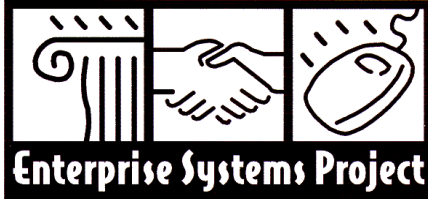


Web Registration 1001:

A Look at Fall 1999 Registration



Enterprise Systems Project

More Mission. Better Service. Fewer Obstacles.

Students will register for Fall Semester 1999 on a new Web registration system. This flyer shows many of the panels the students will use and describes any differences from the current system. The new Web system has essentially the same functionality as the one we are currently using. It is, though, in its "first draft." Enhancements and refinements will continue to be made after the Enterprise staff roll out the critical business processes – admissions, records, financial aid, and bursar functions – and gain more experience with the underlying PeopleSoft system and the new semesters system.

UNIVERSITY OF MINNESOTA

Internet Login

NOTE: You must have cookies enabled in your browser in order to use this service.

Enter your University of Minnesota Internet ID and password:

Internet ID: Password:

For assistance, call:
 Crookston: (218) 281-8000
 Duluth: (218) 726-8847
 Morris: (320) 589-6391
 Twin Cities: (612) 626-4276

If you are a **student**, click this button to initiate your account.

UNIVERSITY OF MINNESOTA

Scott R Lindgren

You have successfully completed web validation and your main browser window now displays the page that required authentication. Do not forget to LOGOUT or someone else may use this browser session on your behalf. There are three ways to end your authenticated session:

- Return to this screen and use the LOGOUT button.
- Close all application windows.
- From any browser window, go to: <http://www.umn.edu/logout>

You may select the UPDATE ACCOUNT button if you wish to change your password or other Internet Account options. Select CONTINUE to return to the main browser window.

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Purpose: Provides a secure login to ensure only the student can update the information.

What's Different: Login for fall 1999 registration is different. Currently, students enter either their Student ID Number, or SSN and their PIN. In the new system, the Internet ID and password are used. Internet IDs are assigned by the University and are familiar to most students as their email IDs (e.g., ANDE0037). Most current students should know their Internet IDs and passwords. New students are assigned Internet IDs shortly after admission. New students who received the Welcome CD-ROM prior to registration may have already activated their email accounts. New students who have not activated their accounts may select "Account Initiation" during registration and will be guided through the account initiation process. They must have their Student ID Number, SSN, and date of birth to activate their new Internet ID and password. Fall 1999 registration will use the new Web access, while Spring and Summer will use the existing system.

Likely Questions: Students who can't remember their Internet ID and password can call the campus Help Desk at 726-8847. Students should call the Student Assistance Center with questions about how to register for classes or how the semester conversion impacts them. Students may ask about the "cookies" referred to in the note. Whether or not to accept cookies (small pieces of data stored on your personal computer about this Web application) during a Web session can be set in the computer's Web browser.

UNIVERSITY OF MINNESOTA

Office of the Registrar

Holds on your record

A hold is a restriction on the ability to perform certain functions, such as a financial hold restricting enrollment until a past due debt is paid.

The following are holds on your record.

Hold type	Effective date	Effective term
Immunization, TC Campus	01/12/1999	Fall 1999

UNIVERSITY OF MINNESOTA

Office of the Registrar

Hold details

Hold type	Immunization, TC Campus
Effective date	01/12/1999
First effective term	Fall 1999
Amount owed	\$ 0.00
Address to resolve the hold	Front desk, Boynton Hlth Serv - UMNTC
Services impacted	Hold Registration

Description

Students are required by law to be immunized against Measles, Mumps, Rubella and to have had a Tetanus/Diphtheria shot within the last 10 years. Office Hours: Monday 8:00 - 6:00 Tuesday, and Friday 8:00 - 4:30 Phone: 625-3222

Instructions to resolve the hold

To clear this you must supply Boynton Health Service with the dates you received the following immunizations: - Measles (two shots) - after age 1 - Mumps (two shots) - after age 1 - Rubella (two shots) - after

Purpose: Shows the student whether there are any holds on their record and how to clear them.

What's Different: Essentially the same as the current function. Clicking on the hold type link will bring up the Hold Details panel, which provides information about a specific hold, including how to resolve the hold.

Likely Questions: You may note some differences in the names of holds, which are called negative service indicators on the regular PeopleSoft panels. For Web panels, we use the more commonly understood "hold." Information on holds continues to be available on the University's Voice Response System at the usual campus-specific phone numbers.

Office of the Registrar

When can I enroll?

The following are the time periods during which you can enroll in classes. To see your enrollment time periods for other terms (if there are any), click on the appropriate tab.

Fall 1999	Spring 2000	Fall 2000
Independent Study Dec - Sep (Session runs from 12/15/1999 to 09/15/2000)		
Open enrollment begins (m/d/y)	11/01/1999	
Independent Study Nov - Aug (Session runs from 11/15/1999 to 08/15/2000)		
Open enrollment begins (m/d/y)	10/01/1999	

Purpose: Presents the time or times that the student may enroll for specific terms or sessions (smaller time periods within the term).

What's different: Now referred to as enrollment appointments, these are the same as the student's queue time in the current system. Students may register at the time of their scheduled appointment or any time thereafter.

Likely questions: Information on registration times continues to be available on the University's voice response system at the usual campus-specific phone numbers.

Initially, only enrollment appointments for Fall 1999 will be displayed, since they have not yet been established for later terms.

Office of the Registrar

Personal information

Mailing address [Home address](#) [Billing address](#) [Telephone and email](#) [General](#)

Street address	123 First Avenue P.O. Box 456765 Line 3 Line 4
City	Oldtown
State/Province	Minnesota
Country	United States

Office of the Registrar

Change mailing address

Address information

Street address	123 First St. <small>REQUIRED</small>
	PO Box 4567
City	Anytown <small>REQUIRED</small>
State/Province	Minnesota
Country	United States Change country
Zip/Postal code	55400 <small>REQUIRED</small>

[Submit](#) [Cancel](#) [Help](#)

Purpose: Presents most basic demographic information and allows update of selected information.

What's different: When a student updates an address here, the new address is entered into the PeopleSoft "campus community" area—where it can be shared with system users who have appropriate security.

With PeopleSoft we also can store the student's email address, which is automatically transferred from our University email directory.

PeopleSoft allows use of mixed case (both upper and lower case data) for address information.

Likely questions: Students should be encouraged to completely spell out city names (e.g., Minneapolis, not Mpls) and to enter these data in mixed case (both capital and small letters).

Addresses to be valid in the future, or temporary addresses, should be updated at the Registrar's office on each campus.

UNIVERSITY OF MINNESOTA

Duluth **Class Schedule**

Political Science

Fall 1999 Last updated: 04/09/99 12:00 AM

[Add marked classes to your planner](#) [Unmark all classes on this form](#)

Pol 1011 American Government and Politics
| [Course Guide](#)
(A-F only, QP - =1010, meets LE req of The Social Sciences)

10647 -001 LEC 11:30am-12:20pm MWF, Cina 202, [Grau, Craig H.](#), 3 cr, 5 seat(s) reserved for UCDuluth, 60 of 65 seats open

10648 -002 LEC 10:00am-11:25am TTh, Cctr 120, 3 cr, 5 seat(s) reserved for UCDuluth, 125 of 125 seats open

Pol 1050 International Relations
| [Course Guide](#)
(A-F only, meets LEIP req of Contemp Social Issues Analysis)

10650 -001 DIS 10:15am-11:05am MWF, MonH 206, 3 cr, 3 seat(s) reserved for UCDuluth, 119 of 125

Purpose: The student may select the appropriate campus and term of the class schedule and then select a study field of interest (e.g., accounting). From the Class Schedule, students can link to the Course Guide (if in use), see a photo of a campus building (if available), or email the course instructor. Number of open seats are shown.

What's different: Very similar to previous versions of the class schedule.

Likely questions: Data are updated nightly, so enrollment counts may not be completely accurate.

Currently the Class Schedule functions are not tightly coupled with registration; however, students should be able to copy class numbers (call numbers) from the Class Schedule and paste them into registration functions as needed.

Purpose: Allows student to search for classes based on a variety of criteria including: campus, term/year, subject, instructor, catalog number, title key words, credit range, level range, days of the week, and time of day.

The search results panel presents a list of courses which meet the criteria and allow the student to link to more detailed information.

What's different: Essentially the same as previously.

Likely questions: Uses the same data as the Class Schedule panel.

Likely questions: Currently the Class Schedule functions are not tightly coupled with registration; however, students should be able to copy class numbers (call numbers) from the Class Schedule and paste them into registration functions as needed. Also, "subjects" on this panel is course designator in current terminology.

Course	Class component	Day	Time	Grading basis	Units	Session
FIN 1102 Beginning Finnish	Lecture Section 001	MWF	2:30pm-3:30pm	A-F Grade Basis	5	Regular Academic Session

Purpose: When a student enters registration, the system will show them a list of any courses for which they are currently registered and offer them options of adding, dropping, or swapping a class. All three functions have similar appearing panels.

What's different: In the new system, any course action (add, drop, or swap) is immediately added to the student's record and they see a panel confirming the action.

From the add panel, the student can go to Course Search, but will have to rekey or copy and paste the course number from search to the add panel.

Likely questions: When a student adds a class, a very complex computer program runs in the background—to check the student's eligibility to enroll in the class, whether it is open, whether the time conflicts with other courses the student is taking. This process could take 15 seconds to a minute or so, and the panel shows a clock graphic during the processing so that the student knows that something is happening.

Remember that course availability may have changed since the last Class Schedule update.

This process will happen in August as part of the Student Financials implementation. At that time, the student will receive an itemized bill. For now, they are shown a generic message about tuition and fees at the end of the Enrollment Summary (see page 4).

In late April, students will be able to enter hospitalization, MPIRG, and LSC information.

What's different: Currently for most terms tuition and fees are calculated "on the spot."

Likely questions: While tuition rates were recently approved by the Board of Regents, the new system is not yet programmed to process them, nor do we have all the details on student services fees, etc.

Students should be encouraged to estimate their tuition and fees by following the links provided on the Enrollment Summary. Actual cost of attendance includes other items (e.g., housing, books) that should be taken into account when planning a budget.

Enrollment summary

Fall 1999

Spring 2000

Fall 2000

Personal information

Name Webtest, John Wilson
 Campus Univ of Minnesota, Twin Cities
 Academic career Undergraduate
 Academic plan African Studies
 Residency In St Res

Class schedule**Regular Academic Session**

(Session runs from 09/07/1999 to 12/15/1999)

Course	Class component	Day	Time	Location
ARTH 1002 Intro to the History of Art	Lecture Section 003	MWF	8:00am-9:00am	n/a
ENGL 3455 Am Short Story	Lecture Section 001	MWF	11:00am-12:15pm	1425 University Ave 75E
FIN 1102 Beginning Finnish	Lecture Section 001	MWF	2:30pm-3:30pm	n/a
FREN 1103 Beginning French	Lecture Section 001	MWF	11:00am-12:15pm	Biosystems & Ag Eng Bldg 315
HORT 1014 Edible Landscaping	Lecture Section 001	n/a	n/a	n/a

Final exam schedule

Course	Exam date	Day	Time	Location
ARTH 1002 Intro to the History of Art	Final exam details (if any) have not yet been determined for this class.			
ENGL 3455 Am Short Story	Final exam details (if any) have not yet been determined for this class.			
FIN 1102 Beginning Finnish	Final exam details (if any) have not yet been determined for this class.			
FREN 1103 Beginning French	Final exam details (if any) have not yet been determined for this class.			
HORT 1014 Edible Landscaping	Final exam details (if any) have not yet been determined for this class.			

ARTH 1002 - Intro to the History of Art

Term Fall 1999 Number of units 4.00
 Session Regular Academic Session Grading basis S-N only

Course description

Requisites n/a
 Course attributes n/a
 Equivalent courses n/a
 Academic career of this course Undergraduate
 Academic group offering this course Liberal Arts, College of
 Additional requirements fulfilled by this course

Lecture Section 003

Location Twin Cities
 TMTC, 7

Additional information

Please check this document carefully for accuracy and completeness.

Tuition pays for approximately 44.2% of the cost of a public college education. The State of Minnesota pays approximately \$5,467 of the average cost for full-time students. Tuition and fees for the 1999-2000 academic year have not been assessed; your tuition and fees will be sent to you at a later date. Complete tuition rates will be published on the World Wide Web.

- Twin Cities - <http://www1.umn.edu/tc/students/finances/tuitionrates/>
- Duluth - http://www.d.umn.edu/ssr/registrat/tuition_and_fees.html
- Morris - <http://www.mrs.umn.edu/admissions/expenses.html>
- Crookston - <http://www.crk.umn.edu/people/services/businessaffairs/studentfees.htm>

Conversion to Semesters - Fall 1999: <http://www.opa.pres.umn.edu/semester/students>

Purpose:

In addition to basic student demographic information, this statement lists the courses in which the student has registered, the final exam schedule, details on the courses, maps (if available), and some additional information. Students may customize this statement to some extent and either print it or request an emailed copy (to be added late April).

What's Different:

Very similar to current Enrollment Statement.

Likely Questions:

The summary does not indicate the total number of credits registered. We hope to address this issue in a future release of registration functionality.

What's New:

Course Planner A new Course Planner is available at the Web Registration site at <http://www.d.umn.edu/Register>.

Web Registration system The system is easy to use, but students will need to sign on using an Internet ID and password to register. The ID and password is also their email ID and password. If they have never used their UMD Internet/email account, they need to go to the Web Registration site and click on "Initiate Account." Students will need their Student ID Number, Social Security Number, and Date of Birth to complete the process.

Students can register from any computer from 7:30 AM to 10 PM, Monday through Friday; 8 AM to 4 PM on Saturday. Netscape 4.0 or Internet Explorer 4.0 or higher are recommended, but Version 3.0 may be used if necessary.

Students need to provide health insurance information if they are taking more than six credits.

Students will be able to register for both day and UC classes at the same time, except for UC noncredit courses.

Time conflicts now need instructor approval, so students will need approval from both instructors involved in the classes in conflict.

What's Different

Telephone registration is no longer available.

Graduate students can register in April for Fall Semester.

Web registration Students register for one class at a time and the systems confirms that he or she has been added to that class. No need to print out the enrollment statement to make sure that the student has been successfully registered.

Where to go if the students need help

Call the Help Desk at 726-8847 for technical information, such as locations of computer labs where you can access Web registration and print out your enrollment statement, trouble accessing the system, Internet ID and password problems.

Call the Student Assistance Center (SAC) at 726-8000 for registration information, such as impact of semesters, health insurance, registration policies and processes. The SAC is located at 21 Campus Center.

Go to the college office to receive magic numbers, time conflict approvals, and information about specific courses.

Please be patient

Student services staff have been trained on the new systems, but are still in the process of mastering them. Please be patient; they're students again.