



Small Campus. Big Degree.

UNIVERSITY OF MINNESOTA | CROOKSTON

Registration, Policies & Procedures

Spring Semester 2013

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: www.umcrookston.edu/registration

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: www.catalogs.umn.edu/umc/

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Section 1: General Information

UMC Academic Calendar 2012-2013

	Fall Semester 2012	Spring Semester 2013	May Session 2013	Summer 2013
Class schedules available	March 26, 2012	November 5, 2012	April 1, 2013	April 1, 2013
Registration	April 2-5 April 9-12 April 16-19	November 12-15 November 19-21 November 26-29	April 8-11 April 15-18 April 22-25	April 8-11 April 15-18 April 22-25
First day of classes	August 28 (Tues)	January 14 (Mon)	May 13 (Mon)	June 10 (Mon)
Last day to add a class	September 11	January 28	May 13	June 17
Professional Development Day (no classes)	October 12	February 18		
Last day to cancel a class	October 24	March 11	May 22	July 9
Last day of instruction	December 14	May 6	May 31	August 2
Final examinations	December 17-20	May 7-10	N/A	N/A
End of the term	December 20	May 10	May 31	August 2
Grade Entry Deadline	December 27	May 15	June 5	August 7

Spring Break: March 18-22, 2013

Commencement: Saturday, May 11, 2013

UMC HOLIDAY SCHEDULE 2012-2013

July 4, 2012	Wednesday	Independence Day
September 3	Monday	Labor Day
November 22	Thursday	Thanksgiving Day
November 23	Friday	Floating Holiday
December 24	Monday	Floating Holiday
December 25	Tuesday	Christmas Day
December 31	Monday	Floating Holiday
January 1	Tuesday	New Year's Day
January 21	Monday	Martin Luther King Day
March 29	Friday	Floating Holiday
May 27	Monday	Memorial Day
July 4, 2013	Thursday	Independence Day

CLASS CANCELLATION OR SCHEDULE CHANGES

The University reserves the right to cancel, postpone, limit registration, split or combine classes and change instructors and/or class locations. Classes with insufficient registration may be cancelled; register early to minimize the chances of your course being cancelled.

If your class is cancelled, immediately contact the department offering the class to see if other arrangements have been made. If a course is cancelled by the University, your registration in that course is automatically cancelled.

Changes in course information are posted online at www.uncrookston.edu/registration

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, 42 U.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.

Information in this publication is subject to change without notice. University offices can provide current information about possible changes.

STUDENT RESPONSIBILITY

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

E-mail Communications

Your University-assigned student e-mail account is the official means of communication on all University matters. For this reason, you are responsible for all information sent to you via your University-assigned e-mail account. **Because problems can occur** when e-mail is forwarded, we recommend that you do not forward your University e-mail account. If you choose to forward to a non-University account, you are still responsible for all information, including all attachments, sent to your University account.

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

- ◆ Successful completion of a high school or college preparatory program
- ◆ 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 meet the requirements outlined in the Academic Progress Policy (see page 10).

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 and a composite ACT score of 21 or better 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. Each term with a GPA below a 2.0 will be followed by a one term (fall or spring) suspension.

ONLINE DEGREE PROGRAMS

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 campus' academic departments, supports the University's online degrees with exceptional student support services while ensuring a successful academic online experience.

UMC's accredited online degrees are career oriented, creating opportunities for people and communities of practice, transcending geography, utilizing technology, and empowering personal and professional growth. Online courses are offered on a semester-based system (fall, spring, summer).

The University of Minnesota, Crookston, is accredited by the Higher Learning Commission (HLC) to deliver the following online undergraduate degrees:

1. Bachelor of Applied Health
2. Bachelor of Manufacturing Management
3. Bachelor of Manufacturing Management in Quality Management
4. Bachelor of Science in Accounting
5. Bachelor of Science in Applied Studies
6. Bachelor of Science in Business Management (Management emphasis)
7. Bachelor of Science in Communication
8. Bachelor of Science in Health Management
9. Bachelor of Science in Information Technology Management
10. Bachelor of Science in Marketing

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 **instate/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: www.umcrookston.edu/apply

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. For more information about the health plan go to www.shb.umn.edu/crookston/international-students.htm

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.

International Fee – International students are assessed an international fee of \$100 per semester. This money is used to support additional services and programming for this group of students.

SENIOR CITIZEN EDUCATION PROGRAM (SCEP)

If you are 66 or older by the first day of the term 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: 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.** Non-degree students are not eligible for student financial aid and are not candidates for degrees, although they may later seek degree candidacy. For information about changing classification from non-degree to degree candidate, or to obtain a form to apply for non-degree student status, contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218-281-8569).

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.

SELF-SERVICE WEB APPLICATIONS

Student records, registration, and financial aid services are available at www.umcrookston.edu/onestop.

You can access:

- ◆ *Grades/Unofficial Transcripts*—All courses on your record.
- ◆ *APAS*—Academic Progress Audit System reports.
- ◆ *Registration*—eligibility, queue information, self registration, course availability, *Class Schedule*, address changes.
- ◆ *Financial Aid*—financial aid status, online Financial Aid Award Notice (eFAAN), Free Application for Federal Student Aid (FAFSA), cost estimates, scholarships, grants, work-study, loans, aid alternatives, and academic progress requirements.
- ◆ *Student Account*—account balance and transaction information, payments received, financial aid disbursements, view and pay tuition bills online on UM Pay.

If you have forgotten your Internet ID/password or your Internet ID has expired, you may contact the UMC Computer Helpdesk by phone (218) 281-8000 or e-mail umchelp@umn.edu for help with reactivating your account or resetting your password. Use the system to access your records only. Accessing the records of other students is a violation of University policy and state and federal law.

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://onestop.umn.edu/faculty/grades/records_policies.html

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 www.umcrookston.edu by following the path under the heading "**Academics**" select **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:

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:

www.catalogs.umn.edu/umc/

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.umcrockston.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.umcrockston.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 page www.umcrockston.edu/today/.

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 www.umcrockston.edu under the heading "Academics" select **Registration → Update/ Suppress your Personal Information (from the right hand column)**.

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://cf-prod1.crk.umn.edu/cmyu/cmyu/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 (Rubeola)** - 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 office 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: www.uncrookston.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 if an incident has occurred for which faculty have taken specific action.

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 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

University of Minnesota, Crookston UMC students are required to make progress toward earning their degree and to maintain at least a “C” average (2.00 cumulative GPA) in their selected curricula. Students who do not maintain these standards may be placed on *academic probation* or *academic suspension*. 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 as (1) a warning that their academic progress is not satisfactory, or (2) that they did not meet the requirements for regular admission. Academic probation is a formal warning that the student should take steps to achieve the university’s academic standards to avoid dismissal from UMC. The following criteria determine who is placed on academic probation:

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. Conditionally admitted students are informed of their status in their letter of admission.

B. Continuing UMC Students and Non-Degree Students

Continuing and non-degree students must meet the following minimum GPA requirements.

Cumulative Credits Attempted With Permanent Grades	Required Minimum GPA
1-15	1.70
16-23	1.80
24-31	1.90
32 and beyond	2.00

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

1. Must 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:

Meets Minimum Requirements?		
Term GPA	Cumulative GPA	Action
No		Suspended
Yes	Yes	Removed from probation
Yes	No	Continued on probation

2. May register for a **maximum** of 15 credits.
3. May not add a class after the 100% refund period for the term or part-term (e.g., After days 1-5 of a 16-week semester).
4. Must meet with their academic adviser during the first week of the semester to complete an *Academic Action Plan* (AAP). The adviser will help the student identify weak points in their college preparation and help the student develop a course of action to address them. (*The student must obtain his/her adviser’s signature before completing requirement #5.*)
5. Must meet with a staff member of the Academic Assistance Center, 270 Owen Hall. The discussion will focus on a variety of topics helpful in successfully completing the AAP (e.g., time management skills, study skills, tutoring services, class schedule, adjusting to college, etc.).
6. Must properly complete the AAP with all required signatures and submit it to the Office of the Registrar (9 Hill Hall) by 3:00 p.m. on Friday of the second week of classes.
7. Must spend a minimum of two hours per week in study at the Academic Assistance Center beginning with the second week of class. This study time may be augmented or replaced by meeting with a tutor for two hours per week. Participation and attendance will be verified.

Students Who Fail to Complete Probationary Requirements

1. Students who do not successfully complete requirement #1 shall be suspended.
2. Failure to complete requirements #5 and #6 (*see above*) will result in a “*hold*” being placed on the student’s academic record. The student forfeits the right to register during his/her regularly scheduled queue time for the next semester’s classes and is required to register during the “open” registration period after all other returning students have registered.
3. Academically suspended students who fail to complete requirement #7 shall not be eligible for readmission on academic contract and must complete the required period of non-enrollment.

Suspended for Low Scholarship

A student on academic probation who fails to meet the GPA requirements 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 or third suspensions. Credits earned at other institutions during the period of suspension may not fulfill UMC graduation requirements unless permission to earn such credit is granted in advance by the Academic Standards and Policy Committee. **Students suspended on four occasions are permanently dismissed and not allowed to continue their studies at UMC.**

Readmission

Academically suspended students may seek readmission as described below (1.) after completing a period of non-enrollment (*available to all students*), or (2.) through the provisions of the academic contract (***not applicable to online students***).

1. **Required non-enrollment period.** Suspended students will be readmitted on academic probation after completing the required period of non-enrollment. Students must complete the “*Application for Readmission*” form available at: <http://www3.crk.umn.edu/onestop/registration/Forms/ReadmissionApplication.pdf> six weeks prior to the start of the semester he/she plans to return. Continued enrollment thereafter depends on satisfactorily completing probation requirements.
2. **Academic contract.** Students who will be enrolled in a minimum of 12 on-site (*not online*) credits are eligible to seek readmission under an academic contract. (***Those students who will not be registered in 12 or more on-site credits must complete the required period of non-enrollment.***) Such appeals for readmission must be accompanied by evidence that factors contributing to the academic difficulty have been altered and that there is every reason to assume successful continuation of studies.

First Suspension. On a student’s first suspension he/she will be readmitted if he/she **successfully completed** probationary requirement #7 (*see preceding section*) and agrees to comply with the terms and conditions of the academic contract. A suspended student who **failed to complete** probationary requirement #7 shall not be eligible for readmission on academic contract and must complete the required period of non-enrollment.

Second or Third Suspension. The Academic Standards and Policy Committee acts on appeals for readmission from students who have been suspended for the second or third time. Prior to presenting his/her appeal to the Committee the student must meet in person with a staff member of the Academic Assistance Center to complete the *Academic Contract* and the *Academic Action Plan (AAP)*. The student must also obtain his/her adviser’s signature prior to turning in the completed forms at the Office of the Registrar.

Students may not continue on academic contract for two consecutive semesters and must sit out the required period of non-enrollment.

Suspended students, readmitted under the terms of the academic contract, are **NOT** considered to be making satisfactory academic progress; are **NOT** eligible¹ to receive state or federal financial aid; and are **NOT** eligible to represent² the University in any official event, activity, or capacity.

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

Revised: Faculty Assembly, 03/26/04; Executive Committee, 06/06/06; Faculty Assembly, 03/30/07; 04/24/2009; 02/19/2010; 03/25/11; 02/24/12

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 and Scholarships.

²University representation shall include, but not be limited to such things as athletic events, music or theater performances, 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 academic department 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 <http://plan.umn.edu>.

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 10 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, English, 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]

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.

COURSE	ACT ASSESSMENT SCORES		
PLACEMENT	ENGLISH	MATH	READING
¹ GnEd 1000	20 or less	20 or less	20 or less
Comp 1000 & Comp 1011	16 or less		16 or less
Math 0981		14 or less	16 or less
Math 0991		15 to 19	

¹GnEd 1000 placement if any two of the three scores are 20 or less.

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. A complete list of liberal education requirements can be found at: <http://www.umcrookston.edu/liberaled>

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 the liberal education or major program requirements.

Requirements include any course needed to meet the minimum number of credits required by the major (usually 120 credits).

Frequently Asked Questions:

1. If a student's major requires a certain number of open electives to meet the minimum 120 credit requirement, can those credits be taken S-N? **NO**

2. If a student's major requires specific electives (i.e. 6 credits of Mgmt electives), can those credits be taken S-N?

NO

3. If a student has completed the 10 liberal education goal areas but still needs an additional 4 credits to reach the minimum 40 liberal education credit requirement, can those 4 credits be taken S-N? **NO**

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.

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:

www.umcrookston.edu/registrar (select the link "Office of the Registrar Forms"). 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.

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.

0XXX Zero credit courses that do not count in either term or cumulative grade point averages but carry normal tuition and fee charges.

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

A. An undergraduate student may repeat a course only once (except as noted in provision C). The college offering the course may grant an exception to this provision. Students who receive a grade of S or C or higher may repeat a course only if space permits.

B. When a student repeats a course before receiving his/her degree, (a) both grades for the course will 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 will count in the student's grade point average.

C. Provisions A and B of this policy will not apply to courses (1) using the same number but where students study different content each term of enrollment and (2) to courses designated as "repetition allowed."

D. If an undergraduate student repeats a course after his/her degree has been awarded, the original course grade will not be excluded from the degree GPA nor will the new grade be included in the degree GPA.

E. Bracketing is the practice of not including a course in the calculation of a student's GPA and not counting the course as satisfying any degree requirements, including electives, because a student has repeated a course. When a student repeats a course, all prior attempts are bracketed and only the most recent attempt counts (except as provided in C). No department or college may bracket the courses of another department or college for any reason other than course repetition. An F may not be bracketed with an N. A University of Minnesota course may not be bracketed with a course taken at another institution. The Graduate School does not bracket courses.

F. When a student enrolled in the Graduate School repeats a course, provisions A and B apply, but all grades for the course will be counted in the student's grade point average.

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: www.uncrookston.edu/registrar (select the link "Office of the Registrar Forms"). Students are expected to complete the application one month before the start of the term.

Course Cancellation and Tuition Refund-The change of registration (cancel/add) dates and corresponding tuition and fee refund percentages are different for each campus. The deadline dates that apply to your Multi-Institution course registration is the campus delivering the course.

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.

GRADUATION PROCEDURE

Degree candidates must complete an electronic application for degree (**eDegree Application** at:

www.uncrookston.edu/graduating 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 shall not be allowed to graduate.

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 website: www.uncrookston.edu/academics/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 on line at:

www.uncrookston.edu/registration. A more detailed explanation of the APAS report is included in a brochure available at www.uncrookston.edu/registrar (select the link "Office of the Registrar Forms").

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:** November 12-29, 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.
- ◆ **Spring Semester Classes** begin Monday, January 14, 2013. Remember you **MUST attend** your first class session OR you **may lose** your place in class. Refer to *Attendance Policy* on page 7.
- ◆ For full term courses, the last day to **add** classes or change sections, for Spring Semester, is Monday, January 28.
- ◆ For full term courses, the last day to **cancel** a course, for Spring Semester, without a grade is Monday, March 11.
- ◆ **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 www.umcrookston.edu/registrar.

9 Hill Hall (lower level)
University of Minnesota, Crookston
2900 University Ave.
Crookston, MN 56716-5001

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

REGISTRATION

Registration is the student's responsibility. 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.

SCHEDULE BUILDER

"Schedule Builder" is a new program available to assist in planning your class schedule prior to registration. It allows you to select the "courses you need" and "courses you want" and then creates multiple schedules for you to consider. The program only shows classes that are currently open, so it is designed to be used close to the student's registration time. You will still need to register as usual. You are encouraged to visit with your advisor to help identify the classes you need to meet your program requirements. You can then use Schedule Builder to plan your schedule.

The link for the Quick Start Guide to using Schedule Builder is: http://onestop.umn.edu/pdf/ScheduleBuilder_handout.pdf

The link for Schedule Builder is: <https://onestop2.umn.edu/schedulebuilder/Initialize.do?campus=UMNCR>

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:

www.umcrookston.edu/registration (select the link "Clear Any Holds").

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 be granted permission to register at the beginning of the registration queue. Permission for priority registration may be granted to a student with a disability for the following reasons:

1. The time required for travel between classes regularly exceeds the ten minutes available to students, and requires careful scheduling;
2. The student requires the assistance of a personal care attendant and must arrange classes to coincide to the maximum degree possible with the availability of attendant care;
3. The student's health, or the necessity of arranging for other ongoing support services not associated with UMC, requires continuity of scheduling;
4. Time for renovation or relocation of classroom space may be required to ensure access for the student when the course is scheduled to begin; and

5. Other valid reasons as approved by the academic adviser and Office for Students With Disabilities coordinator.

Requests for priority registration may be made by the student or the student's academic adviser to the Office for Students With Disabilities (OSD). The request and the OSD recommendation will be forwarded to the Office of the Registrar (OTR) for action. The OTR will notify the student regarding the decision within five academic days, and if approved, the assigned registration date and time. Appeals of denied requests may be made to the Vice Chancellor for Academic Affairs within five days of notification of the denial.

ONLINE COURSE REGISTRATION PRIORITY

Online degree-seeking students who are officially admitted to an approved online degree program¹ are given priority for registration in all online courses (designated by class sections E90, E91, E9X). This will insure that "place-bound" students have the first opportunity to enroll in online classes.

Students who are not admitted to an approved online degree program may register in online courses as indicated below (at which time online courses will be open to all students on a space available basis).

Spring Semester 2013

Monday, December 10 - degree-seeking students only

Monday, December 17 - non-degree/PSEO online students

If you meet the above criteria and are interested in registering in an online course, contact the Center for Adult Learning at cronline@umn.edu or 218-281-8681 to determine eligibility and space availability.

¹Note. Accounting (B.S.), Applied Health (B.A.H.), Applied Studies (B.S.), Business Management (B.S.), Communications (B.S.) Health Management (B.S.), Information Technology Management (B.S.), Marketing (B.S.), Manufacturing Management (B.M.M.), Quality Management (B.M.M.), DION served through GradUate UMC.

"U Card" - UMC Student

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 \$25.00 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

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.*

ON THE WEB

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 www.umcrookston.edu/registration. 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 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 by phone (218) 281-8000 or e-mail umchelp@umn.edu.

IN PERSON

For in-person registration at the Office of the Registrar, 9 Hill Hall, follow the steps below:

Step 1 Complete the registration check list on the next page.

Step 2 Bring your Registration form (must be signed by your adviser) and your ID to the Office of the Registrar, 9 Hill Hall on or after your registration queue time. The office is open 8:00 a.m. to 4:00 p.m. Monday through Friday.

NOTE: A picture ID (University student ID, driver's license, or passport) is required for service.

Step 3 Review all information on your registration statement for accuracy before you leave the office—name, address, and course information.

WHEN TO REGISTER

Registration happens in two phases: queued registration (for current students), and open registration (for new students). The date that each phase begins is posted on the academic calendar in the online class schedule pdf and at: www.umcrookston.edu/registration (select **Scheduled Registration time under Related Links**). You will also be sent your registration time by e-mail. Check your University e-mail account frequently.

LATE REGISTRATION FEES

You must register before the first day of the term to avoid late registration fees. If you register during the first 14 days of the term, you will receive a \$50 late registration fee. If you register after that, you will receive a \$100 late registration fee. See the academic calendar at www.umcrookston.edu/registration to find the dates these late registration fees apply during the current term.

Registration Checklist

Run through this check list to ensure your enrollment is accurate & timely.

- ☐ **Have you met with your adviser to plan your credit load and courses?** Your adviser can help you stay on track for graduation. Create or update your Graduation Planner at <http://plan.umn.edu> before you meet with your adviser. Degree-seeking students need to register for 15 credits per semester to stay on track for graduation. Student pay a flat tuition rate based on a minimum 13-credit load and also pay the student services fee, collegiate fee, and durable goods fee.
- ☐ **Do you want to register for online (E90) courses?** All online courses are listed at www.uncrookston.edu. Online degree-seeking students are given priority for registration in all online courses (designated by class sections E90 & E91). See the section titled "ONLINE COURSE REGISTRATION PRIORITY".
- ☐ **Have you completed a Registration form, if registering in person?** Download a form at www.uncrookston.edu/registrar. Be sure to list a new address on the form if you have a new local address. List alternate courses in case your first choices are not available.
- ☐ **Do you have your own health plan coverage?** If you are a degree-seeking student enrolled for 6 or more qualifying credits, you must provide this information by the end of the second week of the term or you will *automatically* be charged for the University-sponsored Health Benefit Plan. For more information go to www.shb.umn.edu.
- ☐ **Do you know what courses are appropriate to your academic level?** See page 14 for an explanation of the course categories.
- ☐ **Are you registering for the first time at the University?** If this is your first term at the University and you have not been admitted to a program (typically this applies to non-degree-seeking students), you must register in person.
- ☐ **Have you checked to see if space is available in your course?** Check online at www.uncrookston.edu/registration and select the "Class Schedule" link. The space available is continuously updated.
- ☐ **Do you need any class permission numbers?** Is instructor approval printed in the prerequisite statement of your course? Are you trying to register for a closed course? After the first week of classes? **Remember:** You must have a class permission number to register for these courses. All class permission numbers expire at the end of the second week of the semester. After the second week you must petition to add a class. Contact your academic adviser for information.
- ☐ **Are you trying to register for classes that overlap?** You may not register for courses that overlap or have less than a one (1) minute separation without submitting a Course Time Conflict Approval form signed by the instructors for both courses. Download a form at www.uncrookston.edu/registrar (select the link "Office of the Registrar Forms").
- ☐ **Do you have any holds you need to clear?** Clear your holds as soon as possible. You will not be able to register 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 at www.uncrookston.edu/registration under the link titled "Check Holds". See Holds, page 18, for further information.

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: www.uncrookston.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 program, remember to forward your University account to the account you use.

REGISTRATION QUEUE

Spring Semester 2013

(Based on the number of credits completed through Summer Session, 2012. It does NOT include the credits you are currently enrolled in for Fall Semester, 2012.)

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

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
November 12	Fallon, Mon – Green, Mat	Grefsrud, Dan – Hua, Guo	Huang, Zhe – Kohout, Lev	Kolb, Hal – Marquardt, Gar	Martin, Lau – Ohlemann, And	Olsen, Dav – Roth, Jen	Roy, Lin – Sutterfield, Sam
November 13	Sycks, Cat – Woerner, Nic	Wuori, Tra – Barta, Mic	Baskerville, Kat – Charley, Ter	Chen, Xih – Ernst, Jer			

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

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
November 13					Feeney, Eri – Jenkins, Bet	Jirik, Jos – Meyer, Sar	Mirwaldt, Car – Rosenwald, Ja
November 14	Rozell, Sea – Switzer, Ada	Thielen, Aly – Bakri, Nic	Ball-Warriner – Erickson, Kay				

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

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
November 14				Feltes, Jef – Jeppesen, Lis	Johnson, Sha – Milligan, Rob	Moore, Mal – Rice, Eri	Rink, Aly – Toenies, Mat
November 15	Tracy, Jod – Atinda, Lev	Bahls, Ama – Eckles, Kim					

STAGE 4: (Degree-seeking students with 61-75 semester credits completed)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
November 15			Fagre, Mel – Hickey, Ter	Hoffman, Tho – Lundeen, Mit	Lundquist, Dar – Otto, Jac	Paris, Cas – Schwint, Jac	Shambour, Ama – Wittrock, Reb
November 19	Worshek, Nat – Brown, Jes	Brutlag, Dan – Eyton, Ada					

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

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
November 19			Fafard, Cat – Jackson, Rob	Jaekel, Ron – Mahoney, She	Manusos, Ash – Pelzer, Cha	Perea, Jos – Socwell, Lis	Soukup, Kat – Baek, Gyu
November 20	Bart, Rya – Escho, Kri						

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

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
November 20		Foley, Luc – Jones, Kal	Joppu, Cai – Lee, Jin	Lee, Ji – Naab, She	Nabozny, Ant – Salm, Sha	Sayler, Che – Ulvik, Mat	VanGerpen, Mo – Ban, Yon
November 21	Becker, Dom – Elton, Mic						

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

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
November 21		Feragen, Joy – Hovelsrud, Dan	Johnson, Jar – Laurich, Mic	Lenon, Bar – Mitchell, Mar	Morlan, Tay – Ramos, Jes	Redd, Der – Simmons, Joh	Spasojevic, Gor – Winkels, Jas
November 26	Wirth, Cai – Bean, Der	Bethel, Ran – Carter, Sea	Clark, Pai – Eustaquio, Alf				

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

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
November 26				Fitzpatrick, Sar – Gobeil, Apr	Grant, Rac – Hoyle, Ash	Hughes, Jos – Karl, Zac	Khoshaba, Ale – Lawrence, Ad
November 27	Lawson, Ren – Marino, Tod	Martin, Joh – Moen, Sam	Moenkedick, K – Newburg, Aly	Novacek, Jor – Pesall, Amb	Peterson, Ant – Romain, Sam	Roscoe, Rik – Silcox, Kat	Skorheim, Gar – Stenson, Jos
November 28	Stewart, Der – Thielman, Ale	Thompson, Ell – Welch, Pau	West, Tan – Anderson, Ros	Anderson, Zac – Berry, Pay	Betcher, Meg – Caceres, Gla	Caldis, Emi – Citrowske, Ced	Cleary, Ann – Degbey, Afi
November 29	Del Greco, Mar – Eriksen, Ran						

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

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
November 29		Fahlstrom, Pai – Hultgren, Bla	Huseby, Aly – Maruska, Cal	Maruska, Kar – Rasmussen, La	Rattanasamay – Thielen, Reb	Thoma, Zac – Benson, Sea	Bentow, Tyl – Eystad, Zac

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 Sargeant Student Center, 270B Owen, 270D Owen), Student Experience/Parent Coordinator Office (170 Owen Hall), 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

Prior to the cancellation deadline of the term. The University does not require that the student justify any course withdrawal completed prior to the cancellation deadline of the term (see p. 26 for full semester and part-term cancellation deadlines). You may withdraw from your classes by accessing the registration system through the published course withdrawal date as included in the class schedule at:

www.umcrookston.edu/registration.

After the cancellation deadline of the term. Beginning the ninth week of a regular semester course or after the cancellation deadline of a part-term course, 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 26-27 for detailed information.

ADD A CLASS

Students may add classes without special permission during the 100% refund period of a term or part-term. For specific dates, refer to the **Refund Schedule and Cancel/Add Approval Requirements** at:

www.umcrookston.edu/registration

If no approvals are required, you may choose one of two ways to add a class:

- ◆ **online** at Web registration at:
www.umcrookston.edu/registration (preferred) or
- ◆ **in person at the Office of the Registrar**, 9 Hill Hall by completing a *Registration and Cancel/Add* form at:
www.umcrookston.edu/registrar between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

Students may add classes during the 100% and 75% refund period of a term.

- ◆ To add any class after the 100% refund period of a term or part-term (including classes listed as *open* within the online Class Schedule) a student must use a *permission number*. Permission numbers are valid only through the end of the 75% refund period of a term.
- ◆ To register for two classes that conflict (overlapping times or days), a student must complete the Class Time Conflict Approval form at: www.umcrookston.edu/registrar.
- ◆ To take more than 19 credits in a term (15 credits for students on academic contract or academic probation), a student must complete a *Petition for an Exception to an Academic Policy* at: www.umcrookston.edu/registrar.
- ◆ To add a class **after the 75% refund period of the term**, a student must complete a *Petition for an Exception to an Academic Policy* at: www.umcrookston.edu/registrar.
- ◆ To find the various deadline dates and required approvals (to register, cancel, add a class, etc.), see the **Refund Schedule and Cancel/Add Approval Requirements** at: www.umcrookston.edu/registration.

Permission Numbers

Each department determines how their students obtain permission numbers. Permission numbers are required to:

- ◆ register for a class after the 100% refund period of the term (even if it is listed as *open* in the online Class Schedule),
- ◆ register for a closed class, or
- ◆ override prerequisites for a class.

Registration for classes is the student's responsibility.

If granted permission to enroll in a class, a student must get a permission number and then register by the end of 75% refund period of the term or part-term, since permission numbers are valid only through that time.

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, 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 26-27)
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 charges 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, page 36, 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.

REFUND SCHEDULE AND CANCEL/ADD APPROVAL REQUIREMENTS

Tuition & Course Fee Refunds

Tuition and course fees are refunded on the following general schedule for semester-length courses: if you cancel through the first week of the term, you will receive a 100 percent refund; 75 percent during the second week; 50 percent during the third week; 25 percent during the fourth week; and 0 percent thereafter. See the refund chart in the following section or at www.uncrookston.edu/registration (select the “Refund Schedule” and “Drop/Add Deadlines” link) for the dates for full term and part-term courses.

Student Services & UM-Sponsored Hospitalization Insurance Fee Refunds

If you drop your credit load to below 6 credits, you must accept a refund of the University-sponsored hospitalization insurance although you may keep the student services fee. All refunds of these fees are based on the date that the cancellation is processed (see chart for deadlines) and are not affected by retroactive cancellation.

If you receive a refund of the student services fee, you can no longer use the services provided by the fee. To continue using these services, you must continue to be enrolled and not be issued any refund. If you cancel *all* courses and qualify for a tuition refund, you must also accept a prorated refund of the student services fee and the University-sponsored hospitalization insurance.

Special Fees Refunds

The orientation fee and late registration fees are generally not refunded. All other special fees assessed at registration are refunded at the same rate as tuition and course fees. There is no refund of special fees after the refund period has ended, even if retroactive cancellation is authorized.

How to Get a Refund

If you have paid your fees in full, you are eligible for a refund by contacting the **Business Affairs Office**, 121 Selvig Hall, 218-281-8331, or e-mail umcbo@umn.edu. A two-week waiting period for your refund is imposed beyond the last date any payment was receipted, unless your fees were paid only with cash or a University of Minnesota check. If you have *not* paid your fees in full, any refund you receive will be a monetary credit applied to your unpaid balance.

Your refund will reach you sooner if you sign up for direct deposit to a checking or savings account. To sign-up online, go to www.uncrookston.edu/businessoffice and select the **Direct Deposit** link under Related Links. If you prefer, you may pick up a printed copy at a **Business Affairs Office**. Once your authorization has been processed, student account refunds are automatically transferred, usually within 48 hours, to your bank checking or savings account.

Tuition Refunds for Financial Aid Recipients

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 percent 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.

REFUND SCHEDULE AND CANCEL/ADD REQUIREMENT DATES

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.

Spring Semester 2013 Refund Schedule and Cancel/Add Approval Requirements

Spring Semester 2013 – full term (January 14 – May 6)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	21-Jan	No approval required	Adviser	No approval required	Adviser
75%	22-Jan	28-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	29-Jan	4-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	5-Feb	11-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	12-Feb	11-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	12-Mar	6-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

1st half term (January 14 – March 6)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	16-Jan	No approval required	Adviser	No approval required	Adviser
75%	17-Jan	21-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	22-Jan	24-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	25-Jan	28-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	29-Jan	11-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	12-Feb	6-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

2nd half term (March 7 – May 6)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	11-Mar	No approval required	Adviser	No approval required	Adviser
75%	12-Mar	13-Mar	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	14-Mar	25-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	26-Mar	27-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	28-Mar	11-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	12-Apr	6-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

1st 10-weeks (January 14 – April 1)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	17-Jan	No approval required	Adviser	No approval required	Adviser
75%	18-Jan	23-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	24-Jan	28-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	29-Jan	31-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	1-Feb	20-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	21-Feb	1-Apr	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

Refund Schedule and Cancel/Add Approval Requirements – Spring Semester 2013 (continued)

1st 5-weeks (January 14 – February 15)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	15-Jan	No approval required	Adviser	No approval required	Adviser
75%	16-Jan	17-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	18-Jan	21-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	22-Jan	23-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	24-Jan	31-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	1-Feb	15-Feb	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

2nd 5-weeks (February 19 – April 1)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	20-Feb	No approval required	Adviser	No approval required	Adviser
75%	21-Feb	24-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	25-Feb	25-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	26-Feb	27-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	28-Feb	7-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	8-Mar	1-Apr	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

3rd 5-weeks (April 2 – May 6)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	3-Apr	No approval required	Adviser	No approval required	Adviser
75%	4-Apr	7-Apr	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	8-Apr	8-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	9-Apr	10-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	11-Apr	21-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	22-Apr	6-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

Last 10-weeks (February 19 – May 6)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	24-Feb	No approval required	Adviser	No approval required	Adviser
75%	25-Feb	27-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	28-Feb	4 Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	5-Mar	10-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	11-Mar	4-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	5-Apr	6-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

*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.

University of Minnesota, Crookston Degree Programs – Spring 2013

26 bachelor's degree programs, 39 concentration areas, 18 minors, and 10 online degrees

Learn more about any program at www.umcrookston.edu/academics

Accounting

Agricultural Business

Agricultural Systems Management

- Bio-fuels and Renewable Energy Technology
- Farm and Ranch Management
- Power and Machinery
- Precision Agriculture

Agronomy

- Agronomic Science
- Crop Production

Animal Science

- Animal Science
- Pre-Veterinary Medicine

Applied Health (B.A.H.)

Applied Studies

- Respiratory Care
- Self-Designed Program

Aviation+

- Agricultural Aviation
- Law Enforcement Aviation

Biology

Business Management

- Business Aviation
- Entrepreneurship and Small Business Management
- Management

Communication

- Communication Studies
- Organizational Communication/Public Relations
- Writing

Criminal Justice

- Corrections
- Law Enforcement

Early Childhood Education

- Primary Education
- Program Management

Environmental Sciences

- Agricultural and Environmental Stewardship
- Environmental Ecology
- Environmental Health
- Environmental Toxicology and Chemistry
- Individualized Environmental Sciences
- Water Quality

Equine Science

- Equine Science
- Pre-Veterinary Medicine

Golf and Turf Management

Health Management

Health Sciences (Pre-Professional)

Horticulture

- Environmental Landscaping
- Production Horticulture
- Urban Forestry

Information Technology Management

Manufacturing Management (B.M.M.)

Marketing

Natural Resources

- Natural Resources Aviation
- Natural Resources Law Enforcement
- Natural Resources Management
- Park Management
- Water Resource Management
- Wildlife Management

Quality Management (B.M.M.)

Software Engineering

Sport and Recreation Management

Degree Programs Offered Online

Accounting

Applied Health (B.A.H.)

Applied Studies

Business Management

Communication

- Communication Studies
- Organizational Communication/Public Relations
- Writing

Health Management

Information Technology Management

Manufacturing Management (B.M.M.)

Marketing

Quality Management (B.M.M.)

Minors

Accounting; Agricultural Business; Agricultural Systems Management; Agronomy; Animal Science; Biology; Business Management; Chemistry; Coaching; Communication; Criminal Justice; Entrepreneurship; Environmental Sciences; Equine Science; Horticulture; Information Technology Management; Marketing; Music

Program Option

- Air Force ROTC

All programs are Bachelor of Science unless otherwise noted.

+ Collaborative program with another institution

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 19, 2012** 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.

SPRING SEMESTER 2013 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.

Exam Time	Tuesday May 7	Wednesday May 8	Thursday May 9	Friday May 10
0800 – 8 a.m.	0800 TTh	1500 MWF	1200 MWF	1100 TTh
1000 – 10 a.m.	0900 MWF	0800 MWF	1300 MWF	1500 TTh
1200 – 12 Noon	0900 TTh	1200 TTh	1300 TTh	Make-Up
1400 – 2 p.m.	1400 MWF	1100 MWF	1000 MWF	Make-Up
1600 – 4 p.m.	1600 MWF 1700 MWF	1600 TTh 1700 TTh	1400 TTh	
1800 – 6 p.m.	1800 TTh	1800 MWF	1000 TTh	

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 11:00 Monday, Tuesday, Wednesday, Friday class must test at 2:00 p.m. on Wednesday, May 8. Or, a class meeting at 08:00 Tuesday, Thursday must test at 8:00 a.m. on Tuesday, May 7.

The deadline for submitting final grades is 5 p.m. on Wednesday, May 15, 2013.

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.

LAST DATE OF ATTENDANCE

Failure to meet registration, attendance, and grades criteria

You must meet the registration, attendance, and grades criteria stipulated by university, state, and federal funding sources to receive and maintain eligibility for financial assistance. The University is required to report your performance to funding agencies if you fail to meet eligibility standards, and is required to determine whether a student who began attendance during a term actually completed the term, or should be treated as a withdrawal. If you do not meet the funding agency's standards, you could receive reduced benefits and/or be required to repay benefits already paid to you.

Ordinarily, you must attend class and submit assigned work, in order to receive and remain eligible for benefits. If you are facing challenges in your classes, please contact your academic adviser as soon as possible to learn about academic and tutoring resources available to assist you.

GRADES

Student grades are available online approximately 7 days after the last day of final exams at:
www.umcrockston.edu/registration/grades (select Grades, Credits and Transcripts).

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 and symbols awarded for that work. According to University policy, official transcripts will not be issued for you if you have certain types of holds on your record. You can review your holds online.

Details on ordering Official or Unofficial Transcripts, fees, payment methods, and service options can be found at www.umcrockston.edu/registration/grades/grades_report.htm

Official Transcripts (\$12/transcript)

- ◆ Online – The online request is the most convenient way to order an official transcript. Transcripts requested online are available in either printed or electronic (a secure, certified PDF) format. Payment for fees must be paid with a credit or debit card.
- ◆ In Person, by Mail or Fax requests – A request form is available online or you will need to provide us with the following information:
 - ☐ 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.
 - ☐ Dates of attendance at the University.
 - ☐ The address(es) where you want the transcript(s) sent.
 - ☐ The recipient's phone number, if you are requesting Priority Overnight or International Priority service.
 - ☐ Your signature.
 - ☐ Your daytime phone number, e-mail address, and/or mailing address, should we need to contact you.
 - ☐ The type of transcript service you're requesting plus payment.

Unofficial Transcripts (no fee)

Unofficial transcripts may be obtained online or in person and are free. When done in person, you must present a picture ID (University of Minnesota ID card, driver's license, state ID, or passport).

Payment

- ◆ When paying by credit card, include your credit card number, type of credit card, 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 any mailed request.

GRADING POLICY

A copy of the UMC grading policy can be found at: <http://www3.crk.umn.edu/info/policies/grading.htm>

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 www.umcrookston.edu/registrar (select the link "Office of the Registrar Forms").

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 many 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.

UNIVERSITY OF MINNESOTA

Annual information for compliance with The Drug Free Schools and Communities Act

(See URL below)

In compliance with the Federal Drug Free Schools and Communities Act, this notice is for 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.policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html>

Section 8: Financial Aid & Student Services

STUDENT FINANCIAL AID 2012-2013 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.gov. UMC's school code is **004069**.

You are encouraged to submit the FAFSA as soon as possible after January 1, 2012. 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 2012-2013 school year is March 31, 2012 for returning students and March 1, 2012 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 Office of Financial Aid and Scholarships 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.

FINANCIAL AID DISBURSEMENT

The majority of financial aid payments will be credited electronically to your individual **Student Accounts Receivable** account. Your aid payments will be credited to your Student Account and applied against your bill for tuition, fees, and on-campus room and board charges **after** your application file is considered "complete"¹.

¹**File "complete" means that the Office of Financial Aid and Scholarships:**

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 Office of Financial Aid and Scholarships 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/businessoffice and click on **Direct Deposit Online**.

MAIL FAFSA BY THIS DATE TO BE CONSIDERED FOR:

Term Starting	All Available Aid	Remaining Funds
Fall Semester 2012	March 31, 2012	July 15, 2012
Spring Semester 2013	March 31, 2012	November 1, 2012
Summer Session 2013	March 31, 2012	April 15, 2013

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 data 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.)

SPRING 2013 FINANCIAL AID CENSUS DATE IS JANUARY 29, 2013.

ACADEMIC ASSISTANCE CENTER

The Academic Assistance Center (AAC) offers academic help to all UMC students. The AAC offers 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 24 connections to the network (LAN) and wireless internet for use with students' notebook computers. Also available for student use are a scanner and adaptive equipment for students registered with the Office for Students with Disabilities.

Tutoring and study groups are available to all UMC students and are arranged through the AAC. 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. Printed materials on improving general academic skills are also available.

The Writing Center offers on-site and online tutoring from both professional and student tutors.

The AAC is open

- ◆ 8 a.m. to 7 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 or call 218-281-8553, 218-281-8554 and 218-281-8555.

BOOKSTORE

The UMC Bookstore, located in the Sargeant 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

Charging books to your student account—You can charge purchases to your student account using your U Card. To be eligible you must present your U Card and another form of photo ID; be enrolled in the current term; and have no holds on your student record. At checkout, tell the cashier that you want to charge to your student account. You will sign a receipt acknowledging you will pay back your student account for your purchase. You can also charge your University of Minnesota Bookstore online textbook purchases to your student account.

Your bookstore charges will be posted to your student account along with other charges (e.g., tuition, fees, housing) and will appear on your next month's billing statement. Unpaid bookstore charges may result in a hold on your student record. Save your receipt in case you need to return or exchange books. Return privileges are limited. Check with the bookstore for restrictions. Any returns will show as a credit on your student account.

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 pre-school children.

CAREER & COUNSELING DEPARTMENT

Career & Counseling Department located in the 245 Sargeant 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 Career & Counseling Department 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 218-281-8442, or 218-281-8339.

OFFICE OF DIVERSITY PROGRAMS

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) or e-mail lwilson2@umn.edu for further assistance.

REGENTS SCHOLARSHIP PROGRAM

The Regents Scholarship Program provides for all or a portion of tuition costs for eligible employees enrolled in the University's credit-bearing courses. The scholarship covers:

- ◆ 100% of the tuition cost for eligible employees matriculated for the first time in a baccalaureate degree program.
- ◆ 75% of the tuition cost for all other eligible employees enrolled in courses covered under the Regents Scholarship program.

More information, along with the form to apply for the Regents Scholarship, can be found at:

<http://policy.umn.edu/Policies/hr/Benefits/REGENTSSCHOLARSHIP.html>

Procedure – When you register for a course, you must submit your approved Regents Scholarship form to the Registrar's Office, 9 Hill Hall. Any incomplete forms received will be returned to the employee. If you receive your approval after you have registered, return the completed form to the Registrar's Office for an adjusted registration statement. You can also mail or fax the form to the UMC Registrar's Office (9 Hill Hall, 2900 University Ave., Crookston, MN 56716; fax 218-281-8549).

You can avoid late/installment rebilling fees by submitting your Regents Scholarship form for processing prior to the billing due date for the term.

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 Sargeant 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 2:00 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

If you are a student veteran or military member receiving veteran's benefits (Chapters 30, 31, 32, 33, 35, 1606, and 1607) follow the University of Minnesota and the United States Department of Veteran Affairs (USDVA) basic procedures described below to use your education benefit.

Only the USDVA can determine an applicant's eligibility for education benefits. Eligibility criteria and benefits vary by benefit program. Students with specific questions about eligibility should contact the USDVA Regional Processing office in St. Louis toll-free at 1-888-442-4551 or visit their Web site, www.gibill.va.gov.

To be certified for education benefits, contact the University of Minnesota's Veterans Certification office (9 Hill Hall) or visit their Web site at www.uncrookston.edu/veterans. If you plan to attend fall and spring semesters, you may request certification for the entire academic year. Continuous payment cannot be requested if you:

- are attending less than half time;
- are on active duty; or,
- withdrew from all of your courses in the preceding term.

You are required to notify the Veterans Certification Office of any changes in enrollment. The change will be reported to the USDVA. The USDVA will adjust the benefits based on the add/drop date.

Any grade of N (not satisfactory) that you receive will be reported to the USDVA. The USDVA will adjust your benefits and may require that you repay all of the benefits you received for that course. Likewise, any grade of I (incomplete) will be reported to the USDVA. The USDVA will allow one year for completion of the course before repayment is required. You are responsible for notifying the Veterans Certification Office when a letter grade is posted to replace the incomplete grade.

If you choose to claim mitigating circumstances for reductions in credit load, you should present written evidence to the Veterans Certification Office. The documentation will be included with the report that is submitted to the USDVA. The USDVA will take the mitigating circumstances into consideration when making a decision about a change in benefits.

If you are under Chapter 31, you must meet with a VA counselor to apply for education benefits. Once the VA counselor determines eligibility, he or she will send a payment authorization to the Veterans Certification Office. Within two business days, the Veterans Certification Office will set up billing information with Third Party Billing and the University Bookstores, to facilitate your benefits.

VETERAN'S RESOURCES - HIGHER EDUCATION VETERANS PROGRAMS

The Regional Coordinator supports the success of veterans, current military members, and their families at Minnesota's colleges and universities by providing on-site comprehensive information about benefits and resources as well as creating institutional readiness in support of the unique needs of these students. Methods of assistance may include, but are not limited to, work-study positions for veterans; providing information and assistance regarding the availability of state, federal, local, and private resources; help with paperwork; and researching payments and other issues with receiving the GI Bill.

Tony Schnellbach

Northwest Regional Coordinator
Higher Education Veterans Programs
Minnesota Department of Veterans Affairs
Office: 218-208-7544
Cell: 218-208-7544
E-mail: tony.schnellbach@state.mn.us

Section 9: Tuition & Fees

For a detailed breakdown and description of the tuition and fees, go to:
www.uncrookston.edu/businessoffice

TUITION

Tuition for the 2012-2013 academic year is \$385.77 per credit (for credits 1-13) 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 need to apply for reciprocity privileges. Residents of all other states and Canadian provinces are assessed the in-state/resident rate.

2012-2013 STUDENT FEES

Late Registration Fee

\$50.00 assessed for registration during the **first and second week** (first week for summer session) of classes.

\$100.00 assessed for registration after the **second week** (first week for summer session) of class.

Orientation Fee

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

Student Service Fee

\$212.75 each term to all students taking 6 or more credits.

Durable Goods Fee

\$250.00 each term to all students taking 6 or more credits.

UNC Campus Fee

\$250.00 each term to all students.

Online Course Fee

\$45 per credit assessed for all online courses

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:
www.uncrookston.edu/businessoffice.

PARKING PERMITS

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

Student Parking Permit Fees

plus 6.875% Minnesota Sales Tax

	Annual	Semester
ALL Lots	\$90 + tax	\$60 + tax

Reserved Parking Permit for Lots C, D, E, and F with electrical outlet \$145 + tax N/A

Temporary Permits also available at \$10 + tax per week or \$25 + tax per month

- ◆ Parking permits are nonrefundable. Replacement permits are full price.
- ◆ No student duplicate permits are sold.
- ◆ Vehicles without a valid UNC permit, and those parking in restricted areas on campus will be ticketed, booted and may be towed.
- ◆ All motor vehicle accidents on campus must be reported immediately to campus security as required by law.

Warning: Possession of lost, stolen, or counterfeited UNC 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 at www.umcrookston.edu/onestop.

Information, including annual billing schedules and procedures, is also available on the World Wide Web at www.umcrookston.edu/businessoffice.

STUDENT HEALTH INSURANCE

Degree-seeking Students — 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. 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 2012-2013 are \$950 per semester.

To learn more about this policy and the University Plan, visit www.shp.umn.edu or contact the Office of Student Health Benefits at 612-624-0627 or 800-232-9017.

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 February 4, 2013

Online Students and Non-Degree-seeking Students — If you are an online only student or non-degree-seeking student, you are not required to carry health insurance and are not eligible to enroll in the University-sponsored Student Health Benefit Plan.

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 \$35.00 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 \$30.00 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 Spring 2013 term, your UM Pay E-bill will be issued on January 24, 2013 and your first payment must be received by February 7, 2013.

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 February 14, 2013, and will be due by March 7, 2013. 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 March 14, 2013, and will be due by April 14, 2013. 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 \$297.00 (33% of your balance) and this amount would be due by February 7, 2013.

After you make your first payment of \$297, your second bill would list a minimum payment of \$310 (50% of the balance of the \$603.00 remaining on your account plus the \$35.00 installment fee) and would be due by March 7, 2013.

Your final bill would be for \$319 (the remaining balance of \$284 plus the \$35.00 installment fee) and would be due by April 4, 2013.

CREDIT CARD PAYMENT FAQ

Q: Why did the University of Minnesota decide to allow students to pay with credit cards?

A: The credit card option has been added to UM pay, the University's online billing and payment service, in response to requests from students and/or their payers for added convenience and flexibility in paying educational costs.

Q: What credit cards will be accepted for payment of tuition and fees?

A: UM Pay will link to the credit card vendor, infiNET, to process American Express, Discover Card, or MasterCard payments. If you use a credit card to pay your bill, you will be assessed a service charge by infiNET of 2.75 percent of the payment amount each time you make a payment.

Q: Are other colleges and universities taking credit cards?

A: Colleges and universities all over the country have made similar credit card payment policies. Two of those institutions—the University of Pittsburgh and Temple University—charge a fee for credit card payments; do not accept VISA; and accept credit card payments online only. Other universities not accepting VISA include Indiana University, Syracuse University, and the universities of Illinois, Nebraska, and Texas. Many colleges and universities do not accept credit card payments.

Q: Why is the University assessing a 2.75 percent service charge to pay with credit cards?

A: The University is not accepting credit card payments directly. Credit cards are being accepted by infiNET, a vendor contracted by the University that is charging a fee for their service.

- The 2.75 percent rate based on the payment amount for each transaction was determined by our vendor.
- The University of Minnesota will not receive any part of the service charge.
- While credit card payments offer convenience, the cost to the University was estimated to be approximately \$2 million annually. Therefore, the University decided to require those who use this convenience to cover its cost.

Q: Why don't you take VISA?

A: VISA's rules will not permit the vendor to assess a percentage service charge, requiring the University to assess the same charge for eCheck bank transactions that allow payment directly from checking or savings account. The University chose not to change the current practice of free online banking services.

Q: Is the service charge refundable?

A: The 2.75 percent service charge is non-refundable. Any service charge disputes must be taken directly to your credit card company.

Q: Is there a minimum or maximum amount I can charge on my credit card?

A: You and/or your payer can make a credit card or eCheck payment on UM Pay for a minimum of \$1 or a maximum of \$20,000.00. Payment maximums also depend on your credit card limit.

Q: What if I make a credit card payment for more than I owe on my student account?

A: The University is required to refund any overpayments made by credit card back to the credit card company. The service charge will not be refunded for the portion overpaid. Service charge disputes must be taken directly to your credit card company.

Q: Can I pay with a credit card in person or over the phone?

A: No. Credit card payments can only be made online at the UM Pay Web site. Credit card payments are not accepted in person or over the phone because credit card rules would require the University to add the service charge to all payment types. The University would have been forced to add the service charge to check and cash transactions.

Q: Will Continuing Education change their credit card policies to coincide with UM Pay?

A: The University's contract with their vendor, infiNET, states that charges billed on UM Pay cannot be paid with credit cards unless the payment is made through UM Pay. Therefore, CE will now direct their students to pay on UM Pay, if they choose to use a credit card.

Q: What happens if I make a mistake when I enter my credit card information online?

A: If a credit card number or other personal information is entered that is inconsistent with your credit card account, the payment will be rejected immediately. If the payment is rejected, you will be told that you are over your credit limit. You will be able to view all past rejected payments in your transaction history.

Q: How will I know if my payment is approved?

A: Credit card payments will be instantly approved and an online receipt issued to you.

Q: I received a refund for tuition and fees. How will I get it if I paid with a credit card?

A: Refunds for tuition and fees initially paid by credit card will be refunded to the credit card company used. However, the service charge will not be refunded.

Q: Why can't I see the service charge on my student account?

A: The service charge is assessed by infiNET, our vendor, not the University of Minnesota, so it will not appear on your University student account. However, you and your authorized payer will be able to see the service charge in the transaction history within UM Pay. The service charge will also appear as a separate charge on your (or your payer's) credit card statement.

BILLING AND PAYMENT DATES FOR FALL SEMESTER 2011

STATEMENT	E-BILLING DATE	PAYMENT DATE	BALANCE DUE
Billing Statement #1	January 24, 2013	February 7, 2013	33%
Billing Statement #2	February 14, 2013	March 7, 2013	50%
Billing Statement #3	March 14, 2013	April 4, 2013	100%

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 \$30.00 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.

EDUCATION TAX CREDITS & DEDUCTIONS

For more information about tax credits and deductions, go to the Web at <http://tax.umn.edu/educational.html>.

Other Tax Information

Scholarships, grants, fellowships, and stipends (but not loan funds) are taxable income to the recipient, except for the portion of these funds used for tuition, registration, or other university fees and books, supplies, and equipment required for courses being taken. Special tax regulations also apply to nonresident alien students and may require withholding of taxes at the time of aid disbursement. Information on the taxability of scholarships can be obtained from the following IRS publication and forms: Publication 970—Tax Benefits for Education; Pub 519—U.S. Tax Guide for Aliens. These publications and income tax forms can be obtained from the Internal Revenue Service at their toll-free number: 1-800-829-FORM or online at www.irs.gov/formspubs.



UNIVERSITY OF MINNESOTA | CROOKSTON

Small Campus. Big Degree.

Office of the Registrar

CONSUMER INFORMATION NOTIFICATION:

The UMC website includes comprehensive information about the University which we are required by law to share with you annually.

Follow the links on this page to a broad spectrum of tools, facts, and procedures essential to making good decisions while you are a student.

- ◆ refund schedule <http://www.umcrookston.edu/refundcalendar>
- ◆ academic programs and instructional personnel <http://www.umcrookston.edu/academics>
- ◆ services for students with disabilities <http://www.umcrookston.edu/disability>
- ◆ campus safety and security <http://www.umcrookston.edu/security>
- ◆ applying for financial aid <http://www.umcrookston.edu/financialaid>
- ◆ student conduct code <http://www.umcrookston.edu/studentconduct>

Please be aware that some of your student record is public information, such as your name, address, e-mail address, and telephone number(s); dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn, and withdrawal date); college and class, major, adviser, academic awards and honors received, and degrees earned. If you are currently enrolled, you may prevent the release of your public information by indicating that choice at the Update or Suppress Personal Information at:

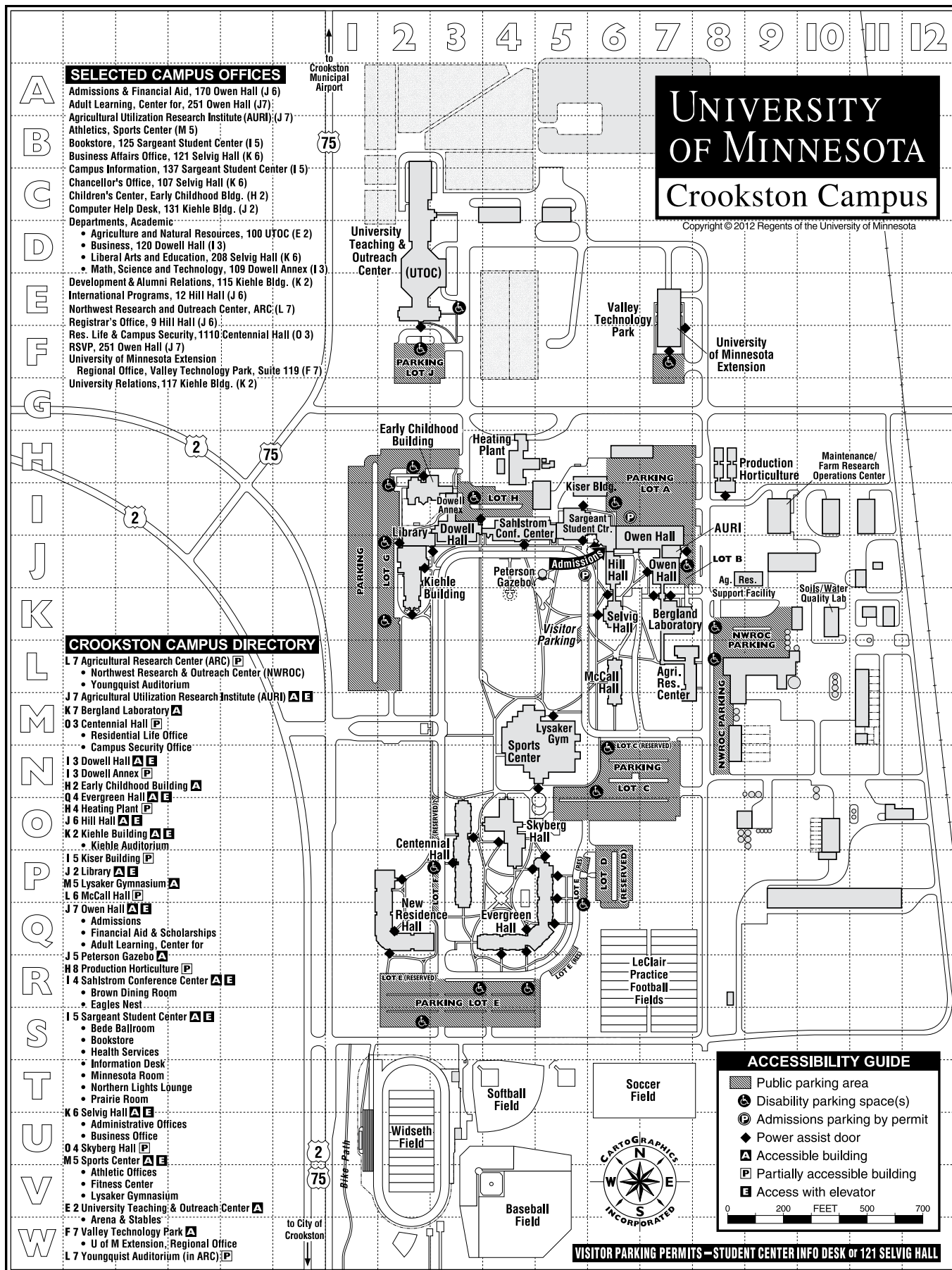
<https://webapps-prd.oit.umn.edu/personaldemographics/viewGeneralInfo.do?institution=UMNCR> .

You may also choose to allow access to your student record information to third parties (e.g., parent, spouse) through the Parent/Guest Access at <http://www.umcrookston.edu/guestaccess> . The University policy regarding your student education records is available for review at <http://www.umcrookston.edu/info/policies/access.htm> .

Federal regulations require we make you aware that if you are convicted under federal or state law for the sale or possession of drugs while you are enrolled and receiving federal student aid, you will become ineligible for federal aid for a period of time. For more information refer to the Student Aid Eligibility Worksheet at:

<http://www.fafsa.ed.gov/fotw1112/help/ffoc03a.htm> . State regulations require we inform you that arrests, charges or convictions for criminal offenses may limit employment possibilities in specific careers and occupations. If you are in this situation you will want to investigate with your adviser any restrictions you may face in your field of study.

If you have questions or need assistance, please contact the Office of the Registrar by e-mail, phone, or in person. For contact information, go to <http://www.umcrookston.edu/registrar> .





Schedule Worksheet

Student Name _____

Year _____ Major _____

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
0800 (8:00 a.m.)					
0900 (9:00 a.m.)					
1000 (10:00 a.m.)					
1100 (11:00 a.m.)					
1200 (12:00 noon)					
1300 (1:00 p.m.)					
1400 (2:00 p.m.)					
1500 (3:00 p.m.)					
1600 (4:00 p.m.)					
1700 (5:00 p.m.)					
1800 (6:00 p.m.)					
1900 (7:00 p.m.)					

Subj.	Course #	Sec.	Class #	Descriptive Title of Course	Credits		Hours	Days	Room Bldg.
					A-F	S-N			
Credits					A-F + S-N		Total		

OFFICE OF ADMISSIONS

Students interested in attending UMC are encouraged to contact:

Office of Admissions
170 Owen Hall
University of Minnesota, Crookston
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

Website: www.umcrookston.edu, e-mail: UMCinfo@umn.edu



UMC Facts

UMC Address: 2900 University Ave., Crookston, MN 56716
Founded: 1966 as a 2-year, 1993 as a 4-year institution
Approximately 1450 full-time students
Team Nickname: Golden Eagles
Colors: Maroon & Gold
National Affiliation: NCAA Division II
Conference: NSIC Member - 1999

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