CLASS SCHEDULE INFORMATION on the Web

The University of Minnesota, Crookston (UMC) no longer produces printed versions of the Fall and Spring class schedules. This information is now available exclusively on the Web at:
http://onestop.umcrookston.edu/registration/class_schedule.htm.

The dynamic, online version of the class schedule updates continuously with class size information. The printable PDF version of the class schedule is current as of the date on each page. Term-specific registration policies and procedures appear in PDF format only. Complete information on matters of University policy are found in the University of Minnesota Crookston Catalog (subject to additions and corrections) available at:

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Visit the UMC Web site @www.UMCrookston.edu
Section 1: General Information

UMC Academic Calendar 2009-2010

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<td>March 30</td>
<td>November 2</td>
<td>March 29</td>
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<tr>
<td>Registration</td>
<td>April 6-9</td>
<td>November 9-12</td>
<td>April 5-8</td>
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<td>April 13-16</td>
<td>November 16-19</td>
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<td></td>
<td>April 20-23</td>
<td>November 23-25</td>
<td>April 19-22</td>
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<tr>
<td>First day of classes</td>
<td>August 25 (Tues)</td>
<td>January 11 (Mon)</td>
<td>May 10 (Mon)</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>September 8</td>
<td>January 25</td>
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<tr>
<td>In-Service Day (no classes)</td>
<td>October 9</td>
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<td>Final examinations</td>
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<tr>
<td>Grades Entry Deadline</td>
<td>December 22</td>
<td>May 12</td>
<td>June 2</td>
</tr>
</tbody>
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Spring Break: March 15-19, 2010
Commencement: Saturday, May 8, 2010

UMC Facts
UMC Address: 2900 University Ave., Crookston, MN 56716
Founded: 1966 as a 2-year, 1993 as a 4-year institution
Approximately 1200 full-time students
Team Nickname: Golden Eagles
Colors: Maroon & Gold
National Affiliation: NCAA Division II
Conference: NSIC Member - 1999, MCHA for Varsity Hockey

ADMISSIONS AND FINANCIAL AID
Students interested in attending UMC are encouraged to contact:
Office of Admissions and Financial Aid
170 Owen Hall
University of Minnesota
2900 University Ave., Crookston, MN 56716-5001
Phone: 218-281-8569
Toll-free: 1-800-UMC-MINN (800-862-6466)
FAX: 218-281-8050
MN Relay Service TTY: 1-800-627-3529
Web site: www.UMCrookston.edu
e-mail: UMCinfo@umn.edu

This publication is available in alternative formats upon request. Please call the Registrar at 218-218-8548.

EQUAL OPPORTUNITY

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363, by the Federal Civil Rights Act, 420 S.C. 2000e: by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; by Executive Order 11246, as amended: 38 U.S.C. 2012; the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street SE, University of Minnesota, Minneapolis, MN 55455, 612-624-9547.
**STUDENT RESPONSIBILITY**

By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees.

The policies in this Class Schedule directly affect your registration. You are responsible for all the information contained in this booklet: avoid potential problems by reading carefully through the various sections of this schedule and by checking the prerequisites of all your courses.

You can receive credit only for those courses for which you are properly registered. Likewise, you must pay for any course for which you register unless you officially cancel online (your cancellation is not complete until you complete an enrollment statement) or at the Office of the Registrar during the 100% refund period. If you cancel after the 100% refund period, you must pay for any portion of the course for which you do not receive a monetary credit. In addition, if you attend a class without registering for it, you will be considered an auditor in the course and will be billed for full tuition and fees.

**ADMISSION REQUIREMENTS**

**Freshman**

You are considered a freshman if you are still a high school student or if you have earned fewer than 24 college semester credits. Students who have not been granted a standard high school diploma must pass the GED test before they are admitted as a regular student. Minnesota residents age 19 or older can take the test at the UMC Career and Counseling Services office. This office is also an ACT Assessment residual testing site for students who were unable to test on a national test date.

Admission decisions are based on an overall assessment of the following factors listed below:

**Automatic Acceptance**

◆ Grade point average (minimum 2.0 GPA)
◆ ACT or SAT scores (minimum 21 ACT or 980 SAT)
◆ Strength of the curriculum through high school graduation, including courses that exceed the core subject requirements and any advanced courses (honors, AP, IB, college level).

**Secondary review factors**

◆ Evidence of exceptional achievement, aptitude, or personal accomplishment not reflected in the academic records or standardized test scores
◆ A pattern of steady improvement in academic performance
◆ Participation in extracurricular college preparatory programs (MEP, PSEO, Talent Search, Upward Bound, Admission Possible, and other programs).

Students who fail to meet minimum requirements of GPA and ACT or SAT scores will be referred to the Admissions Committee for an admission decision.

**Transfer**

You are considered a transfer student if you have more than 24 college credits. If you are a high school student and are enrolled in PSEO, College in the Schools, or have earned AP credit, you are still considered a freshman.

**Primary review factors**

◆ College GPA (minimum 2.0 GPA)
◆ Transfer students with fewer than 24 earned college credits, will need to submit an official high school transcript, ACT or SAT scores, and official transcript(s) from previous college(s).

Transfer students with 24 or more credits will need to submit only official transcript(s) from previous college(s).

**Conditional Admission**

Students who do not meet the requirements for regular admission may still qualify for UMC’s Conditional Admission program. Students who wish to be considered for conditional admittance are encouraged to apply early as the Conditional admit program has a limited number of spaces available. Conditional Admission is designed to give entering students the best chance to succeed at college. In addition to the regular enrollment process, Conditionally Admitted students must:

1. Register for a maximum of 13 credits their first semester.
2. Be automatically registered in GNED 1000* Seminar for New Students and attain a final grade of at least a “C”.
3. Meet with their academic advisor and complete the Academic Action Plan (AAP).
4. Meet with staff of the Academic Assistance Center (AAC) for additional guidance and preparation.
5. Return the completed AAP and all related paperwork to the Academic Assistance Center and the Office of the Registrar by the end of the first week of the semester.
6. Beginning with the first week of classes and for the entire semester, spend a minimum of two hours per week in study at the Academic Assistance Center. This study time may be augmented or replaced by meeting with a tutor for two hours per week. Participation and attendance will be verified.

**Failure to Complete Specific Requirements**

#2. Students who do not meet this requirement will be required to re-register for the course their next semester of enrollment until successfully completed.

#3, #4, and #5. Failure to complete the AAP will result in a “hold” being placed on the student’s academic record. Students forfeit the right to register for next semester’s classes during their regularly scheduled queue time and are required to register during the “open” registration period after all other returning students have registered.

#5 and #6. Students academically suspended who did not complete these requirements shall not be eligible for the automatic readmittance provision of the Academic Contract.

*Students with an ACT Composite score of 20 or less will be automatically placed in GNED 1000.
Post Secondary Enrollment Options Program (PSEO)

Students must be a junior or senior in a Minnesota public, private, charter or home school and have a minimum cumulative high school GPA of 3.00 in order to participate in the PSEO Program. Each applicant is reviewed individually based upon a number of criteria, including high school GPA, class rank (when available), college aptitude test scores (when available), high school counselor/principal recommendation, and other factors that display a student's maturity and academic preparedness for college coursework. Students may not enroll in remedial, developmental, or other courses that are not college level. Each semester, PSEO students must earn a minimum UMC GPA of 2.00 in order to continue their enrollment at UMC.

College in the High School Program (CIHS)

Students must have achieved junior status in their high school and have a minimum cumulative high school GPA of 3.00 in order to be admitted and register to earn UMC course credit in the CIHS Program. School districts must be approved by UMC in order to participate. Students should contact their high school principal to verify UMC approval to participate. College in the High School students must maintain a minimum UMC GPA of 2.0 each term to continue enrollment at UMC.

ONLINE DEGREES

The Crookston campus is the University of Minnesota's first campus to deliver a bachelor's degree entirely online. The Center for Adult Learning (CAL), in collaboration with the Academic Departments, supports the University's online degrees with student support services while ensuring a successful academic online experience.

Our online courses and degree programs are offered on a semester based system (Fall, Spring, Summer). New semesters start every 16 weeks, except summer semester which is a condensed 8 week semester. You may apply online or with a paper application at any time. The University of Minnesota, Crookston is accredited by the Higher Learning Commission (HLC) to deliver the following online degrees:

1. Bachelor of Applied Health (BAH). The BAH degree provides students a convenient and flexible alternative for working adults and part-time students who have relevant work experience and are interested in completing a 4-year degree in the healthcare industry.

2. Bachelor of Manufacturing Management (BMM). The BMM degree is designed to overlay a two-year technical college degree with management-related coursework, providing opportunities for working adults to advance to management and supervisory positions.

3. Bachelor of Science in Business (BSB). The BSB degree is designed to prepare graduates for management positions in business firms, institutions, small businesses, and other organizations. It provides a well-rounded education in business operations, preparing individuals for a variety of management positions in business and government.

4. Bachelor of Science in Applied Studies (APLS). The APLS degree addresses the needs of individuals whose educational objectives cannot be met through traditional degree programs. It provides a professionally accommodating entry point for students with previous educational and technical competencies to develop an individualized B.S. degree. Examples of the types of previous college credits that transfer to the degree include those from the allied health field such as respiratory care and radiologic technology. Transfer students with credits from the Community College of the Air Force and who are enrolled in the Air Force ROTC program can use the aerospace studies courses to meet program requirements for the applied studies B.S. degree. Each student works with an academic advisor to plan a program which meets their career objectives.

Transfer to UMC Online

The University of Minnesota, Crookston, online programs are designed to be as flexible as possible to enable you to start and/or complete a bachelor's degree entirely online. Previous college credit may be transferred into the program and count towards degree completion. Students who have previously earned an associates degree from an accredited institution will receive 60 credits upon transfer.

Request Information

To learn more about the online degrees and courses at the University of Minnesota, Crookston please contact the Center for Adult Learning at 218-281-8679, e-mail UMonline@umn.edu or www.UMCrookston.edu/online

INTERNATIONAL STUDENTS

Students from many countries attend UMC. International students contribute a cosmopolitan influence and participate in all aspects of campus life (including the Multicultural-International Club). Students not holding U.S. citizenship and entering this country on an F-1 student visa are assessed the in-state/resident tuition rate. To be admitted, international students must have completed studies equivalent to those required to graduate from high school in the United States. Complete and official academic transcripts, records, and certificates from secondary schools, colleges, and universities attended, in the original language and in English translation, must be sent with the admission application to the Office of International Programs, 12 Hill Hall, 2900 University Avenue, University of Minnesota, Crookston, MN 56716, USA.

Complete information and application materials can be found at: http://www.umcrocrookston.edu/admissions/requirements/international.htm
Document Check and International Student Orientation (AI Hold) — Upon your arrival, come to the International Office for a brief document check. You must bring your passport and other documents indicating your legal status in the U.S. (i.e., I-94 form, current UMC and any previous I-20 or IAP-66 forms, and any Employment Authorization Document). Sponsored students should bring all documents related to their sponsorship. The Director of International Programs will copy these documents, and create a file for you. At this time you will also sign up for the mandatory International Student Orientation, during which you will receive essential information about maintaining your legal status and about living and studying in the U.S. and at UMC.

Mantoux Test (ME Hold) — Noncitizens of the United States registering for the first time at the University of Minnesota must have a Mantoux test, a test for tuberculosis, after which their ME holds will be released.

If you have had a Mantoux test within the past 12 months and bring proof in English of your testing, this test will not be required. A positive reaction indicates that you have been exposed to tuberculosis but it does not necessarily mean that you have contracted the disease. If you test is positive, you will be allowed to register for classes but you will be required to have a chest x-ray and to return for the results. Be sure to tell the nurse if you have been recently immunized for tuberculosis, since this could cause a reaction to the Mantoux test.

Other Immunization Requirements — Minnesota law requires that all students provide in writing the month and year when they were immunized against measles, mumps, rubella, tetanus, and diphtheria. You must complete and sign the Student Immunization Form you received with your admission letter.

International Students are automatically enrolled in the Student Health Benefit Plan (SHBP). Students can submit a request for waiver of the plan by calling the Student Health Benefits Office at 1-800-232-9017. Students must provide proof of coverage by a US Based employer sponsored group benefit plan. You may download the SHBP enrollment form and send it to the address listed on the form.

Full Course of Study — All international students holding F-1 and J-1 visas are required by the Immigration and Naturalization Service (INS) to register for a full course of study each academic semester. Undergraduates and non-degree seeking students are required to take a minimum of 12 credits per semester.

Senior Citizen Education Program (SCEP)

If you are 62 or older and have been a Minnesota resident for at least the past year, you may participate in the Senior Citizen Education Program. In this program, you may take “open” classes and pay just $10 per credit (or audit them free of charge) plus any special materials, course, or technology fees. For the Senior Citizen Education Program, you do not need to file a formal application or satisfy any admission requirement other than age and residency. However, if you want to complete a degree program, you must file a formal application with the University; and call the Admissions Office (218-281-8569) for an application and more information. You do not have to pay the fees for orientation or health insurance. You will be welcome in any open course as long as you meet class prerequisites, receive permission from the instructor and properly register and pay.

Transfer Credit from International Institutions

A course-by-course evaluation of non-U.S. post-secondary credentials is required for students transferring from a college or university outside of the United States. The evaluation form may be obtained from the Admissions Office or at http://www.wes.org. The form must be submitted with official transcripts/academic records from all post-secondary schools attended, along with word-for-word English translations.

Non-Degree Students

Persons who have graduated from a recognized high school, or have the educational equivalent and demonstrate ability to succeed in college level work, but who are not interested in seeking a degree, may attend the University as “non-degree” students. Admission criteria are more flexible than for degree seeking students although all other campus policies, including maintaining satisfactory academic progress apply. Each case will be considered on its own merits. Dependent on academic qualifications some non-degree students may be admitted on academic probation. Non-degree students must pay all tuition and fee charges in full by the first payment date. Failure to pay in full will result in cancellation of classes.

Reciprocity

If you are a resident of Wisconsin, North Dakota, South Dakota or Manitoba, Canada, you may qualify for reciprocity. Online courses do not qualify for Wisconsin reciprocity. You will be charged the resident tuition.

For information and application forms, check with the UMC Admissions Office or with your home state or province reciprocity office.
ACCESS TO EDUCATIONAL RECORDS

Regent’s policy, federal law, and state law regulate release of student information to third parties. University policy regulates sharing of information within the University.

Briefly, some student information is designated as directory information and is a matter of public record. This information consists of name, mailing address, electronic address (e-mail), telephone number, dates of enrollment and enrollment status, major, adviser, college and class, academic awards received and degrees received. Students have the right to suppress this information. Please contact the Office of the Registrar, 9 Hill Hall, for information on how to suppress public information.

Within the University, all employees with a demonstrated need to know will be granted access to student academic information. Some employees will have access to all information, others to limited sets of information. Employees with a need to know would include advisers, instructors, academic standards and policy committee representatives, and departmental data managers.

Outside agencies acting on behalf of the University, the U.S. Department of Education authorized lending institutions, and accrediting agencies also have access to specific student information.

You as a student have the right to review your education records, to challenge the contents of these records, and to file a complaint with the U.S. Department of Education.

For more information see: Regent’s Policy on Access to and Release of Student Education Records at http://www1.umn.edu/regents/policies/administrative/Student_Education_Records.htm

PARENT/GUEST ACCESS

Parent/Guest Access, an online self-service application, allows students active in a program at any of the four University of Minnesota campuses to provide a parent, spouse or other third party with view-only access to their student record information.

Parent/Guest Access allows a third party to see up to six of the following areas of a student’s record:
◆ Enrollment Summary
◆ Financial Aid Status
◆ Grades
◆ Holds
◆ Student Account
◆ Financial Aid Awards

Students invite a third party to be a guest viewer via an e-mail generated within the application. The guest responds by clicking an encoded link within the e-mail. This process associates the student record with the guest viewer. Students then grant specific viewing rights to one or more of the six areas of their student record. Students are able to discontinue access to their record at any time.

The link to provide authorization is titled “Parent/Guest Access” and can be accessed from UMC’s homepage http://www.UMCrookston.edu/ by following the path:

(At the top of the page) select Current Students ➔ OneStop ➔ Registration ➔ Parent/Guest Access (from the right hand column)

The fine print: Please note that the release only provides access to information maintained by the University’s Office of the Registrar, Office of Student Financial Aid, and the Business Office. It does not provide access to faculty or advising records, health records, housing records, or records maintained by other campus offices. For more information about student records and data privacy, see Regents Policy on Access to Student Records at http://www.UMCrookston.edu/info/policies/access.htm

DISCLOSURE OF INSTITUTIONAL INFORMATION

In accordance with the Higher Education Act of 1965, as amended, the University of Minnesota, Crookston is pleased to provide the following institutional information upon request:
◆ Graduation rates
◆ Athletes graduation rates
◆ Campus crime statistics and institutional security policies
◆ Requirements and procedures for withdrawing from the Institution
◆ Cost of attendance
◆ Refund policy and summary of requirements for return of Title IV grants or loans
◆ Current academic programs
◆ Names of accrediting associations and agencies
◆ Description of special facilities and services for disabled students
◆ Policy on enrollment in study abroad programs.
◆ Annual notification required by Family Educational Rights and Privacy Act regulations
◆ Financial assistance available and eligibility criteria
◆ Athletic participation and EADA report/data.

Requests may be directed to the Office of the Registrar, 9 Hill Hall.

University of Minnesota, Crookston Catalog

The catalog describes degree programs and their requirements, as well as descriptions of courses that are offered.

The online catalog is posted at: http://www.catalogs.umn.edu/umc/index.html

The catalog includes information on admission requirements, application procedures, expenses, financial aid, academic and general policies, course descriptions, degree programs and their requirements, and courses for all programs offered at UMC.
Section 2: Policies & Procedures

A complete list and full description of UMC’s campus policies can be found at www.UMCrookston.edu/info/policies

**E-mail — The University’s Official Means of Communication**

University assigned student e-mail accounts shall be the University’s official means of communication with all students. Students are responsible for all information sent to them via the University assigned e-mail account. If a student chooses to forward the University e-mail account they are still responsible for all the information including attachments that were sent to the University e-mail account.

**ATTENDANCE POLICY**

**First Day: Mandatory Attendance**

You must attend the first class meeting of every course in which you are registered, unless you have obtained the instructor’s approval for your intended absence **BEFORE THE FIRST MEETING**. Instructors have the option of dropping students who do not show up for the first day of class; however, they are not required to do so. If you wish to remain in a course in which you were absent the first day without prior approval, contact your instructor as soon as possible. Instructors have the right to deny you admission if the course is full.

**General Attendance**

Instructors are responsible to give students written statements of the Attendance Policy to be observed in each course. Each instructor determines the attendance policy so all requests for absences must be made directly to the instructor. Students may be required to verify absences for illness. All assigned coursework should be arranged with the instructor in advance when anticipating absences for official college activities.

**E-MAIL POLICY**

E-mail addresses and passwords are assigned to individuals. E-mail addresses are considered public information and may be found in student directory or faculty directory links on UMC’s homepage www.UMCrookston.edu/.

Initiate your University e-mail and Internet account to gain access to your e-mail and academic coursework (e.g., Moodle). You can accomplish this from any computer with access to the Web.

Just go to this Web site: www.umn.edu/initiate. After your account is initiated, you can access your e-mail and the Internet. For help with initiating your Internet/e-mail account, changing passwords, connecting to on-campus networks and systems, or troubleshooting computer hardware or software problems, contact the UMC Computer Help Desk, 131 Kiehle, 218-281-8000.

Passwords are not to be shared. You are encouraged to select an obscure password and change it frequently. Access to and use of e-mail is a privilege and should be treated as such by all users.

Campus computing resources, including e-mail, may not be used for illegal or unauthorized purposes including: harassment; destruction of or damage to equipment, software, or data belonging to others; and the disruption or unauthorized monitoring of electronic communications.

Using e-mail to participate in illegal acts is, itself, illegal and may result in prosecution by state and federal authorities.

Use of e-mail for private business purposes unrelated to the University is NOT allowed.

You are responsible for using system resources wisely. If you use the system in ways that are judged excessive or wasteful, your access to the system may be taken away, and you may be subject to University disciplinary procedures.

Some uses that may be deemed “wasteful” include chain letter e-mails, mass mailing of jokes, political campaigning, and mass mailing of items for sale or lost and found. This is also known as SPAM forwarding. Official mass e-mails should be submitted to faculty and staff or club advisors. If you have a message you feel is important to share with the entire campus, you may fill out an online form for posting at the UMC Today Web page www.UMCrookston.edu/umcnws.

Note: Use of e-mail or Web accounts for private business purposes unrelated to the University is NOT allowed.

**ADDRESS INFORMATION**

Please make sure your information is up to date and correct by following these procedures:

From UMC’s homepage http://www.umn.edu/ select **Current Students> OneStop> OneStop Home> Under “Registration” (center column)” click on Update / Suppress your Personal Information).

1. Review all of the tabs to make sure your information is correct. Make changes as needed.

2. Click the **Personal Addresses tab.** Home Address is your permanent address. Current Mailing Address is where you want the University to mail all correspondence, such as special events information and other similar items.

4. Go to https://cmvu.umcrookston.edu/cmvu/cmvu/customerinfo.cfm and update your campus PO box number and local telephone number for UMC’s online directory. Campus PO boxes and local phone numbers for UMC’s online directory are stored in a separate system. Updates to your address information via onestop do NOT transfer to these directories.
UMC CAMPUS PARKING POLICY

All faculty, staff and students (including full and part time) who park motor vehicles on the UMC campus are required to purchase and display a valid UMC parking permit on their vehicle. Permits may be purchased at the Business Affairs Office located at 121 Selvig Hall. Parking permits are not refundable and are only valid for lots indicated.

Hang tags are issued upon payment and are to be hung (colored side facing out) on the vehicle rear view mirror support. Motorists are encouraged to lock their vehicles, as any permit which is lost, destroyed, or stolen must be replaced at full price.

WARNING: Possession of lost, stolen, or counterfeited parking permits will result in towing of vehicle and may result in criminal prosecution.

STUDENT IMMUNIZATION

Minnesota Law requires that any student, born after 1956, who is registering for more than one class per term, must submit a statement of their immunization status to the institution where they are enrolled.

Students need to document the month and year they received the following immunizations:
1. Measles (Rubella) - two doses received after age 12 months
2. Mumps - two doses received after age 12 months
3. Rubella (German Measles) - two doses received after age 12 months
4. Diphtheria/Tetanus - last vaccine within 10 years.

If you have not completed an immunization statement, please stop by Student Health to obtain the proper form. If you don’t have knowledge of your immunization status, the HIGH SCHOOL you attended or your hometown health clinic may have them on file.

U OF M SEXUAL ASSAULT VICTIMS’ RIGHTS POLICY

If you are the victim of a criminal sexual assault on University of Minnesota, Crookston property, you may file a criminal charge with the Crookston Police Department by calling 9-911

If you would like assistance in notifying the proper law enforcement and campus authorities, you may call the Office of Residential Life at 281-8531, 8 a.m. – 4:30 p.m. Monday through Friday. After hours and weekends 281-8533.

The Polk County Coordinated Victim Services (877-625-8092 or locally 281-8531, 8:00 a.m. to 4:30 p.m., Monday through Friday — after hours and weekends at 281-8533) can also provide assistance. You also have the right to assistance from the State of Minnesota Crime Victim Reparations Board (800-642-0395) and the Office of the Crime Victim Ombudsman (800-247-0390).

Upon receipt of a complaint, the University will investigate and respond to your complaint. You may participate in any University disciplinary proceeding concerning your sexual assault complaint. If you wish, you may also have a support person present with you. You have the right to be notified of the outcome of any University disciplinary proceeding concerning your complaint, subject to the limitations of the Minnesota Government Data Practices Act.

The University will follow the direction of law enforcement authorities in obtaining, securing, and maintaining evidence relating to your sexual assault incident. University authorities will also assist in preserving materials which are relevant to a University disciplinary proceeding.

At your request, the University will assist you, as is reasonable and feasible, (in cooperation with law enforcement authorities) in shielding you from your alleged assailant. This may include providing you alternative work, academic, or living arrangements if these options are available and feasible.

UMC STUDENT CONDUCT CODE

UMC is committed to maintaining a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems.

To safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to ensure protection of the University’s interests as it seeks to carry out its mission on behalf of the citizens of Minnesota, certain minimum standards have been adopted as contained in the University’s Student Conduct Code. The Student Conduct Code can be found at http://www.umcrookston.edu/info/policies/.

All students at UMC are responsible for knowing and complying with these standards. Failure to comply may result in disciplinary action up to and including suspension or expulsion.

STUDENT ACADEMIC INTEGRITY AND SCHOLASTIC DISHONESTY

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in University courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else’s work as your own, can result in disciplinary action.

The Vice Chancellor for Student Affairs serves as the Academic Integrity Officer at the University of Minnesota, Crookston. A report of Scholastic Dishonesty is to be filed with the Academic Integrity Officer at the University of Minnesota, certain minimum standards have been adopted as contained in the University’s Student Conduct Code.

Scholastic dishonesty includes, but is not limited to: cheating on a test, plagiarism, and collusion. Cases of dishonesty may be handled as a scholastic matter or as a student conduct code matter at the discretion of the instructor. Instructors choosing to treat the case as a scholastic matter have the authority to decide how the incident of dishonesty will affect the student’s grade in the course. Instructors choosing to treat the case as a disciplinary matter will refer the case to UMC’s Student Conduct Code Coordinator for resolution under the University’s Student Conduct Code.
CLASSROOM BEHAVIOR

Students are entitled to a classroom environment conducive to learning. Students whose behavior is disruptive either to the instructor or other students will be asked to leave and will be subject to disciplinary action under the terms of the Student Conduct Code.

UMC STUDENT GRIEVANCE PROCEDURES

The University makes every effort to provide a supportive and educational environment for students. Students who feel that their rights have been violated have access to a system of appeals established by the University for resolution of grievances or problems. It is the intent of the University to provide students with both informal and formal proceedings for processing grievances, or misinterpretation or misapplication of University policy. See http://www.umcrookston.edu/info/policies/grievance.htm for additional information.

All students initially are encouraged to attempt to resolve the issue with those students or University employees most directly involved. If the issues is not resolved at that level, the following procedures should be followed.

Student Concerns and Complaints

Grievances involving an instructor’s judgment in assigning a grade based on academic performance may be resolved only through the informal resolution procedures described below. In other instances, if a resolution is not achieved, the matter may be pursued as a formal grievance in accordance with the Regents’ Policy on Student Academic Grievance.

Informal Grievance Procedure. The start of the informal grievance procedure is at the lowest level between the parties directly involved. The concerns may include, but are not limited to, complaints or criticisms concerning course content, procedures, instructor’s conduct, or the grade received.

The following are the steps to follow to reach resolution of your concern. Each step in the procedure is to be followed until resolution is achieved.

1. Visit with your instructor.
2. Submit a written request to the instructor. State specifically what your concern is and what action you are requesting be taken to address the concern.
3. Instructor is to respond in written form in a timely fashion to the written request of the student.
4. Visit with the department head of the instructor.
5. Submit a written request to the department head.
6. Department head is to respond in written form in a timely fashion to the written request of the student.
7. Visit with the Senior Vice Chancellor for Academic and Student Affairs.
8. Submit a written request to the Senior Vice Chancellor for Academic and Student Affairs.
9. Senior Vice Chancellor for Academic and Student Affairs is to respond in written form in a timely fashion to the written request of the student.
10. Visit with the Chancellor.
11. Submit a written request to the Chancellor.
12. Chancellor is to respond in written form in a timely fashion to the written request of the student.

The decision of the Chancellor is final.
ACADEMIC PROGRESS POLICY

UMC students are expected to make progress toward earning their degree and to maintain at least a C average (2.00 cumulative GPA) in their selected curricula. Students on academic probation are considered to be making satisfactory academic progress. Suspended students, readmitted under the terms of the academic contract, are NOT making satisfactory academic progress.

Academic Probation—Students are placed on academic probation if they fail to meet the following standards.

A. New High School Admits and New Advanced Standing (Transfer) Admits
   New students who do not meet the requirements for regular admission but who qualify for UMC’s Conditional Admission program are admitted on academic probation. Students are informed in their letter of admission if they have been conditionally admitted on academic probation.

B. Continuing UMC Students and Non-Degree Students
   Students who are suspended on four occasions are dismissed and not allowed to continue their studies at UMC. Credits earned at other institutions are NOT used to determine what constitutes an official event, activity, or capacity shall be based on such factors as the use of University funding or facilities, and the University’s role in scheduling and involvement in the event. The Academic Standards & Policy Committee shall resolve any questions regarding this provision.

Requirements while on academic probation—During the term of probation students must:

1. Meet with an Academic Assistance Center/Student Support Services adviser/University counseling staff member and complete an Academic Action Plan no later than the end of the first week of the semester.
2. Revalidate their course registration with their academic adviser no later than the end of the first week of the semester.
3. Complete all additional requirements as specified for new high school and new college transfers who were conditionally admitted. Refer to your letter of admission and/or contact the Office of Admissions for specific requirements.
4. Earn a minimum term and cumulative GPA consistent with the credit hour/GPA table above. Students whose term GPA does not meet the requirements will be SUSPENDED. Students who meet the term GPA requirement will be removed from probation or continued on probation according to the following table:

<table>
<thead>
<tr>
<th>Credits Completed With Permanent Grades</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.70</td>
</tr>
<tr>
<td>16-23</td>
<td>1.80</td>
</tr>
<tr>
<td>24-31</td>
<td>1.90</td>
</tr>
<tr>
<td>32 and beyond</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Suspended for Low Scholarship—A student on academic probation who fails to meet the terms of probation will be suspended and required to withdraw from UMC for one academic term on the first incidence of suspension and one calendar year on the second suspension. Students who are suspended for four occasions are dismissed and not allowed to continue their studies at UMC. Credits earned at other institutions during the period of suspension may not be applied toward graduation from UMC unless permission to earn such credit is granted in advance by the Academic Standards and Policy Committee.

Readmission—The Academic Standards and Policy Committee reviews appeals for readmission by students who have been suspended for failure to meet the terms of their academic probation. Appeals for readmission after a suspension notice has been sent to students must be accompanied by evidence that factors contributing to the difficulty have been altered and that there is every reason to assume successful continuation of studies. On the first occasion of an academic suspension, students are readmitted if they agree to the terms and conditions of the academic contract. Students may NOT continue on academic contract for two consecutive semesters. Students who have been suspended from UMC and are petitioning to be readmitted on contract for the second or third time must meet individually with Student Support Services or University counseling staff for assistance in identifying reasons for academic difficulties and in developing a plan for corrective action prior to presenting their appeal to the Academic Standards and Policy Committee.

Suspended students, readmitted under the terms of the academic contract, are NOT considered to be making satisfactory academic progress; are NOT eligible to receive state or federal financial aid; and are NOT eligible to represent the University in any official event, activity, or capacity.

Suspended students who are readmitted after the required period of non-enrollment are readmitted on academic probation. Continued enrollment depends on satisfactorily completing probation requirements.

Revised by Faculty Assembly, 3/26/04
Revised by Executive Committee, 6/6/06
Revised by Faculty Assembly 3/30/07

1You may appeal your financial aid suspension if unusual circumstances interfered with your ability to meet SAP standards. For more information see Satisfactory Academic Progress (SAP) for Financial Aid Eligibility at http://www.crk.umn.edu/info/policies/FinAidSap.htm or contact the Office of Student Financial Aid.

2University representation shall include, but not be limited to such things as athletic events, music or theater performance, club events occurring in a public venue or of a competitive nature, and serving as an officer in clubs, organizations or the student association. Criteria to be used to determine what constitutes an official event, activity or capacity shall be based on such factors as the use of University funding or facilities, and the University’s role in scheduling and involvement in the event. The Academic Standards & Policy Committee shall resolve any questions regarding this provision.
**Section 3: Academic Advising**

**ACADEMIC ADVISING**

Full-time students (12 or more credits) are assigned to a faculty member in the department of the student's major interest for advisement purposes. Part-time students (fewer than 12 credits) may request a faculty adviser by contacting the center director or program director of the area in which they intend to concentrate their studies.

Faculty advisers assist with program planning, setting and reviewing educational objectives, and other matters of an academic nature.

Students should make an appointment for this purpose. Students are encouraged to visit with their adviser as often as they wish.

**GRADUATION PLANNER**

You can use the University’s online Graduation Planner to explore degree requirements, make a four-year graduation plan, and work with your adviser to stay on track. This Web-based interactive planning tool is designed to simplify the degree-planning process for students, providing clear expectations and allowing for focused and meaningful interaction with advisers. Students are able to access all current course information and program requirements in one easy-to-use program, creating customized plans that help you stay on track for timely graduation. You can select from the list of majors, minors, and other programs and generate a “what do I need?” course list for each program, which shows unfulfilled requirements. You can select a requirement from the list, and the application will then provide the course description, prerequisites, liberal education indications, terms offered and recommended terms. Your academic adviser can view your plans and add comments to help you stay on track, but only you can create or change them. Check it out at plan.umn.edu or follow the links from UMC’s webhome at: http://www.umcrookston.edu/ by selecting: Current Students => One Stop => Graduation Planner.

**PLANNING CREDIT LOAD**

To graduate in four years without going to summer school, you must average 15 credits per term. Dropping below that average on a consistent basis can add an extra year to the time you must spend in school.

Financial aid for full-time students requires that you take at least 12 credits per term. The Minnesota State Grant Program requires 15 credits per term for full-time status. University policy states that you should expect to spend at least three hours per week per credit to do satisfactory work. This means that you must plan 45 hours per week for 15 credits.

Studies show that students who are able to put the most time into their college education do the best.

**CREDIT OVERLOAD**

Students planning to register for more than 19 credits during the fall and spring semester, and 9 credits during the summer term must secure permission from the Academic Standards and Policy Committee. Petition forms for approval of an overload of credits are available in the Office of the Registrar. To carry more than 19 credits, students should have a minimum 3.00 cumulative GPA.

**DEVELOPMENTAL COURSES**

An applicant whose placement tests indicate deficiency in math, composition, or reading skills must take specific developmental courses before enrolling in other math and composition courses. Developmental courses are designed for students who need additional basic skills training or academic preparation to enable them to succeed in regular college-level courses or programs. All developmental courses are numbered below 1000 in the college catalog of courses.

The University measures skill proficiencies in writing, reading, and mathematics by student performance on the ACT, SAT and UMC placement tests. Initial course placement is based on the ACT or SAT exam scores. Placement in and successful completion of, specified coursework is required of students who do not demonstrate proficiency through testing or college transfer course work.

The results of the ACT, SAT and UMC placement tests are used by advisors to assist and guide students during the course selection process. College advisors use the assessment scores to help students develop their individual course schedules, while assuring that students enroll for any required developmental coursework upon entry.

What are developmental courses?

- CHEM 0992 Basic Chemistry, 0 cr [3 cr equiv]
- ESL 0991 English Reading/Vocabulary I, 0 cr [5 cr equiv]
- ESL 0992 English Writing, 0 cr [5 cr equiv]
- ESL 1010 English Grammar/Vocabulary, 0 cr [5 cr equiv]
- ESL 2010 English Reading/Vocabulary II, 0 cr [5 cr equiv]
- ESL 2020 English Writing/Research, 0 cr [5 cr equiv]
- ESL 2030 English Grammar/Speaking, 0 cr [5 cr equiv]
- ESL 0310 Oral Communication, 0 cr [5 cr equiv]
- ESL 0320 Research Writing/Presentation, 0 cr [5 cr equiv]
- MATH 0981 Basic Math, 0 cr [3 cr equiv]
- MATH 0991 Elementary/Intermediate Algebra, 0 cr [4 cr equiv]

Do developmental courses count for course load?

Yes. Although developmental courses are non-credit, they do count towards your full-time status, financial aid, and participation in varsity sports.

Are developmental courses assessed tuition?

Yes. Students must officially register in developmental courses and pay the same tuition charged for the equivalent number of credit hours.

Do developmental courses count toward graduation?

No. Credit hours earned in developmental courses do not carry credit toward any University degree. They are the foundation upon which the student later builds college-level course credits.

Are grades earned in developmental courses figured into the grade-point average?

No. Grades earned in developmental courses are not used in computing a student’s grade point average. However, the courses are included on the college transcript with the letter grade earned or received.
Mandatory Placement
UMC requires ACT scores for all entering students with fewer than 24 semester credit hours. To facilitate student success, ACT scores are used to determine appropriate, mandatory placement in specific courses. Students may contact the instructor to make arrangements for a placement test if they believe the required course placement is not appropriate. Students must earn a "C-" or above in any mandatory class before registering for a higher-level class in that subject area.

Liberal Education Requirements
An integral part of all UMC degree programs, liberal education is the set of common understanding and skills essential to successful living in a modern society and to functioning as a member in that society as a whole, integrated individual. Students must complete the liberal education requirements listed on page 32 of the 2007-2009 UMC Catalog.

Prerequisites
In order to enroll in some courses, you must either complete, or concurrently enroll in, certain other courses or possess some particular qualifications or class standing. If no prerequisites are listed, there are none, except for the class standing requirement indicated by the course number. Students attempting to register in courses for which the prerequisites have not been met must obtain permission from the appropriate instructor and/or department.

Instructors have the option of dropping students who do not have the appropriate prerequisites; however, they are not required to do so. If you wish to remain in a course in which your registration has been cancelled because you do not possess the required prerequisite, contact the department offering the course as soon as possible.

Satisfactory-No Credit (S-N) Grading Option
A student may elect to be graded on the satisfactory-no credit (S-N) system when enrolling in any course which is outside of general education or major program requirements. The student must indicate the desired grading system at the time of registration, but may change the grading system selection (A-F to S-N, or S-N to A-F) by the end of the second week of classes.

In accordance with University policy, grades of "C-" or higher are considered passing grades. A grade less than "C-" will be awarded a letter grade of "N".

Courses that Overlap
You may not register for courses that overlap or have less than one-minute separation without submitting a Time Conflict Approval Form signed by the instructors of both courses. You can obtain a form online at http://onestop.umcrookston.edu/registration/officeRegForms.htm. Bring the approved form to the Office of the Registrar, 9 Hill Hall for processing.

Auditing Courses
On occasion a student, with the approval of the faculty adviser, may audit (i.e., register without credit) a course that is not within the prescribed program of study. An auditor must officially register for the course and pay the same tuition charged for regular enrollment.

The auditor is not required to complete assigned coursework, or take examinations and is not awarded a grade or credit for the course.

Audited classes are not eligible for financial aid.

Student Classification
Student classification is determined by semester credit hours completed: freshmen, 0-29 credits; sophomore, 30-59 credits; juniors, 60-89 credits; seniors, 90 or more credits.

Freshmen and sophomores are classified as lower division students; juniors and seniors as upper division students.
COMPETENCY ASSESSMENT PORTFOLIO (CAP)

A Competency Assessment Portfolio (CAP) offers a student an opportunity to demonstrate and document prior college-level learning which may have been achieved through study for professional licenses, certificates, seminars and workshops, or other personal experiences. Students who wish to explore credit options through development of a competency assessment portfolio must be willing to spend considerable time in the preparation of this document. The portfolio contains a collection of materials and written documentation which identifies and describes professional training and experiential learning which can be evaluated for college-level credit equivalency. A maximum of 30 semester credits may be awarded for prior learning which was not associated with collegiate credits. The fee for all CAP credits is one-half the UMC tuition rate. Credits earned by examination do not count as residence credits. For more information contact the Applied Studies program coordinator Lynne Mullins, Selvig Hall 321, lmullins@umn.edu, (218) 281-8271.

UPPER DIVISION (3XXX AND 4XXX) COURSES

Students must have completed 30 or more semester hour credits to take upper division (3000 or 4000 level) courses.

1XXX Courses primarily for students in their first year of study.
2XXX Courses primarily for students in their second year of study.
3XXX Courses primarily for students in their third year of study.
4XXX Courses primarily for students in their fourth year of study.
5XXX Courses primarily for graduate students but third and fourth year students may enroll.

COURSE REPEAT POLICY

REPEATING A COURSE. A student may repeat a course only once. When a student repeats a course, (a) both grades for the course shall appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course shall count in the student's grade point average.

The preceding sentence of this policy shall not apply to courses using the same number but where students study different content each term of enrollment; all such courses falling under this provision must be approved by the appropriate academic department.

EXAMINATIONS FOR CREDIT AND PROFICIENCY

The University of Minnesota offers "proficiency examinations" and "special examinations for credit" to currently registered undergraduate degree-seeking students which are given at the discretion of the appropriate academic department.

1. Proficiency Examinations shall be administered by the appropriate academic department, require no fee, and yield no credit or grade but may fulfill prerequisites for advanced courses or satisfy requirements. Proficiency examinations may be taken at any time, and if the student's work is of passing quality, a notation shall be made on his/her transcript saying "Course X satisfied by proficiency examination." A student may not first take a University of Minnesota course and earn a grade, subsequently take a proficiency exam for that course content, and then request that the original course grade be bracketed from the transcript.

2. Credit by Exam. Students who (through independent study, experience, or study at a non-collegiate institution) have gained knowledge equivalent to that covered by a particular University course may earn credit for this by passing a special examination in the subject matter covered by the course. Only those students admitted to a University of Minnesota degree program are eligible to receive credit by special examination; those students should contact their department to discuss special exam arrangements. Not all courses are open to credit by examination, and departments may restrict its use in some cases. There is a $50 per credit fee.

All requirements (e.g., application completed, fee paid, departmental test administered and scored) for these examinations must be completed and all paperwork submitted to the Office of the Registrar no later than the last day to add a class for that term. Materials received after the deadline date will be effective in the following term. Credits earned by examination shall not count as residence credits. A student may not first take a University of Minnesota course and earn a grade, subsequently take an examination for credit for that course content, and then request that the original course grade be bracketed from the transcript.

Applications for these examinations may be obtained in the Office of the Registrar.
MULTI-INSTITUTION ENROLLMENT

Attendance at another University of Minnesota Campus—Twin Cities, Morris, Duluth, Rochester, and Crookston

A consortium agreement exists among the five campuses of the University of Minnesota that enables you to attend another campus. You are allowed to attend for one term during an academic year without losing your status or jeopardizing your eligibility for student financial aid at your home campus. **NOTE:** This policy does NOT apply to students required to complete courses offered at another UM campus as part of the degree requirements (e.g., Agricultural Education, Equine Industries, Psychology). Speak with your academic adviser or academic department for more information.

Multi-institutional students fall into two categories:

1. Students who are enrolled on two campuses for one term. (For example, you are enrolled on your home campus but want to take a distance learning course from a co-campus.)
2. Students who want to enroll on a co-campus instead of your home campus. (For example, you want to take courses not offered on your home campus.)

UMC students who are interested in applying to attend a co-campus should contact the Office of the Registrar at (218) 281-8547 to request an application or go to [http://onestop.umn.edu/onestop/img/assets/9061/otr031.pdf](http://onestop.umn.edu/onestop/img/assets/9061/otr031.pdf). Students are expected to complete the application one month before the start of the term.

Financial Aid Approval- If you are receiving any grants, loans, work-study, or scholarships, you must discuss your plans with a financial aid officer. Written approval from the financial aid officer is required. Financial aid can only be used for courses in which you are registered through the University.

Tuition and Fees- A Board of Regents’ policy caps tuition and fees for students at the home-campus at the 13-credit tuition plateau. If you take classes at more than one campus simultaneously, you will receive bills from each campus. You will be charged separate tuition and fees for classes taken on each campus. If the total tuition you are charged by all campuses exceeds the 13-credit tuition plateau, the amount will be prorated so that the total tuition charge is equal to the home-campus tuition cap. If the total tuition charge from all campuses is less than the home-campus 13-credit tuition plateau you will be billed for the full tuition amount for the credits you are registered in from each campus. If you are assessed student service fees from more than one campus, visit the Office of the Registrar at your home campus, or the visiting campus, to have one set of fees removed. The Duluth and Twin Cities campus may assess nonresident tuition rates if you are not a Minnesota resident. Residents of North Dakota, South Dakota, and Wisconsin may need to submit reciprocity forms in order to receive the reciprocity tuition rate.

GRADUATION PROCEDURE

Degree candidates must complete an electronic application for degree ([eDegree Application at http://onestop.umn.edu/onestop/graduation_procedure.htm](http://onestop.umn.edu/onestop/graduation_procedure.htm)) with the Office of the Registrar by the end of the second week of the term/semester in which degree requirements will be met.

It is recommended that undergraduate degree candidates have an official credit check after they have completed 90 credits and before registering for their final semester. Go to Office of the Registrar, 9 Hill Hall to set an appointment for a credit check.

The commencement ceremony is held once yearly at the end of spring semester. Attendance at the commencement ceremony is optional. Students registered for courses that complete their degree requirements may participate in commencement exercises. This includes the student’s spring term, summer session, and up to 16 credits of fall term registration.

Any student who has outstanding indebtedness to the University in the amount of $100 or more shall not be allowed to graduate.

PREPARING FOR TRANSFER TO ANOTHER COLLEGE OR UNIVERSITY

Discuss your plans with the campus transfer specialist, 170 Owen Hall, and make an appointment to talk with an adviser/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

MINNESOTA TRANSFER CURRICULUM

Students transferring from UMC to another Minnesota public institution of higher education will have fulfilled the Minnesota Transfer Curriculum (MnTC) if they have completed required courses in the following ten categories: Communication, Critical Thinking, Natural Science, Mathematical/Logical Reasoning, History and the Social and Behavioral Sciences, Humanities and the Arts, Human Diversity, Global Perspective, Ethical and Civic Responsibility, and People and the Environment. The courses which the faculty at the University of Minnesota, Crookston, recognize as meeting the student competencies in each of the ten areas can be found at the following web site: [http://academics.UMCrookston.edu/LiberalEducation.htm](http://academics.UMCrookston.edu/LiberalEducation.htm)

In order to complete the Minnesota Transfer Curriculum (MnTC), additional course work beyond the UMC Liberal Education requirements may be necessary. If students complete the MnTC at any participating Minnesota college or university, they fulfill the Crookston campus liberal education requirements, but additional specific degree program requirements may need to be completed.
Section 4: Academic Progress Audit System

Your APAS Report—

The Academic Progress Audit System (APAS) report provides students and advisers with accurate reports on how students are meeting the requirements for the specified program of study. APAS reports are an individualized, computerized record that compares all completed and in-progress coursework (including transfer credits) with the requirements for a particular major.

Your APAS report is available online at: http://onestop.UMCrookston.edu/registration/. A more detailed explanation of the APAS report is included in a brochure available at http://onestop.umcrookston.edu/registration/offRegForms.htm.

The following message to students is included in each report generated:

THIS REPORT HAS BEEN PREPARED TO ASSIST YOU IN DETERMINING YOUR ACADEMIC PROGRESS AT THE UNIVERSITY OF MINNESOTA. WHILE EVERY EFFORT HAS BEEN MADE TO INSURE ITS ACCURACY, FINAL RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS RESIDES WITH YOU. FOR FURTHER INFORMATION, CONTACT YOUR ADVISER.

Sections of the APAS Report

The APAS report is broken down into sections, each addressing a portion of the degree requirements (i.e., the number of credits to graduate, Minnesota Transfer Curriculum requirements, specific Liberal Education requirements, technology credits, major credits and minor credits). Some sections will also list courses that need to be taken in order to complete the requirements for that section. This information can help students and advisers plan future terms by giving details of what is needed to graduate. The Registrar also utilizes APAS for finalizing degree clearance and posting degrees on students' records.

Summary - In the online version - each requirement is listed with a RED “X” or GREEN CHECK MARK next to it which, when clicked, will allow you to expand that section to view the details.

Report Heading - Information in this heading includes the date and time the APAS report was prepared along with information from the academic record: student name, student ID number. The bulletin term/year refers to the degree requirements under which your report was prepared, which defaults to the catalog that was in effect when a student first enrolls.

General Student Information - This section of the APAS report contains general information on enrollment and current adviser. It includes holds along with directions for clearing those holds.

Completion Status Line - This section of the APAS report summarizes at a glance whether you have completed your degree requirements. The most common summary is AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED.

Requirement Blocks - The APAS report is separated into blocks. The blocks represent a portion of the total number of requirements. Each block begins with the name of the requirement and lists subrequirements. To the left of the title, a symbol tells you whether you have completed that requirement (a green check mark for completed, IP [In Progress] for completed with current coursework, and a red for not completed). Subrequirements also have symbols indicating whether or not they are completed (+ for completed, - for not completed, and * indicating that the subrequirement has had credits assigned).

All courses that have been taken to fulfill requirements are listed after the subrequirement with the term and year it was taken, the number of credits, and the grade received (a symbol of IP is used for any courses in progress). When a subrequirement is not yet complete, the SELECT FROM indicates all courses that can be used to complete the subrequirement.

Symbols Used in APAS Reports

These are the most frequently used symbols in the APAS report. Requirement symbols indicate whether or not your requirements are complete:

* (OK) This requirement (including all subrequirements) is complete.
* (NO) This requirement is not complete.
* (IP) This requirement is in progress - it will be complete when current coursework is completed.

Under subrequirements, symbols indicate:

+ (complete)
- (not complete or in progress (IP)).

Note to Advisers Regarding APAS Reports

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED PROHIBITS THE RELEASE OF THIS RECORD OR DISCLOSURE OF ITS CONTENTS TO ANY THIRD PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT.

Advisers and students work together to understand the various sections of the APAS report and plan how to satisfy degree requirements.

If you believe your APAS report contains errors, please contact the Registrar’s Office, 9 Hill Hall.
Section 5: Registration

REGISTRATION NOTES
◆ Current student registration appointment dates are: April 6-23, 1 to 4 p.m.  DO NOT skip classes to register.
◆ Students who have conflicts with their appointment times CANNOT register early. Complete registration during later registration hours or register via the web.
◆ The registration queue is displayed on page 21 or by using the Web to access your Student Records.
◆ Fall Semester Classes begin Tuesday, August 25, 2009. Remember you MUST attend your first class session OR you may lose your place in class. Refer to Attendance Policy on page 7.
◆ The last day to add classes or change sections, for Fall Semester 2009, is Tuesday, September 8, 2009.
◆ The last day to cancel a course, for Fall Semester 2009, without a grade is Wednesday, October 21, 2009.
◆ Remember: You CANNOT register if you have HOLDS from the Library, Business Affairs Office, Registrar’s Office, or an incomplete Immunization Record.

Students are responsible for all instructions and deadlines as printed.

OFFICE OF THE REGISTRAR
The Office of the Registrar provides direct service to students (past and present), University administrators, and academic units. The mission of the Registrar’s Office is to provide a service-oriented environment that promotes and supports the academic goals of students, faculty, and staff in accordance with University and federal guidelines. Assistance is available on a walk-in basis, via the Web, by telephone, or by appointment.

Customer service is everyone’s responsibility in the Office of the Registrar. Students, faculty, staff, parents, and campus visitors can expect to be treated in a friendly, welcoming, courteous, fair, and respectful manner. Staff will provide accurate and specific answers to inquiries and problems.

The office performs key functions that support instruction and is responsible for creation and maintenance of student records, term class schedule and college catalog production, registration, final examination schedule, processing grades, the Academic Progress Audit System (APAS), degree clearance, producing diplomas, transcript distribution, certification of attendance, and administration of University academic policies. The office also provides certification and assistance for veterans and their dependents that are eligible for educational benefits from the Veterans Administration.

The Registrar’s Office Web site provides links to details about these services at http://onestop.umcrookston.edu/registration/registrars_office.htm.

9 Hill Hall (lower level)
University of Minnesota
2900 University Ave.
Crookston, MN 56716

Hours: 8:00 a.m.-4:00 p.m., Monday-Friday
Phone: 218-281-8548

REGISTRATION
Registration is the student’s responsibility. After registering for specific courses for the coming term and paying fees, the student has a contract with UMC whereby the college agrees to make certain instruction and facilities available and the student agrees to fulfill certain course requirements. Errors, late registration, failure to observe established procedures, or excessive changes in registration not only cause an imposition on others, but are costly and time-consuming for the individual and the college.

Registration dates are listed in the academic calendar section of the UMC Class Schedule. Students should make sure they have completed specific prerequisites before registering for a course.

NEW STUDENT REGISTRATION
Registration for new freshmen and transfer students is scheduled for:
◆ May 14, 15, 22, 2009
◆ June 1, 12, 22, 2009
◆ July 10, 20, 2009
◆ August 10, 2009

Additional information will be mailed to those students who have been admitted for Spring Semester, 2009. If you have any questions, please contact the Student Experience Office at 1-800-862-6466, ext. 8527.
HOLDS

If you have a hold on your record, you may not register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition and fees, unpaid library fines, or for disciplinary or scholastic reasons). You will usually be notified of an existing or impending hold by the department or office authorizing the hold. Notice of any hold, including the name of the department or office where it may be cleared is available online at http://onestop.UMCrookston.edu/registration/

To remove a hold from your record, you must first pay your debt owed, correct the scholastic deficiency, or be cleared by Student Affairs. For most debts, you will receive a billing statement, which you submit with payment at the Business Affairs Office; you may present the receipted billing statement to the department or office that authorized the hold as evidence that the debt has been paid.

When you clear the hold, the unit imposing the hold will electronically remove the hold from your records. (In some cases, you may be given a paper release. You must then take this release to the Office of the Registrar.) Units may, on occasion, issue temporary hold releases. Temporary releases will allow you to either receive one transcript or to register during the term in progress.

If, in order to register, you pay a Student Accounts Receivable hold for a previous term with a personal check, and that check does not clear the bank, you will be sent a notice by the Business Affairs Office. Your current registration may be cancelled if you fail to respond to this notice and pay your debt.

ATTENDING CLASS BUT NOT ENROLLED

All students must register for a class in order to attend that class. If a student is interested in learning about a subject and does not wish to complete coursework or receive a grade for the course, he or she must register as an auditor for the course. All auditors pay full tuition.

PRIORITY REGISTRATION

Priority registration allows a student with a documented disability to register at the beginning of the registration queue. Requests for priority registration may be made by the student of the student’s adviser to the Office for Students with Disabilities. For more information, contact the office at 218-281-8587. TDD users may call 218-281-8565 or use the Minnesota Relay Service at 1-800-657-3529

ONLINE COURSE REGISTRATION PRIORITY

Online degree-seeking students are given priority for registration in all online courses (designated by class sections E90 & E91). Students who have not been admitted to one of the UMC’s approved online degree programs may not register in any online courses until open enrollment (April 24).

During queued registration stages 1-9 (April 6-23), online courses will only be open for registration to students officially enrolled in an approved online degree program. This will insure that “place-bound” students have the first opportunity to enroll in online classes. Beginning on Friday, April 24th, registration in online courses will be open to all students on a space available basis. If you meet the above criteria and are interested in registering in an online course, contact the Center for Adult Learning at umonline@umn.edu or 218-281-8680 to determine eligibility and space availability.

“U CARD” - UMC STUDENT ID

UMC’s student photo identification card is called the U Card, letting you check out library materials, gain admittance to athletic and other UMC events, and serves as your electronic meal card.

Your first U Card is free. To get one, go to the Office of the Registrar, 9 Hill Hall, and bring your driver’s license or passport. U Card office hours are 9 a.m. to noon, weekdays.

Report lost or stolen U Cards immediately by calling the Office of the Registrar at 218-281-8548. If your U Card is lost, stolen, or damaged due to negligence, there is a $15.00 replacement fee. Lost U Cards that are turned in are destroyed for your protection. No replacement fee is charged in the event of a name change.
How to Register

Student self-registration using the World Wide Web is available to most students. In-person registration is available to all students at the Registrar’s Office, 9 Hill Hall.

Eligibility for Web Registration

Students must meet two criteria in order to be eligible to self-register using the web: (1) You must be an officially admitted degree-seeking student (PSEO, Adult Special, and College in the High School students are NOT eligible), and (2) You must have a UMC cumulative GPA of at least a 2.00 or be in your first term of enrollment at UMC. All other students MUST register in-person. All in-person registrations require adviser approvals.

How To Register

Registration is available on the Web using Netscape 7.0, Internet Explorer 6.0, Firefox 1.5, Apple Safari 1.3.1, or higher (at http://onestop.umn.edu/onestop/registration.html). Registration is available Monday–Saturday from 6:00 a.m.–3:30 a.m. and Sunday from 12:30 p.m.–3:30 a.m. To use Web registration, you will need to enter your University Internet ID and password. If you have not yet initiated your University Internet account, you can do so online at http://www.umn.edu/initiate. If you have forgotten your password, have any problems logging on to Web registration, or get bumped off the system, contact the UMC Computer Helpdesk at 218-281-8000. After regular business hours, you may call the University of Minnesota technology helpline at 612-301-4357.

In-person registration is available at the Office of the Registrar, 9 Hill Hall, 8:30 a.m.-4:00 p.m., Monday - Friday.

WEB REGISTRATION

Web Registration is available at:
http://onestop.UMCrookston.edu/registration/

For assistance with Web Registration, use the help buttons listed on the registration screens. Web Registration can be an easy process if you follow these simple steps.

1. Clear at the appropriate office any “holds” you may have on your record. You can determine if you have any holds by logging on to the web registration site.

2. Review the class schedule to identify courses appropriate to your needs. The class schedule is available online. Make sure you have completed specific prerequisites before registering for a course.

3. Complete a sample Schedule Worksheet including possible alternative courses to substitute for closed sections/courses. You can check to determine if classes are “open” or “closed” by reviewing the section status reports online.

4. Meet with your faculty adviser to discuss your program needs, review your course selections, and finalize your planned schedule. Make an appointment with your adviser to do this at least one-week before your scheduled registration time. Although an adviser’s signature is not required for self-registration it is strongly recommended that you consult with your adviser to insure appropriate course selections.

5. Do you need any class permission numbers? Does the course require instructor approval? Are you trying to register in a closed course? Is it after the first week of class? Remember: You must have a class permission number to do so. A class permission number is a random number available from the instructor that allows you online course approval to register in the course.

6. Do you know the name, policy number, and telephone number of your health insurance company or your HMO? Unless you provide this information on the Student Health Insurance Application/Waiver Card, or provide this information when registering yourself, you will automatically be charged for the University-sponsored health insurance program if you take 6 or more credits. The deadline for providing insurance information is Monday, January 26, 2009.

7. Go to the registration web site at:
http://onestop.UMCrookston.edu/registration/

Sign on using your Internet ID and password (e-mail username and password). If you haven’t already set up this account, visit the Account Initiation link and authenticate yourself. Once you enter this information, click submit. A screen will come up telling you that you have successfully logged on. Don’t close this screen—you will need to keep this screen active while you register, so minimize it.
Getting Help—Follow the steps below to get help for these problems:

◆ To have your password reset, call the Help Desk at 218-281-8000.
◆ For help with advising or planning your schedule, contact your Department office or your adviser.
◆ If you have trouble accessing the Web, call the Help Desk at 218-281-8000 for assistance.

IN-PERSON REGISTRATION

Your faculty adviser MUST approve and sign your registration form before you present it at the Office of the Registrar.

1. Clear at the appropriate office any “holds” you may have on your record. You can determine if you have any holds by logging on to the web registration site.

2. Review the class schedule to identify courses appropriate to your needs before you meet with an adviser. Make sure you have completed specific prerequisites before registering for a course.

3. Complete a sample Schedule Worksheet including possible alternative courses to substitute for closed sections/courses. You can check to determine if classes are “open” or “closed” by reviewing the section status reports online.

4. Meet with your faculty adviser (if you are a non-degree student you may not have an assigned adviser) to discuss your program needs, review your course selection, complete the registration form, and secure approval for registration. Make an appointment with your adviser to do this at least one-week before your registration appointment.

5. Do you need any class permission numbers? Does the course require instructor approval? Are you trying to register in a closed course? Is it after the first week of class? Remember: You must have a class permission number to do so. A class permission number is a random number available from the instructor that allows you online course approval to register in the course.

6. Do you know the name, policy number, and telephone number of your health insurance company or your HMO? Unless you provide this information on the Student Health Insurance Application/Waiver Card, or provide this information when registering yourself, you will automatically be charged for the University-sponsored health insurance program if you take 6 or more credits. The deadline for providing insurance information is Monday, January 26, 2009.

7. Report to the Office of the Registrar at or after your scheduled appointment time to register. (If you are registering at UMC for the first time, please contact the Admissions Office for admission requirements.

Open Registration. Contact the Office of the Registrar, 9 Hill Hall, 218-281-8548 for appropriate hours and dates. The office is open 8:00 a.m. to 4:00 p.m. Monday through Friday.
Enrollment Check List

An Enrollment Check List—Run through this check list before you enroll on the web or before you go to Registrar’s Office. You will be able to avoid frustrating delays by following these hints:

☐ Be sure to meet with your adviser. Your adviser will help you determine which courses you will need to take. You will need to register for 15 credits per semester to stay on track for graduation.

☐ Fill out a Schedule Worksheet completely. The form can be found at the Registrar’s Office. List alternate courses in case your first choices are not available. Obtain instructor approval as required.

☐ Do you know the name, policy number, and telephone number of your health insurance company or your HMO? Unless you provide this information on the Student Health Insurance form, or provide or verify this information when enrolling yourself, you will automatically be charged for University-sponsored hospitalization insurance if you take six or more credits. See Student Health Insurance, page 35, for more information.

☐ Do you know what courses are appropriate to your class standing? See page 13 for an explanation of the course categories.

☐ Have you checked the Section Status Report to see if space is available in your course? Check the report on the World Wide Web (at http://onestop.UMCrookston.edu/registration/). Click on the section status report. The report is updated “live.”

☐ Do you need any class permission numbers? Is instructor approval required? Are you trying to enroll in a closed course? After the first week of classes? Remember: You must have a class permission number or online course approval to enroll in these courses. All class permission numbers expire at the end of the second week of the semester.

☐ Do you have any holds you need to clear? You will not be able to enroll if you have any holds on your record. Notice of any hold, including the name of the department or office where it may be cleared, is available on the web. Clear your holds as soon as possible. See Holds, page 17, for further information.

University of Minnesota

All Employees and Students of the University of Minnesota, Crookston

Subject: Annual information for compliance with The Drug Free Schools and Communities Act - A follow-up to President Robert H. Bruininks letter of September 29, 2008, on Drug Free Campus and Workplace Compliance.

(See URL below)

In compliance with the Federal Drug Free Schools and Communities Act, this e-mail is being sent to all University of Minnesota, Crookston (UMC) faculty, staff and students to inform our University community about resources for assistance and policies related to drug and alcohol abuse on our campus.

Drug and alcohol abuse can affect the health, safety, and well-being of all employees and students and may restrict UMC’s ability to carry out its mission.

Please review and familiarize yourself with the Drug-Free Campus and Workplace Compliance document, which contains information about drug and alcohol counseling, treatment, and rehabilitation programs available to all University students and employees. The document also provides links to information about health risks and sanctions associated with the use of drugs and alcohol and is available on the All University of Minnesota Policy web site at: http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/Drug_Free.cfm

Charles H. Casey, DVM, Chancellor
University of Minnesota, Crookston
REGISTRATION QUEUE
May Session, Summer Session, Fall Semester 2009
(Based on the number of credits completed through Fall Semester, 2008. It does NOT include the credits you are currently enrolled in for Spring Semester, 2009.)

STAGE 1: (Degree-seeking students with 106 or more semester credits completed)

<table>
<thead>
<tr>
<th>April 6</th>
<th>1:00 p.m.</th>
<th>1:30 p.m.</th>
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<th>3:00 p.m.</th>
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<th>4:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genereux,A-Holmquist,E</td>
<td>Huebner,Bre-Kent, Dan</td>
<td>Kharel, Man-Mannila,Meg</td>
<td>Maroney,Fra-Nielsen, Shi</td>
<td>Obisaken,Vic-Pokorney,Jef</td>
<td>Pooler,Ang-Sayres,Der</td>
<td>Schiele,Hea-Visger,Jay</td>
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<tr>
<td>April 7</td>
<td>1:00 p.m.</td>
<td>1:30 p.m.</td>
<td>2:00 p.m.</td>
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<td>4:00 p.m.</td>
</tr>
<tr>
<td>Walker,Cor-Armstrong</td>
<td>Arnoldy,The-Bryant,Jan</td>
<td>Buckentin,Jer-Duerr,Jos</td>
<td>Dugan,Tyl-Fuhol,Law</td>
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<tr>
<td>April 8</td>
<td>1:00 p.m.</td>
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<tr>
<td>Genereux,A-Holmquist,E</td>
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<td>Obisaken,Vic-Pokorney,Jef</td>
<td>Pooler,Ang-Sayres,Der</td>
<td>Schiele,Hea-Visger,Jay</td>
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<td>April 7</td>
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<tr>
<td>Walker,Cor-Armstrong</td>
<td>Arnoldy,The-Bryant,Jan</td>
<td>Buckentin,Jer-Duerr,Jos</td>
<td>Dugan,Tyl-Fuhol,Law</td>
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STAGE 2: (Degree-seeking students with 91-105 semester credits completed)

<table>
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<th>3:00 p.m.</th>
<th>3:30 p.m.</th>
<th>4:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gillespie,Jen-Khandwalla,S</td>
<td>Kim,Jin-Nylen,Tho</td>
<td>O'Neill,Dan-Summers,Gr</td>
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<tr>
<td>April 8</td>
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<td>4:00 p.m.</td>
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<tr>
<td>Sumner,Dav-Bawdon,Dav</td>
<td>Bawdon,Dav</td>
<td>Berg,Iva-Frey,Amb</td>
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STAGE 3: (Degree-seeking students with 76-90 semester credits completed)

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<td>April 9</td>
<td>1:00 p.m.</td>
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<td>4:00 p.m.</td>
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<tr>
<td>Brissett,Jul-Freeman,Ste</td>
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STAGE 4: (Degree-seeking students with 61-75 semester credits completed)

<table>
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<th>1:30 p.m.</th>
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<th>4:00 p.m.</th>
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<tr>
<td>April 13</td>
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<td>3:00 p.m.</td>
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<td>4:00 p.m.</td>
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<tr>
<td>Bridgeman,El-Funk,Ste</td>
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</table>

STAGE 5: (Degree-seeking students with 46-60 semester credits completed)

<table>
<thead>
<tr>
<th>April 13</th>
<th>1:00 p.m.</th>
<th>1:30 p.m.</th>
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<tbody>
<tr>
<td>April 14</td>
<td>1:00 p.m.</td>
<td>1:30 p.m.</td>
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<td>3:30 p.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Zabel,Bri – Christianson,J</td>
<td>Claybundy,Me–Friedland,Sh</td>
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</table>

STAGE 6: (Degree-seeking students with 31-45 semester credits completed)

<table>
<thead>
<tr>
<th>April 14</th>
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<th>1:30 p.m.</th>
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<td>April 15</td>
<td>1:00 p.m.</td>
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<td>4:00 p.m.</td>
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<tr>
<td>Wagner,Ama – Bineau,Jon</td>
<td>Blair,Chr – Christopherson</td>
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STAGE 7: (Degree-seeking students with 16-30 semester credits completed)

<table>
<thead>
<tr>
<th>April 15</th>
<th>1:00 p.m.</th>
<th>1:30 p.m.</th>
<th>2:00 p.m.</th>
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<th>4:00 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Meyer, Meg – Park,Soo</td>
<td>Park,Se – SanCartier,J</td>
<td>Schira,Jac – Stich,Ben</td>
<td>Swanson,Jan – Wells,Che</td>
<td>Wendt,Ben – Boen,Kat</td>
<td>Boegerding,T – Chun,In</td>
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<tr>
<td>April 20</td>
<td>1:00 p.m.</td>
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<td>4:00 p.m.</td>
</tr>
<tr>
<td>Galloway,Th – Ham,You</td>
<td>Han,Hye – Hendrickson,C</td>
<td>Hough,Ne – Hemsorth,A</td>
<td>Kauffe,Ne – Hein,Jac</td>
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<tr>
<td>April 21</td>
<td>1:00 p.m.</td>
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<td>4:00 p.m.</td>
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<tr>
<td>Lor, Jeff – McGraw, Tho</td>
<td>Metcalf, Cod – Myers, Pau</td>
<td>Nelsen, Emi – Park, San</td>
<td>Pederson, Ro – Ruter, Col</td>
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<tr>
<td>April 22</td>
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<td>4:00 p.m.</td>
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<tr>
<td>Tolley, Mad – Wilkins, Ben</td>
<td>Williams, Lau – Zhou, Xi</td>
<td>Zimmel, Ash – Becker, Tho</td>
<td>Bertils, Nic – Byram, Cas</td>
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STAGE 8: (Degree-seeking students with less than 16 semester credits completed)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Gallo, Thrap – Lee, Don</td>
<td>Lee, Jae – McWilliam, M</td>
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<tr>
<td>April 21</td>
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<td>4:00 p.m.</td>
</tr>
<tr>
<td>Lor, Jeff – McGraw, Tho</td>
<td>Metcalf, Cod – Myers, Pau</td>
<td>Nelsen, Emi – Park, San</td>
<td>Pederson, Ro – Ruter, Col</td>
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<td>3:00 p.m.</td>
<td>3:30 p.m.</td>
<td>4:00 p.m.</td>
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<tr>
<td>Tolley, Mad – Wilkins, Ben</td>
<td>Williams, Lau – Zhou, Xi</td>
<td>Zimmel, Ash – Becker, Tho</td>
<td>Bertils, Nic – Byram, Cas</td>
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</tbody>
</table>

STAGE 9: (All Non-Degree Students including PSEOA)

<table>
<thead>
<tr>
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<th>1:30 p.m.</th>
<th>2:00 p.m.</th>
<th>2:30 p.m.</th>
<th>3:00 p.m.</th>
<th>3:30 p.m.</th>
<th>4:00 p.m.</th>
</tr>
</thead>
</table>
Section 6: Registration Changes - Cancellation & Cancel/Add

Cancellation From College

WARNING! Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, eligibility to participate in NCAA athletic events and, for international students, immigration status. Students are strongly encouraged to consult with their academic adviser and financial aid counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.

Withdrawal From the University (canceling registration in all classes)

All students who find it necessary or advisable to completely withdraw from college must obtain a withdrawal form from the Career & Counseling Services Office (245 Student Center, 270B Owen, 270D Owen), Student Experience/Parent Coordinator Office (145G Student Center), or International Study Abroad Office (12 Hill Hall) obtain the necessary signatures, and complete an exit interview before the withdrawal is official.

UNIVERSITY OF MINNESOTA UNIFORM GRADING AND TRANSCRIPT POLICY

If a student officially withdraws from a course during the first two weeks of classes, there shall be no record of that course registration entered on the student’s transcript. There shall be a symbol W, withdrawal, entered upon a student’s record when the student officially withdraws from a course in accordance with procedures established by the student’s college or campus. The W will be entered on the transcript irrespective of the student’s academic standing in that course if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer sessions). Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must extenuating non-academic circumstances justifying late withdrawal. Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive the transcript symbol W, after the eighth week of class and at any time up to and including the last day of class for that course.

—Adopted as University Senate Policy February 20, 1997
—Amended by the Faculty Senate September 29, 2005
—Three amendments approved by the Administration October 19, 2005

During the first eight weeks of the term. The University does not require that the student justify any course withdrawal completed before the end of the eighth week. Note that you may withdraw from one or more classes (but not all) by accessing the registration system http://onestop.UMCrookston.edu/registration/ through the published course withdrawal date as included in the class schedule http://onestop.UMCrookston.edu/registration/class_schedule.htm.

After the first eight weeks of the term. Beginning the ninth week, the student must give evidence of extenuating circumstances to justify withdrawal from a course. A student may petition to withdraw completely from the university for serious and compelling reasons. All requests for withdrawal from the university must be submitted in writing to the Academic Standards and Policy Committee. The request for withdrawal approval must be submitted with a written explanation of the extenuating circumstances and any appropriate documentation to the Office of the Registrar, 9 Hill Hall. Students withdrawing from the University whose petition has been approved by the AS&P Committee will be assigned grades of “W”. Students whose petitions are denied will receive the letter grade awarded by the instructor based on the work submitted for the entire semester.

Extenuating Circumstances. There may be many reasons to request withdrawal from all of your classes including, but not limited to, sudden hospitalization, death in the family, a personal or family crisis, and unanticipated and unavoidable changes in employment. Avoidance of an undesirable grade does not justify withdrawal. Withdrawal requests requiring approval by the UMC Academic Standards & Policy Committee are typically only permitted for the entire semester and only for non-academic reasons. No withdrawals can be approved to avoid an unsatisfactory grade. Please continue attending all classes in which you are officially enrolled and complete the required coursework unless you receive written notification that your petition has been approved.
CHANGES IN REGISTRATION (CANCEL/ADD)

Subject to certain limitations, you may add or cancel classes or may change grading options. Course additions and changes to or from S-N grading are allowed for 15-week term courses without penalty during the first two weeks of the semester or before. Courses cannot be added after the second week of classes.

Procedures for adding or cancelling are different if you use web self-registration than if you are required to register in-person. Deadlines are different for part-term courses. See pages 24-25 for detailed information.

Tuition Charges and Refunds for Course Additions and Cancellations—

Full tuition is charged on a per-credit basis for all changes in registration that increase your credit load. However, no additional tuition is charged when any course addition is balanced at the same time by a course cancellation, i.e., a cancellation equal to the number of credits being added. (Online courses qualify as replacement courses only if the course being added is also a Online course offered during the same session.) Refunds are issued on a per-credit basis according to the refund rate that applies to the date of cancellation. There is no refund for those credits that fall within any tuition plateaus or bands.

Tuition Refunds for Students with Financial Aid

Financial aid recipients must maintain the same number of credits throughout the semester. If you cancel courses and are eligible for a tuition refund, federal regulations require that your refund be returned directly to the financial aid account from which you received aid and/or sent to the lender of your student loan to reduce the principal on that loan. If you cancel courses at the 100% refund rate during a semester, you must repay all financial aid received during that semester. If the amount of your tuition refund is insufficient to repay the appropriate financial aid fund(s), you will be billed for the difference. If you fail to pay these bills by the due dates, you will be liable for additional billing charges and a hold will be placed on your record. You will not receive further financial aid until your bill is paid in full. You will be notified by mail of the disposition of your refund.

Retroactive Tuition Refund

In a very limited number of circumstances (e.g., medical, military duty, attendance at another institution) retroactive cancellation may be possible. If retroactive cancellation is authorized within one semester of the term in question and no later than August 31 of that fiscal year, you may be entitled to a tuition refund.

If you are receiving financial aid, phone or visit the Office of Student Financial Aid, to find out if retroactive cancellations to the beginning of the semester require repayment of financial aid. If your tuition and fees are not paid in full, any refund you receive will be a monetary credit applied to your unpaid balance. See Section 8: Financial Aid & Student Services.

Petitions for retroactive tuition refund based on a failure to cancel or nonattendance will not be approved. Check with the Office of the Registrar in 9 Hill Hall for more information and a petition form.

How to Change Your Registration—To change your course load or grading system, you should:

1. Fill out a Registration form if cancelling in person. Check the box indicating cancel/add and note the number of credits you will have after this change.
2. Obtain instructor, adviser, or Academic Standards & Policy Committee approval if required (see pages 24-25)
3. Cancel online or turn in your Registration form (and all required class permission numbers) at the Office of the Registrar where you will receive a revised study list. Any assessment or credit amount that results from a change in registration is posted to your account at Student Accounts Receivable.

Confirmation of Your Registration Changes

Check changes made using Web Registration by viewing your Enrollment Summary. Any changes or credits that result from a change in registration are posted to your Student Account and will appear on your next billing statement (see Section 9: Tuition & Fees, p. 32, for more information).

Gaining Admission to a Closed Course—In general, you should first go to the department offering the course, where you may be put on a waiting list or be referred to the instructor for permission to register. Attend the first class meeting if you are on a waiting list or need the instructor's permission, to see if more students will be admitted. To register in a closed course, you must have a class permission number from the instructor.

Change of Grading Option—You may not change your grading option after the second week of classes.

When to Cancel Courses—If you decide before the term begins not to attend, cancel before the first day of classes. If you stop attending class for any reason, cancel immediately. On occasion, a course may be cancelled by the department offering the course. The Office of the Registrar will automatically cancel that specific course from your registration. Cancellations are effective the day you officially cancel (either by cancelling online or by taking a completed Registration Form to the Office of the Registrar).

Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing a course; there must be extenuating non-academic circumstances justifying late withdrawal.

One-Time Drop Policy—Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive a "W," at any time up to and including the last day of class for that course. This process cannot be completed through the web. The required form must be completed and returned to the Office of the Registrar.
**Transcript Record of Cancelled Courses**—When you cancel an individual course during the first two weeks of the term there is no transcript record of that course. If you cancel ALL courses during the first two weeks, a notation of cancellation will appear on your record, although no “Ws” will be recorded. Cancellation of any course after the second week of the term will result in a “W” on your record.

**RESERVE OR NATIONAL GUARD ACTIVE DUTY**

Students who enlist for military service, or are serving in Reserve or National Guard units who are called to active military duty, are eligible to withdraw from classes with a full refund of tuition. Students receiving financial aid will be subject to refund policies as provided by the agencies sponsoring the aid.

**STUDENTS WITHDRAWING OR DROPPING, COMPUTER RETURN**

1. If you have a UMC notebook computer and will not be registering for any classes in the next consecutive term, you must return your computer to the Help Desk by Friday of finals week of the current term. You will automatically be assessed a $50 late fee after this point.

2. Students who withdraw at any time during a term must return the computer to the Help Desk as part of completing the withdrawal process. The student’s withdrawal form will not be signed until the computer is checked in.

3. Students who drop below six credits during the term must advise the Help Desk of their decision, but will be allowed to keep the computer if they have paid the full $500 fee. Fees will be refunded according to the regular fee schedule.

**ACADEMIC STANDARDS & POLICY COMMITTEE APPROVALS (AS&P)**

Requests for changes in registration requiring approval from the AS&P are given only in cases of extenuating circumstances, usually beyond the student’s control. Late registration requests for past terms are not allowed. Late grade-based changes are rarely approved. Students are strongly encouraged to consider financial, academic, work-related and personal circumstances that affect their courses before registering for a course and before making any changes to registration. A petition form to request approval is available at the Office of the Registrar, 9 Hill Hall.

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**Study List and Course Changes Sent Through E-mail**

Approximately one week before the beginning of each semester, you will receive a current study list reflecting your registration for the term. Since courses may have changed since you registered (for example, time or days may have changed, new instructor assigned, or course now in different room), you should proof this study list carefully and make any necessary changes to your registration before the term begins. Changes to your registration can be made on the Web at [http://onestop.umcrookston.edu/registration](http://onestop.umcrookston.edu/registration).

In addition, you will receive e-mail notifications of any changes that occur after you receive your study list—these course changes may also require you to change your registration if the changed courses no longer fit your needs.

**E-mails are sent to your University account.** If you use another e-mail package, remember to forward your University account to the account you use.
### Refund Schedule and Registration Change Required Approvals

The following tables summarize the requirements and dates to change your registration (cancel/add):

**NOTE:** If you decide to stop attending a course or courses for which you are registered, you must officially cancel. Only by canceling the courses can you be released from your responsibility for courses listed on your registration. Unless you officially cancel, you will be held responsible for full tuition and fees for all courses on your registration. Failure to attend class does not by itself constitute cancellation.

If you decide before the semester begins not to attend the courses for which you are registered, cancel officially before the first day of classes.

If you fail to cancel any courses for which you have registered but not paid, you will receive billing statements from Student Accounts Receivable for your tuition and fees. Unless you make full payment by the due date on the billing statement, you will be charged additional late payment penalties and a hold will be placed on your record.

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**May Session & Summer Session 2009**

Refund Schedule and Cancel/Add Approval Requirements

#### May Session (11-May -- 29-May)

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>REQUIRED TO CANCEL</th>
<th>REQUIRED TO ADD</th>
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<tbody>
<tr>
<td>Start</td>
<td>End</td>
<td>Refund</td>
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<tr>
<td>-</td>
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<tr>
<td>12-May</td>
<td>12-May</td>
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<tr>
<td>13-May</td>
<td>13-May</td>
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<tr>
<td>14-May</td>
<td>14-May</td>
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<td>15-May</td>
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<td>18-May</td>
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#### Summer Session (8-Jun -- 31-Jul)

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<tr>
<td>16-Jun</td>
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*Canceling courses is not normally permitted. Exceptions require that a petition be filed documenting unusual circumstances. Petitions are approved or denied by the Academic Standards & Policy Committee.*


**Fall Semester 2009**  
Refund Schedule and Cancel/Add Approval Requirements

### Fall Semester (25-Aug -- 11-Dec) See part-term schedules below

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Refund</th>
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<td>*Not permitted (see below)</td>
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### 1st half term (25-Aug -- 19-Oct) See regular full-term semester schedule above

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<tr>
<td>1-Sep 3-Sep</td>
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### 2nd half term (20-Oct -- 11-Dec) See regular full-term semester schedule above

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<td>23-Oct 27-Oct</td>
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<tr>
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<td>4-Nov 17-Nov</td>
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<td>18-Nov 11-Dec</td>
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### 1st 10-weeks (25-Aug -- 4-Nov) See regular full-term semester schedule above

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<tr>
<th>Start</th>
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<td>31-Aug 2-Sep</td>
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<td>3-Sep 8-Sep</td>
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*Canceling courses is not normally permitted. Exceptions require that a petition be filed documenting unusual circumstances. Petitions are approved or denied by the Academic Standards & Policy Committee.
## Fall Semester 2009
Refund Schedule and Cancel/Add Approval Requirements

### 1st 5-weeks (25-Aug -- 29-Sep) See regular full-term semester schedule above

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<th>Calendar Days</th>
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<th>End</th>
<th>Refund</th>
<th>REQUIRED TO CANCEL</th>
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<td>30-Aug</td>
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<td>31-Aug</td>
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<td>2-Sep</td>
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<td>3-Sep</td>
<td>14-Sep</td>
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### 2nd 5-weeks (30-Sep -- 4-Nov) See regular full-term semester schedule above

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<th>Start</th>
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<th>Refund</th>
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<th>REQUIRED TO ADD</th>
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<td>2-Oct</td>
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<td>4-Nov</td>
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### 3rd 5-weeks (5-Nov -- 11-Dec) See regular full-term semester schedule above

<table>
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<th>Calendar Days</th>
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<tr>
<td>11-Nov</td>
<td>15-Nov</td>
<td>50%</td>
<td>No approval required</td>
<td>Adviser</td>
<td>Adviser, Instructor, and AS&amp;P</td>
</tr>
<tr>
<td>12-Nov</td>
<td>24-Nov</td>
<td>25%</td>
<td>No approval required</td>
<td>Adviser</td>
<td>Adviser, Instructor, and AS&amp;P</td>
</tr>
<tr>
<td>16-Nov</td>
<td>11-Dec</td>
<td>0%</td>
<td>No approval required</td>
<td>Adviser</td>
<td>Adviser, Instructor, and AS&amp;P</td>
</tr>
</tbody>
</table>

### Last 10-weeks (30-Sep -- 11-Dec) See regular full-term semester schedule above

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Start</th>
<th>End</th>
<th>Refund</th>
<th>REQUIRED TO CANCEL</th>
<th>REQUIRED TO ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5-Oct</td>
<td>100%</td>
<td>No approval required</td>
<td>Adviser</td>
<td>No approval required</td>
</tr>
<tr>
<td>6-Oct</td>
<td>11-Oct</td>
<td>75%</td>
<td>No approval required</td>
<td>Adviser</td>
<td>Adviser, Instructor, and AS&amp;P</td>
</tr>
<tr>
<td>12-Oct</td>
<td>14-Oct</td>
<td>50%</td>
<td>No approval required</td>
<td>Adviser</td>
<td>Adviser, Instructor, and AS&amp;P</td>
</tr>
<tr>
<td>15-Oct</td>
<td>20-Oct</td>
<td>25%</td>
<td>No approval required</td>
<td>Adviser</td>
<td>Adviser, Instructor, and AS&amp;P</td>
</tr>
<tr>
<td>21-Oct</td>
<td>8-Nov</td>
<td>0%</td>
<td>No approval required</td>
<td>Adviser</td>
<td>Adviser, Instructor, and AS&amp;P</td>
</tr>
<tr>
<td>9-Nov</td>
<td>11-Dec</td>
<td>0%</td>
<td>&quot;Not permitted (see below)&quot;</td>
<td>Adviser</td>
<td>&quot;Not permitted (see below)&quot;</td>
</tr>
</tbody>
</table>

*Canceling courses is not normally permitted. Exceptions require that a petition be filed documenting unusual circumstances. Petitions are approved or denied by the Academic Standards & Policy Committee.*
Section 7: Final Exams, Grades & Transcripts

FINAL EXAM POLICIES

The examination week is part of the regular school term and must be taken into account by students when planning any other activities or work outside of school hours. Students are expected to know the hours for their final examinations and to attend the examinations when scheduled.

Examination scheduling conflicts—You are required to take final examinations at the times shown. However, if you have examination conflicts or three exams in one day, you may request adjustment with your academic department and with your instructor. Such a request must be presented at least two weeks before the examination period begins.

If you miss a final, an I, an F, or an N is recorded, depending upon your standing at the time.

There shall be no variations from the University final examination schedule. This prohibition precludes moving a final examination from a scheduled time to study day or to the last or earlier meetings of the class. All department requests for adjustment of final examination hours should be made to the Senior Vice Chancellor for Academic and Student Affairs by November 1 to permit orderly consideration of hardships.

Instructors requesting any variation from the official examination schedule must agree to give a special make-up examination to any student having examination conflicts or three examinations in one calendar day because of the change in hours.

Each department shall assume responsibility for making arrangements to spread out examinations for students who have more than two examinations scheduled in one day.

How to read times for classes and exams

The class schedule and the final examination schedule in this publication both use the military time format to list class meeting time or final examination times. The military time format is quite easy to understand if you will remember the following:

1. All a.m. (morning) times are shown as 0100 to 1200. An 8:00 a.m. class, for example, is shown as meeting between 0800 and 0850.

2. All p.m. (afternoon and evening) times are shown as 1200 to 2359. A 2:00 p.m. class, for example, is shown as meeting between 1200 and 1400.

Fall Semester 2009 Final Exam Schedule

All one and two credit course exams will be given during the final week of class during the regular class hours.

All other examinations will be as indicated below. Each examination period is one hour and fifty minutes in length, with a ten-minute interval between periods. All exams will be held in regular classrooms unless otherwise designated by the instructor.

<table>
<thead>
<tr>
<th>Exam Time</th>
<th>Monday December 14</th>
<th>Tuesday December 15</th>
<th>Wednesday December 16</th>
<th>Thursday December 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 – 8 a.m.</td>
<td>0800 TTh</td>
<td>0800 MWF</td>
<td>0900 TTh</td>
<td>1200 TTh</td>
</tr>
<tr>
<td>1000 – 10 a.m.</td>
<td>0900 MWF</td>
<td>1100 MWF</td>
<td>1300 MWF</td>
<td>1300 TTh</td>
</tr>
<tr>
<td>1200 – 12:00 p.m.</td>
<td>1100 TTh</td>
<td>1000 TTh</td>
<td>1200 MWF</td>
<td>1500 TTh</td>
</tr>
<tr>
<td>1400 – 2 p.m.</td>
<td>1000 MWF</td>
<td>1400 MWF</td>
<td>1400 TTh</td>
<td>Make-Up</td>
</tr>
<tr>
<td>1600 – 4 p.m.</td>
<td>1600 TTh</td>
<td>1600 MWF</td>
<td>1500 MWF</td>
<td></td>
</tr>
<tr>
<td>1700 TTh</td>
<td>1700 MWF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1800 – 6 p.m.</td>
<td>1800 M</td>
<td>1800 TTh</td>
<td>1800 W</td>
<td></td>
</tr>
</tbody>
</table>

The final examination schedule is based on the class meeting time; specifically, the first hour of the first day of the week of the first lecture period.

Example: An 1100 Monday, Tuesday, Wednesday, Friday class must test at 10:00 a.m. on Tuesday, December 15, 2009. Or, a class meeting at 0800 Tuesday, Thursday must test at 8:00 a.m. on Monday, December 14, 2009.

Deadline for submitting final grades is 5:00 p.m. on Tuesday, December 22, 2009.
UMC CAMPUS POLICY ON CLASSES AND EVENTS DURING THE STUDY DAY/FINALS WEEK PERIOD

a) No classes are permitted after the last day of instruction.

b) No University-sponsored activities* may be scheduled from the beginning of study day to the end of finals week.

Exceptions to this policy may be granted ONLY by the Academic Standards and Policy Committee through whatever procedure it determines most feasible. Any exemption granted pursuant to this policy (that is, with the explicit authorization of the Academic Standards and Policy Committee) shall be honored and students who are unable to complete course requirements during finals week as a result of that exemption shall be provided an alternative and timely opportunity to do so.

*University-sponsored activities shall include, but not be limited to, such things as athletic events, music or theater performances, and club, student organization or student association programs and events. Criteria to be used to determine what constitutes a University sponsored event or activity shall be based on such factors as the use of student fees, University funding or facilities, charging admission, and the University’s role in scheduling and involvement in the event. The Academic Standards & Policy Committee shall resolve any questions regarding this provision.

STUDENT MIDTERM PERFORMANCE NOTIFICATION

Student midterm performance notifications are e-mailed to students between the fourth and the seventh week of each semester. Students are encouraged to visit with their instructors, faculty advisers, and/or counselors to discuss any academic difficulties and, if necessary, to develop a plan for remediation.

GRADES

Student grades are available online approximately 7 days after the last day of final exams at: http://onestop.umcrookston.edu/registration/grades

OBTAINING GRADES/TRANSCRIPTS

The Office of the Registrar maintains student academic records. These records show all coursework for which students are registered as of the end of the second week of each term and the grades awarded for that work.

Online
- View or Print Your Unofficial Transcript at http://onestop.UMCrookston.edu/registration/grades/grades_report.htm

In Person
- Unofficial copies of the record are available at the Office of the Registrar, 9 Hill Hall.
- Students must present a picture ID (U of MN ID card or driver’s license).
- Students may receive two copies per day.
- There is no charge for this service.
- Financial and disciplinary holds must be cleared in order to receive a transcript.

Official Transcripts
- Official transcripts may be ordered online by anyone who has a current University e-mail account (see above), or by mail, fax, and in-person. Telephone requests are not accepted.
- For a $5 regular transcript fee, transcript(s) will be mailed within 2-3 work days.
- For a $10 rush transcript fee, transcripts will be mailed the same day.
- Pick-up service is available only as a rush service.
- Fax requests may only be paid by VISA, Discover, American Express, MasterCard, or Diner’s Club. Our fax number is (218) 281-8549.
- For a $10 rush fax service fee, we will fax a transcript and follow up with a mailed transcript to the same location.
- Mailed requests may be paid by VISA, Discover, American Express, MasterCard, or check. Our address is: 9 Hill Hall, 2900 University Avenue, Crookston, MN 56716-5001.
- If you will be forwarding your transcript to another institution, our office will sign and seal the mailing envelope. Please do not open it.
- Express Mail or other form of special delivery will be provided only if ordered online.

To order an official transcript, please provide us with:
- Your full name and all names used while attending the University of Minnesota.
- Your student ID number or social security number.
- Your date of birth and dates of attendance at the University.
- The address(es) where you want the transcripts sent.
- Your signature.
- Your phone number or address should we need to contact you about your request.

Fees and Payment:
- When paying by credit card, include your credit card number, the expiration date, your name as it appears on the card, and your signature.
- Checks should be made payable to the University of Minnesota and must be included with your mailed request.
Enrollment Certification for Full-Time or Half-Time Status

You may be required to have your attendance at the University certified as full time or half time in order to defer payment of your student loan. This certification is especially required of transfer students who received loans at their previous institutions.

Audit enrollments are not applicable for certification purposes.

If you receive a loan deferment form from your lender, bring your request in person (or send by mail) to the Office of the Registrar, 9 Hill Hall, 2900 University Avenue, Crookston, MN 56716. Requests can also be faxed to 218-281-8549. You can download the Request for Enrollment Certification form from the Web at http://onestop.umcrookston.edu/registration/officeRegForms.htm.

The University participates in the National Student Loan Clearinghouse. The University submits a tape of students’ enrollment statuses to the Clearinghouse three times each semester (beginning at the end of the 2nd week). The Clearinghouse, in turn, supplies verification of enrollment to lending agencies. All deferment loan forms are forwarded by the Office of the Registrar to the Clearinghouse; this information is not supplied directly to lending agencies.

If you have enrolled late or had an exception processed to your enrollment, this information may not be reported until the submission of the next tape. The Clearinghouse asks that if you receive a collections letter from a lending agency, you:

◆ Call the lending agency to see if a deferment form was received between the time the Clearinghouse supplies this information and the lending agency sent the collection letter.

◆ If, after calling the lending agency, it still appears that your deferment has not been processed, you may call the Clearinghouse, (703) 742-7791, and ask for a student service representative. The representative will verify the date on which the deferment form was received by the Clearinghouse, the date the deferment was certified and mailed, the enrollment status that was certified, and where the forms were sent.

◆ If an emergency exists, for example, you are being threatened with default) the Clearinghouse will intervene on your behalf by faxing another deferment to the lending agency and will work with them to ensure the form is processed on a high priority.

Some lenders are not members of the Clearinghouse. If you receive a loan deferment form from your lender, bring your request to the Office of the Registrar, 9 Hill Hall.

Minnesota law allows a student who takes at least 60% of a full-time credit load to qualify as a full time student for purposes of continued insurance coverage on a family policy if the reduced credit load is due to illness, injury, or mental or physical disability and with appropriate documentation from a physician. Insurance companies are responsible for informing you of this option if it applies to you.

Requests for certification letters are not accepted by phone. Certification letters requested by mail or fax are processed in 2–3 business days. There is no charge for regular service for certification letters. Rush/fax service is available for $10 a letter. Rush/fax requests are processed the same day they are requested, if received by 2 p.m.
Section 8: Financial Aid & Student Services

STUDENT FINANCIAL AID 2009-2010
ACADEMIC YEAR

You can apply for financial aid before you are admitted to the University of Minnesota, Crookston although a Financial Aid Award Notification (FAAN) will not be sent to you until you have been accepted for admission. To apply for financial aid, you must submit a completed Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA and request UMC as one of the institutions to receive the results of the analysis.

Apply online at www.fafsa.ed.gov. UMC’s school code is 004069.

You are encouraged to submit the FAFSA as soon as possible after January 1, 2009. Many funds are distributed on a first-come, first served basis so early applicants are considered first for the available funds. UMC’s deadline for priority consideration for the 2009-2010 school year is March 31, 2009 for returning students and March 1, 2009 for new students. Applications received after that date will be considered for any remaining funds.

Late applicants and students whose financial aid file is not complete (i.e., have not provided all requested information) will be responsible for paying for tuition and fees and purchasing books from their own resources. Late payment and installment fees may also be assessed.

Students should submit their FAFSA at least 6-8 weeks PRIOR to the start of the term they plan to attend (see the schedule on this page) in order to allow time for processing. Students who submit their applications after the Remaining Funds date should NOT expect financial aid to be ready for them at the start of the term.

DO NOT ASSUME you will receive aid until you have been notified by the Financial Aid Office of your award via your e-mail account. Financial aid is not available for coursework taken from another college unless it is a U of MN institution.

<table>
<thead>
<tr>
<th>Term Starting</th>
<th>All Available Aid</th>
<th>Remaining Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester 2009</td>
<td>March 31, 2009</td>
<td>July 15, 2009</td>
</tr>
<tr>
<td>Spring Semester 2010</td>
<td>March 31, 2009</td>
<td>July 15, 2009</td>
</tr>
<tr>
<td>Summer Session 2010</td>
<td>March 31, 2009</td>
<td>April 15, 2010</td>
</tr>
</tbody>
</table>

FINANCIAL AID DISBURSEMENT

The majority of financial aid payments will be credited electronically to your individual Student Accounts Receivable account. Only a small number of financial aid programs will continue to have checks printed and disbursed separately to students. Your aid payments will be credited to your Student Accounts Receivable account and applied against your bill for tuition, fees, and on-campus room and board charges after your application file is considered “complete”.

File “complete” means that the Financial Aid Office:

1. has received your electronic Financial Aid Award Notification (FAAN) accepting your aid offer;
2. has received all information from you that had been requested (including verification information);
3. has received signed promissory notes from you for ALL loans requested and completed required entrance counseling; and
4. the Financial Aid Office has completed processing your application.

If selected for verification, returning students will not be packaged until verification is complete.

DIRECT DEPOSIT AVAILABLE FOR FINANCIAL AID REFUND CHECKS

You may have your Financial Aid Refund Checks directly deposited into your bank checking or savings account. To set up direct deposit of your refund check to your bank account, go to the Business Affairs Office Web site www.UMCrookston.edu/people/services/businessaffairs and click on Direct Deposit Online.

Census Date Policy for Financial Aid

The Census Date Policy requires that a student’s financial aid be adjusted on the term “census date” to coincide with the student’s actual enrollment on that date. In essence, a student’s financial aid will “lock” at census date. A student’s financial aid package will NOT be adjusted after census date unless he/she withdraws completely from the University. Therefore, a student who adds a class after the census date will not have his/her financial aid awards revised even if the change would otherwise have affected his/her eligibility (e.g., Student is enrolled in 10 credits and adds 2 credits after the census date for a total term enrollment of 12 credits).

(The only exception to this policy is financial aid paid through the Minnesota State Grant Program that requires colleges to adjust a student’s state grant award throughout the term if the student’s actual enrollment changes.)

FALL 2009 FINANCIAL AID CENSUS DATE IS SEPTEMBER 9, 2009.
ACADEMIC ASSISTANCE CENTER/STUDENT SUPPORT SERVICES

UMC has two academic support programs designed to help students. The Academic Assistance Center (AAC) which offers academic help to all UMC students, and Student Support Services (SSS) which is a program funded by the federal government, and for which students must qualify.

Both AAC and SSS offer a relaxed academic atmosphere where students can study, receive guidance, receive tutoring in many subject areas, access a high quality laser printer for assignments, meet new people, and make friends.

The AAC has several desk top computer stations as well as 24 connections to the network (LAN and wireless internet) for use with students’ notebook computers. Also available for students use are a scanner and color printers, and adaptive equipment for students registered with the OSD.

Tutoring and study groups are available to all UMC students and are arranged through the center. Any UMC student can receive tutorial assistance by completing a Request for Tutor Form. Tutors are most often UMC students who are recommended by their instructors.

Computer assisted instruction and video tape instruction are available for improving reading, writing, math, and study skills. Printed materials on improving general academic skills are also available.

The Center is open
◆ 8 a.m. to 8 p.m. Monday--Thursday
◆ 8 a.m. to 4:30 p.m. Friday

Students are welcome to drop by Owen 270 and inquire about the services offered at the AAC/SSS or call 218-281-8274, 218-281-8556 or 218-281-8555.

BOOKSTORE

The UMC Bookstore, located in the Student Center, sells textbooks, general reading and supplies for all classes, as well as clothing, health and beauty aids and novelty items relating to UMC.

The Bookstore hours are:
◆ 8 a.m. to 4:30 p.m. Monday-Friday

CHILD CARE

Child care is available through the UMC Early Childhood Development Center, a comprehensive child care facility that offers early childhood education programs for children of UMC students, staff, and faculty as well as the community at large. The center provides early education experiences, in a safe and healthy learning environment for infants, toddlers, and preschool children.

CAREER & COUNSELING SERVICES

Career & Counseling Services (C&CS), located in the 245 Student Center, offers career development and counseling services to all students and alumni of UMC. The staff consists of professionally trained counselors who are qualified to assist in the areas of personal/social, educational and career concerns.

Counseling services provides individual and group counseling sessions that help students grow in self-understanding. Career services include: Career counseling, vocational interest assessment, job listings including part and full-time positions that are available on and off campus, career workshops and seminars, employment referrals, and helping students decide on a major course of study.

Interest inventories and career counseling are available through computer-assisted career exploration.

Web registration allows students to register electronically with C&CS to create a customized packet of information.

For more information call 218-281-8586 or 218-281-8585 for an appointment.

OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs promotes the academic and personal growth and development of international students. It also fosters ethnic and cultural diversity, and promotes international activities which enhances the campus environment and the educational programs at UMC.

The office provides counseling and advising services for international students, and other students seeking opportunities to study and work abroad.

For more information call 218-281-8339, or 218-281-8442.

OFFICE OF DIVERSITY/MULTICULTURAL AFFAIRS

Diversity Services provides direct support services to students of color in the areas of cultural adaptation, personal development, and academic success. The office focuses on the retention of students-of-color and is responsible for overseeing the needs of American-born minority students while focusing on the entire campus community in addressing issues of recruitment, retention, diversity, campus-climate, and community building. For more information call 218-281-8580.
OFFICE FOR STUDENTS WITH DISABILITIES

The University of Minnesota, Crookston makes the following services available for any student who, through recent assessment, can document a disability.

◆ Support services (individual or group counseling, career counseling, referral services)
◆ Academic assistance services (tutoring, academic accommodations)
◆ Transition/advocacy services (coordinator as a contact for students, assistance with faculty contacts, intervention or grievance procedure assistance)
◆ Testing accommodations for students who have a documented disability and who are registered with the OSD.

Contact the UMC Office for Students with Disabilities, 270 Owen Hall, or call 218-281-8587 or 218-281-8565 (TTY) for further assistance.

STUDENT MAIL BOXES AND US POST OFFICE

All full-time (12+ credits) students are assigned an on-campus UMC post office box number.

A post office box is optional for students enrolled part-time. Mailbox Keys can be picked up at the Student Center Information Desk. There is a $5.00 key deposit.

ALL OFFICIAL COLLEGE CORRESPONDENCE IS MAILED TO STUDENTS’ ON-CAMPUS MAILBOX.

Mail is delivered to and from the campus once a day. Mail pickup is at 3:00 p.m. Monday through Friday. An outgoing mailbox is located at the UMC Post Office.

Services of the UMC Post Office also include UPS and Federal Express.

VETERANS CERTIFICATION

Students under Chapters 30, 32, 35, 1606 and 1607—The following is a summary of University and Department of Veteran Affairs (VA) procedures and does not include all the information you may need. You can contact the following office for further information:

Veterans Certification Office
Office of the Registrar
9 Hill Hall
University of Minnesota, Crookston
Crookston, MN 56716-5001
PHONE: 218-281-8548
Laura Farris, Regional Coordinator
Higher Education Veterans Programs
Minnesota Dept. of Veterans Affairs
Office: 218-281-8577
Cell: 218-208-7544
lfarris@mdva.state.mn.us
laura.farris@northlandcollege.edu

If you plan on attending fall or spring terms, you can request certification for the entire academic year by appearing in person to the office listed above. If you enroll for (or drop to) less than half time, you can be certified only for the current term; when you register for the next term you will have to reapply for certification.

You can request continuous enrollment/payment during fall or spring term for the next term if you did not initially sign up for the academic year. Continuous enrollment/payment cannot be requested in the following instances:

◆ if you are attending less than half time, are on active duty, or are receiving chapter 901 benefits, or
◆ if you withdrew from all courses in the preceding term.

If you will be enrolling at a half time rate or more when you enter school initially or reenter, but are not eligible for continuous payment, you may elect to be paid in advance for the first partial (or full) month of training plus the following full month. Payment for the next month, however, will not be available until the very end of that month. This means that if you receive advance payments for September and October you will not receive your November check until the first week in December.

Advance payment for Fall Semester 2009 MUST be requested by July 24, 2009. Delays in your VA benefit payments will not exempt you from billing charges or late payment fees.

If you do not participate in advance payment or if you are not eligible for continuous pay, you must be officially registered before requesting certification. Certification cannot be sent to the VA until the first day of the term. You should receive your first check 6-8 weeks after the certification is sent to the VA.

If you requested certification for the academic year, you must be officially registered by the first day of each term. Failure to register by the first day of the term will result in notification of the VA and cancellation of payments.

If you cancel any or all of your courses, notify the office listed above. Your reduction in credits will be reported to the VA. The VA will adjust your benefits retroactive to the first day of the term and may require you to repay all money paid to you for any courses that you cancel.

Any grade of “N” or “W” will be reported to the VA. The VA will adjust your benefits retroactive to the first day of the term and require that you repay all money paid to you for that course. Likewise, any grade of “I” will be reported to the VA. However, the VA will allow one year for completion of the course before repayment is required.

You are responsible for notifying the Certification Office, 9 Hill Hall, once you receive a grade to replace the “I”. Whenever you claim mitigating circumstances for reductions in your credit load, you should present written evidence to the Certification Office to be included with the report submitted to the VA.

Chapter 31 Veterans—If you receive vocational rehabilitation assistance, you can refer questions to 9 Hill Hall. Bring your enrollment statement and course list to the bookstore to obtain books and supplies.

If you requested certification for the academic year, you must be officially registered by the first day of each term. Failure to register by the first day of the term will result in notification of the VA and cancellation of payments.

If you cancel any or all of your courses, notify the office listed above. Your reduction in credits will be reported to the VA. The VA will adjust your benefits retroactive to the first day of the term and may require you to repay all money paid to you for any courses that you cancel.

Any grade of “N” or “W” will be reported to the VA. The VA will adjust your benefits retroactive to the first day of the term and require that you repay all money paid to you for that course. Likewise, any grade of “I” will be reported to the VA. However, the VA will allow one year for completion of the course before repayment is required.

You are responsible for notifying the Certification Office, 9 Hill Hall, once you receive a grade to replace the “I”. Whenever you claim mitigating circumstances for reductions in your credit load, you should present written evidence to the Certification Office to be included with the report submitted to the VA.

Chapter 31 Veterans—If you receive vocational rehabilitation assistance, you can refer questions to 9 Hill Hall. Bring your enrollment statement and course list to the bookstore to obtain books and supplies.
Section 9: Tuition & Fees

At the time of publication, the 2009-2010 tuition rate has not been finalized.

**TUITION**

Tuition for the 2008-2009 academic year is $264.92 per credit with tuition banding starting at 13 credits. There is no charge for additional credits. The average credit load is 15 credits per term. Residents of North Dakota, South Dakota, Wisconsin, and Manitoba may apply for tuition reciprocity privileges and pay a rate comparable to the resident rate. Residents of other states and Canadian provinces are assessed the in-state/resident rate.

At the time of publication, the 2009-2010 Student Fees have not been finalized.

**2008-09 STUDENT FEES**

**Late Registration Fee**

- $10.00 assessed for registration during the first week of class.
- $20.00 assessed for registration during the second week of class.

**Orientation Fee**

$75.00 required of all new students taking 6 or more credits. (once a year)

**Student Service Fee**

$196.50 each term to all students taking 6 or more credits.

**Technology Access Fee 2008-09**

- $500.00 each term to ALL students taking 6 credits or more.
- Students taking less than 6 credits are charged $100.00.

**Transcript Fee**

$5.00 for each official transcript. ($10.00 for rush service)

**University Fee**

This fee helps cover infrastructure and administrative costs in a wide variety of areas.

- $55.00 per credit for students taking 1 to 9 credits
- $550.00 total for students taking 10 or more credits

**2008-2009 STUDENT SERVICE FEE BREAKDOWN**

- Intercollegiate Athletics: $72.00
- Health Services: $30.00
- Student Activities: $29.00
- Student Center: $9.00
- Crookston Student Assn.: $6.00
- Intramural Athletics: $7.00
- Concerts & Lectures: $5.00
- Clubs & Organizations: $8.00
- Publications: $1.00
- Fitness Center: $15.00
- Student Center: $5.00
- Equip. Renewal Fund: $7.00
- Study Abroad: $3.00
- Service Learning: $1.00
- Student Experience: $1.50
- NACTA: $1.00
- Black Student Assn.: $3.00

**TOTAL** $196.50

**PARKING PERMITS**

All motor vehicles parked on campus MUST have a UMC parking permit which can be purchased at the Business Affairs Office, 121 Selvig Hall.

**Student Parking Permit Fees**

- Annual Semester
  - ALL Lots: $68 + tax $50 + tax
- Reserved Parking (Lots D, E, and F) w/electrical outlet: $110 + tax N/A

Temporary Permits also available at $5.00 per week or $15.00 per month
- Parking permits are nonrefundable. Replacement permits are full price.
- No student duplicate permits are sold.
- Vehicles without a valid UMC permit, and those parking in restricted areas on campus will be ticketed and may be towed.
- All motor vehicle accidents on campus must be reported immediately to campus security as required by law.

**COURSE FEES**

Course fees are charges in addition to the instructional fee (tuition) and other specific fees (e.g., student service fee, technology). These fees are assessed to all students enrolled in a specific course. These fees help defray additional costs of certain courses related to the purchase of materials retained or consumed by students, individual lessons, distance education, and the provision of services or products purchased and provided to students.

A list of the specific courses and fees can be found at http://onestop.UMCrookston.edu/tuition_billing/tuition/coursefees.htm

**Warning:** Possession of lost, stolen, or counterfeited UMC Parking Permits will result in the vehicle being towed and may result in criminal prosecution.
STUDENT ACCOUNT BILLING SYSTEM

Every student has a Student Accounts Receivable and receives an E-bill for tuition and fees and on-campus room, board and long distance telephone charges, and other University charges, including any previously unpaid Student Accounts Receivable balances. Each time you register for, cancel, or add courses, your account is adjusted. This account, unlike individual course enrollment statements, reflects your total charges and credits for tuition and other University fees.

You can view your Student Account on the web registration site. You can view transactions directly, and update or change your current billing addresses. Other options display your hold status, billing statements, annual billing statements, annual billing schedules, and Student Accounts Receivable policies and procedures. [http://www.UMCrookston.edu/people/onestop/index.htm](http://www.UMCrookston.edu/people/onestop/index.htm)

Information, including annual billing schedules and procedures, is also available on the World Wide Web at: [http://www.UMCrookston.edu/people/services/businessaffairs/#StudentAccounts](http://www.UMCrookston.edu/people/services/businessaffairs/#StudentAccounts)

STUDENT HEALTH INSURANCE

The University requires all degree-seeking students (enrolled in 6 or more credits) who are automatically assessed the Student Services Fees to have health insurance. Students will be asked to show proof of health insurance by presenting their insurance policy number, the name of the insurance provider, and the telephone number of the provider. If students do not have health insurance or provide proof of health insurance, they will be automatically charged for University sponsored insurance. Premium costs for 2008-2009 are $852 per semester. At the time of publication, the Student Health Insurance premium had not been finalized.

At the time of fee payment, all students have the option to purchase family coverage. Student athletes must carry personal insurance during their sport season. No health insurance refunds are made after September 15, 2009.

UM PAY — ELECTRONIC BILL & PAY

UM Pay, the University’s new electronic billing and payment system, is now the official means of generating tuition bills to all enrolled students. (Paper bills will no longer be sent.) UM Pay allows you to view and pay your bill online with direct debit from your bank checking or savings account, or to set up authorized payers (such as parents) to pay on your behalf. Also, you can download copies of your bill and view a history of electronic billings and payments.

Look for an e-mail notice in your University e-mail account that your bill is ready to view online. Use your University-assigned Internet ID and password to login to UM Pay.

UM PAY

Your UM Pay E-bill lists both a new balance and a minimum payment amount. If the new balance on any statement is paid in full by the due date, you avoid paying additional fees. You may also pay in three installments during the term by paying at least the minimum payment amount by the due date.

Students choosing to pay on installments will be assessed a $10.00 monthly installment/billing charge that will be added to the second and third billing statements each term.

Any time you pay less than the minimum amount by the due date, your account will be considered past due and you will be charged a late fee of $25.00 and a hold will be placed on your record. (Installment fees and late payment fees appear under Charges and Debits on your billing statement.) Payments must be received by the due date to be considered on time.

You can make installment payments only for charges for the current term-balances. Transactions from previous terms are always due in full. Any payments that you make will always be applied to the oldest charge on your account.

The chart on the next page lists billing dates and the payment schedule. For Fall 2009 term, your UM Pay E-bill will be issued on September 1, 2009, and your first payment must be received by September 17, 2009.

This first UM Pay E-bill will list a minimum payment of 33% of all unpaid charges for the term plus 100% of any previous charges.

Your second E-bill will be issued on September 24, 2009, and will be due by October 15, 2009. The minimum payment for the second bill is 50% of your unpaid balance for the term (plus 100% of any charges for previous terms).

The final E-bill for the term will be issued on October 23, 2009, and will be due by November 5, 2009. With the final bill you will be expected to pay any amount not yet paid.

For example, if the unpaid balance of your tuition and fees total $900, the minimum payment on your first bill would be $297 (33% of your balance) and this amount would be due by September 17, 2009.

After you make your first payment of $297, your second bill would list a minimum payment of $311.50 (50% of the balance of the $603 remaining on your account plus the $10.00 installment fee) and would be due by October 15, 2009.

Your final bill would be for $311.50 (the remaining balance of $301.50 plus the $10.00 installment fee) and would be due by November 5, 2009.
### Billing and Payment Dates for Fall Semester 2009

<table>
<thead>
<tr>
<th>Statement</th>
<th>E-Billing Date</th>
<th>Payment Date</th>
<th>Balance Due</th>
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</thead>
<tbody>
<tr>
<td>Billing Statement #1</td>
<td>September 1, 2009</td>
<td>September 17, 2009</td>
<td>33%</td>
</tr>
<tr>
<td>Billing Statement #2</td>
<td>September 24, 2009</td>
<td>October 15, 2009</td>
<td>50%</td>
</tr>
<tr>
<td>Billing Statement #3</td>
<td>October 23, 2009</td>
<td>November 5, 2009</td>
<td>100%</td>
</tr>
</tbody>
</table>

**NOTE:** Paying more than the minimum payment due on your statements or paying before you receive your statements does not reduce the percentage required on your next billing statement — you will still be required to pay the standard percentage of the balance.

Students who have outstanding indebtedness to the University shall not be allowed to register, receive a transcript of records, or receive certification of academic credits, grades, receipt of degrees, or graduation. Also, students will not be allowed to participate in the graduation ceremony or receive their degree if their accounts are not paid in full.

Accounts which remain unpaid will continue to be assessed a late charge of $25.00 for each month the balance remains unpaid.

Past due accounts are subject to handling charges and collection procedures. Collection can include court action and referral to outside collection agencies. Students are responsible for any and all cost necessary for the collection of any amount not paid when due.
<table>
<thead>
<tr>
<th>Hour</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
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</table>
# Schedule Worksheet

Student Name ___________________________________________

Year ___________________        Major _______________________

<table>
<thead>
<tr>
<th>Hour</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<table>
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<tr>
<th>Subj.</th>
<th>Course #</th>
<th>Sec.</th>
<th>Class #</th>
<th>Descriptive Title of Course</th>
<th>Credits</th>
<th>Hours</th>
<th>Days</th>
<th>Room Bldg.</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Credits</th>
<th>A-F + S-N</th>
<th>Total</th>
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</table>
## REGISTRATION QUEUE

**May Session, Summer Session, Fall Semester 2009**

*(Based on the number of credits completed through Fall Semester, 2008. It does NOT include the credits you are currently enrolled in for Spring Semester, 2009.)*

### STAGE 1: (Degree-seeking students with 106 or more semester credits completed)

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 p.m.</td>
<td>Genereux,A - Holmquist,E</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Huebner,B - Kent, Dan</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Kharel, Man - Mannila,Meg</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>Maroney,F - Nielsen, Shi</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Obisaken,V - Pokorney,Jef</td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>Pooler,A - Sayres,Der</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>Schele,Hea - Visger, Jay</td>
</tr>
</tbody>
</table>

### STAGE 2: (Degree-seeking students with 91-105 semester credits completed)

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 p.m.</td>
<td>Gillespie,J - Khandwalla,S</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Kim,J - Nylen,Tho</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Mogavero,A - Servaty,Jas</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>Shatley,Car - Wermager,R</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Summers,Gr</td>
</tr>
</tbody>
</table>

### STAGE 3: (Degree-seeking students with 76-90 semester credits completed)

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 p.m.</td>
<td>Gallivan,Mar - Hoffman,Bri</td>
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<tr>
<td>1:30 p.m.</td>
<td>Garcia,S - Karras,Jac</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Koch, Jos - Mogavero,A</td>
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<tr>
<td>2:30 p.m.</td>
<td>Moe, Jos - Servaty,Jas</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Lee,J - Mitchell,She</td>
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<tr>
<td>3:30 p.m.</td>
<td>Lee,J - Rice,And</td>
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<tr>
<td>4:00 p.m.</td>
<td>Lee,J - Riepe,Mar</td>
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</tbody>
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### STAGE 4: (Degree-seeking students with 61-75 semester credits completed)

<table>
<thead>
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<th>Time</th>
<th>Name</th>
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<tbody>
<tr>
<td>1:00 p.m.</td>
<td>Gippon,Law - Kim,Jin</td>
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<tr>
<td>1:30 p.m.</td>
<td>Leroy,Mar - Nelson,Nic</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Lee,J - Moe,J - Nelson,Les</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>Lee,J - Sanders,Jac - Suppes,Sco</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Lee,J - Swenson,Les</td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>Lee,J - Yohannes,Rah</td>
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</tbody>
</table>

### STAGE 5: (Degree-seeking students with 46-60 semester credits completed)

<table>
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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>1:00 p.m.</td>
<td>Gagne,Can - Hitchen,Lan</td>
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<tr>
<td>1:30 p.m.</td>
<td>Gaukerud,C - Heun,Jac</td>
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<tr>
<td>2:00 p.m.</td>
<td>Heo,Joo - Judson,Lis</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>Heo,Joo - Lee,Jun</td>
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<tr>
<td>3:00 p.m.</td>
<td>Heo,Joo - McWilliam,M</td>
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<tr>
<td>3:30 p.m.</td>
<td>Heo,Joo - McWilliam,M</td>
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</tbody>
</table>

### STAGE 6: (Degree-seeking students with 31-45 semester credits completed)

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<tbody>
<tr>
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<tr>
<td>1:30 p.m.</td>
<td>Meyer,Meg - Park,Soo</td>
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<td>2:00 p.m.</td>
<td>Meyer,Meg - Park,Soo</td>
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<td>2:30 p.m.</td>
<td>Meyer,Meg - Park,Soo</td>
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<td>3:00 p.m.</td>
<td>Meyer,Meg - Park,Soo</td>
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<td>3:30 p.m.</td>
<td>Meyer,Meg - Park,Soo</td>
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<td>4:00 p.m.</td>
<td>Meyer,Meg - Park,Soo</td>
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</tbody>
</table>

### STAGE 7: (Degree-seeking students with 16-30 semester credits completed)

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<tbody>
<tr>
<td>1:00 p.m.</td>
<td>Galloway,Th - Ham,You</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Han,Hye - Hemsworth,A</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Han,Hye - Hemsworth,A</td>
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<tr>
<td>2:30 p.m.</td>
<td>Han,Hye - Hemsworth,A</td>
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<tr>
<td>3:00 p.m.</td>
<td>Han,Hye - Hemsworth,A</td>
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<tr>
<td>3:30 p.m.</td>
<td>Han,Hye - Hemsworth,A</td>
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<tr>
<td>4:00 p.m.</td>
<td>Han,Hye - Hemsworth,A</td>
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</tbody>
</table>

### STAGE 8: (Degree-seeking students with less than 16 semester credits completed)

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<tbody>
<tr>
<td>1:00 p.m.</td>
<td>Lott,Jeff - McGraw,Tho</td>
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<tr>
<td>1:30 p.m.</td>
<td>Metcalf,Cod - Myers,Pau</td>
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<tr>
<td>2:00 p.m.</td>
<td>Nelsen,Emi - Park,San</td>
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<tr>
<td>2:30 p.m.</td>
<td>Pederson,Ro- Ruter,Col</td>
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<td>3:00 p.m.</td>
<td>Pederson,Ro- Ruter,Col</td>
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<td>3:30 p.m.</td>
<td>Pederson,Ro- Ruter,Col</td>
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<td>4:00 p.m.</td>
<td>Pederson,Ro- Ruter,Col</td>
</tr>
</tbody>
</table>

### STAGE 9: (All Non-Degree Students including PSEOA)

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 p.m.</td>
<td>Gagelin,Ste - Jenkins,Ash</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Jensen,Jai - Lindegard,Nic</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Lofgren,Kri - Osborne,Shi</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>Osmonson - Serbus,Tim</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Osmonson - Serbus,Tim</td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>Osmonson - Serbus,Tim</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>Osmonson - Serbus,Tim</td>
</tr>
</tbody>
</table>
REFUND SCHEDULE AND REGISTRATION CHANGE
REQUIRED APPROVALS

The following tables summarize the requirements and dates to change your registration (cancel/add):

NOTE: If you decide to stop attending a course or courses for which you are registered, you must officially cancel. Only by canceling the courses can you be released from your responsibility for courses listed on your registration. Unless you officially cancel, you will be held responsible for full tuition and fees for all courses on your registration. Failure to attend class does not by itself constitute cancellation.

If you decide before the semester begins not to attend the courses for which you are registered, cancel officially before the first day of classes.

If you fail to cancel any courses for which you have registered but not paid, you will receive billing statements from Student Accounts Receivable for your tuition and fees. Unless you make full payment by the due date on the billing statement, you will be charged additional late payment penalties and a hold will be placed on your record.

May Session & Summer Session 2009
Refund Schedule and Cancel/Add Approval Requirements

### May Session (11-May -- 29-May)

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>REQUIRED TO CANCEL</th>
<th>REQUIRED TO ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Web Self-Registration</td>
<td>In-person Registration</td>
</tr>
<tr>
<td>Start</td>
<td>End</td>
<td>Refund</td>
</tr>
<tr>
<td>--</td>
<td>11-May</td>
<td>100%</td>
</tr>
<tr>
<td>12-May</td>
<td>12-May</td>
<td>75%</td>
</tr>
<tr>
<td>13-May</td>
<td>13-May</td>
<td>50%</td>
</tr>
<tr>
<td>14-May</td>
<td>14-May</td>
<td>25%</td>
</tr>
<tr>
<td>15-May</td>
<td>17-May</td>
<td>0%</td>
</tr>
<tr>
<td>18-May</td>
<td>29-May</td>
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</tr>
</tbody>
</table>

### Summer Session (8-Jun -- 31-Jul)

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>REQUIRED TO CANCEL</th>
<th>REQUIRED TO ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Web Self-Registration</td>
<td>In-person Registration</td>
</tr>
<tr>
<td>Start</td>
<td>End</td>
<td>Refund</td>
</tr>
<tr>
<td>--</td>
<td>10-Jun</td>
<td>100%</td>
</tr>
<tr>
<td>11-Jun</td>
<td>15-Jun</td>
<td>75%</td>
</tr>
<tr>
<td>16-Jun</td>
<td>17-Jun</td>
<td>50%</td>
</tr>
<tr>
<td>18-Jun</td>
<td>22-Jun</td>
<td>25%</td>
</tr>
<tr>
<td>23-Jun</td>
<td>7-Jul</td>
<td>0%</td>
</tr>
<tr>
<td>8-Jul</td>
<td>31-Jul</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Canceling courses is not normally permitted. Exceptions require that a petition be filed documenting unusual circumstances. Petitions are approved or denied by the Academic Standards & Policy Committee.*
## Fall Semester 2009
### Refund Schedule and Cancel/Add Approval Requirements

**Fall Semester (25-Aug -- 11-Dec)** See part-term schedules below

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>REQUIRED TO CANCEL</th>
<th>REQUIRED TO ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Web Self-Registration</td>
<td>In-person Registration</td>
</tr>
<tr>
<td>Start</td>
<td>End</td>
<td>Refund</td>
</tr>
<tr>
<td>--</td>
<td>31-Aug</td>
<td>100%</td>
</tr>
<tr>
<td>1-Sep</td>
<td>8-Sep</td>
<td>75%</td>
</tr>
<tr>
<td>9-Sep</td>
<td>15-Sep</td>
<td>50%</td>
</tr>
<tr>
<td>16-Sep</td>
<td>22-Sep</td>
<td>25%</td>
</tr>
<tr>
<td>23-Sep</td>
<td>21-Oct</td>
<td>0%</td>
</tr>
<tr>
<td>22-Oct</td>
<td>11-Dec</td>
<td>0%</td>
</tr>
</tbody>
</table>

### 1st half term (25-Aug -- 19-Oct) See regular full-term semester schedule above

| -- | 27-Aug | 100% | No approval required | Adviser | No approval required | Adviser |
| 28-Aug | 31-Aug | 75% | No approval required | Adviser | Adviser and Instructor | Adviser and Instructor |
| 1-Sep | 3-Sep | 50% | No approval required | Adviser | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |
| 4-Sep | 8-Sep | 25% | No approval required | Adviser | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |
| 9-Sep | 22-Sep | 0% | No approval required | Adviser | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |
| 23-Sep | 19-Oct | 0% | *Not permitted (see below) | *Not permitted (see below) | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |

### 2nd half term (20-Oct -- 11-Dec) See regular full-term semester schedule above

| -- | 22-Oct | 100% | No approval required | Adviser | No approval required | Adviser |
| 23-Oct | 27-Oct | 75% | No approval required | Adviser | Adviser and Instructor | Adviser and Instructor |
| 28-Oct | 29-Oct | 50% | No approval required | Adviser | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |
| 30-Oct | 3-Nov | 25% | No approval required | Adviser | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |
| 4-Nov | 17-Nov | 0% | No approval required | Adviser | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |
| 18-Nov | 11-Dec | 0% | *Not permitted (see below) | *Not permitted (see below) | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |

### 1st 10-weeks (25-Aug -- 4-Nov) See regular full-term semester schedule above

| -- | 30-Aug | 100% | No approval required | Adviser | No approval required | Adviser |
| 31-Aug | 2-Sep | 75% | No approval required | Adviser | Adviser and Instructor | Adviser and Instructor |
| 3-Sep | 8-Sep | 50% | No approval required | Adviser | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |
| 9-Sep | 14-Sep | 25% | No approval required | Adviser | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |
| 15-Sep | 1-Oct | 0% | No approval required | Adviser | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |
| 2-Oct | 4-Nov | 0% | *Not permitted (see below) | *Not permitted (see below) | Adviser, Instructor, and AS&P | Adviser, Instructor, and AS&P |

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**Fall Semester 2009**

Refund Schedule and Cancel/Add Approval Requirements

1st 5-weeks (25-Aug -- 29-Sep) See regular full-term semester schedule above

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Start</th>
<th>End</th>
<th>Refund</th>
<th>REQUIRED TO CANCEL</th>
<th>REQUIRED TO ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26-Aug</td>
<td>26-Aug</td>
<td>100%</td>
<td>No approval required</td>
<td>Adviser</td>
</tr>
<tr>
<td>27-Aug</td>
<td>30-Aug</td>
<td>75%</td>
<td>No approval required</td>
<td>Adviser</td>
<td></td>
</tr>
<tr>
<td>31-Aug</td>
<td>31-Aug</td>
<td>50%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>1-Sep</td>
<td>2-Sep</td>
<td>25%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>3-Sep</td>
<td>14-Sep</td>
<td>0%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>15-Sep</td>
<td>29-Sep</td>
<td>0%</td>
<td>*Not permitted (see below)</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
</tbody>
</table>

2nd 5-weeks (30-Sep -- 4-Nov) See regular full-term semester schedule above

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Start</th>
<th>End</th>
<th>Refund</th>
<th>REQUIRED TO CANCEL</th>
<th>REQUIRED TO ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2-Oct</td>
<td>5-Oct</td>
<td>100%</td>
<td>No approval required</td>
<td>Adviser</td>
</tr>
<tr>
<td>6-Oct</td>
<td>6-Oct</td>
<td>75%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>7-Oct</td>
<td>8-Oct</td>
<td>50%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>9-Oct</td>
<td>20-Oct</td>
<td>0%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>21-Oct</td>
<td>4-Nov</td>
<td>0%</td>
<td>*Not permitted (see below)</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
</tbody>
</table>

3rd 5-weeks (5-Nov -- 11-Dec) See regular full-term semester schedule above

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Start</th>
<th>End</th>
<th>Refund</th>
<th>REQUIRED TO CANCEL</th>
<th>REQUIRED TO ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8-Nov</td>
<td>10-Nov</td>
<td>100%</td>
<td>No approval required</td>
<td>Adviser</td>
</tr>
<tr>
<td>9-Nov</td>
<td>10-Nov</td>
<td>75%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>11-Nov</td>
<td>11-Nov</td>
<td>50%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>12-Nov</td>
<td>15-Nov</td>
<td>25%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>16-Nov</td>
<td>24-Nov</td>
<td>0%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
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</tr>
<tr>
<td>25-Nov</td>
<td>11-Dec</td>
<td>0%</td>
<td>*Not permitted (see below)</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
</tbody>
</table>

Last 10-weeks (30-Sep -- 11-Dec) See regular full-term semester schedule above

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Start</th>
<th>End</th>
<th>Refund</th>
<th>REQUIRED TO CANCEL</th>
<th>REQUIRED TO ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5-Oct</td>
<td>100%</td>
<td>No approval required</td>
<td>Adviser</td>
<td></td>
</tr>
<tr>
<td>6-Oct</td>
<td>11-Oct</td>
<td>75%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>12-Oct</td>
<td>14-Oct</td>
<td>50%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>15-Oct</td>
<td>20-Oct</td>
<td>25%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>21-Oct</td>
<td>8-Nov</td>
<td>0%</td>
<td>No approval required</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
<tr>
<td>9-Nov</td>
<td>11-Dec</td>
<td>0%</td>
<td>*Not permitted (see below)</td>
<td>Adviser, Instructor, and AS&amp;P</td>
<td></td>
</tr>
</tbody>
</table>

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Section 7: Final Exams, Grades & Transcripts

FINAL EXAM POLICIES

The examination week is part of the regular school term and must be taken into account by students when planning any other activities or work outside of school hours. Students are expected to know the hours for their final examinations and to attend the examinations when scheduled.

Examination scheduling conflicts—You are required to take final examinations at the times shown. However, if you have examination conflicts or three exams in one day, you may request adjustment with your academic department and with your instructor. Such a request must be presented at least two weeks before the examination period begins.

If you miss a final, an I, an F, or an N is recorded, depending upon your standing at the time.

There shall be no variations from the University final examination schedule. This prohibition precludes moving a final examination from a scheduled time to study day or to the last or earlier meetings of the class. All department requests for adjustment of final examination hours should be made to the Senior Vice Chancellor for Academic and Student Affairs by November 1 to permit orderly consideration of hardships.

Instructors requesting any variation from the official examination schedule must agree to give a special make-up examination to any student having examination conflicts or three examinations in one calendar day because of the change in hours.

Each department shall assume responsibility for making arrangements to spread out examinations for students who have more than two examinations scheduled in one day.

How to read times for classes and exams

The class schedule and the final examination schedule in this publication both use the military time format to list class meeting time or final examination times. The military time format is quite easy to understand if you will remember the following:

1. All a.m. (morning) times are shown as 0100 to 1200. An 8:00 a.m. class, for example, is shown as meeting between 0800 and 0850.

2. All p.m. (afternoon and evening) times are shown as 1200 to 2359. A 2:00 p.m. class, for example, is shown as meeting between 1400 and 1450. A 7:00 p.m. class would be shown as starting at 1900.

Fall Semester 2009 Final Exam Schedule

All one and two credit course exams will be given during the final week of class during the regular class hours.

All other examinations will be as indicated below. Each examination period is one hour and fifty minutes in length, with a ten-minute interval between periods. All exams will be held in regular classrooms unless otherwise designated by the instructor.

<table>
<thead>
<tr>
<th>Exam Time</th>
<th>Monday December 14</th>
<th>Tuesday December 15</th>
<th>Wednesday December 16</th>
<th>Thursday December 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 – 8 a.m.</td>
<td>0800 TTh</td>
<td>0800 MWF</td>
<td>0900 TTh</td>
<td>1200 TTh</td>
</tr>
<tr>
<td>1000 – 10 a.m.</td>
<td>0900 MWF</td>
<td>1100 MWF</td>
<td>1300 MWF</td>
<td>1300 TTh</td>
</tr>
<tr>
<td>1200 – 12:00 p.m.</td>
<td>1100 TTh</td>
<td>1000 TTh</td>
<td>1200 MWF</td>
<td>1500 TTh</td>
</tr>
<tr>
<td>1400 – 2 p.m.</td>
<td>1000 MWF</td>
<td>1400 MWF</td>
<td>1400 TTh</td>
<td>Make-Up</td>
</tr>
<tr>
<td>1600 – 4 p.m.</td>
<td>1600 TTh</td>
<td>1600 MWF</td>
<td>1500 MWF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1700 TTh</td>
<td>1700 MWF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1800 – 6 p.m.</td>
<td>1800 M</td>
<td>1800 TTh</td>
<td>1800 W</td>
<td></td>
</tr>
</tbody>
</table>

The final examination schedule is based on the class meeting time; specifically, the first hour of the first day of the week of the first lecture period.

Example: An 1100 Monday, Tuesday, Wednesday, Friday class must test at 10:00 a.m. on Tuesday, December 15, 2009. Or, a class meeting at 0800 Tuesday, Thursday must test at 8:00 a.m. on Monday, December 14, 2009.

Deadline for submitting final grades is 5:00 p.m. on Tuesday, December 22, 2009.
UNIVERSITY OF MINNESOTA, CROOKSTON

Academic Calendar

2009-2010

<table>
<thead>
<tr>
<th></th>
<th>Fall ‘09</th>
<th>Spring ‘10</th>
<th>May Session ‘10</th>
<th>Summer ‘10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class schedules available</td>
<td>March 30</td>
<td>November 2</td>
<td>March 29</td>
<td>March 29</td>
</tr>
<tr>
<td>Registration</td>
<td>April 6-9</td>
<td>November 9-12</td>
<td>April 5-8</td>
<td>April 5-8</td>
</tr>
<tr>
<td></td>
<td>April 13-16</td>
<td>November 16-19</td>
<td>April 12-15</td>
<td>April 12-15</td>
</tr>
<tr>
<td></td>
<td>April 20-23</td>
<td>November 23-25</td>
<td>April 19-22</td>
<td>April 19-22</td>
</tr>
<tr>
<td>First day of classes</td>
<td>August 25 (Tues)</td>
<td>January 11 (Mon)</td>
<td>May 10 (Mon)</td>
<td>June 7 (Mon)</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>September 8</td>
<td>January 25</td>
<td>May 11</td>
<td>June 14</td>
</tr>
<tr>
<td>In-Service Day (no classes)</td>
<td>October 9</td>
<td>March 8</td>
<td>May 19</td>
<td>July 6</td>
</tr>
<tr>
<td>Last day to cancel a class</td>
<td>December 11</td>
<td>May 3</td>
<td>May 28</td>
<td>July 30</td>
</tr>
<tr>
<td>Last day of instruction</td>
<td>December 14-17</td>
<td>May 4-7</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Final examinations</td>
<td>December 17</td>
<td>May 7</td>
<td>May 28</td>
<td>July 30</td>
</tr>
<tr>
<td>End of the term</td>
<td>December 22</td>
<td>May 12</td>
<td>June 2</td>
<td>August 4</td>
</tr>
<tr>
<td>Grade Entry Deadline</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Spring Break:           March 15-19, 2010

Commencement:         Saturday, May 8, 2010

2009-2010 Holiday Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 3, 2009</td>
<td>Friday</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 26</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 27</td>
<td>Friday</td>
<td>Floating Holiday</td>
</tr>
<tr>
<td>December 24</td>
<td>Thursday</td>
<td>Floating Holiday</td>
</tr>
<tr>
<td>December 25</td>
<td>Friday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 31</td>
<td>Thursday</td>
<td>Floating Holiday</td>
</tr>
<tr>
<td>January 1</td>
<td>Friday</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>January 18</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>April 2</td>
<td>Friday</td>
<td>Floating Holiday</td>
</tr>
<tr>
<td>May 31</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 5, 2010</td>
<td>Monday</td>
<td>Independence Day Holiday</td>
</tr>
</tbody>
</table>

Updated 12-9-08
ONLINE CLASS SCHEDULE - UPDATES DENOTED IN RED

Fall Semester 2009

Visit [www.UMCrookston.edu/Online](http://www.UMCrookston.edu/Online) for up-to-date course listings, admission and registration information, tuition and fees, technical requirements necessary for completing an on-line course, and answers to frequently asked questions. On-line courses do not qualify for Wisconsin reciprocity.

- Course descriptions: [http://onestop2.umn.edu/courses/cr/designators.jsp](http://onestop2.umn.edu/courses/cr/designators.jsp)
- Class schedule: [http://onestop2.umn.edu/courseinfo/classschedule_selectsubject.jsp?institution=UMNCR](http://onestop2.umn.edu/courseinfo/classschedule_selectsubject.jsp?institution=UMNCR)
- Class search: [http://onestop2.umn.edu/courseinfo/searchcriteria.jsp?institution=UMNCR](http://onestop2.umn.edu/courseinfo/searchcriteria.jsp?institution=UMNCR)

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Visit [www.UMCrookston.edu/Online](http://www.UMCrookston.edu/Online) for up-to-date course listings, admission and registration information, tuition and fees, technical requirements necessary for completing an on-line course, and answers to frequently asked questions. On-line courses do not qualify for Wisconsin reciprocity.

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*Prerequisite
**Instructor's consent required
# CLASS SCHEDULE
## May Session 2009

- Course descriptions: [http://onestop2.umn.edu/courses/cr/designators.jsp](http://onestop2.umn.edu/courses/cr/designators.jsp)
- Class schedule: [http://onestop2.umn.edu/courseinfo/classschedule_selectsubject.jsp?institution=UMNCR](http://onestop2.umn.edu/courseinfo/classschedule_selectsubject.jsp?institution=UMNCR)
- Class search: [http://onestop2.umn.edu/courseinfo/searchcriteria.jsp?institution=UMNCR](http://onestop2.umn.edu/courseinfo/searchcriteria.jsp?institution=UMNCR)

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*Prerequisite
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### Animal Science
- **AnSc 1803-1 95846**: Directed Studies 1-3 TBA TBA UTOC 100D Del Vecchio
- **AnSc 3804-1 95848**: Individual Studies 1-3 TBA TBA UTOC 100D Del Vecchio

### Applied Studies
- **ApiS 3900-1 95796**: Internship 1-3 TBA TBA SCC 110 Geller

### Aviation
- **Avia 1803-1 95850**: Directed Studies 1-3 TBA TBA Vivion
- **Avia 3804-1 95852**: Individual Studies 1-3 TBA TBA Vivion

### Biology
- **Biol 3899-1 96002**: Pre-Internship Seminar 0.5 TBA TBA Biol Elf
- **Biol 3900-1 96004**: Internship 1-2 TBA TBA Biol Elf
- **Biol 3901-1 96006**: Post-Internship Seminar 0.5 TBA TBA Biol Elf
- **Biol 3994-1 95944**: Undergraduate Research 1-3 TBA TBA Biol Elf

### Communication
- **Comm 3900-1 95930**: Internship 3 TBA TBA SCC 110 Geller

### Computer Applications
- **CA 2190-1 95950**: Topics in Computer Applications 1-3 1100-1150 W Treanor

### Computer Software
- **CS 3900-1 96012**: Internship 3 TBA TBA Lundell

### Criminal Justice
- **CrJs 1803-1 96736**: Directed Studies 1-3 TBA TBA SCC 110 Geller
- **CrJs 3804-1 96737**: Individual Studies 1-3 TBA TBA SCC 110 Geller

### Early Childhood Education
- **ECE 4440-1 95820**: Infant & Toddler Student Teaching (May 11 to June 26) 6 TBA TBA TBA Grave
- **ECE 4811-1 95932**: Preprimary Student Teaching I (May 11 to June 12) 4 TBA TBA TBA Grave

### Equine Science
- **EqSc 3804-1 95970**: Individual Studies 1-3 TBA TBA UTOC 100D Del Vecchio

### Food Science and Nutrition
- **FScN 1803-1 95898**: Directed Studies 1-3 TBA TBA Stewart
- **FScN 1999-1 95824**: Dietetic Practicum 1-3 TBA TBA Stewart
- **FScN 3804-1 95900**: Individual Studies 1-3 TBA TBA Stewart
- **FScN 3900-1 95808**: Internship 1-3 TBA TBA Stewart

### Foreign Study
- **FoSt 3205-1 97025**: Study Abroad (Outside Programs) 1-18 TBA TBA TBA Geller
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*Prerequisite

**Instructor’s consent required
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### Aerospace Studies

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- **AF ROTC Fitness**
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  - Time: TBA
  - Days: TBA
  - Location: UND Armory
  - Instructor: Blake

#### AS 1110-1
- **The Air Force Today I**
  - Credit: 1
  - Time: 1030-1120
  - Days: T
  - Location: UND Armory
  - Instructor: Blake

#### AS 1110-2
- **The Air Force Today I**
  - Credit: 1
  - Time: 1130-1220
  - Days: T
  - Location: UND Armory
  - Instructor: Blake

### Agricultural Business

#### AgBu 3052-1
- **Meat & Dairy Processing**
  - Credit: 3
  - Time: 0800-0850
  - Days: MWF
  - Location: H 215
  - Instructor: Rudstrom

### Agricultural Economics

#### AgEc 1004-1
- **Intro to Agribusiness**
  - Credit: 3
  - Time: 0900-0950
  - Days: MWF
  - Location: H 112
  - Instructor: Lariviere

#### AgEc 1803-1
- **Directed Studies**
  - Credit: 1-3
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  - Days: TBA
  - Location: H 207
  - Instructor: Rudstrom

#### AgEc 2310-1
- **Agribusiness Financial Records**
  - Credit: 3
  - Time: 1300-1350
  - Days: MWF
  - Location: Evergreen 1512
  - Instructor: Lariviere

#### AgEc 2530-1
- **Professional Agri-Selling**
  - Credit: 3
  - Time: 0800-0850
  - Days: MWF
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#### AgEc 3430-1
- **Food Marketing Systems**
  - Credit: 3
  - Time: 0900-0950
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  - Location: H 112
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#### AgEc 3540-1
- **Farm Business Management**
  - Credit: 3
  - Time: 1000-1050
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  - Location: H 112
  - Instructor: Rudstrom

#### AgEc 3804-1
- **Individual Studies**
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  - Time: TBA
  - Days: TBA
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  - Instructor: Rudstrom

#### AgEc 4740-1
- **Grain and Livestock Marketing**
  - Credit: 3
  - Time: 0800-0915
  - Days: TTh
  - Location: H 630
  - Instructor: Lariviere

#### AgEc 4750-1
- **Agribusiness Marketing**
  - Credit: 3
  - Time: 1400-1450
  - Days: MWF
  - Location: H 207
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### Agricultural, Food and Environmental Education

#### AFEE 1001-1
- **Intro to Ag Education/Extension (UMTC) (ITV)**
  - Credit: 1
  - Time: 1355-1445
  - Days: W
  - Location: TBA
  - Instructor: Westrom, James

#### AFEE 5111-1
- **Ag Educ: Methods of Teaching (UMTC) (ITV)**
  - Credit: 4
  - Time: 0935-1025
  - Days: MWF
  - Location: TBA
  - Instructor: Greiman, Leising, James

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*Updated September 14, 2009*
# CLASS SCHEDULE -- UPDATES DENOTED IN RED

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## Class Schedule -- Updates Denoted in Red

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### Computer Applications

| CA     | 1010-1 | 56392 | Introduction to Computer Technology (August 25 – September 28) | 1 | 1400-1515 | TTh | DH | 207 | Treanor          |
| CA     | 1012-1 | 56504 | Application Suite Software | 2 | 1000-1050 | TTh | DH | 200 | Treanor          |
| CA     | 1012-2 | 56506 | Application Suite Software | 2 | 1100-1150 | TTh | DH | 116 | Treanor          |
| CA     | 1020-1 | 56396 | Spreadsheet Applications | 3 | 1000-1050 | MWF | DH | 206 | Treanor          |
| CA     | 1020-2 | 56398 | Spreadsheet Applications | 3 | 1100-1150 | MWF | DH | 100 | Treanor          |
| CA     | 1020-3 | 56884 | Spreadsheet Applications | 3 | 1300-1350 | MWF | DH | 200 | Treanor          |
| CA     | 1020-4 | 57306 | Spreadsheet Applications | 3 | 1400-1450 | MWF | DH | 100 | Robberts         |
| CA     | 1030-1 | 56400 | Multimedia Graphics | 3 | 1200-1250 | MWF | DH | 301 | Johnson, T.     |
| CA     | 1040-1 | 56490 | Web Site Development | 3 | 1400-1450 | MWF | DH | 200 | Johnson, T.     |
| CA     | 1060-1 | 56492 | Database Management Applications | 3 | 1300-1350 | MWF | DH | 301 | Staff           |
| CA     | 2190-1 | 56764 | Topics in Computer Applications (Course Fee: $75) | 1-3 | 1400-1450 | W  | DH | 200 | Treanor          |
## Computer Software

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## Criminal Justice

| CrJs   | 1500-1       | 57539 Introduction to Criminal Justice | 4       | 1000-1140  | TTh  | DH   | 207  | Seyfried  |
| CrJs   | 1803-1       | 57540 **Directed Studies              | 1-3     | TBA        | TBA  | TBA  | 221  | Seyfried  |
| CrJs   | 3530-1       | 57541 Criminal Justice Diversity      | 3       | 1800-1915  | MW   | H    | 108  | Larson, James |
| CrJs   | 3550-1       | 57542 Criminal Investigation          | 3       | 1400-1540  | T    | H    | 102  | Seyfried  |

## Curriculum Instruction

| CI     | 5452-1       | 56846 Reading in the Content Area (Web) | 1       | TBA        | TBA  | TBA  | Moyer, Jessica |

## Early Childhood Education

| ECE    | 2100-1       | 56346 Child Development & Learning   | 3       | 0900-0950  | MWF  | DH   | 212  | Odom      |

*(Meets Lib Ed Req. of History and the Behavioral and Social Sciences)*

| ECE    | 2300-1       | 56980 Introduction to Early Childhood Education | 3       | 1000-1050  | MWF  | H    | 215  | Lim-Thompson |
| ECE    | 3804-1       | 56662 **Individual Studies             | 1-3     | TBA        | TBA  | TBA  |      |            |

*(Class meets weeks 2,4,6,8,10,12,14)*

| ECE    | 3901-1       | 56924 *Professional Teacher I         | .5      | 1600-1650  | W    | ECB  | 121  | Grave     |

*(Class meets weeks 2,4,6,8,10,12,14)*

| ECE    | 3902-1       | 56826 *Professional Teacher II        | .5      | 1730-1830  | W    | ECB  | 121  | Grave     |

*(Class meets weeks 2,4,6,8,10,12,14)*

| ECE    | 4440-1       | 56540 *Infant &Toddler Student Teaching | 6       | TBA        | TBA  | DA   | 145  | Grave     |
| ECE    | 4500-1       | 56420 *Young Children with Special Needs | 3       | 1300-1600  | MW   | ECB  | 121  | Lim-Thompson |
|        |              |                                    |         | 1300-1500  | F    | ECB  | 121  | Lim-Thompson |

*(August 26 – September 25)*

| ECE    | 4700-1       | 56252 *Developmentally Appropriate Preprimary Education I | 3       | 1100-1215  | MW   | ECB  | 121  | Lim-Thompson |
|        |              |                                    |         | Plus 2 hrs. TBA |     |      |      |            |

*(Course Fee: $17.50)*

| ECE    | 4730-1       | 56348 *Understanding/Supporting Parenting | 3       | 1000-1050  | MWF  | ECB  | 121  | Grave     |
| ECE    | 4811-1       | 56320 *Preprimary Student Teaching       | 4       | TBA        | TBA  | DA   | 145  | Grave     |
| ECE    | 4812-1       | 56664 *Preprimary Student Teaching II (K) | 4       | TBA        | TBA  | DA   | 145  | Grave     |
| ECE    | 4880-1       | 56524 *Admin of Early Childhood Programs | 3       | 0830-1200  | TTh  | ECB  | 121  | Grave     |
|        |              |                                    |         | 1400-1600  | Th   | ECB  | 121  |            |

*(August 25 – September 25)*
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| Hort | 1010-2 | 56614  | Introduction to Horticulture | 3 | 0800-0850 | MW | O | 205 | Jacobson |
| Hort | 1010-3 | 56928  | Introduction to Horticulture | 3 | 0800-0850 | MW | O | 205 | Jacobson |
| Hort | 1021-2 | 56126  | *Woody Plant Materials* (Course Fee: $30) | 4 | 0900-0950 | MW | O | 208 | Baird |
| Hort | 1025-2 | 56932  | Introduction to Arboriculture | 2 | 0800-0850 | T | H | 215 | Staff |
| Hort | 1091-2 | 57527  | Indoor Flowering & Foliage Plants | 2 | 1400-1450 | MW | O | 111 | Jacobson |
| Hort | 1091-2 | 57527  | Indoor Flowering & Foliage Plants Lab | 1500-1650 | MW | Greenhouse | Jacobson |
| Hort | 1803-1 | 56710  | **Directed Studies** | 1-3 | TBA | TBA | O | 219A | Castle |
| Hort | 3025-2 | 56938  | Applications in Arboriculture | 3 | 0800-0850 | Th | H | 215 | Staff |
| Hort | 3031-2 | 57048  | Herbaceous Perennial Plant Materials | 2 | 1400-1450 | MW | O | 111 | Jacobson |
| Hort | 3031-2 | 57048  | Herbaceous Perennial Plant Materials Lab | 1500-1650 | MW | Greenhouse | Jacobson |
| Hort | 3033-2 | 56484  | *Commercial Floral Crops – Fall* | 4 | 1000-1050 | MW | O | 111 | Jacobson |
| Hort | 3040-2 | 56792  | Landscape Installation & Maintenance | 3 | 1300-1350 | M | H | 112 | Castle |
| Hort | 3804-1 | 56712  | **Individual Studies** | 1-3 | TBA | TBA | O | 219A | Castle |

| **Hotel, Restaurant, and Institutional Management** |  | | | | | | | | |
| HRI | 1001-1 | 56728  | Introduction to Hospitality and Tourism | 1 | 0900-0950 | T | SCC | 107 | Myers |
| HRI | 1111-1 | 56160  | Introduction to Food Preparation | 3 | 1000-1120 | T | SCC | 107 | Myers |
| HRI | 1803-1 | 56410  | **Directed Studies** | 1-3 | TBA | TBA | SCC | 110B | Myers |
| HRI | 2211-1 | 57599  | Rooms Division Operational Mgmt | 3 | 1800-2015 | T | SCC | 107 | Staff |
| HRI | 2231-1 | 56266  | *Menu Design and Analysis* | 3 | 1400-1515 | TTh | SCC | 107 | Myers |
| HRI | 3332-1 | 57600  | Global Tourism and Marketing | 3 | 1700-1915 | W | SCC | 107 | Myers |
| HRI | 3804-1 | 56634  | **Individual Studies** | 1-3 | TBA | TBA | SCC | 110B | Myers |
| HRI | 3900-1 | 56636  | **Internship** | 1-3 | TBA | TBA | SCC | 110B | Myers |
| HRI | 4421-1 | 56162  | *Hospitality Law* | 3 | 1600-1715 | TTh | SCC | 107 | Myers |
**CLASS SCHEDULE -- UPDATES DENOTED IN RED**  
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**Music** |        |         |                                                      |         |              |      |      |      |                  |
| Mus    | 1011-1 | 56006   | University Singers (Chamber Singers)                 | 1       | TBA          | TBA  | Kiehle 236 | French |
| Mus    | 1021-1 | 56004   | Introduction to Music                                 | 3       | 0900-0950    | MWF  | Kiehle 236 | French |
| Mus    | 1041-1 | 56008   | **Private Instruction**                               | 1       | TBA          | TBA  | Kiehle 236 | French |
| Mus    | 1042-1 | 56196   | Class Piano                                           | 1       | 1000-1050    | M    | Kiehle 236 | French |
| Mus    | 1042-2 | 56198   | Class Piano                                           | 1       | 0900-0950    | Th   | Kiehle 236 | French |
| Mus    | 1042-3 | 56200   | Class Piano                                           | 1       | 1000-1050    | Th   | Kiehle 236 | French |
| Mus    | 1042-4 | 57548   | Class Piano                                           | 1       | 1400-1450    | Th   | Kiehle 236 | French |
| Mus    | 1051-1 | 56010   | Pep-Jazz Band                                         | 1       | TBA          | TBA  | Kiehle 236 | French |
| Mus    | 1111-1 | 57549   | Music Theory I: Fund of Tonal Music                   | 3       | 1400-1450    | MWF  | Kiehle 236 | French |
| Mus    | 3011-1 | 56376   | *University Singers (Chamber Singers)                 | 1       | TBA          | TBA  | Kiehle 236 | French |
| Mus    | 3041-1 | 56378   | **Private Instruction**                               | 1       | TBA          | TBA  | Kiehle 236 | French |
| Mus    | 3051-1 | 56380   | Pep-Jazz Band                                         | 1       | TBA          | TBA  | Kiehle 236 | French |

* Meets Lib. Ed. Req. of “Mathematical Thinking”

**First meeting will be at 5:00 p.m. on Tuesday, August 25**

(Instructor’s consent required) (Course Fee: $25)
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| Course Fee: $32 | (Course is cross listed with Agro 2573-3 Entomology) |
| Course Fee: $12 | (Course is cross listed with Biol 3464-1 Mammalogy) |
| Course Fee: $24 | (Course is cross listed with Biol 3464-2 Mammalogy) |
| Course Fee: $24 | (Course is cross listed with Biol 3464-3 Mammalogy) |
| Course Fee: $12 | (Course is cross listed with Biol 3464-4 Mammalogy) |
| Course Fee: $24 | (Course is cross listed with Biol 3464-5 Mammalogy) |

*Course is cross listed with Agro 2573-2 Entomology*

University of Minnesota | Crookston

Updated September 14, 2009
# CLASS SCHEDULE -- UPDATES DENOTED IN RED

## Fall Semester 2009

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### Philosophy

| Phil 1001-1 | 56670 | Introduction to Philosophy | 3 | 1000-1050 MWF | DH 225 | Schaar |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Meets Lib Ed Req. of The Humanities/Ethical and Civic Responsibility) |

| Phil 1001-2 | 56860 | Introduction to Philosophy | 3 | 0800-0915 TTh | DH 206 | Geray |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Meets Lib Ed Req. of The Humanities/Ethical and Civic Responsibility) |

| Phil 1001-3 | 56994 | Introduction to Philosophy | 3 | 1000-1115 TTh | DH 206 | Geray |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Meets Lib Ed Req. of The Humanities/Ethical and Civic Responsibility) |

| Phil 2002-1 | 57550 | Introduction to Ethics | 3 | 0900-0950 MWF | Cent 1108 | Schaar |

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| Phys 1012-3 | 56374 | *Introductory Physics | 4 | 1000-1115 TTh | DH 225 | DeMuth |
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| (Meets Lib. Ed. Req. of "Biological and Physical Sciences (with labs)"") |

| Phys 1012-4 | 57032 | *Introductory Physics | 4 | 1000-1115 TTh | DH 225 | DeMuth |
| Lab (Course Fee: $20) | 1700-1800 W | DH 311 | DeMuth |
| (Meets Lib. Ed. Req. of "Biological and Physical Sciences (with labs)"") |

| Phys 1101-2 | 56534 | *Introductory College Physics I | 4 | 1700-1815 TTh | DH 301 | DeMuth |
| Lab (Course Fee: $20) | 1500-1650 T | DH 311 | DeMuth |
| (Meets Lib. Ed. Req. of "Biological and Physical Sciences (with labs)"") |

| Phys 1101-3 | 56726 | *Introductory College Physics I | 4 | 1400-1450 MWF | 1300-1450 T | DH 311 | DeMuth |
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| Psy 3604-1 | 56044 | *Abnormal Psychology | 3 | 1830-2100 M | DH 301 | Killough |
| Psy 3707-1 | 57555 | *Organizational Psychology | 3 | 1000-1115 TTh | DH 306 | Killough |
| Psy 3900-1 | 58406 | **Internship | 1-6 | TBA | TBA | TBA | TBA | Staff |

### Public Health

| PubH 1003-1 | 56546 | Alcohol & College Life (UMTC) (Web) | 1 | TBA | TBA | TBA | Wachter, J |
## CLASS SCHEDULE -- UPDATES DENOTED IN RED

### Fall Semester 2009

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Updated September 14, 2009
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*Instructor's Consent*

(Meets Lib Ed Req. of The Humanities)

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### Work and Human Resource Education

| WHRE   | 5697-1 | 56606   | Teaching Internship: School and Classroom Settings (UMTC) (ITV) | 2       | 0800-1000       | T    | TBA | TBA | Westrom/Leising, James |

*Prerequisite*

**Instructor's consent required prior to registering**

++Pending approval
## Accounting

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(Updated March 18, 2009)

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**Bachelor of Manufacturing Management**

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# Biology

NOTE: MUST REGISTER FOR BOTH A LECTURE AND A LABORATORY FOR BIOL 1009.

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## Class Schedule

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*Course fee: $168.00*
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### Networking and Telecommunications

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*Meets the Lib Ed req. of The Humanities*
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## Work and Human Resource Education

| WHRE 5698-1 | Teaching Internship (UMTC) | 6   | TBA | TBA | TBA | TBA | Westrom/Greiman |

*Prerequisite

**Instructor's Consent Required

***Red Cross certification upon satisfactory completion of course