



# DARS/u.select News

## February 2011

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### **ANNOUNCEMENTS:**

#### **Training Dates Change...**

Due to lack of enrollment, we have rescheduled our January 25 & 26 DARS Basic Encoding training. It will now be held on February 23 & 24.

Our trainer is not available in March, and April is getting too close to Summer/Fall registration times, so please don't wait if you have people who need this training. We are also encouraging staff who have already attended this training to attend as a refresher.

Please keep in mind that DARS Basic Encoding training is only offered once per semester, so after February, we won't be offering this training until Fall Semester 2011.

#### **MnTC Audit Guiding Principle Review & Analysis**

We are in the process of working on review and analysis of the checklist for the EMNTC Audit by individual institution. You may be receiving a copy of the analysis via email over the next few months.

In an effort to assist campuses with their EMNTC and SmartTransfer Plan initiatives, we would like to extend an offer to work one-on-one with campus encoders/transfer specialists during our DARS 3<sup>rd</sup> Wednesday/Thursday Open Labs and/or regional Open Labs, by going through the "checklist" for MnTC Audit – Guiding Principles in DARS, The EMNTC -

[http://www.dars.mntransfer.org/updates/documents/pdf/MnTC\\_Audit\\_Guiding\\_Principles\\_Checklist.pdf](http://www.dars.mntransfer.org/updates/documents/pdf/MnTC_Audit_Guiding_Principles_Checklist.pdf). An analysis of the checklist could be done prior to the open lab, in order to establish your status and develop a plan prior to your visit. If you are interested in this offer, please contact Marla Delaney at [marla.delaney@csu.mnscu.edu](mailto:marla.delaney@csu.mnscu.edu).

If you have already gone through the checklist and feel that you have completed the criteria, please let us know and we'll mark your institution off on our list.

#### **DARS/u.select Regional Open Labs Available**

We offer five out-state open labs each semester – Out West, Up North, Central, Down South, and North Shore locations. These labs are available to give you an opportunity to focus on specific encoding and transfer articulation needs, working one-on-one with DARS support staff or just devoting a day to work on DARS without the usual activity or

interruptions at your office. See locations, dates and registration details in the Open Labs section of this newsletter. Minimum registration numbers are needed in order to hold these labs, so please don't wait to register! These labs are for YOU!

### **South Regional Transfer Meeting**

Louise Hoxworth, System Director, Collaboration and Transfer, has announced a transfer meeting at South Central College in North Mankato. The meeting is for anyone who works with transfer (advisors, counselors, admissions, registration, administrators, encoders, etc.) in the south region.

The meeting is Tuesday, February 22 from 10:00 am - 2:00 pm.

To register, go to [www.transfercenter.project.mnscu.edu](http://www.transfercenter.project.mnscu.edu) > Events > South Regional Transfer Meeting Information > South Regional Transfer Meeting Registration Form

The registration deadline is Tuesday, February 15.

### **u.select Course Bank Load is complete for 2010 - 2011**

The process of pulling ISRS curriculum files with a current effective date, converting them to a flat file format compatible with the u.select course bank, and loading them to the u.select server was completed by January 3, 2011.

The u.select Administrator at each institution should go into Courses, Manage Course Catalog and check to see that all the 'Departments' are ones that are appropriate to display to a prospective transfer student on the u.select site. If you don't want a particular department to be on this list, select it and click Find. Once your list comes up, you can use the appropriate Delete buttons to get rid of the courses that should not appear here. You may also edit any records that need to be changed.

The files we upload may be looking for data in fields which are optional in ISRS. If you see entries like: 'DEPARTMENT UNKNOWN' and 'No course description available', there was no data in ISRS to be pulled for that course.

There is a new field in u.select for Delivery Type. Because it will be a much more complicated process to find this information in ISRS and map to the values redLantern has determined, we will be re-loading the curriculum files with Delivery Type at a later date. For now, the default value we set is 'On Campus'.

Please let us know if you have any questions about this process.

### **CAMPUS ANNOUNCEMENTS:**

We invite you to let us know about information you wish to share with other MnSCU schools. We particularly welcome news from you that will impact DARS encoding and transfer processing within MnSCU. Celebrate accomplishments by sharing your victories ...small or large ... with your colleagues.

### **CURRICULUM CORRECTIONS:**

## **Lake Superior College**

ASTR1101 Intro to Astronomy    Goal 3    20083-999999

ASTR1101 Intro to Astronomy    Remove Goal 4

ASTR1101 was mistakenly published as Goal 4. Only students with petitions for Goal 4 will receive Goal 3 and Goal 4.

## **DOCUMENTATION:**

New documentation has been created to assist learners with hearing disabilities who may not be able to hear audio files. To accommodate people with hearing impairments, a transcript of the audio of "How to Use u.select" - Captivate Presentation is available. It is meant to be used in conjunction with the Captivate Presentation. This is in compliance with accessibility laws under the Americans with Disabilities Act (ADA). Documentation is located at:

[http://www.dars.mntransfer.org/updates/documents/pdf/u.select\\_Captivate\\_a.pdf](http://www.dars.mntransfer.org/updates/documents/pdf/u.select_Captivate_a.pdf)

Revised documentation for "Course Credit Check" has been posted. It explains encoding for courses that are only acceptable if taken with a specific or minimum credit value. This revised documentation is located at:

[http://www.dars.mntransfer.org/updates/documents/pdf/CourseCreditCheck\\_re.pdf](http://www.dars.mntransfer.org/updates/documents/pdf/CourseCreditCheck_re.pdf)

Revised documentation for "Encoding the Semester Conversion" has been posted. It explains encoding methods for individual course conversions, where quarter courses become semester courses to satisfy program requirements. The revised documentation can be located at:

[http://www.dars.mntransfer.org/updates/documents/pdf/encoding\\_sem\\_convers.pdf](http://www.dars.mntransfer.org/updates/documents/pdf/encoding_sem_convers.pdf)

Revised documentation for "DARS Printing & DA0001CP Functionality" has been posted. This document explains how to run a DARS Audit, how to run the DARS Transfer Articulation process, and information about the various functionalities of the DA0001CP screen in ISRS. The revised documentation is located at:

[http://www.dars.mntransfer.org/updates/documents/pdf/Printing\\_DA\\_rev\\_Dec2.pdf](http://www.dars.mntransfer.org/updates/documents/pdf/Printing_DA_rev_Dec2.pdf)

## **SQLs:**

## **TRAINING & CONFERENCES:**

Training dates for Spring 2011 are posted below. If you have new or existing staff that will be using DARS or u.select, please encourage them to attend the appropriate training session(s) as they are announced. Even if you or your staff already attended training, you are welcome to attend again. Many people find a return visit to training helpful.

- **Transfer Articulation Training** – is scheduled for February 1-2, 2011, 8:30 a.m.-4:00 p.m., at Wells Fargo Place Training Room 3354.
- **Basic Encoding Training** – has been rescheduled for February 23-24, 2011, 8:30 a.m.-4:00 p.m., at Wells Fargo Place Training Room 3354 (W) & 2204 (Th).
- **u.select Advisor Training** – training offered via WebEx, February 10, 2011 from 2:00 p.m.-3:30 p.m.
- **u.select Administrator Training** – training offered via WebEx upon request, (after registering, participants will be contacted to arrange date & time).

All training will be held at Wells Fargo Place in Saint Paul, unless otherwise indicated. Training will be in Room 2204 or 3354, depending on the number of registered participants.

Registration for all training, open labs, and conferences can be found at the following link: [http://www.dars.mntransfer.org/training/training\\_index.html](http://www.dars.mntransfer.org/training/training_index.html). The format will allow you to check the dates of the training, review agendas, and register from the same page. *REGISTRATION DEADLINE: 1 week prior to training or open lab dates.* Upon completion of all training and labs, please complete the Training Evaluation at: <http://www.dars.mntransfer.org/training/evaluation.html>.

### **THIRD Wednesday & Thursday/DARS OPEN LABS:**

**Third Wednesday & Thursday** – February 16 & 17 at Wells Fargo Place, Room 2204 or 3354. **REGISTRATION DEADLINE:** 1 week prior to training or open lab dates.

**DARS "Out West" Open Lab** – is scheduled for March 10, 2011 at Minnesota State University Moorhead, 8:30 a.m.-4:00 p.m. in Library 204.

**DARS "Up North" Open Lab** – is scheduled for March 30, 2011 at Northwest Technical College (new location), 8:30 a.m.-4:00 p.m. in Room 322.

**DARS "Central" Open Lab** – is scheduled for April 5, 2011 at Quarry Center, Waite Park, 9:30 a.m.-2:30 p.m. in Training Room 115 (new training lab, across the hall from previous lab).

**DARS "Down South" Open Lab** – is scheduled for April 7, 2011 at South Central College, 9:30 a.m.-2:30 p.m., at one of two locations (depending on attendance interest) North Mankato campus – Room C-129 or Faribault campus – Room C-112.

**DARS "North Shore" Open Lab** – is scheduled for April 14, 2011 at Lake Superior College, 8:30 a.m.-4:00 p.m. in Library Bldg Room E1022.

Registration can be found online at:

[http://www.dars.mntransfer.org/training/training\\_reqform\\_new.html](http://www.dars.mntransfer.org/training/training_reqform_new.html)

Driving directions and parking ramp information to Wells Fargo Place can be found online at: [http://www.dars.mntransfer.org/registration/directions\\_WFP.html](http://www.dars.mntransfer.org/registration/directions_WFP.html)

*For questions or comments about this newsletter, contact Marla Delaney at [marla.delaney@csu.mnscu.edu](mailto:marla.delaney@csu.mnscu.edu). Thank you.*