

The Record

News about admissions, records, and student systems

October 2004, Vol. 28, No. 10

Schedule departmentally controlled space using Resource25

The Office of Classroom Management (OCM) is now making its Resource25 (R25) automated scheduling system available without charge to departments and colleges for room scheduling needs in departmental classrooms. This will allow departments to realize the benefits of using a proven automated scheduling system while preserving the department's full control over departmental classroom use and scheduling.

During the past summer, a number of departments and colleges piloted the scheduling and viewing of departmental rooms with R25, and it is now ready for expanded use. R25 includes an interface with PeopleSoft that expedites the flow of important course scheduling information to systems, staff and students. R25 also helps prevent double-booking of department space and its web viewer allows for a quick search of a room or lab's availability. A number of reports will also be available, providing department chairs and schedulers with important information about room usage that can be used in future planning.

260 classrooms are departmentally controlled, all managed using a variety of systems. OCM is now able to offer R25 to departments to facilitate this facet of the scheduling process. Those interested in learning more about R25 including acquisition should contact John Libra at 612-625-4883 or libra@sossgw.stu.umn.edu.

The Office of Student Finance introduces Interactive Financial Aid Award Notice (FAAN)

The Office of Student Finance (OSF) has developed a new method for awarding financial aid. The Interactive FAAN (Financial Aid Award Notice) allows students to select the mix of loans they would like. The new process also allows graduate students to inform the OSF what types of tuition benefits they will be receiving.

Previously, dependent students were offered Parent PLUS loans. However, many students wanted to replace the federal PLUS loan with a SELF loan, which is offered through the state of Minnesota. Making this change required these requests be processed manually. The Interactive FAAN, which went into production in August, allows students to "package" their own loans. If a student wants a SELF loan, they will have that option initially. This enhancement has significantly decreased manual processing, from 40% to 17%! Future enhancements for the Interactive FAAN include automatic processing of student reported scholarships.

Another automated process that was developed by OSF is an automated script to certify SELF loans. As OSF is now packaging the SELF loan, volume substantially increased and staff struggled to keep up. The automated script was developed which completes the application in seconds, rather than minutes.



Datebook: Fall 2004

October

- 10/1 Last day for change of college
- 10/4 Open ECS lab time; see pg. 2 for time and location
- 10/8 Summer degrees posted
- 10/12-14 Open ECS lab time; see pg. 2 for time and location
- 10/15 Grad School admit 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 begins for spring 2005, Twin Cities campus
- 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
- 12/24, 27, 31 Holiday—University offices closed
- 12/29 Full-term and second 7-week course final grades due; submit on the web
- 12/29 Failure to pay any remaining tuition will result in the cancellation of spring registration the week of January 2, 2005

13-credit minimum policy will apply to all Twin Cities degree-seeking undergraduate students starting fall 2005

Starting fall 2005, current undergraduate students on the Twin Cities Campus who enrolled in their degree-seeking program prior to fall 2002 will be required to register for 13 credits. These students were previously exempt from the 13-credit minimum policy. Beginning next fall, degree-seeking students who register for fewer than 13 credits will be required to pay for a 13 credit course load unless they fall into one of the following categories:

- The student has received an approved, permanent exemption
- The student's courses are paid for with the Regents' scholarship
- The student submitted—and had approved—a "Request for Reduced Credit Load" form (available at www.onestop.umn.edu/13credits/index.html)

Enrolled students who work full-time, have less than 26 credits to complete their degree or have other circumstances that prevent them from registering for 13 credits should complete the "Request for Reduced Credit Load" form prior to their fall 2005 registration. Please note that this form does not guarantee an permanent exemption. The duration of the exemption is at the discretion of the reviewer.

For international students: If the total credit load is **12 credits**, the student must submit the Reduced Credit Load form to his or her college. If the total credit load is **less than 12 credits**, the student must submit 2 forms: the Exception from the Full Course of Study Form to ISSS; and the Reduced Credit Load form to his or her college. Students with questions should contact their college adviser.

Electronic Course Scheduling Upgrade and how it affects you

The Electronic Course Scheduling (ECS) Upgrade was successfully implemented on September 20 by Enterprise Management Systems and the Office of Classroom Management. This upgrade greatly improves the submission and review process of class schedule information and allows approved information to be quickly updated into PeopleSoft without the delay of an upload. ECS reduces cumbersome manual operations and makes the overall scheduling process faster and more accurate.

An important feature of the ECS Upgrade of interest to schedulers, department chairs and college administrators is the availability of five new reports that will greatly assist in monitoring and managing scheduling and enrollment. These reports are available online through UMReports (www.umreports.umn.edu):

- **Class Schedule Summary** report, showing the course information—course, day, time, instructor, capacity and room—from the same term of the previous year. Schedulers can print this report and use it as a guide for scheduling courses during class schedule production periods.
- **Non-Standard Times** report, informing schedulers of the courses scheduled in their departments which fall into a non-standard meeting time and are therefore given lower priority in the scheduling queue.
- **The Cancelled Classes** report lists the percentage of courses cancelled for a requested term, helping schedulers with future course planning with the goal of reducing the current high number of cancellations each term.
- **A Projected vs. Actual Enrollment** report provides class enrollment information projected by the department, as well as actual enrollment numbers. This report will be useful in determining capacity requirements for future terms with the goal of reducing the consistent 20% overestimate of projected enrollment.
- **The 60/40 Report** informs departments of what percentage of their courses meet during peak times. As departments must schedule 40% of their courses during non-peak hours, this report will assist schedulers in meeting that requirement, and assist the University in reducing the overuse of the peak time period.

Electronic Course Scheduling open lab training is available

Open lab times will be available in October for those who want assistance with using Electronic Course Scheduling (ECS). This is an opportunity for schedulers to use this system will a little help from the Office of Classroom Management. Open lab times in 150 Williamson for October are:

Monday, October 4	1-3 p.m.
Friday, October 8	9-11 a.m.
Tuesday, October 12	1-3 p.m.
Wednesday, October 13	1-3 p.m.
Thursday, October 14	9-11 a.m.

Only those schedulers who have already attended and completed ECS training are eligible for open lab times. Please visit the training web site at http://training.oess.umn.edu/records/mainpage_ecs.html for more information. Contact Nancy Peterson at 612-625-6089 or n-pete@umn.edu for further information regarding open labs.

Freshman seminar registration for spring 2005

During fall 2004 registration, freshmen who came to the University of Minnesota with more than 30 credits had problems registering for some freshman seminars, depending on how the course prerequisites had been set up. The FRFY student group will be used as a class prerequisite for the freshman seminars so any new freshman can register for a freshman seminar. Departments will still have the option of allowing other students, such as sophomores, to register for the seminars. Freshman seminars are limited to 15 to 20 students. Course topics vary and are decided by the departments.

If you have questions, please contact Laurel Carroll at 612-624-1320 or l-carr@umn.edu.

One Stop welcomes six new counselors

Six new One Stop Counselors graduated from their extensive cross-training program at the end of August just in time for the busy season of the fall semester. The new counselors were hired on June 24 and started the training program immediately. The program consists of classroom training, role playing, mentoring, and "shadowing" the work of other experienced counselors. Please join us in welcoming our six new One Stop Counselors listed below:

LeAnn Strand is a recent graduate of the University of Minnesota, Duluth. While at UMD she worked in the Office of Financial Aid and Registrar. She also worked at Minnesota State University Moorhead in the Office of the Vice President for Academic Affairs, as well as in the Office of the Vice President for Student Affairs.

Marcio Thompson has worked in the Office of Admissions at the University of Minnesota, Twin Cities for the past year. His primary responsibility was recruiting. He was also a liaison between the Admissions Office and the African American Learning Center, Martin Luther King Advising Center, the

Commanding English Program, and the Upward Bound Program.

Roxanne Johnson recently moved to Minnesota from Albuquerque, New Mexico. There she worked as a Financial Aid Officer at the University of New Mexico. She has worked in higher education for the past 12 years.

Michelle Overtoom has worked in the higher education field for the past 6 years. During this time she was a Career Advisor, Academic Advisor, and most recently a Residence Hall Director at the College of St. Benedict.

Scott Lingen worked at High Tech Institute where he was a Financial Aid Advisor and Bursar for the past 2 years. He is a University of Minnesota graduate.

Amy Barsness recently received her Master of Arts degree in Educational Administration from the University of St. Thomas. She has worked in a college setting for the past 2 years and most recently did an internship at the University of Minnesota Orientation and First Year Programs.

The Office of Enrolled Student Services welcomes Ingrid Nuttall

In August, the Office of Enrolled Student Services (OESS) hired a new communications coordinator. Ingrid Nuttall joins OESS from Target Headquarters where she worked in Organizational Effectiveness. Previously, Ingrid also worked in the School of Journalism as a Student Support Services Assistant.

Midterm alerts notification changes

Advisers of record will no longer receive e-mail copies of midterm alerts sent to their advisees. Instead, IMS has created a "Midterm Alerts" report that advisers can access at any time to view midterm alerts that have been sent to their advisees. Students will still receive Midterm alerts via e-mail. Advisers within the Twin Cities Athletic Department will continue to receive e-mail copies of the midterm alerts sent to their advisees.

To access the Midterm Alerts report log on to www.umreports.umn.edu, go to "My Active Advisees - Index Page" and click on the Midterm Alerts link on the grey bar at the top of the report. This will bring you to the Midterm Alerts report.

To add the My Active Advisees - Index Page report to your UM Reports home page, go to the Search Reports tab. Type "Advisees" in the search box at the top of the page and hit the search button. Click the check box in the "Include on My Home Page" column next to the report and hit the "include" button at the bottom of the page. The reports will appear on your home page under the Student Records subcategory.

The Midterm Alerts system for entering alerts will be available for use, Monday, September 27 through October 25, 2004 but the Midterm Alerts report can be accessed at anytime.

Those with questions should contact the Student Records Training Team at techteam@sosgw.stu.umn.edu or 612-625-2803.

New privacy and security information web site

The University has created a privacy and security web site to assist University faculty and staff in understanding and protecting private information, available at <http://www.umn.edu/privacy/>. The site addresses types of privacy, ways of securing private information, specific requirements and policies regarding privacy and security and the role of the University in privacy and security matters. It covers information from student records, to employee information, to financial records, to health information. You have a legal responsibility to protect private information in your possession.

The Record needs your feedback!

Here at the Record, we're always looking for ways to improve future issues to better meet your needs. Need more information about a topic we're not covering? Don't like the format or want more information in the Datebook? We want to know. Send your comments to Ingrid Nuttall at lehn002@umn.edu. or at 612-626-0075.

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>.

Please direct address changes to Ingrid Nuttall
612-626-0075, or lehn002@umn.edu.

Ingrid Nuttall, editor
Office of the Registrar
Office of Enrolled Student Services
150 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455
Phone: 612-626-0075
E-mail: lehn002@umn.edu

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

This publication is available in alternative formats upon request.



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

2004 Community Fund Drive

You should have received your pledge packets for the 2004 Community Fund Drive, the University's oldest tradition of giving back to the community. University staff and faculty are encouraged to give whatever they can to support community programs that are at the heart of civic engagement. This year, you will have the opportunity to donate any 501 (c)3. The Community Fund Drive begins October 1 and runs through the entire month of October. Keep an eye out for how your unit is organizing this effort. Giving very little can make a big difference in someone's life.

Registration form for 2004 UMACRAO conference now available

The registration form is now available for the fall UMACRAO Conference, October 24-26, 2004 in St. Paul, Minn. The form can be downloaded online at www.iastate.edu/~registrar/umacrao/register.doc. Please distribute copies of this to those people in your department who you think might like to get involved. This year's conference theme is "Capit-o-lizing on Our Resources."

More information about the conference, including room rates, can be found at www.umacrao.org. To receive the best room rates, please secure your reservations by October 1, 2004 at the Four Points Sheraton/Capitol hotel.

Classroom and Event Services is here to help

For the past 40 years, Classroom and Event Service, a division of the Office of Classroom Management, has been providing Audio Visual (AV) support to classroom instruction, as well as to special events, seminars and conferences held at the University. The dedicated professionals who provide these services have a wide range of professional experiences that they call upon to provide world-class AV support services to the faculty and staff of the University.

For your AV equipment rental, audio, video or event support needs, contact Event Services at 612-626-1411.