holds registration.

My Advisees – Leave of Absence

Shows current advisees who are on Leave of Absence or who have a future-dated leave scheduled; includes whether they have a return from leave scheduled.

If you are an advisor with active students, check out UMReports for information about your students! Additional reports for advisors will be added in the future, so watch the UMReports site for updates.

This article originally appeared in the OIT Newsletter.

Financial aid census date: What it is and why it's important

Financial aid for fall 2004 disbursed according to a student's enrollment level on August 30. In order to reflect changes to a student's enrollment during the cancel/add period (first two weeks of the term), the Office of Student Finance will re-examine each student's enrollment at the end of cancel/add and will make changes to the student's aid accordingly. This is called the census date; for fall 2004, the census date is September 20. If students drop courses prior to the census date, their financial aid may be reduced because they lowered their enrollment level. If students add after the census date, they must self-identify by emailing helpingu@umn.edu to determine if their financial aid can be adjusted. Aid is automatically adjusted after the census date if the student withdraws from all courses.

Student debt management seminars available

As the cost of a higher education increases, many students are borrowing more money to finance their educations. The University takes student debt management seriously and offers several relevant seminars for students free-of-charge. Seminar topics include:

- Understanding financial aid (including explaining the financial aid process, cost of attendance, expected family contribution and the differences between need and non-need based aid)
- Student loans (including types, interest rates, repayment and consolidation)
- Designing a spending plan (including how to create a spending plan to be used while students are in school that highlights budgeting with a financial aid credit balance check and establishing a plan for when they have graduated)
- Credit cards (including student credit card facts, wise use of credit cards, pit falls and reality of paying the minimum amount due and what not to do with credit cards and credit card debt)
- Credit scores and reports (including why it is important to have good credit, what is a credit score and report, how to improve your credit score and identity theft)
- Good financial habits (including the importance of saving and investing, figuring out a starting salary and other resources to assist in the development of good financial habits)

The seminars are intended to help students understand the short and long term ramifications of taking on debt. Further, these seminars provide strategies for financing an education so students can graduate in good financial health.

Contact Jennifer Klecker at 612-625-2542 or kleck007@umn.edu for more information on debt management seminars.

TheRecord

The Record is published monthly for colleges and departments at the University of Minnesota, Twin Cities, by the Office of the Senior Vice President for Academic Affairs and Provost. Back issues are on the Web in PDF format at <http://onestop.umn.edu/Record>.

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